

NATIONAL BANK OF PAKISTAN

SUPPLY OF STANDARD FURNITURE FOR NBP BANK SQUARE BRANCH (211), LARKANA REGION

Standard Bidding Documents for Procurement of General Goods

Bidding Opening Procedure: PPRA Rule 36 (a)

INVITATION TO BIDS
INSTRUCTIONS TO BIDDERS
BID DATA SHEET
ELIGIBLE COUNTRIES

SCHEDULE OF REQUIREMENTS & TECHNICAL SPECIFICATIONS
STANDARD FORMS & PRICE SCHEDULES
GENERAL CONDITIONS OF CONTRACT
SPECIAL CONDITIONS OF CONTRACT
CONTRACT FORMS
CHECKLIST & ATTACHMENTS

(For the purpose of this tender, all references to manual processes and manual submission of tender/bid should be deemed to have been replaced with the processes and procedures in pursuant to E-Pak Acquisition & Disposal System (EPADS) and defined in E-PAK Procurement Regulation, 2023.)

This completed Bidding Documents; along with Bid Security Instrument and all necessary documents for the responsiveness of the bid as specified in the bidding documents; shall be submitted / uploaded on PPRA's EPADS Portal; before close of bid submission time.

Standard Bidding Documents for Procurement of General Goods

PART-A – BIDDING PROCEDURE & REQUIREMENTS

Section I - Invitation to Bids

Section II- Instructions to Bidders (ITB)

This Section provides information to help Bidders prepare their Bids. Information is also provided on the submission, opening, and evaluation of Bids and on the award of Contracts. This Section contains provisions that are to be used without modifications.

Section III- Bid Data Sheet (BDS)

This Section includes provisions specific to procurement and to supplement Section-II, Instructions to Bidders. This section may be customized where option is available, in accordance with the requirements of the Procuring Agency.

Section IV - Eligible Countries

This Section contains information regarding eligible countries.

Section V - Schedule of Requirements & Technical Specifications

This Section includes the details of specifications for the goods to be procured and schedule of requirements.

Section VI - Standard Forms of Bid

This Section includes the standard forms for the Bid Submission, Price Schedules, and Bid Security etc. These forms are to be completed and submitted by the Bidder as part of its Bid.

PART-B - CONDITIONS OF CONTRACT AND CONTRACT FORMS

Section VII - General Conditions of Contract (GCC)

This Section includes the general clauses to be applied in all the contracts. This Section contains provisions that are to be used without modifications.

Section VIII - Special Conditions of Contract (SCC)

This Section consists of Contract Data and Specific Provisions which contains clauses specific to this contract. This section may be customized where option is available, in accordance with the requirements of the Procuring Agency.

Section IX - Contract Forms

This Section contains forms which, once completed, will become part of the Contract. The forms for **Performance Security** will be submitted by the successful bidder to whom Letter of Acceptance is issued, before the award of contract.

Integrity Pact

The successful bidder shall be required to furnish Integrity Pact as per the attached format, provided the Contract Value is above Rs.10 M)

PART-C - CHECKLIST AND ATTACHMENTS

This Part contains list of requirements to be fulfilled and documents to be submitted by the bidder to comply the bid.

TABLE OF CONTENTS

		TABLE OF CONTENTS	PAGE NO
PART	Α	BIDDING PROCEDURE & REQUIREMENTS	
TAIL		BIDDING I ROCEDORE & REQUIREMENTS	
SECTION	1	INVITATION TO BIDS	01
SECTION	II _	INSTRUCTION TO BIDDERS (ITBs)	03
	Α	INTRODUCTION	04
	В	BIDDING DOCUMENTS	07
	С	PREPARATION OF BIDS	09
	D	SUBMISSION OF BIDS	16
	Е	OPENING AND EVALUATION OF BIDS	18
	F	AWARD OF CONTRACT	28
	G	GRIEVANCE REDRESSAL AND COMPLAINT REVIEW MECHANISM	31
	Н	MECHANISM OF BLACKLISTING	32
SECTION	111	BID DATA SHEET (BDS)	34
	Α	INTRODUCTION	35
	В	BIDDING DOCUMENTS	36
	С	PREPARATION OF BIDS	36
	D	SUBMISSION OF BIDS	38
	Е	OPENING AND EVALUATION OF BIDS	38
	F	AWARD OF CONTRACT	40
	G	REVIEW OF PROCUREMENT DECISIONS	40
SECTION	IV	ELIGIBLE COUNTRIES	41
SECTION	V	SCHEDULE OF REQUIREMENTS & TECHNICAL SPECIFICATIONS	43
	Α	SCHEDULE OF REQUIREMENTS	44
	В	TECHNICAL SPECIFICATIONS	45
SECTION	VI	STANDARD FORMS OF BID	46
	Form 1	Form of Bid	48
	Form 2	Price Schedule	50
	Form 3	Letter of Acceptance	51
	Form 4	Bid Security Form	52
	Form 5	Bid Securing Declaration	53
PART	В	CONDITIONS OF CONTRACT AND CONTRACT FORMS	
	THE RESERVE		
SECTION	VII	GENERAL CONDITIONS OF THE CONTRACT	55
	1	Definitions	56
	2	Application and interpretation	58
	3	Conditions Precedent	58
	4	Governing Language	59
	5	Applicable Law	59
	6	Country of Origin	59
	7	Standards	59
_	<u> </u>		
	8	Use of Contract Documents and Information; Inspection and Audit	59

TABLE OF CONTENTS

		TABLE OF CONTENTS	PAGE NO:
	9	Patent and Copy Rights	60
	10	Performance Security (or Guarantee)	60
	11	Inspections and Test	61
	12	Packing	61
	13	Delivery and Documents	62
	14	Insurance	62
	15	Transportation	62
	16	Related Services	63
	17	Spare Parts	63
	18	Warranty / Defect Liability Period	63
	19	Payment Payment	64
	20	Prices	65
	21	Change Orders	65
	22	Contract Amendments	65
	23		66
	23	Assignment Sub-Contracts	66
	25	Delay's in the Supplier's Performance	66
	26	Liquidated Damages	66
	27	Termination for Default	66
	28	Termination for Force Majeure	67
	29	Termination for Insolvency	68
	30	Termination for Convenience	68
	31	Disputes Resolution	69
	32	Procedure for Disputes Resolution	69
	33	Replacement of Arbitrator	69
	34	Limitation of Liability	69
	35	Notices	70
15.00	36	Taxes and Duties	70
SECTION	VIII	SPECIAL CONDITIONS OF THE CONTRACT (SCC)	71
	1	Definitions (GCC Clause 1)	72
	2	Conditions Precedent (GCC Clause 3)	72
	3	Governing Language (GCC Clause 4)	73
	4	Applicable Law (GCC Clause 5)	73
	5	Country of Origin (GCC Clause 6)	73
	6	Performance Security (or Guarantee) (GCC Clause 10)	73
	7	Inspections and Test (GCC Clause 11)	73
	8	Packing (GCC Clause 12)	73
	9	Delivery and Documents (GCC Clause 13)	74
	10	Insurance (GCC Clause 14)	75
		Related Services (GCC Clause 16)	75
	11		-
	11 12		75
	12	Spare Parts (GCC Clause 17)	75 75
	12 13	Spare Parts (GCC Clause 17) Warranty / Defect Liability Period (GCC Clause 18)	75
	12 13 14	Spare Parts (GCC Clause 17) Warranty / Defect Liability Period (GCC Clause 18) Payment (GCC Clause 19)	75 76
	12 13	Spare Parts (GCC Clause 17) Warranty / Defect Liability Period (GCC Clause 18)	75

TABLE OF CONTENTS

		TABLE OF CONTENTS	PAGE NO:
	18	Procedure for Disputes Resolution (GCC Clause 32)	77
	19	Notices (GCC Clause 35)	78
SECTION	IX	CONTRACT FORMS	79
02011011	Form-C1	Form of Contract	80
	Form-C2	Performance Security (or Guarantee) Form	82
	Form-C3	Integrity Pact (For Contract Value above Rs.10 M)	83
PART	С	CHECKLIST AND ATTACHMENTS	
	Α	CHECKLIST	85
		(List of Requirements to be fulfilled & Documents to be submitted	
		/ uploaded by the Bidder for a Responsive & Compliant Bid)	
	В	ATTACHMENTS	87
		(Bidders are instructed to attach/upload their documents at	
		identified Annexures detailed hereunder; in pursuant to above	
		Checklist)	
ANNEXURE	Α	FBR Document for Active Status on ATL	88
ANNEXURE	В	Non-Blacklisted Undertaking / Affidavit	89
ANNEXURE	С	Valid Manufacturer's Authorization Document	90
ANNEXURE	D1	Experience related Documents - Supply 1	91
ANNEXURE	D2	Experience related Documents - Supply 2	92
ANNEXURE	D3	Experience related Documents - Supply 3	93
ANNEXURE	Е	Documentary Proof Confirming presence of Bidder's Office Setup	94
		in Karachi	
ANNEXURE	F	Authorization Document for the Signatory of the Bidder	95
ANNEXURE	G	Technical Brochures / Literature	96
		To the state of th	

PART-A BIDDING PROCEDURE & REQUIREMENTS



NATIONAL BANK OF PAKISTAN



SUPPLY OF STANDARD FURNITURE FOR NBP BANK SQUARE BRANCH (211), LARKANA REGION

INVITATION TO BIDS

- 1. This Invitation to Bids follows the Procurement Notice for the subject Project/Procurement which appeared on NBP and PPRA Websites.
- 2. The National Bank of Pakistan has reserved the funds for the procurement planned during the financial year 2025. It is intended that part of the proceeds of the fund will be used to cover eligible payment under the contract for the aforesaid procurement.
- 3. The National Bank of Pakistan; now invites bids from eligible Manufacturers/Suppliers for Procurement of Standard Furniture; through EPADS only.
- 4. The bidding shall be conducted in line with the Single Stage One Envelope procedure of the Public Procurement Rules 2004 and any Regulations, Regulatory Guides, Procurement Guidelines or Instructions issued by the Authority (from time to time), and is open to all potential bidders.
- 5. All bids must be accompanied by a scanned Copy of Bid Security in the form of Banker's Cheque or Payment Order or Bank Guarantee in the amount of RS.40,000/-The ORIGINAL BID SECURITY MUST be submitted to the National Bank of Pakistan any time before the Closing time of Bid Submission, failing which the bid shall be rejected.
- 6. The original bid, along with all the required documents as stated in the bidding documents; properly filled in, must be submitted ONLY through e-Pak Acquisition & Disposal System (EPADS) at or before July 21, 2025 at 11:00 AM. The bids will be opened promptly thereafter on EPADS at 11:30 AM the same day, and in the presence of bidders' representatives who choose to attend in the opening at the under mentioned address.

