

BIDDING DOCUMENT FOR RUDA

Government of the Punjab



HIRING OF FIRM FOR RENEWAL OF MICROSOFT 365 LICENSES

For

Ravi Urban Development Authority

Tender Ref No. RUDA-FIN-26-841

151 Abu Bakar Block, Garden Town, Lahore. Pakistan

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Web: <http://www.ruda.gov.pk>



DISCLAIMER

This bidding document has been prepared and issued in accordance with **RUDA Procurement Regulations 2022 (amended)** for the purpose of inviting bids from **Authorized Microsoft Partners or Resellers** for the **Renewal of Microsoft 365 Licenses** for Ravi Urban Development Authority (RUDA).

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

3. The submission of 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, expenses or damage incurred by the bidders during their participation in the bids.

5. 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 solely by virtue of its invoking ibid rule towards the bidders.

6. Mere submission of bids does not generate or create the right of the bidders to selection.



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

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



Section-I Invitation to Bid



RAVI URBAN DEVELOPMENT AUTHORITY
GOVERNMENT OF THE PUNJAB



**INVITATION FOR
HIRING OF FIRM FOR RENEWAL OF MICROSOFT 365 LICENSES**

Ravi Urban Development Authority (RUDA), hereinafter referred to as the Procuring Agency, invites sealed bids from Authorized Microsoft Partners or Resellers for the **Renewal of Microsoft 365 Licenses** for RUDA, in accordance with the requirement and terms outlined in the bidding documents.

Companies, or firms engaged in providing the aforementioned services and duly registered with the relevant authorities, including the Income Tax Department, Sales Tax Department, and Punjab Revenue Authority are hereby invited 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 having validity of 90 days, in favor 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/tenders> 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 would be operative law which can be downloaded from RUDA <https://ruda.gov.pk/legal-framework> and is open to all eligible bidders as required & mentioned in the bidding documents.

Sealed bids must be submitted at the designated office address on or before **10th March 2026 by 11:00 AM**. The bids will be opened in the presence of bidders or their authorized representatives who choose to attend at **11:30 AM** on the same day at the Office of Ravi Urban Development Authority (RUDA). Late proposals should not be entertained.

Incomplete and overwritten bids will be rejected. 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 the 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-1854**

Deputy Director Procurement
Ravi Urban Development Authority
151, Abu Bakar Block, New Garden Town, Lahore
Tel: +92-42-9933531-6
Email: raja.imran@ruda.gov.pk



Section-II: Instruction to Bidders (ITB)

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

2.1. Introduction

- 2.1.1. Scope of Bid**
- i) **RUDA** invites Sealed Bids for the provision of Renewal of Microsoft 365 Licenses **(The Service)** as specified in Section-IV Bid Data Sheet (BDS) and Section III – Scope of Services. Successful Bidders will be expected to provide the services within the specified period and timeline (s) as stated in the BDS.
- 2.1.2. Source of Funds**
- i) RUDA has its own source of funds as per Section 34 of RUDA Act 2020 (amended and updated). RUDA intends to apply the provided funds and/or a portion of this budget to make eligible payments under the contract for which the Invitation to bids has been issued.
- 2.1.3. Eligible Bidders**
- i) The Invitation to Bid is open to all service providers who are **authorized Microsoft Partners or Resellers**, possess valid registration, and are compliant with applicable tax regulations. Eligible bidders must be registered with the relevant authorities, including Income Tax, Sales Tax, and Punjab Sales Tax departments, unless otherwise specified herein.
 - ii) Government-owned enterprises may participate only if they are duly/legally authorized in this regard by the respective/relevant competent forum/authority.
 - iii) Bidders shall not be under a declaration of blacklisting by RUDA or any other procuring agency.
 - iv) A Bidder shall not have a conflict of interest. All Bidders found to have a conflict of interest shall be non-responsive. A Bidder may be considered to have a conflict of interest with one or more parties in this bidding process, if they:
 - a) Are associated or have been associated for the procurement of the services to be purchased under this Invitation for Bids, directly or indirectly with a firm or any of its affiliates which have been engaged by RUDA to provide consulting services for the preparation of the design, specifications and other documents to be used.
 - b) Have controlling shareholders in common; or



- c) Receive or have received any direct or indirect subsidy from any of them; or
 - d) Have the same legal representative for purposes of this Bid; or
 - e) Have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Bid of another Bidder, or influence the decisions of RUDA regarding this Bidding process; or
- xii) Bidder may be ineligible if.
- (a) The Bidder is declared bankrupt or, in the case of a company or firm, insolvent.
 - (b) 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.
 - (c) Legal proceedings are established against such Bidder involving order suspending payments and which may result, in accordance with the national laws, in a declaration of bankruptcy or in any other situation entailing the total or partial loss of the right to administer and dispose of the property.
 - (d) The Bidder is convicted, by a final judgment, of any offence involving professional conduct.
 - (e) The Bidder is debarred and blacklisted due to involvement in corrupt and fraudulent practices in accordance with the provision of Regulation 23 read with SCHEDULE (**Blacklisting Mechanism or Process**) of RUDA Procurement Regulations 2022 (amended).
 - (f) The Bidder is debarred and blacklisted in general (i.e. to the extent of all public procurement) due to consistent performance failure in accordance with Regulation 23 read with SCHEDULE (**Blacklisting Mechanism or Process**) of RUDA Procurement Regulations 2022 (amended).
 - (g) The firm, Service Provider and contractor is blacklisted/ debarred by any international organization.



- xiii) Bidders shall provide RUDA with evidence of their eligibility, proof of compliance with the necessary legal requirements to carry out the contract effectively.
- xiv) Bidders shall provide such evidence of their continued eligibility satisfactory to RUDA, as RUDA shall reasonably request.

