



**BIDDING DOCUMENT FOR RUDA
Government of the Punjab**



**PROCUREMENT OF IP PHONES
FOR
RAVI URBAN DEVELOPMENT AUTHORITY**

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 is being floated under RUDA Procurement Regulations 2022 (Amended) for inviting bids for **Procurement of IP Phones** for **Ravi Urban Development Authority**.

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. Bids submitted by potential bidders in response to the Invitation to Bid (ITB) are understood to be based on a thorough understanding and comprehension of each clause in the document. This understanding is assumed to be obtained after due diligence and careful verification and examination of the information, data, criteria, terms, and conditions mentioned in the document. Simply obtaining the document and participating in the bidding process does not constitute a solicitation (and such solicitations are considered an acceptance of all the terms and conditions stated in this document) to invest, nor is it a guarantee or commitment of any kind on the part of the Ravi Urban Development Authority (RUDA) for the award of the contract. RUDA reserves the right to modify the document or the assignment at any time prior to the bid submission deadline, at its full discretion. RUDA is not liable to reimburse or compensate the bidders for any cost, taxes, expense, or damage incurred by the bidders for the preparation and participation of the bid.

4. RUDA in terms of regulation 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 whatsoever by virtue of its invoking ibid rule towards the bidders.



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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 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.



1. INVITATION TO BID

Ravi Urban Development Authority hereinafter referred to as “**RUDA**” invites sealed bids for procurement of **IP Phones** as detailed specifications of the required IP Phones are mentioned in annexure-A in this tender document.

1.1. RUDA Procurement Regulations 2022 (amended) are strictly to be followed and can be downloaded from RUDA website: <https://ruda.gov.pk/legal-framework> Interested companies, who are registered with income tax and sales tax department are invited to bid.

1.2. Mode of Advertisement:

As per regulation 12 of RUDA Procurement Regulations 2022 (amended), this tender is being placed online at RUDA's website.

The prospective bidders can download the Tender from RUDA's website (<http://www.ruda.gov.pk>).

2. INSTRUCTIONS TO BIDDERS

2.1. Eligibility Criteria

All prospective bidders who are registered with the Income Tax and Sales Tax departments shall be eligible to apply.

All prospective bidders shall submit an affidavit on legal stamp paper stating that they have not been blacklisted by any public sector organization in Pakistan or challenged any such order in court.

2.2. Cost of Bidding Document

Interested bidders can acquire the bidding document from RUDA's Procurement Department located at 151 Abu Bakar, Block Garden Town, Lahore. A non-refundable tender cost of **PKR 5,000/-** is required, payable via Pay Order or Demand Draft in favor of **Ravi Urban Development Authority**. This can be done on any working day (Monday to Friday) during office hours. Alternatively, the document can be downloaded from RUDA's website. Please note, bids will only be accepted if accompanied by a Pay Order or Demand Draft of **PKR 5,000/- attached to the bidding document**.



2.3. Type of Open Competitive Bidding

As per Regulation 41(2)(b) of RUDA Procurement Regulations 2022 (amended), Single Stage – Two Envelope procedure shall be followed. This is as follows:

1. The bid shall comprise of a single package containing two separate envelopes.
2. Each envelope shall contain separately the financial proposal and the technical proposal.
3. The envelopes shall be marked as “**FINANCIAL PROPOSAL**” and “**TECHNICAL PROPOSAL**” in bold and legible letters to avoid confusion.
4. Initially, only the envelope marked “**TECHNICAL PROPOSAL**” shall be opened.
5. The envelope marked as “**FINANCIAL PROPOSAL**” shall be retained in the custody of the procuring agency without being opened.
6. RUDA shall evaluate the technical proposal in a manner prescribed in Section 4, 7 and Annexure-A of this document, without reference to the price and reject any proposal which does not conform to the specified requirements as listed in said Sections.
7. The financial proposals of technically qualified bidders shall be opened publicly at a time, date and venue announced and communicated to the bidders in advance.
8. After the evaluation and approval of the technical proposal the procuring agency shall at a time within the bid validity period, publicly open the financial proposals of the technically accepted and qualified bids only. The financial proposal of bids found technically non-responsive shall be returned unopened to the respective bidders.

