



**UNIVERSITY OF RASUL
MANDI BAHAUDDIN**

BIDDING DOCUMENTS FOR

OUTSOURCING FOR OFFICE BOYS SERVICES

Tender No. UOR/DP/2025-26/05

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Section-I: Invitation to Bids

1.1 INVITATION TO BID

Tender Notice

Sealed Bids **Frame Work basis** are invited by **University of Rasul** (Procuring Agency) for the following tender from well-reputed and financially sound firms having sufficient relevant experience as per bid documents, registered with Income Tax and Sales Tax Departments as per PPRA rules for procurement of goods/ services for the University of Rasul Mandi Bahauddin" on DDP (Duty Delivered Paid) basis more specifically described in Technical Specifications. Mode of Procurement is **Single Stage Two Envelope**. **Deadline for submission of bids 18-11-2025 11:00 AM** and will be opened on same day at **11:30AM**. In case the last date of submission of bids falls on closed official days/ holidays, the date for submission and opening of the bids shall be the next working day (Monday to Friday) at the same time.

Sr.#	Tender #	Tender Name	Number of Staff	Estimated Amount	Bid Security @2% (Rs.)	Bid Validity
1.	UOR/DP/2025-26/05	Outsourcing for Office Boys SERVICES	21	Rs. 15,200,640 Per Year	304,013	90 days

Interested eligible bidders registered on EPADS can download bid documents in English language containing detailed item specifications, quantity and terms & conditions from EPADS at punjab.eprocure.gov.pk . Bid documents can also be downloaded from Punjab PPRA website <http://ppra.punjab.gov.pk> and University of Rasul website: www.putrasul.edu.pk.

Technical and Financial Bids, duly completed, signed, stamped, and in complete conformity with Bidding Documents duly accompanied by a scanned copy of Bid Security Instrument and affidavit must be submitted online on E-Pak Acquisition and Disposal System (EPADS). Original Bid, Bid Security Instrument and affidavit in an envelope clearly marked with the Tender # & Title and lot # & name shall be submitted in the office of **Project Director, University of Rasul Mandi Bahauddin**, on or before Bid submission deadline, failing which bid shall be rejected. Bid Security should be in the form of a **CDR/ Pay Order/ Demand Draft** in favor of "University of Rasul valid for bid validity period. **University NTN is 9022261-4**. Lot wise detail is given above.

Bidders are advised to ensure uploading the Bids on e-PADS Portal, well before the submission deadline, and not wait for the last date and time to upload the bid. Bid submission on E-PADS Portal shall entirely be the responsibility of the bidder. University of Rasul shall not be held responsible for any issues thereof. For any assistance regarding E-PADS Portal, system support email and phone # are provided on PPRA'S website.

Technical Bids will be opened on **18-11-2025 11:30 AM** in the office of **Project Director University of Rasul Mandi Bahauddin**, in the presence of bidder's representatives who choose to attend.

Pre-bid meeting will be held on **11-11-2025 at 11:00 AM** in Conference Room, University of Rasul. Any query/ clarifications from any prospective bidder should be uploaded on EPADS one day before pre-bid meeting. University of Rasul will not be responsible for any cost or expense incurred by Bidders in connection with the preparation and or delivery of Bids.

- Interested eligible bidders can participate through e-procurement (<https://punjab.eprocure.gov.pk/#/auth/login>)
- Bid Validity will be 90 days.

Note: The URL of the website of the PPRA is (<http://eproc.punjab.gov.pk/ViewTender.aspx>) and response time shall be calculated exclusively from the date of publication of the advertisement on the website of PPRA.

In case of any query for clarifications please contact with Dr. Muhammad Tamoor (0344-4644644) or via EPADS

Secretary Central Purchase Committee
University of Rasul, Mandi Bahauddin
Ph. 0546-553354, www.putrasul.edu.pk
Email: proc@putrasul.edu.pk

Section-II: Instructions to Bidders (ITB)

Note:- All the procurement procedures shall be conducted in accordance with Punjab Procurement Authority Act-2009 and Punjab Procurement Rules-2014. In case of any conflict between the provision of this document and PPRA Act-2009/ PPRA Rules-2014, the later shall prevail.

2.1. Introduction

- | | |
|-------------------------------|---|
| 2.1.1 Scope of Bid | i) University of Rasul invites Bids for the Outsourcing for Office Boys SERVICES as specified in the Section-IV Bid Data Sheet (BDS) and Section VII- Schedule of Requirements. The successful Bidders will be expected to provide the services for the specified period and timeline(s) as stated in the BDS. |
| 2.1.2 Source of Funds | i) University of Rasul, Mandi Bahauddin has available Budget from own sources. The University intends to apply the provided funds/ a portion of this budget to make eligible payments under the contract for which the Invitation to bids has been issued. |
| 2.1.3 Eligible Bidders | <p>i) The Invitation to Bids is open to all Service Providers i.e. association of firms/companies/sole proprietor, registered with relevant Registration Authorities and Tax Departments/ Authorities (Income Tax & Punjab Sales Tax).</p> <p>ii) Bidders should not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Procuring Agency to provide consultancy services for the preparation of the design, specifications, and other documents to be used for the procurement of the services to be purchased under this Invitation to Bids.</p> <p>iii) Government-owned enterprises may participate only if they are duly/legally authorized in this regard by the respective/ relevant competent forum/authority.</p> <p>iv) Bidders shall not be under a declaration of blacklisting by the Procuring Agency.</p> <p>v) The invitation for Bids is open to all prospective bidder/service providers subject to any provisions or licensing/ regulatory requirements issued by the respective national/ provincial professional statutory body established for that particular trade or business.</p> <p>vi) A Bidder shall not have a conflict of interest. All Bidders found to have a conflict of interest shall be disqualified. A Bidder may be considered to have a conflict of interest with one or more parties in this Bidding process, if they:</p> <p style="padding-left: 40px;">a) are associated or have been associated in the past, directly or indirectly with a firm or any of its affiliates which have been engaged by the Procuring Agency to provide consulting services for the preparation of the design, specifications and other documents to be used for the procurement of the services to be purchased under this Invitation for Bids.</p> |

- 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 the Procuring Agency regarding this Bidding process; or
 - f) submit more than one Bid in this Bidding process, However, this does not limit the participation of subcontractors in more than one Bid.
- xi) A Bidder may be ineligible if –
- (a) the Bidder is declared bankrupt or, in the case of company or firm, insolvent;
 - (b) payments in favor of the Bidder 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 instituted against such Bidder involving an order suspending payments and which may result, in accordance with the national laws, in a declaration of bankruptcy or in any other situation entailing the total or partial loss of the right to administer and dispose of the property;
 - (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 section 17A of PPRA Act, 2009 and Rule-21, read with Schedule appended with, Punjab Procurement Rules, 2014.
 - (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 the section 17A of PPRA Act, 2009 and Rule-21, read with Schedule appended with, Punjab Procurement Rules, 2014.
 - (g) The firm, Service Provider and contractor is blacklisted/ debarred by any international organization.
 - (h) If the contract of the bidder is prematurely terminated, due to bad performance in the past, by the Procuring Agency.
- xii) Bidders shall provide to the Procuring Agency evidence of their eligibility, proof of compliance with the necessary legal requirements to carry out the contract effectively.

- xiii) Bidders shall provide such evidence of their continued eligibility satisfactory to the Procuring Agency, as the Procuring Agency shall reasonably request.
 - xiv) Bidders shall submit proposals relating to the nature, conditions and modalities of sub-contracting wherever the sub-contracting of any elements of the contract amounting to more than ten percent of the Bid price is envisaged.
- 2.1.4. Cost of Bidding**
 - i) The Bidder shall bear all costs associated with the preparation and submission of its Bid, and the Procuring Agency named in the Bid Data Sheet, hereinafter referred to as “the Procuring Agency,” will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Bidding process-
- 2.1.5. One person one bid**
 - i) As per Rule 36A of Punjab Procurement Rules 2014, a Bidder shall submit only one Bid in the same bidding process.
 - ii) No Bidder can be a sub-contractor while submitting a Bid individually.
 - 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) Scope of Services
 - (d) Bid Data Sheet
 - (e) General Conditions of Contract (GCC)
 - (f) Special Conditions of Contract (SCC)
 - (g) Schedule of Requirements
 - (h) Bid Form
 - (i) Bidder Profile Form
 - (j) General Information Form
 - (k) Affidavit
 - (l) Technical Bid Form
 - (m) Contract Form
 - (n) Financial Bid Form / Price Schedule
 - (o) 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 substantially responsive to the Bidding documents in every respect will be at the Bidder's risk and may result in the rejection of its Bid.

- 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 PPR-14, will take precedence.
- iv) The Procuring Agency is not responsible for the completeness of the Bidding Documents and their addenda, if they were not obtained directly from the Procuring Agency or from its website or website of PPRA. Re-confirming from the Procuring Agency that all pages/ contents have been properly and clearly received is the prime responsibility of the Bidder.