2.1.4. Cost of Bidding

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

2.1.5. One person, one bid

- i) As per Regulation 39 of RUDA Procurement Regulations 2022 (amended), a Bidder shall submit only one Bid in the same bidding process, either individually as a Bidder or as a member in a joint venture or any similar arrangement.
- ii) No Bidder can be a sub-contractor while submitting a Bid individually or as a member of a joint venture in the same Bidding process.
- iii) A Bidder, if acting in the capacity of sub-contractor in any Bid, shall not submit bid for the same.

2.1.6. Work Plan / Deputation Plan

- i) The Bidder shall be responsible for the provision of bids as per work plan / deputation plan formulated by the procuring agency and procuring agency may also, from time to time amend the same as per its requirement.

2.2. The Bidding Documents

2.2.1. Content of Bidding Documents

- i) The Services required, Bidding procedures, and contract terms are prescribed in the Bidding documents. The Bidding documents, inter alia, include:
 - (a) Invitation to Bids
 - (b) Instructions to Bidders (ITB)
 - (c) Technical Specifications / Scope of Services
 - (d) Bid Data Sheet
 - (e) Schedule of Requirements
 - (f) Bid Form
 - (g) Bidder Profile Form.
 - (h) General Information Form
 - (i) Affidavit
 - (j) Technical Bid Form
 - (k) Financial Bid Form / Price Schedule
 - (l) Performance Guarantee Form



(m) Check List

- ii) The Bidder is required to examine all instructions, forms, terms, and specifications in the Bidding documents. Failure to furnish all information as required by the Bidding documents or to submit a Bid not responsive to the Bidding documents in every respect will be at the Bidder's risk and may result in the rejection of its Bid.
- iii) In case of discrepancies between the Invitation to Bid and the Bidding Documents listed in **ITB 2.2.1 (i)** above, the said Bidding Documents, not in conflict with any provision of RUDA Procurement Regulations 2022 (amended), will take precedence.
- iv) RUDA is not responsible for the completeness of the Bidding Documents and their addenda, if they were not obtained directly from RUDA or from its website. Re-confirming from the Authority that all pages/ contents have been properly and clearly received is the prime responsibility of the Bidder.

2.2.2. Clarification of Bidding Documents

- i) A prospective Bidder requiring any clarification of the Bidding documents may notify RUDA in writing or by email at RUDA's address indicated in Invitation to Bid / Tender Notice / Advertisement. RUDA will respond in writing to any request for clarification of the Bidding documents which it receives no later than **seven (7) days** prior to the deadline for the submission of Bids prescribed in the Bid Data Sheet. Written copies of RUDA's response (including an explanation of the query but without identifying) will be sent to all prospective Bidders that have received the Bidding documents.
- ii) A prospective Bidder requiring any clarification of the Bidding Documents may notify RUDA in writing or in electronic form that provides record of the content of communication at RUDA's address indicated in the Bid Data Sheet (BDS).
- iii) RUDA will within three (3) working days after receiving the request for clarification, respond in writing or in electronic form to any request for clarification provided that such request is received not later than seven (7) days prior to the deadline for the submission of Bids. As prescribed in **ITB 2.2.2 (i)** above. However, this clause shall not apply in the case of alternate methods of Procurement.
- iv) Copies of RUDA 's response will be uploaded on its website and forwarded to identified Prospective Bidders through an



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

- v) Should RUDA deem it necessary to amend the Bidding Documents as a result of a clarification, it shall do so following the procedure under **ITB 2.2.3**.
- vi) If indicated **in the BDS**, the Bidder's designated representative is invited at the Bidder's cost to attend a pre-Bid meeting at the place, date and time mentioned **in the BDS**. During the pre-Bid meeting, prospective Bidders may request clarification of the schedule of requirement, the Evaluation Criteria or any other aspects of the Bidding Documents.
- vii) Minutes of the pre-Bid meeting, if applicable, including the text of the questions asked by Bidders, including those during the meeting (without identifying the source) and the responses given, together with any responses prepared after the meeting will be transmitted promptly to all prospective Bidders who have obtained the Bidding Documents and by uploading same on the website of RUDA. Any modification to the Bidding Documents that may become necessary as a result of the pre-Bid meeting shall be made by RUDA exclusively through the use of an Addendum pursuant to ITB 2.2.3. Non-attendance at the pre-Bid meeting will not be a cause for disqualification of a Bidder.

2.2.3. Amendment of Bidding Documents

- i) At any time prior to the deadline for submission of Bids, but not later than three (3) days before the closing date of the submission of Bid, RUDA, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, may modify the Bidding documents by amendment. Any such change/amendment in the Bidding documents shall be provided in a timely manner, preferably through electronic means also, not later than three (3) days, and on an equal opportunity basis as per Regulation 27(4) & (5) of RUDA Procurement Regulations 2022 (amended) as the case may be.
- ii) In order to allow prospective Bidders reasonable time in which to take an addendum into account in preparing their Bids, RUDA, at its discretion, may extend the deadline for the submission of Bids, as per Regulation 31 of RUDA Procurement Regulations 2022 (amended), in the manner similar to the original



advertisements, so as to avoid any inconvenience and to doubly ensure level playing field for all prospective bidders.