3. BIDDING DETAILS

All bids must be accompanied by Bid Security, as per provisions of this tender document clause “Bid Security” in favor of “**Ravi Urban Development Authority**”. The complete bids as per requirements under this tender document must be delivered to the office of Ravi Urban Development Authority, **not later than 02:00 PM on 15 August 2024**. Late bids shall not be considered. Bids shall be publicly opened in the conference room of Ravi Urban Development Authority at **02:30 PM** on the same day. In case the last date of bid submission falls in/within the official holidays/weekends, the last date for submission of the bids shall be the next working day.

The Bidder should be fully and completely responsible for all the deliveries and deliverables to RUDA.



The Primary Contact for all correspondence in relation to this bid is as follows:

Primary Contact

Deputy Director Procurement

haroon.rauf@ruda.gov.pk

Ravi Urban Development Authority

151 Abu Bakar Block, Garden Town Lahore. Pakistan

TEL: +92-42-99333531-6

4. TENDER SCOPE

Ravi Urban Development Authority (RUDA), (hereinafter referred to as RUDA) invites sealed bids for Procurement of Ip Phones (hereinafter referred to as “the Tender”).

Detailed requirements and other specifications of the product required are attached at Annexure-A.

5. TENDER ELIGIBILITY / QUALIFICATION CRITERIA

Eligible Bidder/Bidder is a Bidder/Bidder who:

- a) The bidder must be a supplier and must be registered with the Income Tax and Sales Tax Departments and on the Active Taxpayer List (ATL) of the Federal Board of Revenue (FBR). The bidder must provide documentary proof for all of these requirements.
- b) The bidder must not quote more than one rate for an item of identical brand, specifications, or quality.
- c) The bidder must provide complete details and documentation as specified in the Vendor Profile / Qualification Data format given at Annexure A.
- d) The bidder must not be blacklisted, bankrupt, insolvent, debarred due to involvement in corrupt and fraudulent practices, or subject to any performance failure in contracts, agreements, or purchase orders from any procurement organizations.
- e) The bidder must submit bid security as specified in this document within the timeline specified.
- f) The bidder must provide evidence of their eligibility, capacity, and capability to perform and deliver the goods being contracted and must provide proof of compliance to carry out the contracted work effectively.



6. WARRANTY, MAINTENANCE AND SUPPORT

All goods / equipment offered by the bidder must be under Warranty/Guarantee from the date of delivery for a period of 1 year. In Technical Proposal, bidder must specify OEM's Warranty with duration and submit documentary proof, bidders' own warranty (if applicable) and explain the mechanism for claiming / execution of warranty.

7. SUBMISSION OF TENDER

1. Affidavit and Undertaking (All terms & conditions and qualifications listed anywhere in the tender document have been satisfactorily vetted and agreed).
2. Authorized Certificate / document from the principle / manufacturer. (If applicable)
3. Undertaking and Evidence that the quoted Goods are genuine, brand new, non-refurbished, and un-altered in any way.
4. Technical Brochures/Literature, details of warranty and after-sale service (if applicable)
5. The bidders' financial capacity to mobilize and sustain the Supply of Hardware/Equipment is imperative. In the Proposal, the Bidder is required to provide information of its financial status. This requirement can be met by submission of one of the following:

5.1. Bank statement for the last one (01) year,

6. The Financial Proposal shall comprise the following:

- 6.1. Financial Proposal Form (Annexure-C)
- 6.2. Price Schedule (Annexure-D)
- 6.3. Bid Security (As per provisions of the clause "Bid Security" of this document)

8. TENDER PRICE

The quoted price shall be:

- 8.1. best / final / fixed and valid until completion of all obligations under the Contract
i.e., not subject to variation / escalation.
- 8.2. in Pak Rupees
- 8.3. inclusive of all taxes, duties, levies, insurance, freight, etc.