2.2.2. Clarification of Bidding Documents

- i) A prospective Bidder requiring any clarification of the Bidding documents may notify the Procuring Agency on e-PADS. The Procuring Agency will respond in writing to any request for clarification of the Bidding documents which it receives no later than seven (7) days prior to the deadline for the submission of Bids prescribed in the Bid Data Sheet. Written copies of the Procuring Agency's response (including an explanation of the query but without identifying) will be sent to all prospective Bidders that have received the Bidding documents.
- i) The Procuring Agency will within three (3) working days after receiving the request for clarification, respond in writing or in electronic form to any request for clarification provided that such request is received not later than **seven (7)** days prior to the deadline for the submission of Bids. As prescribed in **ITB 2.2.2 (i), above**. However, this clause shall not apply in case of alternate methods of Procurement.
- i) Copies of the Procuring Agency's response will be forwarded to all identified Prospective Bidders through an expeditious identified source of communication, e.g.: e-mail etc., including a description of the inquiry, but without identifying its source.
- r) Should the Procuring Agency deem it necessary to amend the Bidding Documents as a result of a clarification, it shall do so following the procedure under **ITB 2.2.3**.
- r) If indicated **in the BDS**, the Bidder's designated representative is invited at the Bidder's cost to attend a pre-Bid meeting at the place, date and time mentioned **in the BDS**. During this pre-Bid meeting, prospective Bidders may request clarification of the schedule of requirement, the Evaluation Criteria or any other aspects of the Bidding Documents.
- i) Minutes of the pre-Bid meeting, if applicable, including the text of the questions asked by Bidders, including those during the meeting (without identifying the source) and the responses given, together with any responses prepared after the meeting will be transmitted promptly to all prospective Bidders who have obtained the Bidding Documents. Any modification to the Bidding Documents that may become necessary as a result of the pre-Bid meeting shall be made by the Procuring Agency exclusively through the use of an Addendum

pursuant to ITB 2.2.3. Non-attendance at the pre-Bid meeting will not be a cause for disqualification of a Bidder.

2.2.3. Amendment of Bidding Documents

- i) At any time prior to the deadline for submission of Bids, but not later than three (3) days before the closing time of the submission of Bid, the Procuring Agency, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, may modify the Bidding documents by amendment. Any such change/amendment in the Bidding documents shall be provided in a timely manner, preferably through electronic means also, not later than three (3) days, and on equal opportunity basis as per Rule-25(3) of PPR-14.
- i) Before the deadline for submission of Bids, the Procuring Agency for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder or pre-Bid meeting may modify the Bidding Documents by issuing addenda.
- i) Any addendum issued including the notice of any extension of the deadline shall be part of the Bidding Documents and shall be communicated in writing or in any identified electronic form, e.g. email that secures record of the content of subject communication.
- r) In order to allow prospective Bidders reasonable time in which to take an addendum into account in preparing their Bids, the Procuring Agency, at its discretion, may extend the deadline for the submission of Bids, as per rule 29 of PPR-14, in the manner similar to the original advertisements, so as to avoid any inconvenience and to doubly ensure level playing field for all prospective bidders.

2.3. Preparation of Bids

2.3.1. Language of Bid

- i) The Bid prepared by the Bidder, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and the Procuring Agency shall be written in the language specified in the Bid Data Sheet. Supporting documents and printed literature furnished by the Bidder may be in same language.

2.3.2. Bid Form

- i) The Bidder shall complete the Bid Form and the appropriate Price Schedule (Financial Bid) furnished in the Bidding documents, indicating the simple services/Office Boy services/repair and maintenance/any other services etc. etc. to be provided.

2.3.3. Bid Prices

- i) The Bidder shall indicate on Financial Bid form the unit prices (where applicable) and total Bid price of the person/guard *[to be decided by the procuring agency]* the services of which it proposes to provide under the contract.
- ii) Prices indicated on the Price Schedule shall be **Package wise**.
- iii) The Bidder's separation of price components in accordance with ITB Clause 2.3.4(i) above will be solely for the purpose of facilitating the comparison of Bids by the Procuring Agency and will not in any way limit the Procuring Agency'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.
- ii) The Bidders must adhere to the minimum wage rate (notified by Labour & Human Resource Department) and all applicable taxes (imposed by FBR/PRA) while preparing financial bid.

2.3.5. Documents Establishing Bidder's Eligibility and Qualification

- i) Bidder will upload scanned copies of duly signed and stamped documents on e-PADS.
- ii) Supporting documents should also be uploaded on EPADS.
- iii) 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.
- iv) The documentary evidence of the Bidder's eligibility to Bid shall establish to the Procuring Agency's satisfaction that the Bidder, at the time of submission of its Bid, is eligible as defined under ITB Clause 2.1.3.
- v) The documentary evidence, of the Bidder's qualifications to perform the contract if its Bid is accepted, shall establish to the Procuring Agency's satisfaction:
 - (a) that the Bidder has the financial, technical capability necessary to perform the contract;
 - (b) That the Bidder meets the qualification criteria listed in the Bid Data Sheet.

2.3.6. Bid Security

- i) The Bidder shall furnish, as part of its Bid, a Bid Security in the amount specified in the Bid Data Sheet.
- ii) Bidder will upload soft copy of Bid Office Boy at EPADS and provide original hard copy of BS before the opening of the bid.
- iii) The Bid Security is required to protect the Procuring Agency against the risk of Bidder's conduct which would warrant the Security's forfeiture Pursuant to ITB Clause 2.3.6. (vii).
- iv) The Bid Security shall be in Pakistan Rupees and shall be in one of the following forms:
 - v) Bank call-deposit (CDR), Demand Draft (DD), Pay Order (PO) or Banker's cheque valid for **Ninety (90) Days, beyond the validity of Bid.**
- vi) Any Bid not secured in accordance with ITB Clauses 2.3.7 (i) and (iii) may be rejected by the Procuring Agency as non-responsive.
- vii) Unsuccessful Bidders' Bid Security will be discharged or returned as promptly as possible but not later than Fifteen (15) days after the expiration of the period of Bid validity prescribed by the Procuring Agency pursuant to ITB Clause 2.3.7 (iii) (a) or along with unopened financial proposal as per rule 38(2)(a)(vii) of PPR-14, which shall take precedence, and is as under:

- viii) The successful Bidder's Bid Security will be discharged 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.
- ix) 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. is blacklisted under relevant provisions of PPRA Act, 2009 and PPR-14.

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 the Procuring Agency. A Bid valid for a shorter period may be rejected by the Procuring Agency as non-responsive.
- ii) In exceptional circumstances, the Procuring Agency may solicit the Bidder's consent to an extension of the period of validity (as per rule-28 of PPR-14). The request and the responses thereto shall be made in writing (or by email). The Bid Security provided under ITB Clause 2.3.7 shall also be suitably extended. A Bidder may refuse the request without forfeiting its Bid Security. A Bidder accepting the request will not be required nor permitted to modify its Bid.

2.3.8. Format and Signing of Bid

- iii) The Bidder shall authorize a person/ person for signing, submission and further correspondence with Procuring Agency on behalf of bidder. Authority letter must be part of bid. However, in case of any issue bidder shall be responsible for all consequences.
- iv) Bidder will upload scanned copies of duly signed and stamped documents on e-PADS.
- iii) Any interlineation, erasures, or overwriting shall be valid only if they are initialed by the person or persons signing the Bid.
- iv) The original and the copy or copies of the Bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to 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. All pages of the Bid, shall be initialed by the person or persons signing the Bid. The bidder can attach digital sign and stamp for uploading
- v) Any interlineations, erasures, or overwriting shall be valid only if they are signed by the person or persons signing the Bid.
- 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.

2.3.9. Minimum Wage rates/all applicable taxes

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

2.4. Submission of Bids

2.4.1 Sealing and Marking of Bids

- i) An e-bid or proposal shall be submitted on the e-PADS in the manner or method as specified in the advertisement before, closing date for submission, such e-bid or proposal.
- ii) The bidder shall be allowed to alter or modify his e-bid or proposal before the closing date 'for submission of the e-bid or proposal.
- iii) The bidder shall complete and authenticate his e-bid or, proposal and submit it within time.
- iv) In case e-bid or proposal including entries and record submitted on the e-PADS found corrupt, un-readable or contains virus the e-bid or proposal shall be rejected
- v) The bidder shall submit hard copy of the original financial Instrument In addition to the soft copy uploaded on the e-PADS as bid Security. The bid Security shall only be released' upon the' hard copy.

2.4.2 Deadline for Submission of Bids

- i) Bidder must upload the scanned documents and original Bid Security before the closing time and date
- ii) The Procuring Agency may, at its discretion and as per rule 29 of PPR-14, 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 the Procuring Agency and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.
- iii) Bids shall be received by the Procuring Agency at the address specified under **BDS** no later than the date and time specified in the **BDS**.

2.4.3. Late Bids

- i) Any Bid received by the Procuring Agency after the deadline for submission of Bids prescribed by the Procuring Agency pursuant to ITB Clause 2.4.2 will be rejected and returned unopened to the Bidder.
- ii) The Procuring Agency shall not consider for evaluation any Bid that arrives after the deadline for submission of Bids.
- iii) Any Bid received by the Procuring Agency after the deadline for submission of Bids shall be declared late, recorded, rejected and returned unopened to the Bidder.