Divisional Head, **Procurement Division, Logistics Communications & Marketing Group,** 3rd Floor, NBP Head Office Building, I.I Chandigarh Road, Karachi



SECTION-II INSTRUCTIONS TO BIDDERS (ITBs)

A - INTRODUCTION

1. Scope of Bid	1.1	The Procuring Agency (PA), as indicated in the Bid Data Sheet (BDS) hereinafter
		referred to as "NBP" invites Bids for the provision of Goods as specified in the BDS
		and Section V – Schedule of Requirements & Technical Specifications. The
		successful Bidders will be expected to deliver the goods within the specified period
2. Sources of Funds	2.1	and timeline(s) as stated in the BDS . Sources of funds is referred in Clause-2 of Invitation to Bids
	3.1	A Bidder may be natural person, company or firm or public or semi-public
3. Eligible Bidders	5.1	agency of Pakistan or any foreign country, or any combination of them with a
		formal existing agreement (on Judicial Papers) in the form of a joint venture,
		consortium, or association. In the case of a joint venture, consortium, or
		association, all members shall be jointly and severally liable for the execution of
		the Contract in accordance with the terms and conditions of the Contract. The
		joint venture, consortium, or association shall nominate a Lead Member as
		nominated in the BDS, who shall have the authority to conduct all business for
		and on behalf of any and all the members of the joint venture, consortium, or
		association during the Bidding process, and in case of award of contract, during
		th <mark>e execution</mark> of contract.
		(The limit on the number of members of JV or Consortium or
		Association may be prescribed in BDS, in accordance with the guidelines issued by
		the PPRA).
111111111111111111111111111111111111111	3.2	The appointment of Lead Member in the joint venture, consortium, or
		association shall be confirmed by submission of a valid Power of Attorney to the
		NBP.
	3.3	Verifiable copy of the agreement that forms a joint venture, consortium or
		association shall be required to be submitted as part of the Bid.
	3.4	Any bid submitted by the joint venture, consortium or association shall indicate
		the part of proposed contract to be performed by each party and each party
		shall be evaluated (or post qualified if required) with respect to its contribution
		only, and the responsibilities of each party shall not be substantially altered
		without prior written approval of the NBP and in line with any instructions
	2.5	issued by the Authority.
	3.5	The invitation for Bids is open to all prospective supplier, manufacturers or
		authorized agents/dealers subject to any provisions of incorporation or licensing by the respective national incorporating agency or statutory body established for that
7		particular trade or business.
	3.6	Foreign Bidders must be locally registered with the appropriate national
	3.0	incorporating body or the statutory body, before participating in the
		national/international competitive tendering with the exception of such
		procurements made by the foreign missions of Pakistan. For such purpose the
		bidder must have to initiate the registration process before the bid submission
		and the necessary evidence shall be submitted to the NBP along with their bid,
		however, the final award will be subject to the complete registration process.
	3.7	A Bidder shall not have a conflict of interest. All Bidders found to have a conflict



		A - INTRODUCTION
		of interest shall be disqualified. A Bidders may be considered to have a conflict
		of interest with one or more parties in this Bidding process, if they:
		a) are associated or have been associated in the past, directly or indirectly with
		a firm or any of its affiliates which have been engaged by the NBP to
		provide consulting services for the preparation of the design, specifications
		and other documents to be used for the procurement of the goods to be
		purchased under this Invitation for Bids.
		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
1171		influence on the Bid of another Bidder, or influence the decisions of the
		NBP regarding this Bidding process; or
		f) Submit more than one bid in this Bidding process.
	3.8	A Bidder may be ineligible if –
		a) he 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 blacklisted and hence debarred due to involvement in corrupt and fraudulent practices, or performance failure or due to breach of bid securing
		declaration.
		f) The firm, supplier and contractor is blacklisted or debarred by a foreign country,
		international organization, or other foreign institutions for the period defined by
		th <mark>em.</mark>
	3.9	Bidders shall provide to the NBP evidence of their eligibility, proof of compliance
		with the necessary legal requirements to carry out the contract effectively.
	3.10	Bidders shall provide such evidence of their continued eligibility to the
		satisfaction of the NBP, as the NBP shall reasonably request.
7	3.11	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 the more than ten (10) percent of the Bid price is
		envisaged.
4. Eligible Goods	4.1	All goods and related services to be supplied under the contract shall have their
and Related		origin in eligible source countries, and all expenditures made under the contract
Services		will be limited to such goods and services. For purpose of this Bid, ineligible
30.1.003		countries are stated in the section-4 titled as "Eligible Countries".
	4.2	
	4.4	
		are mined, grown, cultivated, produced, manufactured, or processed, or through



SECTION II – INSTRUCTIONS TO BIDDERS (ITB) A – INTRODUCTION

		manufacture, procession, or assembly, another commercially recognized article
		results that differs substantially in its basic characteristics from its imported
		components or the place from where the related services are/to be supplied.
	4.3	The nationality of the supplier that supplies, assembles, distributes, or sells the
		goods and services shall not determine the origin of the goods.
	4.4	To establish the eligibility of the Goods and the related services, Bidders
		shall fill the country of origin declarations included in the Form of Bid.
	4.5	If so required in the BDS, the Bidder shall demonstrate that it has been duly
		authorized by the manufacturer of the goods to deliver in Pakistan (or in respective
		country in case of procurement by the Pakistani Missions abroad), the goods
		indicated in its Bid.
5. One Bid per	5.1	A bidder shall submit only one Bid, in the same bidding process, either individually
Bidder		as a Bidder or as a memb <mark>er in a joint ve</mark> nture or any similar arrangement.
	5.2	No bidder can be a sub-contractor while submitting a Bid individually or as a
		member of a joint venture in the same Bidding process.
	5.3	A person or a firm cannot be a sub-contractor with more than one bidder in the
		same bidding process.
6. Cost of Bidding	6.1	The Bidder shall bear all costs associated with the preparation and submission of
		its Bid, and the NBP shall in no case be responsible or liable for those costs,
		regardless of the conduct or outcome of the bidding process.



B – BIDDING DOCUMENTS

7. Contents of	7.1	The goods required, bidding procedures, and terms and conditions of the	
Bidding		contract are prescribed in the Bidding Documents. In addition to the	
Documents		Invitation to Bids, the Bidding Documents which should be read in	
Documents		conjunction with any addenda issued in accordance with ITB 9.2 include:	
		Section I -Invitation to Bids	
		Section II Instructions to Bidders (ITBs)	
		Section III Bid Data Sheet (BDS)	
		Section IV Eligible Countries	
		Section V Technical Specifications, Schedule of Requirements	
1777		Section VI Standard Forms of Bid	
		Section VII General Conditions of Contract (GCC)	
		Section VIII Special Conditions of Contract (SCC)	
		Section IX Contract Forms	
	7.2	The number of copies to be completed and returned with the Bid is specified in the	
		BDS.	
	7.3	The NBP is not responsible for the completeness of the Bidding Documents and	
		their addenda, if they were not downloaded from the website of the NBP or	
		EPADS.	
	7.4	The Bidder is expected to examine all instructions, forms, terms and	
		specifications in the Bidding Documents. Failure to furnish all the information	
		required in the Bidding Documents will be at the Bidder's risk and may result in	
	0.1	the rejection of his Bid.	
8. Clarification of	8.1	A prospective Bidder requiring any clarification of the Bidding Documents may	
Bidding		notify the NBP; in writing through EPADS that provides record of the content of	
Documents	0.2	communication at the NBP 's address indicated in the BDS .	
	8.2	The NBP will within Three (03) 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 Three (03)	
		working days prior to the deadline for the submission of Bids as prescribed in	
		ITB 23.1. However, this clause shall not apply in case of alternate methods of	
		Procurement.	
7	8.3	Copies of the NBP's response will be forwarded to all identified Prospective	
"		Bidders through an identified source of communication i.e. EPADS,	
	400	including a description of the inquiry, but without identifying its source.	
		In case of downloading of the Bidding Documents from the website of PPRA, the	
		response of all such queries will also be available on the same link available at	
		the website Note: All responses will only be processed through EPADS.	
	8.4	Should the NBP deem it necessary to amend the Bidding Documents as a result	
		of a clarification, it shall do so following the procedure under ITB 9.	
	8.5	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 BDC During this are Did mosting prospective Didden most result
		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.
	8.6	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 NBP exclusively through the use of an Addendum pursuant to
		ITB 9. Non-attendance at the pre-Bid meeting will not be a cause for
		disqualification of a Bidder.
9. Amendment of	9.1	Before the deadline for submission of Bids, the NBP for any reason, whether
Bidding		at its own initiative or in response to a clarification requested by a prospective
Documents		Bidder or pre-Bid meeting may modify the Bidding Documents by issuing addenda.
	9.2	Any addendum issued including the notice of any extension of the deadline
		shall be part of the Bidding Documents pursuant to ITB 7.1 and shall be
		communicated in writing or in any identified electronic form that provide record
		of the content of communication to all the bidders who have obtained the Bidding
		Documents from the NBP. The NBP shall promptly publish the Addendum at the
		NBP's web page identified in the BDS:
		Provided that the bidder who had either already submitted their bid or handed over
		the bid to the courier prior to the issuance of any such addendum shall have the right
		to withdraw his already filed bid and submit the revised bid prior to the original
	0.2	or extended bid submission deadline.
	9.3	To give prospective Bidders reasonable time in which to take an
		addendum/corrigendum into account in preparing their Bids, the NBP may, at its
		discretion, extend the deadline for the submission of Bids:
		Provided that the NBP shall extend the deadline for submission of Bid, if such
		an addendum is issued within last three (03) working days of the Bid submission
		deadline.