9. BID SECURITY

- 9.1 The bidder shall furnish the Bid Security of **Rs. 66,000/-** in the form of Demand Draft / Pay Order / Call Deposit Receipt, in the name of “**Ravi Urban Development Authority**” issued by any schedule bank of Pakistan.
- 9.2 Any bid submitted without bid security being non-responsive shall be rejected.
- 9.3 All bidders shall be required to attach original bid security in any of the form mentioned above along with the financial bid. A copy of the bid security, however, shall be required to be submitted along with the technical bid to confirm that the same exists and stands attached with the financial bid.
- 9.4 has a minimum validity period of ninety (90) days along with the bid from the last date for submission of the Tender.

The Bid Security shall be forfeited by RUDA, on the occurrence of any / all of the following condition:

- 9.5 If the Bidder withdraws the Tender during the period of the Tender validity specified by the Bidder on the Tender Form; or
- 9.6 If the Bidder does not accept the corrections of his Total Tender Price; or
- 9.7 If the Bidder, having been notified of the acceptance of the Tender by RUDA during the period of the Tender validity, fails or refuses to deliver the required items or fulfill the order placed within the stipulated time.
- 9.8 The bid security of all unsuccessful Bidder shall be returned on demand by the unsuccessful bidder only after finalization of technical evaluation.
- 9.9 The Bid Security of all technically responsive bidder shall be retained till the completion and award of contract to the successful bidder.
- 9.10 The bid security of successful bidder either can be substituted with the performance guarantee by providing the remaining amount of performance guarantee or the successful bidder bid validity covers the contract completion period can be made part of the performance guarantee by adding the remaining amount.

10. TENDER VALIDITY

The Tender shall have a minimum validity period of ninety (90) days from the last date for submission of the Tender. RUDA may solicit the Bidder's consent to an extension of the validity period of the Tender. The request and the response thereto shall be made in writing. If the Bidder agrees to an extension of the validity period of the Tender, the validity period of the Bid Security shall also be suitably extended.



11. CORRECTION OF ERRORS / AMENDMENT OF TENDER

The Tender shall be checked for any arithmetic errors which shall be rectified, as follows:

- 11.1.1. If there is a discrepancy between the amount in figures and the amount in words for the Total Tender Price entered in the Tender Form, the amount which tallies with the Total Tender Price entered in the Price Schedule shall govern.
- 11.1.2. If there is a discrepancy between the unit rate and the total price entered in the price Schedule, resulting from incorrect multiplication of the unit rate by the quantity, the unit rate as quoted shall govern and the total price shall be corrected, unless there is an obvious and gross misplacement of the decimal point in the unit rate, in which case the total price as quoted shall govern and the unit rate shall be corrected.
- 11.1.3. If there is a discrepancy in the actual sum of the itemized total prices and the total tender price quoted in the Price Schedule, the actual sum of the itemized total prices shall govern.
- 11.1.4. The Tender price as determined after arithmetic corrections shall be termed as the Corrected Total Tender Price which shall be binding upon the Bidder.
- 11.1.5. Adjustment shall be based on corrected Tender Prices. The price determined after making such adjustments shall be termed as Evaluated Total Tender Price.
- 11.1.6. No credit shall be given for offering delivery period earlier than the specified period.

12. REJECTION / ACCEPTANCE OF THE BID

RUDA may reject all bids or proposals at any time prior to the acceptance of a bid or proposal.

12.1 The Tender shall be rejected if it is:

- 12.1.1. Substantially non-responsive in a manner prescribed in this tender document; or
- 12.1.2. Submitted in other than prescribed forms, annexes, schedules, charts, drawings, documents / by other than specified mode; or
- 12.1.3. Incomplete, partial, conditional, alternative, late; or
- 12.1.4. The bidder refuses to accept the corrected total tender price; or
- 12.1.5. The bidder has conflict of interest with RUDA; or



- 12.1.6. The bidder tries to influence the tender evaluation / contract award;
or
- 12.1.7. The bidder engages in corrupt or fraudulent practices in competing for the contract award.
- 12.1.8. The bidder fails to meet all the requirements of tender eligibility/ qualification criteria.
- 12.1.9. The bidder fails to meet the evaluation criteria requirements.
- 12.1.10. The bidder has been blacklisted by any public or private sector organization
- 12.1.11. There is any discrepancy between bidding documents and bidder's proposal i.e., any non-conformity or inconsistency or informality or irregularity in the submitted bid.
- 12.1.12. The Bidder submits any financial conditions as part of its bid which are not in conformity with the tender document.
- 12.1.13. Non-submission of verifiable proofs against the mandatory as well as general documentary, qualification, and eligibility related requirements.