2.4.4. Modification and Withdrawal of Bids

- 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 the Procuring Agency 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 (i) A withdrawal notice may also be sent by email, but followed by a signed confirmation copy, postmarked not 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 (along with other remedies available under PPR-14), pursuant to the ITB Clause 2.3.7 (vii).
- v) A Bidder may withdraw its Bid after it has been submitted, provided that written notice of the withdrawal of the Bid, is received by the Procuring Agency 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 e-Bids by the Procuring Agency

- i) The e-bid or proposal and e-application for pre-qualification, as the case may be, shall be opened on the e-PADS on the time and place as specified in the bidding documents
- ii) The Procuring Agency 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.
- iii) 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.
- iv) Minutes of the Financial Bid Opening shall be recorded and uploaded by the procuring agency on the e-PADS

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 rule 37 of PPR-14.
- ii) Any effort by a Bidder to influence the Procuring Agency 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 the Procuring Agency on any matter related to the Bidding process, it should do so in writing or in electronic forms that provides record of the content of communication.

2.5.3. Clarification of Bids

- i) As per rule 33(2) of PPR-14, to assist in the examination, evaluation and comparison of Bids and post-qualification of the Bidders, the Procuring Agency may, at its discretion, ask any Bidder for a clarification of its Bid including breakdown of prices. Any clarification

submitted by a Bidder that is not in response to a request by the Procuring Agency shall not be considered.

- 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 the Procuring Agency 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 affect the following parameters will be considered as a change in the substance of a bid:
 - a) evaluation & qualification criteria;
 - b) required scope of Office Boy and General Services and related materials.
 - 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 the Procuring Agency 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.

2.5.4. Preliminary Examination

- i) The Procuring Agency 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.
- iii) Prior to the detailed evaluation, the Procuring Agency will determine the substantial responsiveness of each Bid to the Bidding documents, pursuant to ITB Clause 2.5.5. For purposes of these Clauses, **a substantially responsive Bid is one which conforms to all the terms and conditions of the Bidding documents without material deviations.** Deviations from, or objections or reservations to critical provisions, **such as** those concerning **Bid Security** (ITB Clause 2.3.7),

Applicable Law (GCC Clause 30), **Taxes and Duties** (GCC Clause 32) & **mandatory Registrations/ Renewals will be deemed to be a material deviation**. The Procuring Agency'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 substantially responsive, it will be rejected by the Procuring Agency and may not subsequently be made responsive by the Bidder by correction of the non-conformity.
- v) **Prior to the detailed evaluation** of Bids, the Procuring Agency will determine whether each Bid:
 - a) meets the eligibility criteria defined in **ITB 2.1.3**;
 - b) has been prepared as per the format and contents defined by the Procuring Agency in the Bidding Documents;
 - c) has been properly signed;
 - d) is accompanied by the required securities; and
 - e) Is substantially responsive to the requirements of the Bidding Documents.

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

2.5.6. 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 the Procuring Agency there is an obvious misplacement of the decimal point in the unit price, in which the total price as quoted shall govern and the unit price shall be corrected;
 - 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 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 the Procuring Agency in accordance with the above procedure for the correction of errors. The concurrence of the Bidder shall be considered as binding upon the Bidder. If the Bidder does not accept the corrected amount, its Bid will then be rejected, and the Bid Security may be forfeited or the Bid Securing Declaration may be executed in accordance with **ITB 2.3.7.**

2.5.7. Conversion to Single Currency

- i) As per rule 32(2) of PPR-14, to facilitate evaluation and comparison, the Procuring Agency will convert all Bid prices expressed in the amounts in various currencies in which the Bid prices as follows:

For the purposes of 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.

2.5.8. Post-qualification & Evaluation of Bids

- i) In the absence of **prequalification**, the Procuring Agency 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 the Procuring Agency deems necessary and appropriate.
- iii) The Procuring Agency will **technically evaluate** and compare the Bids which have been determined to be substantially responsive, pursuant to ITB Clause 2.5.5.
- iv) The **financial evaluation** of a Bid will be on the basis of form of Price Schedules/ Financial Bid Form to be decided by the Procuring Agency 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 the Procuring Agency

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

2.5.10. Grievance Redressal

- i) As per Rule-67 of PPR-14, Procuring Agency shall constitute a Grievance Redressed Committee (GRC) comprising of odd number of persons with proper powers and authorization to address the

complaints. The 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 the Procuring Agency.

- 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 Rule 33, and the same shall be addressed by the GRC 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 provision of Rule 34 and the same shall be addressed by the GRC well before the proposal submission deadline.
- iv) Any Bidder feeling aggrieved by any act of the Procuring Agency 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. In case of single stage - two envelope bidding procedure any bidder feeling aggrieved from technical evaluation may file a **grievance within 5 days of announcement of the technical evaluation report**. After completion of the technical evaluation process, the procuring agency shall immediately upload the technical evaluation report on the website of PPRA for obtaining/ receiving grievance petitions from the prospective bidders (if any).
- v) In case, the complaint is filed after the issuance of the final evaluation report, the complainant cannot raise any objection on technical evaluation of the report. Provided that the complainant may raise the objection on any part of the final evaluation report in case where single stage one envelop bidding procedure is adopted.
- vi) The GRC shall investigate and decide upon the complaint within fifteen days of the receipt of the complaint. Mere fact of lodging of a complaint shall not warrant suspension of the procurement process.

2.6. Award of Contract

2.6.1. Notification of Award

- i) University of Rasul will issue Letter of Intent (LOI) to the Successful Bidder on e-PADS. Bidder will have to accept the LOI within five days (05) of issuance of the letter.
- 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), the Procuring Agency will promptly notify each unsuccessful Bidder and will discharge its Bid Security, pursuant to ITB Clause 2.3.7 (v).

2.6.2. Performance Guarantee

- i) Within seven (07) days of the receipt of notification of award from the Procuring Agency, the successful Bidder shall furnish the Performance Guarantee in accordance with the Conditions of Contract, in the Performance Guarantee Form provided in the Bidding documents, or in another form acceptable to the Procuring Agency.
- ii) Failure of the successful Bidder to comply with the requirement of ITB Clause (i) above or ITB Clause 2.6.3 shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security along with other remedies available under PPR-14. **After that, the Procuring Agency may decide to award the contract to the next lowest evaluated Bidder, keeping in view the Bid validity time, or call for new Bids keeping in view the concept of value for money as defined under rule-2(ae) read with Principles of Procurement as enunciated in rule-4 of PPR-14.**

2.6.3. Signing of Contract/ Issuance of work Order

- i) At the same time as the Procuring Agency notifies the successful Bidder that its Bid has been accepted, the Procuring Agency will send the Bidder the Contract Form provided in the Bidding documents, incorporating all agreements between the parties.
- ii) Under rule-63 of PPR-14, where the Procuring Agency requires formal signing of contract, within seven (07) days of receipt of the Contract Form, the successful Bidder shall sign and mention date of the contract and return it to the Procuring Agency.

2.6.4. Award Criteria

- i) Subject to ITB Clause 2.6.2, under rule-55 of PPR-14, the Procuring Agency will award the contract to the successful Bidder whose Bid has been determined to be substantially responsive and has been determined to be the lowest evaluated Bid, provided that the Bidder has been determined to be qualified to perform the contract satisfactorily.

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

- i) The Procuring Agency 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 rule-59 (iv) of PPR-14 (not more than 15%).

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

- i) As per rule 35 of PPR-14, the Procuring Agency reserves the right to accept or reject all Bids or proposals (and to annul the Bidding process) at any time prior to the acceptance of any Bid or proposal, without thereby incurring any liability towards the Bidders. However, the Authority (i.e. PPRA) may call from the Procuring Agency the justification of those grounds.
- ii) The Bidders shall be promptly informed about the rejection of the Bids, if any
- iii) The Procuring Agency shall upon request communicate to any Bidder, the grounds for its rejection of all Bids or proposals, but shall not be required to justify those grounds.

2.6.7. Re-Bidding

- i) If the Procuring Agency rejects all the Bids under rule 35, it may proceed with the process of fresh Bidding but before doing that it shall assess the reasons for rejection and may, if necessary, revise specifications, evaluation criteria or any other condition for Bidders.

2.6.8. Corrupt or Fraudulent Practices

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

“Corrupt practices” in respect of procurement process, shall be as given in S-2 (d) of PPRA, Act, 2009,:

ii) **Blacklisting & Debarment:**

Blacklisted Consultants and those found involved in “Corrupt Practices” are not allowed to participate in bidding.