C – PREPARATION OF BIDS

10. Language of Bid 11. Documents and	10.1	The Bid prepared by the Bidder, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and the NBP shall be written in the English language unless specified in the BDS. Supporting documents and printed literature furnished by the Bidder may be in another language provided they are accompanied by an accurate translation of the relevant pages in the English language unless specified in the BDS, in which case, for purposes of interpretation of the Bidder, the translation shall govern. The Bid prepared by the Bidder shall constitute the following components: -
Samples(s) Constituting the Bid		 a) Form of Bid and Bid Prices completed in accordance with ITB 14 and 15; b) Details of the Sample(s) where applicable and requested in the BDS. c) Documentary evidence established in accordance with ITB 13 that the Bidder is eligible and/or qualified for the subject bidding process; d) Documentary evidence established in accordance with ITB 13.3(a) that the Bidder has been authorized by the manufacturer to deliver the goods into Pakistan, where required and where the supplier is not the manufacturer of those goods; e) Documentary evidence established in accordance with ITB 12 that the goods and related services to be supplied by the Bidder are eligible goods and services, and conform to the Bidding Documents; f) Bid security or Bid Securing Declaration furnished in accordance with ITB 18; g) Duly Notarized Power of Attorney authorizing the signatory of the Bidder to submit the bid; and h) Any other document required in the BDS.
	11.2	 h) Any other document required in the BDS. Where a sample(s) is required by a NBP, the sample shall be: a) submitted as part of the bid, in the quantities, dimensions and other details requested in the BDS; b) carriage paid; c) received on, or before, the closing time and date for the submission of bids; and d) evaluated to determine compliance with all characteristics listed in the BDS.
	11.3	The NBP shall retain the sample(s) of the successful Bidder. A NBP shall reject the Bid if the sample(s)- a) do(es) not conform to all characteristics prescribed in the bidding documents; and b) is/are not submitted through EPADS within the specified time clearly mentioned in the Bid Data Sheet. Where it is not possible to avoid using a propriety article as a sample a Ridder.
	11.4	Where it is not possible to avoid using a propriety article as a sample, a Bidder shall make it clear that the propriety article is displayed only as an example of the type or quality of the goods being Bided for, and that competition shall not thereby be limited to the extent of that article only. Samples made up from materials supplied by a NBP shall not be returned to a Bidder nor shall a NBP be liable for the cost of making them.



		C – PREPARATION OF BIDS
	11.6	All samples produced from materials belonging to an unsuccessful Bidder shall be kept by the NBP till thirty (30) calendar days from the date of award of contract or exhaust of all the grievance forums (including those pending at Authority's Level or in some Court of Law).
12. Documents Establishing Eligibility of Goods and	12.1	Pursuant to ITB 11 , the Bidder shall furnish, as part of its Bid, all those documents establishing the eligibility in conformity to the terms and conditions specified in the Bidding Documents for all goods and related services which the Bidder proposes to deliver.
Related Services and Conformity to Bidding	12.2	The documentary evidence of the eligibility of the goods and related services shall consist of a statement in the Price Schedule of the country of origin of the goods and related services offered which shall be confirmed by a certificate of origin issued at the time of shipment.
Documents	12.3	The documentary evidence of conformity of the goods and related services to the Bidding Documents may be in the form of literature, drawings, and data, and shall consist of:
		 a) detailed description of the essential technical specifications and performance characteristics of the Goods; b) an item-by-item commentary on the NBP's Technical Specifications demonstrating substantial responsiveness of the Goods and Services to those specifications, or a statement of deviations and exceptions to the provisions of the Technical Specifications; c) any other procurement specific documentation requirement as stated in the BDS.
	12.4	The Bidder shall also furnish a list giving full particulars, including available sources and current prices of goods, spare parts, special tools, etc., necessary for the proper and continuing functioning of the Goods during the period specified in the BDS following commencement of the use of the goods by the NBP.
	12.5	For purposes of the commentary to be furnished pursuant to ITB 12.3(c) above, the Bidder shall note that standards for workmanship, material, and equipment, as well as references to brand names or catalogue numbers designated by the NBP in its Technical Specifications, are intended to be descriptive only and not restrictive. The Bidder may substitute alternative standards, brand names, and/or catalogue numbers in its Bid, provided that it demonstrates to the NBP's satisfaction that the substitutions ensure substantial equivalence to those designated in the Technical Specifications.
	12.6	The required documents and other accompanying documents must be in English. In case any other language than English is used the pertinent translation into English shall be attached to the original version.
13. Documents Establishing Eligibility and Qualification of	13.1	Pursuant to ITB 11, the Bidder shall furnish, as part of its Bid, all those documents establishing the Bidder's eligibility to participate in the bidding process and/or its qualification to perform the contract if its Bid is accepted.
the Bidder	13.2	The documentary evidence of the Bidder's eligibility to Bid shall establish to the satisfaction of the NBP that the Bidder, at the time of submission of its bid, is from an eligible country as defined in Section-4 titled as "Eligible Countries".



		C - PREPARATION OF BIDS
	13.3	The documentary evidence of the Bidder's qualifications to perform the contract if its Bid is accepted shall establish to the satisfaction of NBP that:
		 a) in the case of a Bidder offering to deliver goods under the contract which the Bidder did not manufacture or otherwise produce, the Bidder has been duly authorized by the goods' Manufacturer or producer to deliver the goods in Pakistan;
		 the Bidder has the financial, technical, and supply/production capability necessary to perform the Contract, meets the qualification criteria specified in BDS.
		c) in the case of a Bidder not doing business within Pakistan, the Bidder is or will be (if awarded the contract) represented by an Agent in Pakistan equipped, and able to carry out the Supplier's maintenance, repair, and spare parts-stocking obligations prescribed in the Conditions of Contract and/or Technical Specifications.
		d) that the Bidder meets the qualification criteria listed in the BDS .
14. Form of Bid	14.1	The Bidder shall fill the Form of Bid furnished in the Bidding Documents. The Bid Form must be completed without any alterations to its format and no substitute shall be accepted.
15. Bid Prices	15.1	The Bid Prices and discounts quoted by the Bidder in the Form of Bid and in the Price Schedules shall conform to the requirements specified below in ITB Clause 15 or exclusively mentioned hereafter in the bidding documents.
La Lace	15.2	All items in the Statement of Work must be listed and priced separately in the Price Schedule(s). If a Price Schedule shows items listed but not priced, their prices shall be construed to be included in the prices of other items
	15.3	Items not listed in the Price Schedule shall be assumed not to be included in the Bid, and provided that the Bid is still substantially responsive in their absence or due to their nominal nature, the corresponding average price of the respective item(s) of the remaining substantially responsive bidder(s) shall be construed to be the price of those missing item(s): Provided that:
		a) where there is only one (substantially) responsive bidder, or
		b) where there is provision for alternate proposals and the respective items are not listed in the other bids,
		the NBP may fix the price of missing items in accordance with market survey,
		and the same shall be considered as final price.
	15.4	The Bid price to be quoted in the Form of Bid in accordance with ITB 15.1 shall be the total price of the Bid, excluding any discounts offered.
	15.5	The Bidder shall indicate on the appropriate Price Schedule, the unit prices (where applicable) and total Bid price of the goods it proposes to deliver under the contract.
	15.6	Prices indicated on the Price Schedule shall be entered separately in the following manner:
		a) For goods manufactured from within Pakistan (or within the country where procurement is being done in case of foreign missions abroad):
		 i) the price of the goods quoted EXW (ex-works, ex- factory, ex- warehouse, ex-showroom, or off-the-shelf, as applicable), including all customs duties and sales and other taxes already paid or payable:



		 A. on the components and raw material used in the manufacturing or assembly of goods quoted ex- works or ex-factory; or B. on the previously imported goods of foreign origin quoted exwarehouse, ex-showroom, or off-the-shelf. ii) all applicable taxes which will be payable on the goods if the contract is awarded.
		 iii) the price for inland transportation, insurance, and other local costs incidental to delivery of the goods to their final destination, if specified in the BDS. iv) the price of other (incidental or allied) services, if any, listed in the BDS.
		b) For goods offered from abroad:
		i) the price of the goods shall be quoted CIF named port of destination, or CIP border point, or CIP named place of destination, in the NBP's country, as specified in the BDS. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible countries. Similarly, the Bidder may obtain insurance services
		from any eligible source country. or ii) the price of the goods quoted FOB port of shipment (or FCA, as the
		case may be), if specified in the BDS or iii) the price of goods quoted CFR port of destination (or CPT as the case
1		may be), if specified in the BDS.
		iv) the price for inland transportation, insurance, and other local costs incidental to delivery of the goods from the port of entry to their final destination, if specified in the BDS. V) the price of (incidental) convices if any listed in the BDS.
		v) the price of (incidental) services, if any, listed in the BDS .
	15.7	Prices proposed on the Price Schedule for goods and related services shall be disaggregated, where appropriate as indicated in this Clause. This desegregation shall be solely for the purpose of facilitating the comparison of Bids by the NBP. This, shall not in any way limit the NBP's right to contract on any of the terms and conditions offered: - a) For Goods: -
		i) the price of the Goods, quoted as per applicable INCOTERMS as specified in the BDS
		ii) All customs duties, sales tax, and other taxes applicable on goods or on the components and raw materials used in their manufacture or assembly, if the contract is awarded to the Bidder, and b) For Related Services i) The price of the related services, and
		ii) All customs duties, sales tax and other taxes applicable in Pakistan, paid or payable, on the related services, if the contract is awarded to the Bidder.
	15.8	Prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation on any account. A Bid submitted with an adjustable price will be treated as non-responsive and shall be rejected, pursuant to ITB 28.
	15.9	If so indicated in the Invitation to Bids and Instructions to Bidders, that Bids are
		being invited for individual contracts (Lots) or for any combination of

		C - PREPARATION OF BIDS
		contracts (packages), Bidders wishing to offer any price reduction for the award
		of more than one contract shall specify in their Bid the price reductions
		applicable to each package, or alternatively, to individual contracts (Lots) within
16 Did Cumanaias	16.1	a package. Prices shall be quoted in the following currencies:
16. Bid Currencies	10.1	
		a) For goods and services that the Bidder will deliver from within Pakistan, the
		prices shall be quoted in Pakistani Rupees, unless otherwise specified in the
		BDS.
		b) For goods and related services that the Bidder will deliver from outside
		Pakistan, or for imported parts or components of goods and related
		services originating outside Pakistan, the Bid prices shall be quoted in any
		freely convertible currency of another country. If the Bidder wishes to be
		paid in a combination of amounts in different currencies, it may quote its
		price accordingly but use no more than three foreign currencies.
	16.2	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 (financial part of) bids specified in the bidding documents, as notified by the
		State Bank of Pakistan on that day.
	16.3	Bidders shall indicate details of their expected foreign currency requirements in the
	10.5	Bid.
	16.4	Bidders may be required by the NBP to clarify their foreign currency requirements
		and to substantiate that the amounts included in Lump Sum and in the SCC are
		reasonable and responsive to ITB 16.1.
17. Bid Validity	17.1	Bids shall remain valid for the period specified in the BDS after the Bid
Period		submission deadline prescribed by the NBP. A Bid valid for a shorter period shall
		be rejected by the NBP as non-responsive. The period of Bid validity will be
		determined from the complementary bid securing instrument i.e. the expiry
		period of bid security orbid securing declaration as the case may be.
	17.2	Under exceptional circumstances, prior to the expiration of the initial Bid
		validity period, the NBP may request the Bidders' consent to an extension of
		the period of validity of their Bids only once, for the period not more than the
		period of initial bid validity. The request and the Bidders responses shall be
		made in writing or in electronic forms that provide record of the content of
		communication. The Bid Security provided under ITB 18 shall also be suitably
		extended. A Bidder may refuse the request without forfeiting its Bid security or
		causing to be executed its Bid Securing Declaration. A Bidder agreeing to the
		request will not be required nor permitted to modify its Bid, but will be required
		to extend the validity of its Bid Security or Bid Securing Declaration for the period
	17.3	of the extension, and in compliance with ITB 18 in all respects.
	17.3	If the award is delayed by a period exceeding sixty (90) calendar days beyond
		the expiry of the initial Bid validity period, the contract price may be adjusted by a factor specified in the request for extension. However, the Bid evaluation
		shall be based on the already quoted Bid Price without taking into
		consideration on the above correction.
18. Bid Securing or	18.1	Pursuant to ITB 11, unless otherwise specified in the BDS, the Bidder shall
Bid Securing		furnish as part of its Bid, a Bid Security in form of fixed amount not exceeding
		five percent of the estimated value of procurement determined by the NBP and
Declaration		in the amount and currency specified in the BDS or Bid Securing Declaration as
		specified in the BDS in the format provided in Section VI (Standard Forms).
	18.2	The Bid Security or Bid Securing Declaration is required to protect the NBP

		C - PREPARATION OF BIDS
		against the risk of Bidder's conduct which would warrant the security's forfeiture, pursuant to ITB 18.9.
	18.3	The Bid Security shall be denominated in the local currency
	10.5	or in another freely convertible currency, and it shall be in the form specified in
		the BDS which shall be in any of the following:
		a) a bank guarantee, an irrevocable letter of credit issued by a Scheduled
		bank in the form provided in the Bidding Documents or another form
		acceptable to the NBP and valid for twenty-eight (28) calendar days beyond
		the end of the validity of the Bid. This shall also apply if the period for Bid
		Validity is extended. In either case, the form must include the complete
		name of the Bidder;
		b) a cashier's or certified cheque; or
		c) another security if indicated in the BDS
	18.4	The Bid Security or Bid Securing Declaration shall be in accordance with the Form
		of the Bid Security or Bid Securing Declaration included in Section VI (Standard
		Forms) or another form approved by the NBP prior to the Bid submission.
	18.5	The Bid Security shall be payable promptly upon written demand by the NBP in
		case any of the conditions listed in ITB 18.9 are invoked.
	18.6	Any Bid not accompanied by a Bid Security or Bid Securing Declaration in
		accordance with ITB 18.1 or 18.3 shall be rejected by the NBP as non- responsive, pursuant to ITB 28.
	18.7	Unsuccessful Bidders' Bid Security will be discharged or returned as promptly as
	10.7	
		possible, however in no case later than thirty (30) calendar days after the
		expiration of the period of Bid Validity prescribed by the NBP pursuant to ITB
		17. The NBP shall make no claim to the amount of the Bid Security, and shall
		promptly return the Bid Security document, after whichever of the
		following that occurs earliest:
		2) the evaluation of the Rid Cocurity
		a) the expiry of the Bid Security; b) the entry into force of a programment contract and the provision of
		b) the entry into force of a procurement contract and the provision of a
		performance security (or guarantee), for the performance of the contract
		if such a security (or guarantee), is required by the Biding documents;
		c) the rejection by the NBP of all Bids;
		d) the withdrawal of the Bid prior to the deadline for the submission of Bids,
		unless the Biding documents stipulate that no such withdrawal is
		perm <mark>itted.</mark>
1	18.8	The successful Bidder's Bid Security will be discharged upon the Bidder signing
		the contract pursuant to ITB 41, or furnishing the performance security (or
		guarantee), pursuant to ITB 42.
	18.9	The Bid Security may be forfeited or the Bid Securing Declaration executed:
	- 7	a) if a Bidder:
		i) withdraws its Bid during the period of Bid Validity as specified by the NBP,
		and referred by the bidder on the Form of Bid except as provided for
		in ITB 17.2 ; or
		ii) does not accept the correction of errors pursuant to ITB 30.3; or
		b) in the case of a successful Bidder, if the Bidder fails:
		i) to sign the contract in accordance with ITB 41; or
<u> </u>		•



	1	C – PREPARATION OF BIDS
		ii) to furnish performance security (or guarantee) in accordance with ITB 42.
19. Alternative Bids	19.1	Bidders shall submit offers that comply with the requirements of the Bidding
by Bidders		Documents, including the basic Bidder's technical design as indicated in the
-		specifications and Schedule of Requirements. Alternatives will not be considered.
		unless specifically allowed for in the BDS. If so allowed, ITB 19.2 shall prevail
	19.2	When alternative schedule for delivery of goods is explicitly invited, a
		statement of that effect will be included in the BDS as will the method for
		evaluating different schedule for delivery of goods.
	19.3	If so allowed in the BDS, Bidders wishing to offer technical alternatives to the
		requirements of the Bidding Documents must also submit a Bid that complies
		with the requirements of the Bidding Documents, including the basic technical
		design as indicated in the specifications. In addition to submitting the basic Bid, the
		Bidder shall provide all information necessary for a complete evaluation of the
		alternative by the NBP, including technical specifications, breakdown of prices,
		and other relevant details. Only the technical alternatives, if any, of the Most
		Advantageous Bidder conforming to the basic technical requirements (without
		altering the bid price) shall be considered by the NBP.
20. Withdrawal,	20.1	Before bid submission deadline, any bidder may withdraw, substitute, or modify
Substitution		its Bid after it has been submitted through EPADS.
and	20.2	Bids requested to be withdrawn in accordance with ITB 20.1 shall be returned
Modification of		unopened to the Bidders.
Bids		Note: A Bidder may withdraw its Bid in accordance with ITB 20.1.
21. Format and	21.1	The Didder shall propers an eviginal and the number of conice of the Did oc
Signing of Bid		The Bidder shall prepare an original and the number of copies of the Bid as
Signing of Biu		indicated in the BDS, clearly marking each "ORIGINAL" and "COPY," as
		appropriate. In the event of any discrepancy between them, the original shall
		prevail:
		Provided that except in Single Stage One Envelope Procedure, the Bid shall
		include only the copies of technical proposal.
		Note: The submission of bids will only be done through EPADS. No physical
	21.2	submission is accepted; except Original Bid Security Instrument.
	21.2	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
7		typed or printed below the signature. All pages of the Bid, except for un-amended
		printed literature, shall be initiated by the person or persons signing the Bid.
	THE STREET	Note: Bidder may download Bidding documents from NBP/PPRA website(EPADS)
	24.5	and resubmit(upload) through EPADS
	21.3	Any interlineations, erasures, or overwriting shall be valid only if they are
		signed by the person or persons signing the Bidder.