2.3. Preparation for Bids

- 2.3.1. Language of Bid** i) The Bid prepared by the Bidder, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and RUDA shall be written in the language specified in the Bid Data Sheet. Supporting documents and printed literature furnished by the Bidder may be in the same language.
- 2.3.2. Bid Form** i) The Bidder shall complete the Bid Form and the appropriate Price Schedule (Financial Bid) furnished in the Bidding documents, indicating the Framework for Laptop/Desktop Systems & Printer Services to be provided.
- 2.3.3. Bid Prices**
- i) The Bidder shall indicate on form 7.3 the unit price and total Bid price of the services it offers to supply under the contract.
 - ii) Prices indicated on the Price Schedule shall be item wise / LOT wise.
 - iii) The Bidder's separation of price components in accordance with ITB Clause **2.3.3(ii)** above will be solely for the purpose of facilitating the comparison of Bids by RUDA and will not in any way limit RUDA's right to contract on any of the terms offered.
 - iv) Prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation on any account, unless otherwise specified in the Bid Data Sheet. A Bid submitted with an **adjustable price quotation** will be treated as **non-responsive and may be rejected**.
- 2.3.4. Bid Currencies** i) Prices shall be quoted in **Pak Rupees** unless otherwise specified in the Bid Data Sheet.
- 2.3.5. Documents Establishing Bidder's Eligibility and Qualification**
- i) Pursuant to ITB Clause 2.1.3, the Bidder shall furnish, as part of its Bid, documents establishing the Bidder's eligibility to Bid and its qualifications to perform the contract if its Bid is accepted.
 - ii) The documentary evidence of the Bidder's eligibility to Bid shall establish to RUDA's satisfaction that the Bidder, at the time of submission of its Bid, is eligible as defined under ITB Clause **2.1.3**.
 - iii) The documentary evidence, of the Bidder's qualifications to fulfil the contract if its Bid is accepted, shall be established to RUDA's satisfaction:
 - (a) that the Bidder has the financial and technical capability necessary to fulfil the contract.



2.3.6. Bid Security

(b) that the Bidder meets the qualification criteria listed in the Bid Data Sheet.

- i) The Bidder shall furnish, as part of its Bid, a Bid security in the amount specified in the Bid Data Sheet.
- ii) Bid security is required to protect RUDA against the risk of Bidder's conduct which would warrant the security's forfeiture Pursuant to ITB Clause 2.3.6(vii).
- iii) The Bid security shall be in Pakistani rupees and shall be in one of the following forms:
 - (a) Bank Guarantee, Bank call-deposit (CDR), Demand Draft (DD), Pay Order (PO) or Banker's cheque valid for **ninety (90) days**.
- iv) Any Bid not secured in accordance with ITB Clauses 2.3.8 (i) and (ii) may be rejected by RUDA as non-responsive.
- v) Unsuccessful Bidders' Bid security will be discharged or returned as promptly as possible by RUDA or along with unopened financial proposal in terms of Regulation 41(2)(b)(viii) of RUDA Procurement Regulations 2022 (amended), which shall take precedence.
- vi) The successful Bidder's Bid security will be discharged/returned upon the Bidder signing the contract, pursuant to ITB Clause 2.6.1, and furnishing the Performance Guarantee, pursuant to ITB Clause 2.6.2.
- vii) The Bid security may be forfeited:
 - a. If a Bidder withdraws its Bid during the period of Bid validity specified by the Bidder on the Bid Form; or
 - b. In the case of a successful Bidder, if the Bidder:
 - i. Fails to sign the contract in accordance with ITB Clause 2.6.3; **or**
 - ii. Fails to furnish Performance Guarantee in accordance with ITB Clause 2.6.2; or
 - iii. If the blacklisting proceedings under Section-17A of PPRA Act, 2009 read with Rule-21 of PPR-14 are initiated and the bidder is declared blacklisted after due process of law.

2.3.7. Period of Validity of Bids

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



- ii) In exceptional circumstances, RUDA may solicit the Bidder's consent to an extension of the period of validity (as per Regulation 30 of RUDA Procurement Regulations 2022 (amended)). The request and the responses thereto shall be made in writing (or by email). The Bid security provided under ITB Clause 2.3.6 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

- i) The Bidder shall prepare an original and the number of copies of the Bid indicated in the Bid Data Sheet, clearly marking each **“ORIGINAL BID”** and **“COPY OF BID,”** as appropriate. In the event of any discrepancy between them, the original shall prevail.
- ii) The Bidder shall authorize a person/ persons for signing, submission and further correspondence with RUDA on behalf of bidder. The authority letter must be part of bid. However, in case of any issue, the bidder shall be responsible for all consequences.
- iii) The original and the copy or copies of the Bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person duly authorized to bind the Bidder to the contract. **All pages of the Bid shall be signed and stamped by the authorized person.**
- iv) Any interlineation, erasures, or overwriting shall be valid only if they are initialized by the authorized person for signing the Bid.
- v) The original and the copy or copies of the Bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person duly authorized to sign on behalf of the Bidder. This authorization shall consist of a written confirmation as specified in the **BDS** and shall be attached to the Bid. The name and position held by each person signing the authorization must be typed or printed below the signature.
- vi) The Bidder shall furnish information as described in the Form of Bid on commissions or gratuities, if any, paid or to be paid to agents relating to this Bid and to contract execution if the Bidder is awarded the contract.

2.4. Submission of Bids

2.4.1. Sealing and Marking of Bids

- i) As per Regulation 26 of RUDA Procurement Regulations 2022 (amended), the Bidder shall seal the original and each copy of



the Bid in separate envelopes, duly marking the envelopes as “**ORIGINAL**” and “**COPY**”. The envelopes shall then be sealed in an outer envelope.

- ii) The inner and outer envelopes shall:
 - a. be addressed to RUDA at the address given in the Bid Data Sheet; and
 - b. bear the title of procurement Activity indicated in the Bid Data Sheet, the Invitation to Bids (ITB) title and number indicated in the Bid Data Sheet, and a statement: “**DO NOT OPEN BEFORE.... (time and date),**” [to be completed with the time and the date specified in the Bid Data Sheet, pursuant to ITB Clause 2.4.2.]
- iii) The inner envelopes shall also indicate the name and address of the Bidder to enable the Bid to be returned unopened in case it is declared “**late**”.
- iv) If the outer envelope is not sealed and marked as required by ITB Clause 2.4.1 (i), RUDA will assume no responsibility for the Bid’s misplacement or premature opening.