Substantial Requirements & Procedure for Blacklisting & Debarment:

As per S-17A of PPRA, Act, 2009 and *rule 21 and sub-rule (6) of rule 21 of PPR-14*

Section-III. Scope of Services

3.1. Scope of Services

Detail of personnel required

Outsourcing for Office Boys SERVICES AT UNIVERSITY OF RASUL				
DETAILS OF OFFICE BOY SERVICES/HUMAN RESOURCE REQUIRED				
Bid Ref No.	Supervisor Nos.	Office Boys Nos.		Total Human Resource
		Male	Female	
UOR/DP/2025- 26/05	00	20	01	21

3.2 Scope / Terms and Conditions of Services

1. Procurement will be made under Punjab Procurement Rules (PPRA) 2014.
2. Office Boy personnel with mask, etc.
3. The Bidders must adhere to the minimum wage rate (notified by Labor & Human Resource Department) and all applicable taxes (imposed by FBR/PRA/any other government organization) while preparing financial bid.
4. The contract of Office Boy Services will be made for one-year extendible upto three years at same terms and conditions.
5. The contractor will be responsible for hiring/termination/retaining of the staff.
6. The duration of duty for each person will be minimum 08 hours and six (06) days a week. Any extra work done will be calculated on the basis of the minimum wage notification.
7. The place of duty for each person will be decided by the University administration.
8. The food, residence and transportation facility for the manpower will be arranged by the company itself.
9. When company intends to replace any person, it will inform the University administration in writing a week prior to change.
10. In case of unsatisfactory work/complaints against any person, the company will immediately replace the person concerned.
11. Leave to the persons will be granted by the company itself. However, replacement of persons on leave will be provided by the company.
12. Absent period of any person will be deducted from his monthly pay.
13. The attested copies of CNIC, two passport size photographs and educational documents/experience certificates (if any) of each person must be provided by the company prior to their placement in the University.
14. Company will be responsible for the attendance, discipline and day to day checking of the people concerned.
15. Contract may be cancelled with prior notice of **30 days** by the university.
16. The Contractor shall be responsible for maintaining a completely clean and pleasant premise.
17. The Contractor shall provide services 06 days a week (26 days per month), however, the Contractor may be asked to perform duty on holidays as per requirement and payment will be made accordingly. In case an outsourced employee works less than 26 days a month, his/her payment will be deducted as per daily wages announced by the Govt.
18. The Contractor shall provide two uniform-kits and one pair of shoes every six months, identification cards (ID), to its entire staff deployed and ensure proper maintenance of it. Each uniform set will comprise of Trousers • Shirt • Socks • Shoes • disposable Face masks, disposable head caps, and disposable gloves.

19. The Contractor shall ensure 100% staff required as per contract reports for duty regularly and punctually
20. In the event of any illness / injuries resulting from any accident to /their staff, take all responsibility for the same and provide necessary compensation towards medical care and meeting all medical expenses incurred for the same.
21. In case of any labor disputes regarding their employees, resolve the same at the earliest to ensure scheduled work is completed satisfactorily and on time.
22. It will be clearly understood to their staff that there is no employer – employee relationship between them and the department.
23. Ensure that all their Staff assigned be adequately immunized against all types of communicable diseases and periodically monitored through health check-ups.
24. The Contractor shall provide the names, address, age and a fresh medical certificate of the workers to be deployed in the University
25. The agreed number of workers shall be provided **within 10 days after signing of this contract or issuance of work order whichever is earlier**. In case of failure to provide required workforce, penalty will be imposed for each leftover guard @ **Rs. 500 per day in addition to wage**.
26. Procuring Agency reserves the right to impose penalty in case of non-compliance.
27. The Service Firm shall be bound to engage and include, after due diligence, the workers keeping in view the need of the University.
28. The Contractor shall provide a list of all staff/workers to the University and in case at any stage the Contractor wants to change any staff/worker, he will inform well in time.
29. All workers shall be entitled to “leave” according to the Labor Laws with due approval/authorization of service provider. The Contractor will be bound to provide alternate worker.
30. The Contractor shall be bound to provide trainings, as deemed necessary by the University, to its staff keeping in view the requirement of the University.
31. Any of the leave by any worker violating the SOPs notified by the University shall also be deductible, Daily duty hours of every worker shall be 8 hours for morning. Provided that late coming, up to half an hour, of any worker shall not be considered as deductible and late working, up to half an hour, shall not be considered as chargeable.
32. Verification of the particulars, reference check and criminal record check, of the staff, shall be the responsibility of the Contractor Firm
33. The Contractor shall be liable to pay compensation for any loss and damage caused to the equipment and property of the University by the Contractor or his staff/workers.
34. The Contractor shall be fully responsible for safekeeping all the bathroom fittings and fixtures, laboratories equipment etc. throughout the contract period.
35. The current state of each bathroom and laboratory will be recorded at the time of handing over and signed off by both parties to be maintained at that level at all times.
36. The Contractor shall be entirely responsible for the conduct of his staff and in case of any complaint against any staff, Contractor will be under obligation to take necessary actions when instructed orally or written by an appointed by the University
37. The Contractor shall observe all the laws (Statutes, Rules & Regulations) of the University and will be responsible for any prosecution or liability arising from breach of any those laws. The University shall not be responsible for any such action with regard to staff on the rolls of the Contractor whatsoever.
38. The University has the right to monitor by itself or by Third Party Monitoring/reporting to ensure accuracy/efficiency.
39. Performance level will be set by the University mutually with successful bidder.
40. Under this agreement the Contractor shall not assign or sublet its services/obligations as a whole or in part.
41. No boarding/lodging/Transportation/Mess/Medical Facilities will be provided to Contractor Staff/worker by the University.
42. All costs including Uniform, masks required for services shall be the liability of the Contractor.

43. Police satisfactory report of each Office Boy Guard must be provided to UOR before deployment.
44. The Contractor will be responsible for all the Office Boy Services required by the university during Prescribed working Hours.
45. Joint Venture bid shall not be entrained.
46. The details and the terms and conditions mentioned in the bid document shall be deemed as part and parcels of this agreement.
47. The term of this Agreement shall commence on the Effective Date and shall continue for a period of one year. The University reserves the right to cancel the contract on one month notice during the contract period.
48. This agreement may be extended with the mutual consent of both the parties for a further period of two more years on yearly basis.
49. Mental stability certificate and health fitness certificate from Government Hospital.
50. **The successful bidder must disburse the salaries to its workers till 7th of each Month.**
51. **In case the bidder fails to disburse the salaries by 7th of each month, per day penalty of 0.1% of Contract Price per day will be charged as fine.**
52. The contractor shall transfer the salary to the outsourced workers through Bank Transfer and provide the corresponding Account Statement as proof of payment.
53. If the bidder fails to pay worker the minimum wage as notified by the Govt. or does not deposit EOBI and Social Office Boy dues, its Performance Guarantee will be forfeited, its contract will be terminated with one-month notice, and UOR may initiate the process of Blacklisting the firm.

Section-IV: Bid Data Sheet

4.1. Bid Data Sheet (BDS)

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

A. Introduction		
BDS Clause Number	ITB Number	Amendments of, and Supplements to, Clauses in the Instruction to Bidders
1.	2.1.1	Name of Procuring Agency: University of Rasul Mandi Bahauddin The subject of procurement is: Outsourcing for Office Boys SERVICES Commencement date for delivery of Goods: After Signing the Contract
2.	2.1.2	Financial year for the operations of the Procuring Agency: 2025-26 Name of financing institution: University of Rasul Mandi Bahauddin Name and identification number of the Contract: Outsourcing for Office Boys SERVICES at University of Rasul Mandi Bahauddin
4.		Ineligible country(s) is or are: Not Applicable
B. Bidding Documents		
5.	2.2.2 (i)	The address for clarification of Bidding Documents is is Dr. Muhammad Tamoor (0344-4644644) or via EPADS
6	2.2.2 (iv) 2.2.2 (v)	Date of Uploading of responses to clarifications (if any) on procuring agency website: 03 days before closing date Pre-bid meeting will be convened on 11-11-2025 at 11:00 AM in Conference Room, University of Rasul, 13-km, Sarai Alamgir Road, Mandi Bahauddin.
7.	2.3.8	The number of documents to be completed and returned is: one original
C. Bid Price, Currency, Language and Country of Origin		
8.	2.3.1	<i>Language: English</i>
9.	2.3.4	The price quoted shall be fixed
10.	2.3.4 & 2.3.9	The number of bidding documents to be completed and submitted in Procuring agency office: is One copy of online submitted Bid and one hard form.
D. Preparation and Submission of Bids		
11.	2.1.3	Qualification Criteria/Knock down criteria for Office Boy Staff i. At least three relevant Supply Orders received in the past ii. Registration with relevant tax authority i.e. FBR & PRA etc. as active tax payer (Income Tax & PST). iii. Affidavit to the effect that: - - Bidder is not currently blacklisted by the Procuring Agency. - The documents/photocopies provided with Bid are authentic. In case of any fake/bogus document found at any stage, the Bidder shall be blacklisted as per Law/ Rules. - The provided information is correct. (Bidder must provide the Original Stamp Paper at the opening of the Technical Bids) iv. Minimum HR requirement is: 21 employees
12.	2.1.1	Bid Office Boy & Stamp Paper shall be submitted to:

		Purchase Section, University of Rasul, Mandi Bahauddin
13.	2.4.2	The deadline for Bid submission is: 18-11-2025 11:00 AM
14.	2.5.1	date/ Month/ Year/Time, and place for Bid opening.: 18-11-2025 11:30 AM in the office of Project Director University of Rasul Mandi Bahauddin
15.	2.6.2	Amount of Performance Guarantee is: 10% withheld for One Year or till the termination of the contract.
16.	2.3.6	Estimated Contract Price: Rs. 15,200,640 Amount of Bid Office Boy is @2% of the Estimated Cost: Rs. 304,013/-
17.	2.3.7	Bid validity period after opening of the Bid is: 90 days.
18.	2.3.8	Number of copies of the Bid to be provided are: E-Bid and one hard copy
E. Opening and Evaluation of Bids		
19.	2.5.1	The Bid opening shall take place at: in the office of Project Director University of Rasul Mandi Bahauddin
20.	2.3.4	The currency that shall be used for Bid evaluation and comparison purposes to convert all Bid prices expressed in various currencies is: PKR
F. Bid Evaluation Criteria		
21.	2.5.8	Only the Bids securing minimum 60% marks would be declared technically accepted and Evaluation Criteria is given below

Evaluation Criteria

The bidder must fill in the following information in Form No. 8.3

Sr.#	Description	Allocated Marks	Total Marks
1	Company Profile & Experience		
i.	Company Profile Years of operations (From Registration date of NTN / FBR) - One (1) mark for one (1) year experience will be awarded. - Maximum marks will be awarded, if the firm has 10 years or more experience.	10	
ii.	Relevant Experience (project completed with minimum 20 number of staff members deployed) Similar assignments / supplies over last 05 years. Four (4) Similar Project = 05 Marks Five (5) Similar Projects = 10 Marks Six (6) Similar Projects = 15 Marks Purchase orders / supply orders along with completion certificates must be attached and fill in the Form No. 8.3 otherwise, no marks shall be awarded. (Incomplete documents will get zero marks)	15	
iii.	List of ongoing projects No. of Projects with up 20 numbers of staff members deployed Maximum two Projects Marks 6(3+3) No. of Projects with up 30 numbers of staff members deployed Maximum two Projects Marks 8(4+4) No. of Projects with up 40 numbers of staff members deployed Maximum two Projects Marks 20 (10+10)	20	

	Purchase orders / supply orders / completion certificates must be attached and fill in the Form No. 8.3 otherwise, no marks shall be awarded.		
2	Financial Position		
i.	Annual Turnover (last 3years) If the total annual turnover indicated in audit report/tax return of last three years is equal or above PKR: 30 million or above, then maximum allocated marks will be awarded. If total turnover during last three years is upto PKR 20 Million or above = 25 marks If total turnover during last three years is upto PKR 15 Million or above= 15 marks If total turnover during last three years is upto PKR 10 Million or above= 10 marks Audit statement / Income Tax Returns of last three financial years must be attached and fill in the form No. 8.3 otherwise, no marks shall be awarded.	25	
ii.	Bank Balance / Credit Limit If bank balance / credit limit up-to June 30, 2025 is equal to or more than estimate of current tender, full marks may be awarded. Otherwise, the marks may be awarded as: $\frac{\text{Closing Balance or Credit Limit}}{\text{Estimate of Current Purchase}} \times 20$	20	
3.	Human Resource		
i.	Total HR strength of firm / company 40-100 Employees = 05 Marks More than 100 Employees = 10 Marks List of staff will be provided by Bidder with necessary details on Form No. 8.3 List of staff will be provided by Bidder with necessary details (Payroll of Latest Month).	10	
		Total	100
Only the Bids securing minimum 60% marks would be declared technically accepted. Marks required for Qualification = 60			

G. Award of Contract

2.6.5	Percentage for quantity increase or decrease is: 15%
2.6.2	The Performance Guarantee shall be: 10%
2.6.2	The Performance Office Boy (or guarantee) shall be in the form of: Pay Order or Demand Draft or CDR

Section-V: General Conditions of Contract

1. Definitions	1.1 In this Contract, the following terms shall be interpreted as indicated: (a) "The Contract" means the agreement entered into between the Procuring Agency and the Service Provider, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein. (b) "The Contract Price" means the price payable to the Service Provider under the Contract for the full and proper performance of its contractual obligations. (c) "The Goods" means all of the equipment, machinery, and/or other materials which the Service Provider is required to supply to the Procuring Agency under the Contract. (d) "The Services" means those services <i>{detail to be provided by the Procuring Agency as per its requirements}</i> and other such obligations of the Service Provider covered under the Contract. (e) "GCC" means the General Conditions of Contract contained in this section. (f) "SCC" means the Special Conditions of Contract. (g) "The Procuring Agency" means the organization purchasing the Services, as named in SCC. (h) "The Procuring Agency's country" is the country named in SCC. (i) "The Service Provider" means the Bidder or firm supplying the Services under this Contract. (j) "The Project Site," where applicable, means the place or places named in SCC. (k) "Day" means calendar day.
2. Application	2.1. These General Conditions shall apply to the extent that they are not superseded by provisions of other parts of the Contract.
3. Country of Origin <i>[where applicable]</i>	3.1. All Services supplied under the Contract shall have their origin in the countries and territories eligible under the rules, as further elaborated in the SCC. 3.2. The origin of Services is distinct from the nationality of the Service Provider. In any case, the requirements of rules 10 & 26, PPR-14, shall be followed.
4. Standards	4.1. The services supplied under this Contract shall conform to the standards mentioned in the Technical Specifications/work plan/deputation plan.
5. Use of Contract Documents and Information; Inspection and Audit by the procuring agency.	5.1. The Service Provider shall not, without the Procuring Agency's prior written consent, disclose the Contract, or any provision thereof, or information furnished by or on behalf of the Procuring Agency in connection therewith, to any person other than a person employed by the Service Provider in the performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.

	5.2. The Service Provider shall not, without the Procuring Agency's prior written consent, make use of any document or information enumerated in GCC Clause 5.1 except for purposes of executing the Contract. 5.3. Any document, other than the Contract itself, enumerated in GCC Clause 5.1 shall remain the property of the Procuring Agency and shall be returned (all copies) to the Procuring Agency on completion of the Service Provider's performance under the Contract if so required by the Procuring Agency. 5.4. The Service Provider shall permit the Procuring Agency to inspect the Service Provider's accounts and records relating to the performance of the Service Provider and to have them audited by auditors appointed by the donors, if so required by the donors.
6. Performance Guarantee	6.1. Within fifteen (15) days of receipt of the notification of Contract award, the successful Bidder shall furnish to the Procuring Agency the Performance Guarantee in the amount specified in SCC/Bid Data Sheet & clause 2.6.2 of ITB. 6.2. The proceeds of the Performance Guarantee shall be payable to the Procuring Agency as compensation for any loss resulting from the Service Provider's failure to complete its obligations under the Contract. 6.3. As per Rule-56 of PPR-14, the performance guarantee shall be denominated in the currency of the Contract acceptable to the Procuring Agency and shall be in one of the following forms: (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the Procuring Agency's country, in the form provided in the Bidding documents or another form acceptable to the Procuring Agency; or (b) a Demand Draft, Pay Order or CDR. 6.4. The performance guarantee will be discharged by the Procuring Agency and returned to the Service Provider not later than thirty (30) days following the date of completion of the Service Provider's performance obligations under the Contract, including any warranty obligations, unless specified otherwise in SCC.
7. Incidental material	7.1. The Service Provider may be required to provide any of the incidental material if any, specified in SCC:
8. Payment	8.1. The method and conditions of payment to be made to the Service Provider under this Contract shall be specified in SCC. 8.2. The Service Provider's request(s) for payment shall be made to the Procuring Agency in writing, accompanied by an invoice describing, as appropriate, Services performed, and by documents submitted and upon fulfillment of other obligations stipulated in the Contract. 8.3. As per rule-62 of PPR-14, payments shall be made promptly by the Procuring Agency, but in no case later than thirty (30) days after submission of an invoice or claim by the Service Provider, provided the work is satisfactory. 8.4. The currency of payment is <i>PKR</i>

9. Prices	9.1. Prices charged by the Service Provider and Services performed under the Contract shall not vary from the prices quoted by the Service Provider in its Bid, with the exception of any price adjustments authorized in SCC {mechanism and formula to be decided by the procuring agency}.
10. Change Orders	10.1. The Procuring Agency may at any time, by a written order given to the Service Provider pursuant to GCC Clause 11, make changes within the general scope of the Contract, only if required for the successful completion of the job. 10.2. If any such change causes an increase or decrease in the cost of, or the time required for, the Service Provider's performance of any provisions under the Contract, an equitable adjustment shall be made in the Contract Price, or both, and the Contract shall accordingly be amended. Any claims by the Service Provider for adjustment under this clause must be asserted within thirty (30) days from the date of the Service Provider's receipt of the Procuring Agency's change order. But, in no case, the overall impact of the change should exceed 15% of the contract cost and no provisions of PPR-14 should be violated.
11. Contract Amendments	11.1. Subject to GCC Clause 10, no variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties.
12. Assignment	12.1. The Service Provider shall not assign the whole of contract to anybody else. However, some parts of contract or its obligations may be assigned to sub-contractors with the prior written approval of the procuring agency.
13. Sub-contracts	13.1. The Service Provider shall notify the Procuring Agency in the Bid of all subcontracts to be assigned under this Contract. Such notification, in the original Bid or later, shall not relieve the Service Provider from any liability or obligation under the Contract. 13.2. Subcontracts must comply with the provisions of GCC Clause 12.
14. Delays in the Service Provider's Performance	14.1. Performance of Services shall be made by the Service Provider in accordance with the Schedule of Requirements/Work Plan/ Deputation Plan as prescribed by the Procuring Agency in Section VII. 14.2. If at any time during performance of the Contract, the Service Provider or its subcontractor(s) should encounter conditions impeding timely performance of Services, the Service Provider shall promptly notify the Procuring Agency in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Service Provider's notice, the Procuring Agency shall evaluate the situation and may at its discretion extend the Service Provider's-time for performance, with or without liquidated damages, in which case the extension shall be ratified by the parties by amendment of Contract. 14.3. Except as provided under GCC Clause 17, a delay by the Service Provider in the performance of its delivery obligations shall render the Service Provider liable to the imposition of liquidated damages.
15. Liquidated Damages	15.1. Subject to GCC Clause 17, if the Service Provider fails to provide the Services as per requirement/ within the period(s) specified in the Contract, the Procuring Agency shall, without prejudice to its other remedies under