13. CONTRACT LANGUAGE

The Contract and all documents relating to the Contract, exchanged between the bidder and RUDA shall be in English language. The bidder shall bear all costs of translation to English and all risks of the accuracy of such translation.

14. STANDARDS

The equipment provided under this Contract shall conform to the specifications mentioned in the tender documents.

15. PACKING

The bidder shall provide such packing of the equipment as is sufficient to prevent their damage or deterioration during storage / transit to their final destination as indicated in the Contract. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the final destination and withstand, without limitation, rough handling, exposure to extreme temperatures, salt, and precipitation at all points in storage / transit.



16. DELIVERY

- 16.1 The bidder shall be required to ensure delivery of the required IP Phones as per the timeline mentioned in the bidding document (10-15 days) and indicate his delivery approach clearly specifying the requirements for shipping and installation (if required) of deliverable with any associated/relevant documentation. The bidder shall be required to ensure timely delivery of the required goods at the designated sites.
- 16.2 The Ip phones shall remain at risk and in the physical custody of the bidder until the delivery, testing and taking over of the IP Phone is completed.
- 16.3 The bidder shall ensure that the Ip Phones shall preferably be delivered in total. If it shall appear to the Client that the Ip Phones has been or are likely to be delayed by reason of incomplete delivery or for any other reasons, he may require the Bidder at the expense of the Bidder to dispatch the missing items of the Ip Phones to the site of delivery by the fastest available means.

17. LATE DELIVERY CHARGES

Since time is the essence of the assignment under reference therefore in case of delay in delivery shall it entail late delivery charges @ 01% of the cost of delayed supply of the items (IP Phones) value per day which will be deducted at the time of making the payment to the successful bidder. The clause, however, shall not be applicable in the case of force majeure causing a delay in timely delivery of goods.

18. PAYMENT

The bidder shall provide all necessary supporting documents along with invoice. The Bidder shall submit invoices, receipts, or other documentary evidence. All payments shall be subject to any and all taxes, duties, and levies applicable under the laws of Pakistan. No invoice shall be processed unless it is accompanied by a satisfaction certificate issued by the indenting department.



19. ADVANCE PAYMENT

19.1 In order to financially facilitate the bidder a dispensation on account of advance to the tune of up to 25% if is required to shall be granted to the successful bidder after award of contract, but the 25% of the contract cost can be given to the successful bidder shall be subject to furnishing of Bank guarantee of equal amount issued a schedule bank of Pakistan in favor of RUDA as a security to the advance paid.

19.2 No advance payment shall be given unless the request is accompanied by the aforementioned bank guarantee.

20. PRICE

The bidder shall not charge prices for the Goods/Items, the Services provided and for other obligations discharged, under the Contract, varying from the prices quoted by the Bidder in the Price Schedule.

21. CONTRACT AMENDMENT

RUDA may at any time, by written notice served to the bidder, alter, or amend the contract for any identified need/requirement in the light of prevailing rules and regulations. The bidder shall not make any change until or unless RUDA has allowed the said change, by written order served to the bidder. The Change, mutually agreed upon, shall constitute part of the obligations under this Contract, and the provisions of the Contract shall apply to the said change. No variation in or modification in the Contract shall be made, except by written amendment signed by both RUDA and the bidder.

22. ASSIGNMENT/SUBCONTRACT

The bidder shall not assign or sub-contract its obligations under the Contract, in whole or in part.