D – SUBMISSION OF BIDS

22. Sealing and	22.1	In case of Single Stage One Envelope Procedure, the Bidder shall seal the original
Marking of Bids		and each copy of the Bid in separate envelopes, duly marking the envelopes as
Warking Or Dius		"ORIGINAL" and "COPY." The envelopes shall then be sealed in an outer
		envelope securely sealed in such a manner that opening and resealing cannot
		be achieved undetected.
		Note: The envelopes shall be sealed and marked in accordance with the bidding
		procedure adopted as referred in Rule-36 of PPR-2004.
		Note: The submission of bids will only be done through EPADS. No physical
		submission is accepted; except Original Bid Security Instrument.
	22.2	The inner and outer envelopes shall:
171		a) be addressed to the NBP at the address given in the BDS; and
		b) bear the title of the subject procurement or Project name, as the case
		may be as indicated in the BDS, the Invitation to Bids (ITB) title and number
		indicated in the BDS, and a statement: "DO NOT OPEN BEFORE," to be
		completed with the time and the date specified in the BDS, pursuant to ITB 23.1.
		Note: The submission of bids will only be done through EPADS. No physical
		submission is accepted; except Original Bid Security Instrument
	22.3	In case of Single Stage Two Envelope Procedure, The Bid shall comprise two
		envelopes submitted simultaneously, one called the Technical Proposal and the
		other Financial Proposal. Both envelopes to be enclosed together in an outer
111111		single envelope called the Bid. Each Bidder shall submit his bid as under:
		a) Bidder shall submit his TECHNICAL PROPOSAL and FINANCIAL PROPOSAL in
		separate inner envelopes and enclosed in a single outer envelope.
		b) ORIGINAL and each copy of the Bid shall be separately sealed and put in
		separate envelopes and marked as such.
		(c) The envelopes containing the ORIGINAL and copies will be put in one sealed envelope and addressed / identified as given in Sub- Clause 21.2
		Note: The submission of bids will only be done through EPADS. No physical
	-	submission is accepted; except Original Bid Security Instrument.
	22.4	The inner and outer envelopes shall:
		a) be addressed to the NBP at the address provided in the Bidding Data;
		b) bear the name and identification number of the contract as defined in the
		Bidding Data; and provide a warning not to open before the time and date
1		for bid opening, as specified in the Bidding Data. pursuant to ITB 23.1.
		c) In addition to the identification required in Sub-Clause 21.2 hereof,
		the inner envelope shall indicate the name and address of the bidder to enable
		the bid to be returned unopened in case it is declared "late" pursuant to Clause
		IB.24
		Note: The submission of bids will only be done through EPADS. No physical
		submission is accepted; except Original Bid Security Instrument
	22.5	If all envelopes are not sealed and marked as required by ITB 22.2, ITB 22.3 and
		ITB 22.4 or incorrectly marked, the NBP will assume no responsibility for the
		misplacement or premature opening of Bid.
		Note: The submission of bids will only be done through EPADS. No physical



SECTION II – INSTRUCTIONS TO BIDDERS (ITB) D – SUBMISSION OF BIDS

		D – SUBIVIISSION OF BIDS
		submission is accepted; except Original Bid Security Instrument
23. Deadline for Submission of	23.1	Bids shall be received by the NBP no later than the date and time specified in the BDS. Note: EPADS will not allow bid submission later than the deadline
Bids	23.2	The NBP may, in exceptional circumstances and at its discretion, extend the
		deadline for the submission of Bids by amending the Bidding Documents in
		accordance with ITB 9, in which case all rights and obligations of the NBP and
		Bidders previously subject to the deadline will thereafter be subject to the new
		deadline.
24. Late Bids	24.1	The NBP shall not consider for evaluation any Bid that arrives after the deadline for submission of Bids, in accordance with ITB 23 .
		Note: EPADS will not allow bid submission later than the deadline
17.17	24.2	Any Bid received by the NBP after the deadline for submission of Bids shall be
		declared late, recorded, rejected and returned unopened to the Bidder. Note: EPADS will not allow bid submission later than the deadline
25. Withdrawal of	25.1	A Bidder may withdraw its Bid after it has been submitted, provided that
Bids	23.1	written notice of the withdrawal of the Bid, is received by the NBP prior to the
bius		deadline for submission of Bids.
		Note: A Bidder may withdraw its Bid in accordance with ITB 20.1.
	25.2	Revised bid may be submitted after the withdrawal of the original bid in
		accordance with the provisions referred in ITB 22.
		Note: A Bidder may withdraw its Bid in accordance with ITB 20.1



E – OPENING AND EVALUATION OF BIDS

26 Opening of Bids	26.1	The NBP will open all Bids through EPADS, in the presence of Bidders' or their
26. Opening of Bids	20.1	representatives who choose to attend, and other parties with a legitimate interest in the Bid proceedings at the place, on the date and at the time,
		specified in the BDS. The Bidders' representatives present shall sign a register as proof of their attendance.
	26.2	First, envelopes marked "WITHDRAWAL" shall be opened and read out and the envelope with the corresponding bid shall not be opened, but returned to the Bidder. No bid withdrawal shall be permitted unless the corresponding Withdrawal Notice contains a valid authorization to Note: Through request the withdrawal and is read out at bid opening. Note: Process through EPADS
	26.3	Second, outer envelopes marked "SUBSTITUTION" shall be opened. The inner envelopes containing the Substitution Bid shall be exchanged for the corresponding Original Bid being substituted, which is to be returned to the Bidder unopened. No envelope shall be substituted unless the corresponding Substitution Notice contains a valid authorization to request the substitution and is read out and recorded at bid opening. Note: Process through EPADS
	26.4	Next, outer envelopes marked "MODIFICATION" shall be opened. No Technical Proposal and/or Financial Proposal shall be modified unless the corresponding Modification Notice contains a valid authorization to request the modification and is read out and recorded at the opening of the Bids. Any Modification shall be read out along with the Original Bid except in case of Single Stage Two Envelope Procedure where only the Technical Proposal, both Original as well as Modification, are to be opened, read out, and recorded at the opening. Financial Proposal, both Original and Modification, will remain unopened till the prescribed financial bid opening date. Note: Process through EPADS
	26.5	Other envelopes holding the Bids shall be opened one at a time, in case of Single Stage One Envelope Procedure, the Bidders names, the Bid prices, the total amount of each Bid and of any alternative Bid (if alternatives have been requested or permitted), any discounts, the presence or absence of Bid Security, Bid Securing Declaration and such other details as the NBP may consider appropriate, will be announced by the Procurement Evaluation Committee. Note: Process through EPADS
	26.6	In case of Single Stage Two Envelope Procedure, the NBP will open the Technical Proposals electronically through PPRA EPADS, in public at the address, date and time specified in the BDS in the presence of Bidders` designated representatives who choose to attend and other parties with a legitimate interest in the Bid proceedings. The Financial Proposals will remain unopened and will be held in custody of the NBP until the specified time of their opening. Note: Process through EPADS
	26.7	The envelopes holding the Technical Proposals shall be opened one at a time, and the following read out and recorded: (a) the name of the Bidder; (b) whether there is a modification or substitution; (c) the presence of a Bid Security, if required; and (d) Any other details as the NBP may consider appropriate.