	the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the percentage specified in SCC of the delivered price of the delayed Goods or unperformed Services for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of the percentage specified in SCC. Once the maximum is reached, the Procuring Agency may consider termination of the Contract pursuant to GCC Clause 16 along with other remedies available under PPR-14.
16. Termination for Default	16.1. The Procuring Agency, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Service Provider, may terminate this Contract in whole or in part: (a) if the Service Provider fails to deliver any or all of the service within the period(s) specified in the Contract, or within any extension thereof granted by the Procuring Agency pursuant to GCC Clause 14; (b) if the Service Provider fails to perform any other obligation(s) under the Contract; or (c) if the Service Provider, in the judgment of the Procuring Agency has engaged in corrupt practices in competing for or in executing the Contract. For the purpose of this clause, corrupt practices will be defined as per Section-2 (d) of The PPRA Act, 2009. 16.2. In the event the Procuring Agency terminates the Contract in whole or in part, pursuant to GCC Clause 16.1, the Procuring Agency may procure, upon such terms and in such manner as it deems appropriate, Services similar to those undelivered, and the Service Provider shall be liable to the Procuring Agency for any excess costs for such similar Services. However, the Service Provider shall continue performance of the Contract to the extent not terminated.
17. Force Majeure	17.1. Notwithstanding the provisions of GCC Clauses 14, 15, and 16, the Service Provider shall not be liable for forfeiture of its Performance Guarantee, liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure. 17.2. For purposes of this clause, "Force Majeure" means an event beyond the control of the Service Provider and not involving the Service Provider's fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the Procuring Agency in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes. Both, the Procuring Agency and the Service Provider, may agree to exclude certain widespread conditions e.g: epidemics, pandemics, quarantine restrictions etc from the purview of "Force Majeure". 25.3. If a Force Majeure situation arises, the Service Provider shall promptly notify the Procuring Agency in writing of such condition and the cause thereof. Unless otherwise directed by the Procuring Agency in writing, the Service Provider shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. Any

	difference of opinion concerning “Force Majeure” may be decided through means given herein below.
18. Termination for Insolvency	18.1. The Procuring Agency may at any time terminate the Contract by giving written notice to the Service Provider if the Service Provider becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Service Provider, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Procuring Agency.
19. Termination for Convenience	19.1. The Procuring Agency, by written notice sent to the Service Provider, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Procuring Agency’s convenience, the extent to which performance of the Service Provider under the Contract is terminated, and the date upon which such termination becomes effective. 19.2. The Services that are complete and ready for shipment (if applicable) within thirty (30) days after the Service Provider’s receipt of notice of termination shall be accepted by the Procuring Agency on the Contract terms and prices. For the remaining Services, the Procuring Agency may choose: (a) to have any portion completed and delivered at the Contract terms and prices; and/or (b) to cancel the remainder and pay to the Service Provider—an agreed amount for partially completed Services and for materials and parts previously procured by the Service Provider.
20. Resolution of Disputes	20.1. After signing the contract or issuance of purchase order, The Procuring Agency and the Service Provider shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract. 20.2. If, after thirty (30) days from the commencement of such informal negotiations, the Procuring Agency and the Service Provider have been unable to resolve amicably a Contract dispute, either party may require that the dispute be referred for resolution to the formal mechanisms specified in SCC. These mechanisms may include, but are not restricted to, conciliation mediated by a third party, adjudication in an agreed and/or arbitration as per rule 68 of PPR-14 and in accordance with Arbitration Act-1940.
21. Governing Language	21.1. The Contract shall be written in the language specified in SCC. Subject to GCC Clause 30, the version of the Contract written in the specified language shall govern its interpretation. All correspondence and other documents pertaining to the Contract which are exchanged by the parties shall be written in the same language.
22. Applicable Law	22.1. The Contract shall be interpreted in accordance with the laws of Punjab (Pakistan) unless otherwise specified in SCC.
23. Notices	23.1. Any notice given by one party to the other pursuant to this Contract shall be sent to the other party in writing or by any information technology

	mean for the time being in use and acceptable in ordinary course of business to the other party's address specified in SCC. 23.2. A notice shall be effective when delivered or on the notice's effective date, whichever is later.
24. Taxes and Duties	24.1. Service Provider shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Services to the Procuring Agency.
25. Change in minimum wage rate	25.1. If during the continuation of the service contract, minimum wage rate is revised by the competent authorized forum, then the ongoing contract shall be revised as per percentage increased in minimum wages declared for such category.
26. Extension in Contract period	Initially the contract will be for one (1) year. However, the same would be extended by the competent authority, on the satisfactory performance by the contractor for further a period of two (2) years on the same rate & TORs. Extension in the contact agreement shall be the discretion of the procuring agency and the contractor has no right to claim further extension as a matter of right in the contract.

Section-VI. Special Conditions of Contract

Special Conditions of Contract

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

1. Definitions (GCC Clause 1)

GCC 1.1 (g)—The Procuring Agency is: University of Rasul, Mandi Bahauddin

GCC 1.1 (i)—The Service Provider is:

2. Performance Guarantee (GCC Clause 6)

GCC 6.1—As per rule 56 of PPR-14, the amount of Performance Guarantee, as a percentage of the Contract Price, shall be: **10%**.

3. Incidental Materials (GCC Clause 7)

GCC 7.1—Incidental materials to be provided as in Scope of Services

4. Payment (GCC Clause 8)

GCC 8.1—The method and conditions of payment to be made to the Service Provider under this Contract shall be as follows:

Payment for Services provided:

Payment may be made in Pak. Rupees in the following manner: **Running Bill modality.**

The bidder will provide following documents for payment of Bills:

i. The Invoice of the Service Provider shall be submitted as follows;

Invoice Checklist (to be attached with invoice)			
Sr.	Description	Annexure	Attached
1.	Request of the Service Provider on Covering Letter	A.	
2.	Original Invoice/Bill(s)	B.	
3.	Salary Verification and E-channel Receipt signed & stamped by Service Provider	C.	
5.	Bio Metric Attendance as mentioned in Scope of Services	D.	
6.	Any other document if required for processing of payments.	E.	
Note: a) The Service Provider must submit the Invoice in proper File Cover so that the documents to be attached by University Administration are not spoiled and disintegrated. b) Biometric Attendance signed by UNIVERSITY OF RASUL. c) The page numbering of the whole Invoice must be done adequately and documents must be attached in the same sequence / order as mentioned in the table.			

5. Prices (GCC Clause 9)

GCC 9.1—Prices shall be fixed and shall not be adjusted. However, in case of change in minimum wage rate and taxes through official notification; the contract price based on minimum wage rates and taxes shall be adjusted on prorated basis, as decided by the Procuring Agency.

6. Liquidated Damages (GCC Clause 15)

As per GCC 15.10.1 **% per day of Contract Value for delay in payments to its workers**

6. Resolution of Disputes (GCC Clause 20)

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

As per rule-68 of PPR-14, in the case of a dispute between the Procuring Agency and the Service Provider, the dispute shall be referred for arbitration in accordance with the Arbitration Act 1940.

7. Resolution of Disputes (GCC Clause 20)

Tender Name: Outsourcing for Office Boys SERVICES

Tender No: UOR/DP/2025-26/05

Signature of bidder with official stamp

Dated:

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

As per rule-68 of PPR-14, in the case of a dispute between the Procuring Agency and the Service Provider, the dispute shall be referred for arbitration in accordance with the Arbitration Act 1940.

8. Governing Language (GCC Clause 21)

GCC 21.1—The Governing Language shall be: English

9. Applicable Law (GCC Clause 22)

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

10. Notices (GCC Clause 23)

GCC 23.1—Procuring Agency's address for notice purposes: **Office of the Director Purchase, UNIVERSITY OF RASUL.**

Service Provider's address for notice purposes: **[Insert Address of Service Provider]**

11. Extension of Contract Period (GCC Clause 26)

GCC 26. The contract shall come in to force from the date of signing of contract or date of commencement of services whichever is earlier. Initially the contract will be for one (1) year. However, the same would be extended by the competent authority, on the satisfactory performance by the contractor for further a period of one year on the same rate & TORs. Extension in the contact agreement shall be the discretion of the procuring agency and the contractor has no right to claim further extension as a matter of right in the contract.