Note: The envelopes shall be sealed and marked in accordance with the bidding procedure adopted as referred to in Regulation 41 of RUDA Procurement Regulations 2022 (amended), which shall have precedence.
- v) The inner and outer envelopes shall:
 - a) Be addressed to RUDA at the address given in the **BDS**; and
 - b) Bear the title of the subject procurement or Project name, as the case may be as indicated in the **BDS**, the Invitation to Bids (ITB) title and number indicated in the **BDS**, and a statement: “**DO NOT OPEN BEFORE,**” to be completed with the time and the date specified in the **BDS**, pursuant to **ITB 2.4.2.**
- vi) In case of Single Stage Two Envelope Procedure, The Bid shall comprise two envelopes submitted simultaneously, one called the **Technical Proposal** and the other **Financial Proposal**. Both envelopes to be enclosed together in an outer single envelope called the Bid. Each Bidder shall submit his bid as under:
 - a) Bidder shall submit his **TECHNICAL PROPOSAL** and **FINANCIAL PROPOSAL** in separate inner envelopes and enclosed in a single outer envelope.
 - b) **ORIGINAL** and each copy of the Bid shall be separately sealed and put in separate envelopes and marked as such.



(c) The envelopes containing the **ORIGINAL** and copies will be put in one sealed envelope and addressed / identified as given in BDS.

- vii) The inner and outer envelopes shall:
- a) be addressed to RUDA at the address provided in the BDS.
 - b) bear the name and identification number of the contract as defined in the BDS; and provide a warning not to open before the time and date for bid opening, as specified in the BDS, pursuant to ITB 2.4.2.
 - c) In addition to the identification required in Sub- Clause (b) hereof, the inner envelope shall indicate the name and address of the Bidder to enable the bid to be returned unopened in case it is declared “late” pursuant to ITB.2.4.3.
- viii) If all envelopes are not sealed and marked as required by **ITB 2.4.1** or incorrectly marked, RUDA will assume no responsibility for the misplacement or premature opening of Bid.

2.4.2. Deadline for Submission of Bids

- i) Bids must be received by RUDA at the address specified under BDS no later than the time and date specified in the Bid Data Sheet.
- ii) RUDA may, at its discretion and as per Regulation 31 of RUDA Procurement Regulations 2022 (amended), extend this deadline for the submission of Bids by amending the Bidding documents in accordance with ITB Clause 2.2.2 & 2.2.3 in which case all rights and obligations of RUDA and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

2.4.3. Late Bids

- iii) Bids shall be received by RUDA at the address specified under **BDS** no later than the date and time specified in the **BDS**.
- i) Any Bid received by RUDA after the deadline for submission of Bids prescribed by RUDA pursuant to ITB Clause 2.4.2 will be rejected and returned unopened to the Bidder.
- ii) RUDA shall not consider evaluating any Bid that arrives after the deadline for submission of Bids.
- iii) Any Bid received by RUDA after the deadline for submission of Bids shall be declared late, recorded, rejected and returned unopened to the Bidder.

2.4.4. Modification and Withdrawal of Bids

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



- ii) The Bidder's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of Clause 2.4.4(i). A withdrawal notice may also be sent by email, but followed by a signed confirmation copy, postmarked no later than the deadline for submission of Bids.
- iii) No Bid may be modified after the deadline for submission of Bids.
- iv) No Bid may be withdrawn in the interval between the deadline for submission of Bids and the expiration of the period of Bid validity specified by the Bidder on the Bid Form. Withdrawal of a Bid during this interval may result in the Bidder's forfeiture of its Bid security (In terms of RUDA Procurement Regulations 2022 (Amended) along with other remedies available under PPR-14), pursuant to the ITB Clause 2.3.6 (vii).
- v) A Bidder may withdraw its Bid after it has been submitted, provided that written notice of the withdrawal of the Bid, is received by RUDA prior to the deadline for submission of Bids.
- vi) Revised bid may be submitted after the withdrawal of the original bid before the deadline for submission of Bids.

2.5. Opening and Evaluation of Bids

2.5.1. Opening of Bids by RUDA

- i) RUDA will open all Bids, in public, in the presence of Bidders' or their representatives who choose to attend, and other parties with a legitimate interest in the Bid proceedings at the place, on the date and at the time specified in the **BDS**. The Bidders' representatives present shall sign a register/attendance sheet as proof of their attendance.
- ii) In case of **Single Stage Two Envelope Procedure**, RUDA will open the Technical Proposals in public at the address, date and time specified in the **BDS** in the presence of Bidders' designated representatives who choose to attend and other parties with a legitimate interest in the Bid proceedings. The Financial Proposals will remain unopened and will be held in custody of RUDA until the specified time of their opening.
- iii) The envelopes holding the Technical Proposals shall be opened one at a time, and the following read out and recorded: **(a)** the name of the Bidder; **(b)** the presence of a Bid Security, if required; and **(c)** Any other details such as RUDA may consider appropriate.