23. BLACKLISTING

If the bidder fails/delays in performance of any of the obligations, under the Contract, violates any of the provisions of the Contract, commits breach of any of the terms and conditions of the Contract or found to have engaged in corrupt or fraudulent practices in competing for the award of contract or during the execution of the contract, RUDA may without prejudice to any other right of action / remedy it may have, blacklist the bidder, either indefinitely or for a stated period, for future tenders in public sector, as per provision of RUDA Regulations 2022 (amended).

24. TERMINATION FOR DEFAULT

If the bidder fails / delays in performance of any of the obligations, under the Contract /violates any of the provisions of the Contract / commits breach of any of the terms and conditions of the Contract RUDA may, at any time, without prejudice to any other right of action / remedy it may have, by written notice served on the Bidder with a copy to the Client, indicate the nature of the default(s) and terminate the Contract, in whole or in part, without any compensation to the bidder. Provided that the termination of the Contract shall be resorted to only if the bidder does not cure its failure / delay, within fifteen working days (or such longer period as the Client may allow in writing), after receipt of such notice.

If RUDA terminates the Contract for default, in whole or in part, RUDA may procure, upon such terms and conditions and in such manner as it deems appropriate, Services / Works, similar to those undelivered, and the Bidder shall be liable to RUDA for any excess costs for such similar Services / Works. However, the bidder shall continue performance of the Contract to the extent not terminated.

25. FORCE MAJEURE

25.1 For the purpose of this contract “Force Majeure” means an event which is beyond the reasonable control of a party and which makes a party’s performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances, and includes, but is not limited to, War,



Riots, Storm, Flood or other industrial actions (except where such strikes, lockouts or other industrial are within the power of the party invoking Force Majeure), confiscation or any other action by Government agencies. In all disputes between the parties as to matters arising pursuant to this Contract, the dispute be referred for resolution by arbitration under the Pakistan Arbitration Act, as amended, by one or more arbitrators selected in accordance with said Law. The place for arbitration shall be Lahore, Pakistan. The award shall be final and binding on the parties.

25.2 The Bidder shall not be liable for liquidated damages, blacklisting for future tenders, if and to the extent his failure / delay in performance /discharge of obligations under the Contract is the result of an event of Force Majeure.

25.3 If a Force Majeure situation arises, The Bidder shall, by written notice served on RUDA, indicate such condition and the cause thereof. Unless otherwise directed by RUDA in writing, The Bidder shall continue to perform 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. Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a Party or Agents or Employees, nor (ii) any event which a diligent Party could reasonably have been expected to both (A) take into account at the time of the conclusion of this Contract and (B) avoid or overcome in the carrying out of its obligations here under.

25.4 Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder.

26. DISPUTE RESOLUTION

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

If, after thirty working days, from the commencement of such informal negotiations, RUDA and the Bidder have been unable to amicably resolve a Contract dispute, either party may, require that the dispute be referred for resolution by arbitration under the Pakistan Arbitration Act, 1940, as amended, by one or more arbitrators selected in accordance with said Law. The place for arbitration shall be Lahore, Pakistan. The award shall be final and binding on the parties.



27. TAXES AND DUTIES

The bidder shall be entirely responsible for all taxes, duties and other such levies imposed make inquiries on income tax / sales tax to the concerned authorities of Income Tax and Sales Tax Department, Government of Pakistan.

28. DELIVERY PERIOD

The bidder shall deliver the ordered item(s), within **10-15 days** from the issuance of the intimation letter(s) by RUDA, during the period of contract, subsequent to the issuance of Purchase/Work Order.

29. PERFORMANCE SECURITY

The bidder has to submit performance security @ **10%** of the contract price. The performance security shall be retained for a period of one year, goods are to be supplied with 01 one-year warranty / guarantee time.



EVALUATION CRITERIA:

TECHNICAL EVALUATION CRITERIA:

Legal (Mandatory)

- (i) Valid Income Tax Registration *Registered for at least last three (03) years.
- (ii) Valid Sales Tax Registration (Status = Active with FBR)
- (iii) 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. In full compliance of the Execution Schedule and Delivery Period mentioned in tender document.
 - c. Compliance with the technical specifications of (all items) to be procured mentioned vide “Annex A – Technical Specifications” of this document.