	1	E – OPENING AND EVALUATIO OF BIDS
		Note: Process through EPADS
	26.8	Bids not opened and not read out at the Bid opening shall not be considered
		further for evaluation, irrespective of the circumstances. In particular, any
		discount offered by a Bidder which is not read out at Bid opening shall not be
		considered further. Note: Process through EPADS
	06.5	
	26.9	Bidders are advised to send in a representative with the knowledge of the
		content of the Bid who shall verify the information read out from the submitted
		documents. Failure to send a representative or to point out any un-read
		information by the sent Bidder's representative shall indemnify the NBP against
		any claim or failure to read out the correct information contained in the Bidder's
		Bid.
	26.10	
	26.10	No Bid will be rejected at the time of Bid opening except for late Bids uploaded
		through EPADS, pursuant to ITB 24. Note: Process through EPADS
	26.11	The NBP 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, including
		any discounts and alternative offers and the presence or absence of a Bid
		Security or Bid Securing Declaration.
	26.12	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. A copy of the record shall be
		distributed to all the Bidders.
	26.13	A copy of the minutes of the Bid opening shall be furnished to individual
		Bidders upon request.
	26.14	
	26.14	In case of Single Stage Two Envelop Bidding Procedure, after the evaluation and
		approval of technical proposal the NBP, shall at a time within the bid validity
		period, publically open the financial proposals of technically accepted bids only
		through EPADS . The financial proposal of bids found technically non-responsive
		shall be returned un-opened to the respective bidders subject to redress of the
		grievances from all tiers of grievances.
27. Confidentiality	27.1	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.
	27.2	Any effort by a Bidder to influence the NBP processing of Bids or award decisions
		may result in the rejection of its Bid.
	27.3	Notwithstanding ITB 27.2 from the time of Bid opening to the time of contract
		award, if any Bidder wishes to contact the NBP 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.
20 Clawifi	20.1	
28. Clarification of	28.1	To assist in the examination, evaluation and comparison of Bids (and post-
Bids		qualification if applicable) of the Bidders, the NBP may, 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 NBP shall
		not be considered.
	28.2	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
	<u> </u>	Torms that provide record of the content of confindingation. In case of single



		Chara Tura Cauchana Dassadura na shanas in the spices on substance of the
		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 NBP in the evaluation of Bids should be sought in accordance with ITB 31 .
	28.3	The alteration or modification in THE BID which in any affect the following
		parameters will be considered as a change in the substance of a bid:
		a) evaluation & qualification criteria;
		b) required scope of work or specifications;
		c) all securities requirements;
		d) tax requirements;
		e) terms and conditions of bidding documents.
	20.4	f) change in the ranking of the bidder
	28.4	From the time of Bid opening to the time of Contract award if any Bidder
		wishes to contact the NBP 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.
29. Preliminary	29.1	Prior to the detailed evaluation of Bids, the NBP will determine whether each
Examination of		Bid:
Bids		a) magata the plinibility evitoria defined in ITD 2 and ITD 4.
		a) meets the eligibility criteria defined in ITB 3 and ITB 4;
		b) has been prepared as per the format and contents defined by the NBP 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 NBP's determination of a Bid's responsiveness will be based on the
		contents of the Bid itself.
	29.2	A substantially responsive Bid is one which conforms to all the terms,
		conditions, and specifications of the Bidding Documents, without material
		deviation or reservation. A material deviation or reservation is one that: -
		a) aff <mark>ects in any s</mark> ubstantial way the scope, quality, or performance of the
		Ser <mark>vices;</mark>
		b) limits in any substantial way, inconsistent with the Bidding Documents, the
		NBP's rights or the Bidders obligations under the Contract; or presenting
7		substantially responsive Bids.
		c) if rectified, would affect unfairly the competitive position of other Bidders
		presenting substantially responsive Bids.
	29.3	The NBP will confirm that the documents and information specified under ITB
		11, 12 and 13 have been provided in the Bid. If any of these documents or
		information is missing, or is not provided in accordance with the Instructions to
		Bidders, the Bid shall be rejected.
	29.4	The NBP may waive off any minor informality, nonconformity, or irregularity in
		a Bid which does not constitute a material deviation, provided such waiver does
		not prejudice or affect the relative ranking of any Bidder.
		Explanation: A minor informality, non-conformity or
	<u> </u>	,



		E - OPENING AND EVALUATIO OF BIDS
		irregularity is one that is merely a matter of form and not of substance. It also pertains to some immaterial defect in a Bid or variation of a bid from the exact requirements of the invitation that can be corrected or waived without being prejudicial to other bidders. The defect or variation is immaterial when the effect on quantity, quality, or delivery is negligible when contrasted with the total cost or scope of the supplies or services being acquired. The NBP either shall give the bidder an opportunity to cure any deficiency resulting from a minor informality or irregularity in a bid or waive the deficiency, whichever is advantageous to the NBP. Examples of minor informalities or irregularities include failure of a bidder to— (a) Submit the number of copies of signed bids required by the invitation; (b) Furnish required information concerning the number of its employees; (c) the firm submitting a bid has formally adopted or authorized, before the date set for opening of bids, the execution of documents by typewritten, printed, or stamped signature and submits evidence of such authorization and the bid
		carries such a signature.
	29.5	Provided that a Technical Bid is substantially responsive, the NBP may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Technical Bid related to documentation requirements. Requesting information or documentation on such nonconformities shall not be related to any such aspect of the technical Proposal linked with the ranking of the bidders. Failure of the Bidder to comply with the request may result in the rejection of its Bid.
	29.6	Provided that a Technical Bid is substantially responsive, the NBP shall rectify quantifiable nonmaterial nonconformities or omissions related to the Financial Proposal. To this effect, the Bid Price shall be adjusted, for comparison purposes only, to reflect the price of the missing or nonconforming item or component.
	29.7	If a Bid is not substantially responsive, it will be rejected by the NBP and may not subsequently be evaluated for complete technical responsiveness.
30. Examination of	30.1	The NBP shall examine the Bid to confirm that all terms and conditions specified
Terms and		in the GCC and the SCC have been accepted by the Bidder without any material
Conditions;		deviati <mark>on or reservat</mark> ion.
Technical	30.2	The NBP shall evaluate the technical aspects of the Bid submitted in
Evaluation		accordance with ITB 22, to confirm that all requirements specified in Section V –
		Schedule of Requirements, Technical Specifications of the Bidding Documents
		have been met without material deviation or reservation.
	30.3	If after the examination of the terms and conditions and the technical evaluation,
		the NBP determines that the Bid is not substantially responsive in accordance with
		ITB 29, it shall reject the Bid.
31. Correction of	31.1	Bids determined to be substantially responsive will be checked for any
Errors		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 NBP 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



	1	E - OFEINING AND EVALUATIO OF BIDS
		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
	24.2	Schedule shall be treated as correct subject to elimination of other errors.
	31.2	The amount stated in the Bid will, be adjusted by the NBP in accordance
		with the above procedure for the correction of errors and, with, 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 18.9.
32. Conversion to	32.1	To facilitate evaluation and comparison, the NBP will convert all Bid prices
Single Currency		expressed in the amounts in various currencies in which the Bid prices are
		payable. 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 (financial part of) bids specified in the bidding documents, as notified
		by the State Bank of Pakistan on that day.
	32.2	The currency selected for conve <mark>rting Bid prices to a common base for the</mark>
		purpose of evaluation, along with the source and date of the exchange rate, are
		specified in the BDS .
33. Eva <mark>luation of</mark>	33.1	The NBP shall evaluate and compare only the Bids determined to be
Bids		substantially responsive, pursuant to ITB 29.
	33.2	In evaluating the Technical Proposal of each Bid, the NBP shall use the
		criteria and methodologies listed in the BDS and in terms of Statement of
		Requirements and Technical Specifications. No other evaluation criteria or
		methodologies shall be permitted.
	33.3	The NBP's evaluation of a Bid will take into account:
		a) in the case of goods manufactured in Pakistan or goods of foreign origin
		alre <mark>ady imported</mark> in Pakistan, Income Tax, General Sales Tax and other
		similar/applicable taxes, which will be payable on the goods if a contract is
1		awarded to the Bidder;
		b) in the case of goods of foreign origin offered from abroad, customs duties
		and other similar import taxes which will be payable on the goods if the
		contract is awarded to the Bidder; and
	33.4	The comparison shall be between the EXW price of the goods offered from
		within Pakistan, such price to include all costs, as well as duties and taxes
		paid or payable on components and raw material incorporated or to be
		incorporated in the goods, and named port of destination, border point, or
		named place of destination) in accordance with applicable INCOTERM in the price
		of the goods offered from outside Pakistan.
	33.5	In evaluating the Bidders, the evaluation committee will, in addition to the Bid



	price quoted in accordance with ITB 15.1, take account of one or more of the
	following factors as specified in the BDS, and quantified in ITB 33.6:
	a) Cost of inland transportation, insurance, and other costs within the Pakistan
	incidental to delivery of the goods to their final destination.
	b) delivery schedule offered in the Bid;
and the second second	c) deviations in payment schedule from that specified in the Special Conditions of
	Contract;
	e) the availability (in Pakistan) of spare parts and after-sales services for the
	equipment offered in the Bid;
	f) the projected operating and maintenance costs during the life of the
	equipment;
	g) the performance and productivity of the equipment offered; and/or
	h) other specific criteria indicated in the TBS and/or in the Technical
	Specifications.
33.6	For factors retained in BDS, pursuant to ITB 33.5 one or more of the following
	quantification methods will be applied, as detailed in the BDS:
	(a) Inland transportation from EXW/port of entry/border point, Insurance and
	incidentals.
	Inland transportation, insurance, and other incidental costs for delivery of
	the goods from EXW/port of entry/border point to Project Site named in
	the BDS will be computed for each Bid by the PA on the basis of published
	tariffs by the rail or road transport agencies, insurance companies, and/or
	other appropriate sources. To facilitate such computation, Bidder shall
	furnish in its Bid the estimated dimensions and shipping weight and the
	approximate EXW or as per applicable INCOTERM value of each package.
	The above cost will be added by the NBP to EXW or as per applicable
	INCOTERM price.
	(b) Delivery schedule.
	i) The NBP requires that the goods under the Invitation for Bids shall be
	delivered (shipped) at the time specified in the Schedule of
	Requirements. The estimated time of arrival of the goods at the Project
	Site will be calculated for each Bid after allowing for reasonable
	international and inland transportation time. Treating the Bid resulting
	in such time of arrival as the base, a delivery "adjustment" will be
	calculated for other Bids by applying a percentage, specified in the
	BDS , of the EXW or as per applicable INCOTERM price for each week of delay beyond the base, and this will be added to the Bid price for
	evaluation. No credit shall be given to early delivery.
	Or
	ii) The goods covered under this invitation are required to be delivered
	(shipped) within an acceptable range of weeks specified in the
	Schedule of Requirement. No credit will be given to earlier
	deliveries, and Bids offering delivery beyond this range will be

treated as non-responsive. Within this acceptable range, an adjustment per week, as specified in the BDS, will be added for evaluation to the Bid price of Bids offering deliveries later than the earliest delivery period specified in the Schedule of Requirements.