- iv) Bids not opened and not read out at the Bid opening shall not be considered further for evaluation, irrespective of the circumstances. In particular, any discount offered by a Bidder which is not read out at Bid opening shall not be considered further.
- v) Bidders are advised to send in a representative with knowledge of the content of the Bid who shall verify the information read out from the submitted documents. Failure to send a representative or to point out any un-read information by the sent Bidder's representative shall indemnify RUDA against any claim or failure to read out the correct information contained in the Bidder's Bid.
- vi) No Bid will be rejected at the time of Bid opening except for late Bids which will be returned unopened to the Bidder, pursuant to **2.4.3 (i)**.
- vii) RUDA shall prepare minutes of the Bid opening. The record of the Bid opening shall include, as a minimum: the name of the Bidder and whether or not there is a withdrawal, substitution or modification, the Bid price if applicable.
- viii) The Bidders' representatives who are present shall be requested to sign on the attendance sheet. The omission of a Bidder's signature on the record shall not invalidate the contents and affect the record.

2.5.2. Confidentiality

- i) Information relating to the examination, clarification, evaluation and comparison of Bids and recommendation of contract award shall not be disclosed to Bidders or any other persons not officially concerned with such process until the time of the announcement of the respective evaluation report in accordance with the requirements of Regulation 40 of RUDA Procurement Regulations 2022 (Amended).
- ii) Any effort by a Bidder to influence RUDA processing of Bids or award decisions may result in the rejection of its Bid.
- iii) Notwithstanding **ITB Clause 2.2.2** from the time of Bid opening to the time of contract award, if any Bidder wishes to contact RUDA on any matter related to the Bidding process, it should do so in writing or in electronic forms that provides a record of the content of communication.

2.5.3. Clarification of Bids

- i) As per Regulation 35(2) of RUDA Procurement Regulations 2022 (amended), to assist in the examination, evaluation and comparison of Bids and post-qualification of the Bidders, RUDA



may, at its discretion, ask any Bidder for a clarification of its Bid including breakdown of prices to determine its reasonability. Any clarification submitted by a Bidder that is not in response to a request by RUDA shall not be considered.

- ii) The request for clarification and the response shall be in writing or in electronic forms that provide record of the content of communication. In case of Single Stage Two Envelope Procedure, no change in the prices or substance of the Bid shall be sought, offered, or permitted. Whereas in case of Single Stage One Envelope Procedure, only the correction of arithmetic errors discovered by RUDA in the evaluation of Bids should be sought in accordance with ITB Clause 2.5.6.
- iii) The alteration or modification in The Bid which in any way affects the following parameters will be considered as a change in the substance of a bid:
 - a) Evaluation & qualification criteria.
 - b) Required scope of work/Services or specifications.
 - c) All securities requirements.
 - d) Tax requirements.
 - e) Terms and conditions of bidding documents.
 - f) Change in the ranking of the Bidder
- iv) From the time of Bid opening to the time of Contract award if any Bidder wishes to contact RUDA on any matter related to the Bid it should do so in writing or in electronic forms that provide record of the content of communication.
 - i) RUDA will examine the Bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the Bids are generally in order.
 - ii) Arithmetical errors will be rectified on the following basis: -
 - a. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the Service Provider does not accept the correction of the errors, its Bid may be rejected, and its Bid security may be forfeited.
 - b. If there is a discrepancy between words and figures, the amount in words will prevail.

2.5.4. Preliminary Examination



- iii) Prior to the detailed evaluation, RUDA will determine the responsiveness of each Bid to the Bidding documents, pursuant to ITB Clause 2.5.5. For purposes of these Clauses, a responsive Bid is one which conforms to all the terms and conditions of the Bidding documents without material deviations. Deviations from, or objections or reservations to critical provisions, **such as** those concerning **Bid Security** (ITB Clause 2.3.6), **Applicable Law** (GCC Clause 21), Taxes and Duties & mandatory Registrations/ Renewals will be deemed to be a material deviation. RUDA's determination of a Bid's responsiveness is to be based on the contents of the Bid itself without recourse to extrinsic evidence.
- iv) If a Bid is not responsive, it will be rejected by RUDA and may not subsequently be made responsive by the Bidder by correction of the non-conformity.
- v) Prior to the detailed evaluation of Bids, RUDA will determine whether each Bid:
 - a) Meets the eligibility criteria defined in **ITB 2.1.3** and **ITB 2.1.4**.
 - b) has been prepared as per the format and contents defined by RUDA in the Bidding Documents.
 - c) has been properly signed.
 - d) is accompanied by the required security; and
 - e) is responsive to the requirements of the Bidding Documents.

RUDA's determination of a Bid's responsiveness will be based on the contents of the Bid itself.

2.5.5. Examination of Terms and Conditions; Technical Evaluation

- i) RUDA shall examine the Bid to confirm that all terms and conditions specified in the **GCC**, and the **SCC** have been accepted by the Bidder without any material deviation or reservation.
- ii) RUDA shall evaluate the technical aspects of the Bid submitted to confirm that all requirements specified in **Section III-Scope of Services, Section VII – Schedule of Requirements & Evaluation Criteria as provided in BDS**, have been met without material deviation or reservation.
- iii) If after the examination of the terms and conditions and the technical evaluation, RUDA determines that the Bid is not responsive in accordance, it shall reject the Bid.