Section-VII. Schedule of Requirements/Work Plan/ Deputation Plan

Outsourcing for Office Boys SERVICES

S#	Description	QTY	Qualification	Working Hours	Working Days
1	Office Boy min. Matriculate (specs as per PO)	21		8	6

- Service Provider will supply all the staff necessary to complete the duties as mentioned in the documents. Service Provider will supply all the staff /guards Personnel's necessary to complete the duties as mentioned in this document.
- The Service Provider is required to deploy 100% Human Resource as per above table at UNIVERSITY OF RASUL. The Service Provider shall be bound to hire a minimum 3% of the total Office Boy staff from among special Persons.
- The service provider shall deploy the Office Boy Staff as per above table for commencement of the services within one week after signing of contract.
- The Service Provider shall be entirely responsible for the conduct of its staff and in case of any strikes by its personnel or any complaint against any staff, Service Provider will be under obligation to take necessary action including but not limited to replace any staff (under the clause of persona non grata) when instructed in writing by the Registrar/ Focal Person appointed by the Procuring Agency. The Service Provider shall observe all the laws and will be responsible for any prosecution or liability rising from breach of labor laws. The Procuring Agency shall not be responsible for any such action with regard to staff on the rolls of the Service Provider whatsoever.
- Twenty-One (21) Office Boy are required for 06 days a week besides additional for events on Sundays/ holiday in the campus. The contract period as per the requirements set out in the service specifications, detailed later in this section. It is to be noted that Office Boy services should not be compromised / interrupted under any circumstances.

Section-VIII: Sample Forms

Notes on the Sample Forms

The Bidder shall complete and submit with its Bid the **Bid Form** and **Price Schedules** pursuant to ITB Clause 2.2.3 & 2.3.4 and in accordance with the requirements included in the Bidding documents.

When requested in the Bid Data Sheet, the service provider should provide the **Bid Office Boy**, either in the form included hereafter or in another form acceptable to the Procuring Agency, pursuant to ITB Clause 2.3.7

The **Contract Form**, when it is finalized at the time of contract award, should incorporate any corrections or modifications to the accepted Bid resulting from price corrections pursuant to ITB Clause 2.5.6 and GCC Clause 17, acceptable deviations e.g., payment schedule pursuant to GCC 16, The Price Schedule and Schedule of Requirements, deemed to form part of the contract, should be modified accordingly.

The **Performance Guarantee** should not be provided by the service provider at the time of their Bid preparation. Only the successful Bidder will be required to provide Performance Guarantee in the form acceptable to the Procuring Agency and pursuant to GCC Clause 7.3 and SCC 10, respectively.

8.1 Bid Form

[To be signed & stamped by the Service Provider and reproduced on the letter head. To be attached with the Bid, in case of Single Stage One Envelope Procedure and with the Financial Bid, in case of Single Stage Two Envelope Procedure]

Date: _____

To: *[name and address of Procuring Agency]*

Gentlemen and/or Ladies:

Having examined the Bidding documents including Addenda Nos. *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, in conformity with the said Bidding documents for the sum of *[total Bid amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, specified in the Schedule of Requirements.

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

We agree to a Bid by this Bid for a period of *[number]* days from the date fixed to Bid opening under Clause 2.3.7 of the Instructions to Bidders, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

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.

[In case of single stage two envelope bidding procedure],

The Composition of our bid consists on separate Technical and financial bids, duly uploaded on e-PADS detail of which is as follows:

Technical bid includes the following: -

- a) Complete bidding document (without filling) signed and stamped by the bidder
- b) All the forms relevant to the technical bid, to be reproduced on the letter head of the bidder as indicated on each individual form.
- c) **Form No. 8.3** completely filled signed and stamped by the bidder
- d) Copy of bid Office Boy form along with copy of financial instruments *[to be decided by the procuring agency i.e. Bank call-deposit (CDR) / Demand Draft (DD) / Pay Order (PO) or Banker's cheque]* valid for (90) Days, beyond the validity of Bid in the manner as prescribed.
- e) Any other document required by the procuring agency not inconsistent with PPR-14.

Financial bid includes the following: -

- a) Original Bid form (as per **form 8.1** of Bidding documents) on letter head of the firm, duly signed and stamped.
- b) Price schedule / financial form (as per **form 8.7**) to be reproduced on the letter head of the bidder duly signed and stamped.
- c) Bid Office Boy in Original financial instrument *i.e. Bank call-deposit (CDR) / Demand Draft (DD) / Pay Order (PO) or Banker's cheque* valid for Ninety (90) Days, beyond the validity of Bid.
- d) *Any other document required by the procuring agency not inconsistent with PPR-14.*

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 _____

8.2. Technical Bid Form

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

Outsourcing for Office Boys SERVICES

S#	Description	QTY	Qualification	Working Hours	Working Days
1	Office Boys with uniform	21		8	6

Stamp & Signature of Bidder _____

8.3. 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:	
Date of Registration	
3.	Contact Person:
Name:	
Personal Telephone Number:	
Email Address:	

a) Details of Experience (Last Five Years)

i) Similar Projects (Completed)

S#	Name of the Procuring Agency	Type of Services Provided	Period for which the Services provided	
			Start Date	Completion Date
1				
2				
3				

ii) On Going Projects

S#	Information of the Procuring Agency of on-going Project			Services Provided (Office Boy)	Start Date of Project	No. of Staff Provided
	Name of the Procuring Agency	Name of Contact Person	Contact Number			
1						
2						
3						
4						

The Bidder must attach the Documentary Evidence (Work Order/Contracts) regarding above mentioned information otherwise no marks will be provided.

b) Financial Position

i) Audited Financial Statement / Income Tax Return Attachment (Last 3 years)

Yes	No
-----	----

ii) Turnover of last Three Years , Form 114(1) of Income Tax Return

S#	Financial Year	Turn over (Rs)
1	2024-25	
2	2023-24	
3	2022-23	

iii) Current Bank Balance in the Firm / Company's Account

Bank Balance (Rs)	Name of Bank	Date of Account Statement
Rs. _____		
Rs. _____		
Total Current Balance		

c) Human Resource

S#	Name of the Employee	CNIC	Designation	Date of Joining
1				
2				
3				
4				
5				

Last month Payroll

Yes	No
-----	----

8.4. General Information Form

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

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

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

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

8.5. 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 *[name of Procuring Agency]* of the Punjab deemed necessary to verify this statement regarding my (our) competence and general reputation.

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

The undersigned further affirms on behalf of the firm that:

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

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

Signed by an authorized Officer of the company

Title of Officer: _____

Name of Company: _____

Date: _____

8.6. Contract Form

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

THIS AGREEMENT made on the ____ day of _____ 20____ between *[name of Procuring Agency]* of *[country of Procuring Agency]* (hereinafter called “the Procuring Agency”) on the one part and *[name of Service Provider]* of *[city and country of Service Provider]* (hereinafter called “the Service Provider”) on the other part:

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

NOW THIS AGREEMENT WITNESS AS FOLLOWS:

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

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

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

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

8.7. Financial Bid Form/Price Schedule

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

MINIMUM WAGE RATE SHOULD BE STRICTLY ADHERED

The bidder is bound to pay Minimum wage of Rs. 1538.46 per day (Rs. 192.31 per hour)

No. of days per month (6 days a week) = 26 days

Minimum wage the Contractor will Pay = Rs. 40,000/- per month per person

Sr. No.	Item name (Specifications)	Minimum Wage Rate per worker	Quantity	Total price
1	Office Boys			
2	Management cost + Company Profit			
3	EOBI (5%)			
4	PESSI (6%)			
5	Total without PST (Sr no. 1 + 2 + 3 + 4)			
6	PST @16%			
7	Grand Total with PST in figure			
8	Grand Total with PST in words			

Income tax as per Government rate, amended from time to time (presently 6%) will be deducted from bill

NOTE :

- i. The cost incurred on account of minimum wage will remain same for all bidders and will only change in case of change in Minimum Wage Rate through official notification; the contract price based on minimum wage rates shall be adjusted on prorata basis by the procuring agency.
- ii. The lowest evaluated bidder will be determined on the basis of aggregate of Management Cost and cost of supplies (Y+M) as the other costs are fixed for all the bidders.
- iii. The Management Cost will include but not limited to the additional amount being paid to Office Boy staff over and above the minimum wage, cost on account of relievers, biometric attendance machine, uniforms etc. and profit
- iv. The management cost will also be subject to income tax and PST etc.
- v. The cost of Office Boy supplies will be subject to Income tax and GST etc.
- vi. The Bidder shall quote the management charges on some rationale, which has to be justified before the procuring agency for its viability; otherwise, the bid shall stand rejected.

Number of OFFICE BOY Personnel may be increased or decreased as per requirement of the procuring agency. However, the approved prices shall remain the same. The requirement /quantity mentioned in the **Schedule of Requirement** will be used for evaluation purpose.