Or

(iii) The goods covered under this invitation are required to be delivered (shipped) in partial shipments, as specified in the Schedule of Bids offering deliveries earlier or later than the Requirements. specified deliveries will be adjusted in the evaluation by adding to the Bid price a factor equal to a percentage, specified in the EXW or as per applicable INCOTERM price per week of variation from the specified delivery schedule. Note: where applicable

(c) Deviation in payment schedule.

i) Bidders shall state their Bid price for the payment schedule outlined in the **SCC.** Bids will be evaluated on the basis of this base price. Bidders are, however, permitted to state an alternative payment schedule and indicate the reduction in Bid price they wish to offer for such alternative payment schedule. The NBP may consider the alternative payment schedule offered by the selected Bidder.

ii) The **SCC** stipulates the payment schedule offered by the **NBP**. If a Bid deviates from the schedule and if such deviation is considered acceptable to the NBP, the Bid will be evaluated by calculating interest earned for any earlier payments involved in the terms outlined in the Bid as compared with those stipulated in this invitation, at the rate per annum specified in the BDS.

(d) Cost of spare parts

i) The list of items and quantities of major assemblies, components, and selected spare parts, likely to be required during the initial period of operation specified in the BDS, is annexed to the Technical Specifications. The total cost of these items, at the unit prices quoted in each Bid, will be added to the Bid price.

Or

ii) The NBP will draw up a list of high-usage and high-value items of components and spare parts, along with estimated quantities of usage in the initial period of operation specified in the BDS. The total cost of these items and quantities will be computed from spare parts unit prices submitted by the Bidder and added to the Bid price.

- iii) The NBP will estimate the cost of spare parts usage in the initial period of operation specified in the BDS, based on information furnished by each Bidder, as well as on past experience of the NBP or other NBP's in similar situations. Such costs shall be added to the Bid price for evaluation.
- (e) Spare parts and after sales service facilities in Pakistan



		The cost to the NBP of establishing the minimum service facilities and
		parts inventories, as outlined in the BDS or elsewhere in the Bidding
		Documents, if quoted separately, shall be added to the Bid price.
		(f) Operating and maintenance costs
		Since the operating and maintenance costs of the goods under
		procurement form a major part of the life cycle cost of the equipment,
		these costs will be evaluated in accordance with the criteria specified in the
		BDS or in the Technical Specifications.
		(g) Performance and productivity of the equipment.
		i) Bidders shall state the guaranteed performance or efficiency in response
		to the Technical Specification. For each drop in the performance or
		efficiency below the norm of 100, an adjustment for an amount
		specified in the BDS will be added to the Bid Price, representing the
		capitalized cost of additional operating costs over the life of the plant,
		using the methodology specified in the BDS or in the Technical Specifications.
		Or
		ii) Goods offered shall have a minimum productivity specified under the
		relevant provision in the Technical Specifications to be considered
		responsive. Evaluation shall be based on the cost per unit of the actual
		productivity of goods offered in the Bid, and adjustment will be
		added to the Bid price using the methodology specified in the BDS or in
		the Technical Specifications.
		(h) Specific additional criteria.
		Other specific additional criteria to be considered in the evaluation and the
		evaluation method shall be detailed in the BDS and/or the Technical
		Specifications.
	33.7	If these Bidding Documents allow Bidders to quote separate prices for different
		Lots, and the award to a single Bidder of multiple Lots, the methodology of
		evaluat <mark>ion to deter</mark> mine the lowest evaluated Lot combinations, including any
		discoun <mark>ts offered in t</mark> he Form of Bid, is specified in the BDS .
34. Domestic	34.1	If the BDS so specifies, the NBP will grant a margin of preference to certain goods
Preference		in line with the rule <mark>s, r</mark> egulations, regulatory guides or instructions issued by the
1		Authority from time to time.
35. Determination	35.1	In case where the NBP adopts the Cost Based Evaluation Technique and, the Bid
of Most		with the lowest evaluated price—from amongst those which are eligible,
Advantageous		compliant and substantially responsive shall be the Most Advantageous Bid.
Bid	25.2	
	35.2	The NBP may adopt the Quality & Cost Based Selection Technique due to
		the following two reasons:
		i) Where the NBP knows about the main features, usage and output of the
		products; however not clear about the complete features, technical
		specifications and functionalities of the goods to be procured and requires



	ı	E - OPENING AND EVALUATIO OF BIDS
		the bidders to submit their proposals defining those features,
		specifications and functionalities; or
		ii) Where the NBP , in addition to the mandatory requirements and
		mandatory technical specifications, requires parameters specified in
		Evaluation Criteria to be evaluated while determining the quality of the
		goods:
		In such cases, the NBP may allocate certain weightage to these factors as a
		part of Evaluation Criteria, and may determine the ranking of the bidders on
		the basis of combined evaluation in accordance with provisions of Rule 2(1)(h)
		of PPR-2004.
36. Post-	36.1	After determining the Most Advantageous Bid, if neither the pre-qualification was
qualification of		undertaken separately nor any qualification parameters were undertaken as
Bidder and/or		part of determining the Most Advantageous Bid, the NBP shall carry out the
Abnormally Low		post-qualification of the Bidder using only the requirements specified in the BDS .
Financial		In case of International Tendering, the parameters for incorporation or
Proposal	0.5.5	licensing within Pakistan may be fulfilled as part of post qualification.
	36.2	Where the Bid price is considered to be abnormally low, the NBP shall perform
		price analysis either during determination of Most Advantageous Bid or as a
		part of the post-qualification process. The following process shall apply:
		a) The NBP may reject a Bid if the NBP has determined that the price in combination with other constituent elements of the Bid is abnormally low in
		relation to the subject matter of the procurement (i.e. scope of the
		procurement or ancillary services) and raises concerns as to the capability
		and capacity of the respective Bidder to perform that contract;
		and capacity of the respective bluder to perform that contract,
		b) Before rejecting an abnormally low Bid the NBP shall request the Bidder an
		explanation of the Bid or of those parts which it considers contribute to
		the Bid being abnormally low; take account of the evidence provided in
		response to a request in writing; and subsequently verify the Bid or parts of
		the Bid being abnormally low;
		c) The decision of the NBP to reject a Bid and reasons for the decision shall be
		recorded in the procurement proceedings and promptly communicated to the
		Bidder concerned;
		d) The NBP shall not incur any liability solely by rejecting abnormally Bid; and
		e) An abnormally low Bid means, in the light of the NBP's estimate and of all
		the Bids submitted, the Bid appears to be abnormally low by not providing a
	7	margin for normal levels of profit.
		Guidance for NBP:
		In order to identify the Abnormally Low Bid (ALB) following approaches can be
		considered to minimize the scope of subjectivity:
		ig(iig) Comparing the bid price with the cost estimate;

	$\begin{tabular}{ll} (ii) & Comparing the bid price with the bids offered by other bidders \\ & submitting substantially responsive bids; and \\ \end{tabular}$
	(iii) Comparing the bid price with prices paid in similar contracts in the recent past either government- or development partner-funded.
36.3	The NBP will determine to its satisfaction whether the Bidder that is selected as
30.3	
	having submitted the most advantageous Bid is qualified to perform the contract
	satisfactorily, in accordance with the criteria listed in ITB 13.3.
36.4	The determination will take into account the Bidder's financial, technical, and
	production capabilities. It will be based upon an examination of the
	documentary evidence of the Bidder's qualifications submitted by the Bidder,
	pursuant to ITB 13.3, as well as such other information as the NBP deems
	necessary and appropriate. Factors not included in these Bidding Documents
	shall not be used in the evaluation of the Bidders' qualifications.
	shall not be used in the evaluation of the bluders qualifications.
36.5	NBP may seek "Certificate for Independent Price Determination" from the
	Bidder and the results of reference checks may be used in determining award of
	contract.
	Explanation: The Certificate shall be furnished by the bidder. The bidder shall
	certify that the price is determined keeping in view of all the essential aspects
	such as raw material, its processing, value addition, optimization of resources
	due to economy of scale, transportation, insurance and margin of profit etc.
36.6	An affirmative determination will be a prerequisite for award of the contract to
	the Bidder. A negative determination will result in rejection of the Bidder's Bid, in
	which event the NBP will proceed to the next ranked bidder to make a similar
	determination of that Bidder's capabilities to perform satisfactorily.