2.5.6. Correction of Errors

- i) Bids determined to be substantially responsive will be checked for any arithmetic errors. Errors will be corrected as follows: -
 - a) If there is a discrepancy between unit prices and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected, unless in the opinion of RUDA there is an obvious misplacement of the decimal point in the unit price, in which the total price as quoted shall govern and the unit price shall be corrected;
 - b) If there is an error in a total corresponding to the addition or subtraction of sub-totals, the sub-totals shall prevail, and the total shall be corrected; and
 - c) Where there is a discrepancy between the amounts in figures and in words, the amount in words will govern.
 - d) Where there is discrepancy between the grand total of price schedule and amount mentioned on the Form of Bid, the amount referred in Price Schedule shall be treated as correct subject to elimination of other errors.
- ii) The amount stated in the Bid will be adjusted by RUDA in accordance with the above procedure for the correction of errors. The concurrence of the Bidder shall be considered as binding upon the Bidder. If the Bidder does not accept the corrected amount, its Bid will then be rejected, and the Bid Security may be forfeited, or the Bid Securing Declaration may be executed in accordance with **ITB 2.3.6.**

2.5.7. Conversion to Single Currency

- i) As per Regulation 34(2) of RUDA Procurement Regulations 2022 (amended), to facilitate evaluation and comparison, RUDA will convert all Bid prices expressed in the amounts in various currencies in which the Bid prices are as follows:
 - a. For the purpose of a comparison of bids quoted in different currencies, the price shall be converted into a single currency specified in the bidding documents. The rate of exchange shall be the selling rate, prevailing on the date of opening of bids specified in the bidding documents, as notified by the State Bank of Pakistan on that day, in case of holiday in State Bank of Pakistan on the day of opening financial bids, then previous working day's ex-change rates will prevail.

2.5.8. Post-Qualification & Evaluation of Bids

- i) In the absence of **prequalification**, RUDA will determine to its satisfaction whether the Bidder is qualified to perform the



contract satisfactorily, in accordance with the evaluation criteria listed in BDS & pursuant to ITB Clause 2.1.3.

- ii) The determination will take into account the Bidder's financial, technical, and production / supplying capabilities. It will be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, as well as such other information required for eligibility/qualification expressed in Bid Data Sheet as RUDA deems necessary and appropriate.
- iii) RUDA will **technically evaluate** and compare the Bids which have been determined to be responsive, pursuant to ITB Clause 2.5.5, as per Technical Specifications required.
- iv) The **financial evaluation** of a Bid will be on the basis of form of Price Schedules / Financial Bid Form 7.3 to be decided by RUDA which must include clear cut instruction regarding evaluation inclusive of all prevailing taxes, duties, fees along with observance of minimum wages etc.

2.5.9. Contacting RUDA

- i) Subject to ITB Clause 2.5.3, no Bidder shall contact RUDA on any matter relating to its Bid, from the time of the Bid opening to the time the evaluation report is made public i.e. 10 days before the contract is awarded. If the Bidder wishes to bring additional information or has grievance to the notice of RUDA, it should do so in writing.
- ii) Any effort by a Bidder to influence RUDA during Bid evaluation or Bid comparison may result in the rejection of the Bidder's Bid.

2.5.10. Grievance Redressal

- i) As per Regulation 76 of RUDA Procurement Regulations 2022 (amended), RUDA shall constitute a Grievance Redressed Committee (GRC) comprising of odd number of people with proper powers and authorization to address the complaints. The GRC shall not have any of the members of the Procurement Evaluation Committee. The Committee may preferably have one subject specialist depending upon the nature of the procurement in addition to one person with legal background as per their availability to RUDA.
- ii) Any Bidder feeling aggrieved can file its written complaint against the eligibility parameters or any other terms and conditions prescribed in the Bidding documents found contrary to provision of Regulation 35, and the same shall be addressed by RUDA well before the proposal submission deadline.
- iii) Any party can file its written complaint against the eligibility parameters, or any other terms and conditions prescribed in the



bidding documents found contrary to the provision of Regulations and the same shall be addressed by RUDA well before the proposal submission deadline.

- iv) Any Bidder feeling aggrieved by any act of RUDA after the submission of his Bid may lodge a written complaint concerning his grievances not later than ten days after the announcement of the Final evaluation reports.
- v) In case the complaint/grievance is filed after the issuance of the final evaluation report, the complainant cannot raise any objection to technical evaluation of the report. Provided that the complainant may raise the objection to any part of the final evaluation report in case where a single stage one envelops a bidding procedure is adopted.
- vi) The GRC shall investigate and decide upon the complaint within ten (10) days of receipt of the complaint. The mere fact of lodging of a complaint shall not warrant suspension of the procurement process.

2.6. Award of Contract

2.6.1. Notification of Award

- i) Prior to the expiration of the period of Bid validity, RUDA will notify the successful Bidder in writing by registered letter and by email to be confirmed in writing by registered letter, that its Bid has been accepted.
- ii) The notification of award will constitute the formation of the Contract.
- iii) Upon the successful Bidder's furnishing of the Performance Guarantee pursuant to ITB Clause 2.6.2 (i), RUDA will promptly notify each unsuccessful Bidder and will discharge its Bid security, pursuant to ITB Clause 2.3.6(v).

2.6.2. Performance Guarantee

- i) Within ten (10) days of the receipt of notification of award from RUDA, the successful Bidder shall furnish the Performance Guarantee in accordance with the Conditions of Contract, in the Performance Guarantee Form provided in the Bidding documents, or in another form acceptable to RUDA.
- ii) Failure of the successful Bidder to comply with the requirement of ITB Clause (i) above or shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid security along with other remedies available under RUDA Procurement Regulations 2022 (amended). After that, RUDA may decide to award the contract to the next lowest evaluated Bidder, keeping in view the Bid validity time, or call for new Bids keeping in view



the concept of value for money as defined under Regulation 2(aaa) read with Principles of Procurement as enunciated in Regulation 4 of RUDA Procurement Regulations 2022 (amended).

2.6.3. Signing of Contract / Issuance of Work Order

- i) At the same time as RUDA notifies the successful Bidder that its Bid has been accepted, RUDA will send the Bidder the Contract Form provided in the Bidding documents, incorporating all agreements between the parties or will issue the purchase order [as the case may be].
- ii) Under Regulation 51 of RUDA Procurement Regulations 2022 (amended), where RUDA requires formal signing of contract, within ten (10) days of receipt of the Contract Form, the successful Bidder shall sign and mention date of the contract and return it to RUDA.
- iii) Where no such formal signing is required by RUDA, RUDA shall issue purchase order after the receipt of required performance guarantee, as per Regulation 43 of RUDA Procurement Regulations 2022 (amended).