The bidder shall have to abide by the circular / instructions issued by Punjab Procurement Regulatory Authority from time to time. Failing to comply with the said instructions will result in non-responsiveness of the bidder. As per aforementioned PPRA circular and clarification letter of PPRA regarding Rules & Regulations of Labor Law vide No. L&M(PPRA)1- 15(SOC)(AB) (LHR)(5)/2014/Com/P4 dated 17-08-2021, the Financial Bid(s) of the Bidder(s) will be **declared Nonresponsive** if the rates quoted by the bidder are not justified or do not include minimum applicable prevalent wage rate, applicable taxes, contributions to EOBI and PESSI.

Stamp & Signature of Bidder _____

ANNEXURE – A FINES & PENALTIES

Sr.#	SUMMARY OF PENALTIES	PENALTIES IN PKR
1.	Attendance less than 100% (Absent / Vacant / Not Deployed) (It should be the responsibility of Service Provider to maintain 100% attendance (each day) of HR as mentioned in the Contract. In case any of service provider's personnel(s) as mentioned under the contract is (are) absent / Vacant / Not-deployed, for every missing personnel that was required to stay on duty for that particular day, a penalty as mentioned in column 03 shall be charged)	Rs. 500 as penalty in addition to deduction amount of quoted daily wage per day per personnel as per contract (Amount of quoted daily wage rate will be calculated on the basis of 30 days per month)
2.	In case of Absent / Vacant / Not Deployed during public/local holidays or any other special occasions (penalty at Sr # 01 will not implement for that particular day)	Rs. 1,000 as penalty in addition to deduction amount of quoted daily wage per day per personnel as per contract
3.	Staff is found without uniform. Supervisor will wear distinctive vest.	Rs. 500 will be charged for each such staff for that particular day.
4.	In case any of service provider's personnel deployed under this contract is not present at his assigned place of duty during inspection, is a habitual late comer, or leaves early.	Penalty of Rs. 2,000/- per vacant point / late arrival / early leaving per shift will be imposed.
5.	If any worker (after performing duties for complete month) is not paid minimum wage as per the number of days he / she performed the duty.	Rs. 3,000 + (Difference of Amount between paid salary and notified minimum wage rate) shall be imposed as penalty per person per month.
6.	Office Boys Service provider will ensure the disbursement of salaries within 7 th days of each month. *The service provider will be responsible for paying his employees in the institution in the first 7 th days of every month. Such payment will not depend on the payments made by the institution to the service provider. The service provider will pay his employees from his own resources. Partial Payment will not be considered paid.	Rs. 100 per staff per day till 30 th of same month. <i>The penalty shall not be imposed / applicable if payments are delayed to the service provider by procuring agency for more than 90 Days.</i>
7.	Procuring agency may desire to replace any personnel(s) with justifiable reason and failure to do so in seven (07) days shall be considered a breach of contract.	Rs. 2,000 per Day per personnel will be imposed for non- compliance of directions of procuring agency.
8.	Any protest or strike observed by the staff / guards etc. due to reasons not attributable to procuring agency will be considered a breach of contract and may lead to issuance of show cause notice / explanation letter in addition to the fine mentioned in column 03. Three show cause notices / explanation letters may lead to blacklisting proceedings along with forfeiture of performance guarantee, as per discretion of the procuring agency.	Rs. 50,000 per incident per day till calling off the strike.

9.	If the service provider scores less than 85% in the monthly score. (Service providers will be expected to maintain an average minimum score of 85% as well as 85% in each respective category at all times.)	Rs. 25,000 per month (for 1st month). If this continues for another month, the second month's fine will be doubled to Rs. 50,000 and then doubled again to Rs. 100,000. If the score remains below 85% in the third consecutive month, then procuring agency may terminate the contract by serving a one-month termination notice to the service provider.
10.	In case any (Public / General) complaint is received attributable to misconduct / mis-behaviour, financial benefits of service provider's personnel & is assessed as true by University administration, (depending on the severity of the incidence) for each such incident shall be levied and the same shall be deducted from service provider's bill. The service provider must require to surrender the accused personnel up till the charge will be proven or otherwise.	Rs 5,000/- will be charged per case

IMPORTANT POINTS:

- a) Any protest or strike observed by the Office Boys staff due to any action of the Service Provider i.e. Late / Non disbursement of salary, Non-compliance of Minimum Wage Rate etc. will be considered a breach of contract and may lead to issuance of show cause notice / explanation letter in addition to the penalty mentioned. Three show cause notices / explanation letters may lead to termination of contract. In addition to that procuring agency may initiate blacklisting proceedings along with forfeiture of performance guarantee, as per discretion of the procuring agency. An occurrence of strike will be documented by the University administration and the reasons of strikes shall not be attributed to the procuring agency.
- b) Penalty should be charged in case the contractor fails to enroll 100% HR on any day as agreed in the contract. For example, if 100 personnel are agreed then there must be 100 persons enrolled on each day. If on any day the enrolled personnel are supposed to be 99 then penalty should be charged for missing 1 personnel.
- c) The amount of the penalty will be imposed / approved / recommended by Administrative Head of the Institution

Note: The administration and service provider shall create a WhatsApp Group to address the operational issues and complaint management for immediate response. However, official correspondence shall be made as per Govt. norms. The University will share the details of the performance penalties from time to time to the Service Provider.

ANNEXURE – B**SALARY VERIFICATION CERTIFICATE BY UNIVERSITY ADMINISTRATION**

SALARY VERIFICATION CERTIFICATE					
For the Month of _____					
(As per Prevailing Labor Laws, Minimum Wage Rate and any other)					
Sr.	Name of Office Boys Staff	CNIC	No. of Days Worked	Amount Paid	(Verified / Not Verified)
1					
2					
3					
4					

Signature & Stamp of Authorized Person

Note: The Service provider shall be bound to pay its staff before 7th of each month through E-channel only, and the E-channel Receipt (signed & stamped by Service Provider) must be attached with the Monthly Invoice of the same month for processing. However, E-channel receipt shall be a mandatory part of monthly invoice from the second month of commencement of services. It is further clarified that above Salary Verification Certificate for a particular month should be part of monthly invoice from the day first.

ANNEXURE – C

Monthly Attendance Pro-forma and Penalty Calculation Sheet

University _____																																							
Monthly Comprehensive Attendance & Penalty Calculation of Office Boy Services for the Month of (xxx) (Based on Bio-Metric)																																							
Sr.#	Name	CNIC	Designation	Shift / Deployed Place	Bio-Metric Attendance Reference / Page#	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
						SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE			
1						P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			
2						P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			
3						P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			
4						P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			
5						P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			
Required / Deployed Personnel per day as per Contract 85% of Total Strength																																							
Total Present on each Day																																							
Total Absent / Missing Personnel per day																																							
Office Boy Personnel Without Uniform (etc.)																																							
No. of Late Arrivals, Early Leave, Vacant Points per day																																							
Penalty on Absent / Missing Personnel per day 500 + (Daily Wage Rate of Respective Category)																																							
Penalty on Office Boy Personnel Without Uniform																																							
Penalty on Late Arrivals, Early Leave, Vacant Points per day (200 per incident)																																							
Total HR Penalty on Each Day																																							
Any other violation as mentioned in Annexure-A																																							

*Daily Wage Rate = Quoted Rate (Category Wise) / 3

Section IX- Check List

[To be signed and stamped and presented on Bidder's letter head pad]

The provision of this checklist is essential prerequisite along with submission of tenders (with technical proposal).

Sr. #	Detail	Responsive	Non-responsive
1	Original Bid security of amount and in the form specified in Bid Data Sheet and submitted in the office of Project Director, University of Rasul		
2	Bid Form 8.1 (as per Bidding documents) on letter head of the firm, duly signed and stamped.		
3	Technical Bid Form 8.2 (as per of Bidding documents) on letter head of the firm duly signed and stamped.		
4	Bidder Profile Form 8.3 (as per of Bidding documents) on letter head of the firm duly signed and stamped.		
5	General Information Form 8.4 (as per Bidding documents) on letter head of the firm duly signed and stamped.		
6	Affidavit (as per form 8.5) on non-judicial Stamp Paper of Rs. 300/- (i) The firm is not currently blacklisted by the Procuring Agency. (ii) The documents/photocopies provided with Bid are authentic. In case of any fake/bogus document look at any stage. They shall be black listed as per Rules / Laws. (iii) Affidavit for correctness of information. (iv) Undertaking that the office boys personnel shall be given minimum wage salary notified by the Punjab Government. Affidavit for correction of information Form (as per form of Bidding documents) on letter head of the firm, duly signed and stamped.		
7	The Bidder shall be a legally registered entity with the formal intent to enter into an agreement.		
8	The Bidder must have an active National Tax Number (NTN).		
9	The Bidder must have an active Punjab Revenue Authority (PRA) registration Number.		
10	Copy of active Registration with Sales Tax Authorities (STRN)		
11	Copy of active Registration (Professional Tax Certificate)		
12	Work Order/Contract along with Satisfactory Reports of the projects done in the past		
13	Work Order/Contract of ongoing projects		
14	Income Tax Returns / Audit Reports of Last three Years		
15	Bid Document signed and stamped each page by the bidder		
16	Account Statement of current FY		
17	List of Staff		

Stamp & Signature of Bidder _____