Selection Procedure:

The following parameters shall be evolved to quantify the standing of bidders with respect to their technical and financial standing:

- (i) **Technical Brochures** of Equipment quoted, mentioning its specifications, manufacture's model, product number, and country of origin.
- (ii) **Undertaking** and Evidence that the quoted Goods are genuine, brand new, non-refurbished, and un-altered in any way.
- (iii) **Authority Letter** from the Bidder Company authorizing the relevant person to represent the company (if required).

Note:

- Verifiable documentary proof for all above requirements. Bidder must include checklist for above requirements in their bid.

FINANCIAL EVALUATION CRITERIA

- (i) 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.



- (ii) The Financial Proposal evaluation will be conducted under the 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.
- (iii) In cases of discrepancy between the cost/price quoted in Words and in Figures, the lower of the two will be considered.
- a. 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.
 - b. 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.
- (iv) RUDA will not be responsible for any erroneous calculation of taxes and all differences arising out of the 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 Intent (LOI) till termination of the signed contract in this regard.



ANNEXURE-A

Technical Specification/Requirements:

- Dual-switched 10/100/1000 mbps PoE ports for high-speed connectivity.
- Supports 3-way conferencing for efficient communication.
- Includes 3 XML programmable keys for customization.
- Comes with a power adapter for easy setup.
- Supports 1 SIP account, with up to 2 call appearances for multitasking.
- Employs TLS and SRTP security encryption technology to safeguard calls and accounts.
- Facilitates 3-way audio conferencing for easy conference calls.
- Offers Electronic Hook Switch (EHS) support for Plantronics headsets for hands-free operation.
- Provides automated provisioning options, including TR-069 and XML config files for easy configuration.
- Features a full-duplex speakerphone with HD audio to ensure maximum audio quality and clarity.
- Compatible with Grandstream's UCM series of IP PBXs for Zero Config provisioning for seamless integration.
- Built-in PoE 802.3af to power the device and provide it with a network connection.
- Supports up to 500 contacts for extensive networking.
- Stores call history of up to 200 records for easy reference.

Please note that.

- Each piece of equipment quoted should include the manufacturer's warranty, accompanied by the respective warranty cards.
- Delivery should be accomplished within a **10-15 days' timeframe**.
- RUDA will inspect the supplied items in the presence of the vendor. If any issues arise or if an item is found to be damaged, the vendor is obligated to replace it with a new item of identical specifications.
- All supplied items should be brand new.



ANNEXURE-B Technical Proposal Submission Form

Date:

To,

Procurement Department,
Ravi Urban Development Authority,

Dear Sir,

- a) I/we, the undersigned, being duly authorized to represent and act on behalf of (hereinafter “the Applicant”) have reviewed and fully understood all the clauses of the RFP/bidding document provided by RUDA.
- b) RUDA and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This Letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and requested by yourselves or the authorized representative to verify statements and information provided in this application, or with regards to the resources, experience, and competence of the Applicant.
- c) RUDA and its authorized representatives may contact the following persons for further information, including General and Managerial Inquiries, Personnel Inquiries, Technical Inquiries, Financial Inquiries, when needed.

S No	Name and Designation	Contact Details
1.		
2.		

Name and Designation:
Signature:



ANNEXURE-C Financial Proposal Submission Form (Part of Financial Bid Envelope)

[Date]

To,
Procurement Department,
Ravi Urban Development Authority,

Dear Sir,

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

We declare that the Government of Pakistan / Punjab has not declared us 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 are aware of the relevant provisions of the Proposal Document.

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

Yours sincerely,

(Signature)

(Insert Name and Designation of Signatory)

(Insert Name of Firm)

(Insert Address)



Annexure-D Price Schedule

Rate of items mentioned in Annexure-A

Ser No	Description	QTY Required	Unit Rate	Total
1.	IP Phones (As per specifications provided in Annex A)	150		
Total (inclusive of applicable taxes)				

Rate in words: PKR:

Note:

- Price Schedule is made in accordance with the specifications of the items mentioned in Annexure-A.