2.6.4. Award Criteria

- i) Subject to ITB Clause 2.6.1, under Regulation 43 of RUDA Procurement Regulations 2022 (amended), RUDA will award the contract to the successful Bidder whose Bid has been determined to be responsive and has been determined to be the lowest evaluated Bid, provided that the Bidder has been determined to be qualified to perform the contract satisfactorily.

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

- i) RUDA reserves the right at the time of contract award to increase or decrease the quantity of services originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions, on the analogy of Regulation 48(c)(iv) of RUDA Procurement Regulations 2022 (amended), not more than **20%**.

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

- i) As per Regulation 37 of RUDA Procurement Regulations 2022 (amended), RUDA reserves the right to accept or reject all Bids or proposals (and to annul the Bidding process) at any time prior to the acceptance of any Bid or proposal, without thereby incurring any liability towards the Bidders.
- ii) The Bidders shall be promptly informed about the rejection of the Bids, if any



2.6.7. Re-Bidding

iii) RUDA shall upon request communicate to any Bidder, the grounds for its rejection of all Bids or proposals but shall not be required to justify those grounds.

2.6.8. Corrupt or Fraudulent Practices

i) If RUDA rejects all the Bids under Regulation 37 of RUDA Procurement Regulations 2022 (amended), it may proceed with the process of fresh Bidding but before doing that it shall assess the reasons for rejection and may, if necessary, revise specifications, evaluation criteria or any other condition for Bidders.

i) RUDA requires that the Bidders, Service Providers, Services Providers and Contractors observe the highest standard of ethics during the procurement and execution of contracts.



Section-III. Scope of Services

The following Microsoft 365 licenses are approaching their respective expiry dates. Ravi Urban Development Authority (RUDA) intends to renew these licenses to ensure uninterrupted service continuity:

- Microsoft 365 Business Standard: Two hundred and Twenty (220) licenses expiring on 25 March 2026
- Power BI Premium: Ten (10) licenses expiring on 25 March 2026
- Project Plan 5: Ten (10) licenses expiring on 25 March 2026
- Visio Plan: Fifteen (15) licenses expiring on 25 March 2026

RUDA intends to engage authorized Microsoft Partners or Resellers for the renewal of the aforementioned licenses. The selected firm/vendor shall be responsible for ensuring uninterrupted service continuity and strict adherence to Microsoft's licensing terms and conditions.

Note to Bidders

1. Licensed Software Compliance

- Only genuine, licensed Microsoft software will be accepted.
- Submissions involving pirated, student, NGO-based, discounted, or free versions are strictly prohibited.
- All licenses must be accompanied by a complete installation package and must be verifiable through Microsoft's official licensing channels.

2. Pricing and Cost Inclusions

- Bidders must submit pricing that is inclusive of all applicable taxes, installation charges, and any other associated costs for the license period.

3. After-Sales Support

- The selected vendor shall provide comprehensive after-sales support for the entire license term.
- Support services shall include installation assistance, troubleshooting, license management, and liaison with Microsoft support where necessary.



Section-IV: Bid Data Sheet

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	<p>Name of Procuring Agency: Ravi Urban Development Authority (RUDA).</p> <p>Scope of Work: Renewal of Microsoft 365 Licenses through authorized Microsoft Partners or Resellers.</p> <p>Period for provision of Services: One Year (Extendable on satisfactory performance).</p> <p>Commencement date of Services: Immediately after signing the contract</p>
2.	2.1.2	<p>Financial year for the operations of RUDA: 2025-26</p> <p>Name and identification number of the Contract:</p> <p>Tender Ref No. RUDA-FIN-26-841</p>
B. Bidding Documents		
3.	2.2.2	The address for clarification of Bidding Documents is: 151 Abu Bakar Block, Garden Town, Lahore.
4.	2.3.9	The number of bidding documents to be completed and returned is one original .
C. Bid Price, Currency, Language		
5.	2.3.1	English
6.	2.3.4	The price quoted shall be Pak Currency (PKR).
7.	2.3.4	<p>The currency that shall be used for Bid evaluation and comparison purposes to convert all Bid prices expressed in various currencies is: Pakistani Rupees.</p> <p>The source of exchange rate shall be State Bank of Pakistan.</p> <p>The date of exchange rate shall be Date of Financial Bid Opening.</p>



D. Preparation and Submission of Bids		
8.	2.1.3	Qualification Criteria / Knockdown criteria. The minimum eligibility requirements for bidders to participate in the bidding process are outlined in the Evaluation Criteria provided below.
9.	2.2.2	Bid shall be submitted to: Deputy Director Procurement Ravi Urban Development Authority 151, Abu Bakar Block, New Garden Town, Lahore Tel: +92-42-99333531-6 Ext:253 Email: raja.imran@ruda.gov.pk
10.	2.4.2	The deadline for Bid submission is: a) Date: 10 March 2026 b) Time: 11:00 AM
11.	2.5.1	Time, date/ Month/ Year, and place for Bid opening . a) Date: 10 March 2026 b) Time: 11:30 AM
12.	2.6.2	The amount of Performance Guarantee is: The amount of performance guarantee in no case shall exceed ten (10) percent of the contract amount in the form of Bank Guarantee / Bank call-deposit (CDR) / Demand Draft (DD) / Pay Order (PO) or Banker's cheque valid for one (01) year.
13.	2.3.9	The Bid validity period after opening of the Bid is: ninety (90) days.
E. Opening and Evaluation of Bids		
14.	2.5.1	The Bid opening shall take place at: Conference Room of RUDA, 151 Abu Bakar Block, Garden Town, Lahore. a) Date: 10 March 2026 b) Time: 11:30 AM
15.	2.3.5	The currency that shall be used for Bid evaluation and comparison purposes to convert all Bid prices expressed in various currencies is: Pak Currency PKR
G. Award of Contract		
16.	2.6.5	The percentage for quantity increases or decreases is: not more than 20% .
17.	2.6.2	The Performance Guarantee shall be: 10% of the Contract Price.
18.	2.6.2	The Performance Security (or guarantee) shall be in the form of: Bank Guarantee / Bank call-deposit (CDR) / Demand Draft (DD) / Pay Order (PO) or Banker's cheque valid for one (01) year.



Evaluation Criteria

TECHNICAL EVALUATION CRITERIA:

LEGAL (MANDATORY)

To qualify for participation in the Microsoft 365 license renewal tender, bidders must meet the following minimum requirements:

1. Legal Registration

- Must possess a valid company/firm registration certificate from relevant authorities in Pakistan (e.g., SECP for companies, AOP, or Sole Proprietorship documentation).

2. Tax Compliance

- Must hold a valid Income Tax Registration, active for at least the past three (03) years.
- Must be registered with the Federal Board of Revenue (FBR) for Sales Tax, with an active status.

3. Microsoft Authorization

- Must be a certified Microsoft Partner or Authorized Reseller.
 - Valid proof of Microsoft reseller/partner certification must be submitted with the bid.

4. Undertaking Submission

- A duly signed undertaking on official letterhead must be provided, covering the following:
 - The firm is not blacklisted by any Provincial or Federal Government department or agency in Pakistan.
 - Full compliance with the delivery timelines specified in the tender document.
 - Adherence to the software specifications and licensing requirements outlined in the scope of work.

5. Relevant Experience

- Must have successfully executed at least three (03) software license contracts within Pakistan over the past three (03) years.
 - Each contract must have a minimum value of PKR 3 million.



FINANCIAL EVALUATION CRITERIA

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



Section-V: Sample Forms

5.1 Bid Form

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

Date:_____

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

Dear Sir,

Having examined the Bidding documents including Addenda Nos. [if any], the receipt of which is hereby duly acknowledged, we, the undersigned, in conformity with the said Bidding documents undertake, if our Bid is accepted, we will obtain the guarantee of a bank in a sum equivalent to 10 percent of the Contract Price for the due performance of the Contract, in the form prescribed by the Procuring Agency.

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

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

We remain,

Yours sincerely,

Authorized Signature

(In full and initials)

Name and Designation of Signatory

Name of Firm

Address



5.2 Financial Bid Form

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

Date: _____

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

Dear Sir,

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

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

_____	_____
_____	_____

(if none, state "none")

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

Dated this _____ day of _____ 20_____.

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____



5.3 Price Schedule:

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

Sr No.	Software Name	Expiry	QTY	Type / Duration	Unit Price (with tax)	Total Price (with tax)
1	Microsoft 365 Business Standard	25-03-2026	220	1 Year		
2	Power BI Premium	25-03-2026	10	1 Year		
3	Project Plan 5	25-03-2026	10	1 Year		
4	Visio Plan	25-03-2026	15	1 Year		
Total in Figures						
Total in Words						

- a. Total Cost **(In Figures)** PKR _____ (Inclusive applicable taxes)
- b. Total Cost **(In Words)** PKR _____ (Inclusive applicable taxes)

Pricing Note

1. Unit Price Precedence In the event of any discrepancy between the unit price and the total price, the unit price shall be considered final and binding.
2. Comprehensive Quotation Requirement Bidders must quote prices for all listed software licenses individually. Partial quotations or omissions may result in disqualification.
3. Quantity Adjustment Rights RUDA reserves the exclusive right to increase or decrease the quantities of software licenses as per project requirements, without any change in the quoted unit prices.

Signature of Authorized Person

Name: _____

Dated: _____

(Company Stamp)



5.4 Bidder Profile Form

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

Sr.#	Particulars
1.	Name of the company:
2.	Registered Office:
Address:	
Office Telephone Number:	
Fax Number:	
3.	Contact Person:
Name:	
Personal Telephone Number:	
Email Address:	
4.	Local office if any:
Address:	
Office Telephone Number:	
Fax Number:	
5.	Registration Details:



5.5 Affidavit

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

Name: _____

(Applicant)

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

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

The undersigned understands and agrees that further qualifying information may be requested and agrees to furnish any such information at the request of the [RUDA]. The undersigned further affirms on behalf of the firm that:

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

[Name of the Contractor/ Bidder/ 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: _____



5.6 Performance Guarantee Form

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

To,

[name and address of RUDA]

WHEREAS (Name of the Contractor/ Service Provider) _____ hereinafter called "the Contractor" has undertaken, in pursuance of "INVITATION TO BID FOR THE "PROVISION OF _____" procurement of the following:

1. [Please insert details].

(Here in after called "the Contract").

AND WHEREAS it has been stipulated by you in the Contract that the Contractor shall furnish you with a bank guarantee by a scheduled bank for the sum specified therein as security for compliance with the Contractor's performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Contractor a Guarantee.

THEREFORE WE hereby affirm that we are Guarantor and responsible to you, on behalf of the Contractor, up to a total of _____ (Amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the Contractor to be in default under the Contract, and without cavil or argument, any sum or sums as specified by you, within the limits of _____ (Amount of Guarantee) as aforesaid without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until _____ day of _____, 2026, or _____ [insert number of days] after the rectification of the Defects, whichever is later.

[NAME OF GUARANTOR]

Signature _____

Name _____

Title _____

Address _____

Seal _____

Date _____