F – AWARD OF CONTRACT

37. Criteria of Award	37.1	Subject to ITB 36 and 38, the NBP will award the Contract to the Bidder whose Bid has been determined to be substantially responsive to the Bidding Documents and who has been declared as Most Advantageous Bidder, provided that such Bidder has been determined to be: a) eligible in accordance with the provisions of ITB 3; b) is determined to be qualified to perform the Contract satisfactorily; and c) Successful negotiations have been concluded, if any. Note: Process through EPADS
38. Negotiations	38.1	Negotiations may be undertaken with the Most Advantageous Bid relating to the following areas: a) a minor alteration to the technical details of the statement of
		requirements; b) reduction of quantities for budgetary reasons, where the reduction is in excess of any provided for in the Biding documents; c) a minor amendment to the special conditions of Contract; d) finalizing payment arrangements;
		 e) delivery arrangements; f) the methodology for provision of related services; or g) clarifying details that were not apparent or could not be finalized at the time of Bidding;
	38.2	Where negotiation fails to result into an agreement, the NBP may invite the next ranked Bidder for negotiations. Where negotiations are commenced with the next ranked Bidder, the NBP shall not reopen earlier negotiations.
39. The NBP's Right to reject All Bids	39.1	Notwithstanding ITB 37, the NBP reserves the right to reject all the bids, and to annul the Bidding process at any time prior to award of contract, without thereby incurring any liability to the affected Bidder or Bidders. However, the Authority (i.e. PPRA) may call from the NBP the justification of those grounds. Notice of the rejection of all Bids shall be given promptly to all Bidders that have
	39.3	submitted Bids. The NBP shall upon request communicate to any Bidder the grounds for its rejection of its Bids, but is not required to justify those grounds.
40. The NBP's Right to Vary Quantities at the Time of Award	40.1	The NBP reserves the right at the time of contract award to increase or decrease the quantity of goods or related services originally specified in these Bidding Documents (schedule of requirements) provided this does not exceed by the percentage indicated in the BDS, without any change in unit price or other terms and conditions of the Bid and Bidding Documents.
41. Notification of	41.1	Prior to the award of contract, the NBP shall issue a Final Evaluation Report giving



		F – AWARD OF CONTRACT
Award		justification for acceptance or rejection of the bids. Note: Process through EPADS
	41.2	Where no complaints have been lodged, the Bidder whose Bid has been accepted will be notified of the award by the NBP prior to expiration of the Bid Validity period in writing or electronic forms that provide record of the content of communication. The Letter of Acceptance will state the sum that the NBP will pay the successful Bidder in consideration for the execution of the scope of works as prescribed by the Contract (hereinafter and in the Contract called the "Contract Price).
	41.3	The notification of award will constitute the formation of the Contract, subject to the Bidder furnishing the Performance Security (or guarantee) in accordance with ITB 43 and signing of the contract in accordance with ITB 42.2.
	41.4	Upon the successful Bidder's furnishing of the performance security (or guarantee) pursuant to ITB 43, the NBP will promptly notify each unsuccessful Bidder, the name of the successful Bidder and the Contract amount and will discharge the Bid Security or Bid Securing Declaration of the Bidders pursuant to ITB 18.7.
42. Signing of Contract	42.1	Promptly after notification of award, NBP shall send the successful Bidder the draft agreement, incorporating all terms and conditions as agreed by the parties to the contract.
way.	42.2	Immediately after the Redressal of grievance by the GRC, and after fulfillment of all conditions precedent of the Contract Form, the successful Bidder and the NBP shall sign the contract.
	42.3	Where no formal signing of a contract is required, purchase order issued to the bidder shall be construed to be the contract.
43. Performance Security (or Guarantee)	43.1	After the receipt of the Letter of Acceptance, the successful Bidder, within the specified time, shall deliver to the NBP a Performance Security (or Guarantee) in the amount and in the form stipulated in the BDS and SCC, denominated in the type and proportions of currencies in the Letter of Acceptance and in accordance with the Conditions of Contract.
	43.2	 If the Performance Security (or Guarantee) is provided by the successful Bidder and it shall be in the form specified in the BDS which shall be in any of the following: (a) certified cheque, cashier's or manager's cheque, or bank draft; (b) irrevocable letter of credit issued by a Scheduled bank or in the case of an irrevocable letter of credit issued by a foreign bank, the letter shall be confirmed or authenticated by a Scheduled bank; (c) bank guarantee confirmed by a reputable local bank or, in the case of a successful foreign Bidder, bonded by a foreign bank; or (d) surety bond callable upon demand issued by any reputable surety or insurance company. Any Performance Security (or guarantee) submitted shall be enforceable in Pakistan.



SECTION II – INSTRUCTIONS TO BIDDERS (ITB) F – AWARD OF CONTRACT

		F – AWARD OF CONTRACT
	43.3	Failure of the successful Bidder to comply with the requirement of ITB 43.1 shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security, in which event the NBP may make the award to the next ranked Bidder or call for new Bids.
44. Advance	44.1	The advance payment will not be provided in normal circumstances. However, in
Payment		case where international incoterms are involved, the same will be dealt
_		with standard international practices and in the manner as prescribed in ITB
		44.2.
	44.2	The NBP will provide an Advance Payment as stipulated in the Conditions of
		Contract, subject to a maximum amount, as stated in the BDS. The Advance
		Payment request shall be accompanied by an Advance Payment Security
		(Guarantee) in the form provided in Section IX. For the purpose of receiving the
		Advance Payment, the Bidder shall make and estimate of, and include in its Bid,
		the expenses that will be incurred in order to commence Delivery of Goods.
		These expenses will relate to the purchase of equipment, machinery,
		materials, and on the engagement of labor during the first month beginning with
		the date of the NBP 's "Notice to Commence" as specified in the SCC .
45. Arbitrator	45.1	The Arbitrator shall be appointed by mutual consent of
		the both parties as per the provisions specified in the SCC.
46. Corrupt &	46.1	NBP as well as Bidders/Suppliers/Contractors under Government financed
Fraudulent		contracts, observe the highest standard of ethics during the procurement and
Practices		execution of such contracts, and will avoid to engage in any corrupt and
		fraudulent practices.



G – GRIEVANCE REDRESSAL & COMPLAINT REVIEW MECHANISM

47. Constitution of	47.1	NIPP shall constitute a Crisuspea Padrassal Committee (CDC) commission of add
	77.1	NBP shall constitute a Grievance Redressal Committee (GRC) comprising of odd
Grievance		number of person with proper power and authorization to address the complaint.
Redressal		The GRC shall not have any of the members of Procurement Evaluation
		Committee. The committee must have one subject specialist depending upon the
		nature of the procurement.
48. GRC Procedure	48.1	Any party can file its written complaint against the eligibility parameters or any other terms and conditions prescribed in the prequalification or bidding documents found contrary to provision of Procurement Regulatory Framework, and the same shall be addressed by the GRC well before the bid submission deadline.
	48.2	Any Bidder feeling aggrieved by any act of the NBP after the submission of his bid
		may lodge a written complaint concerning his grievances not later than seven
		calendar days of the announcement of technical evaluation report and five
		calendar days after issuance of final evaluation report.
	48.3	In case, the complaint is filed against the technical evaluation report, the GRC
		shall suspend the procurement proceedings.
	48.4	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 re	
	Provided that the complainant may raise the objection on any part of the	
		evaluation report in case where single stage one envelop bidding procedure is
	48.5	adopted.
	48.5	The GRC, in both the cases shall investigate and decide upon the complaint within ten calendar days of its receipt.
	48.6	Any bidder or the NBP not satisfied with the decision of the GRC may file Appeal before the Appellate Committee of the Authority on prescribed format after depositing the Prescribed fee.
	48.7	The Committee, upon receipt of the Appeal against the decision of the GRC
		complete in all respect shall serve notices in writing upon all the parties to
		Appeal.
	48.8	The committee shall call the record from the concerned NBP or the GRC as the
		case may be, and the same shall be provided within prescribed time.
	48.9	The committee may after examination of the relevant record and hearing all the
		concerned parties, shall decide the complaint within fifteen (15) calendar days
		of receipt of the Appeal.
	48.10	
	10.10	The decision of the Committee shall be in writing and shall be signed by the
		Head and each Member of the Committee. The decision of the committee shall
		be final.

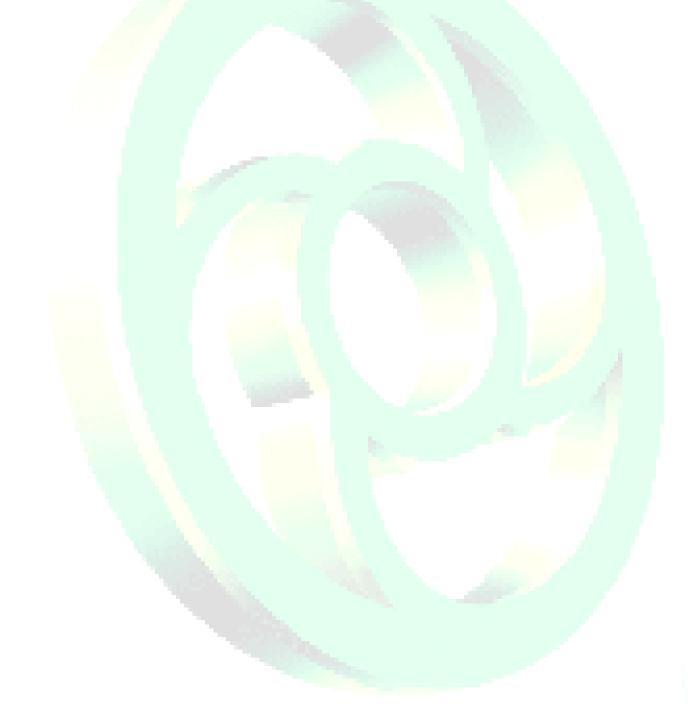
H – MECHANISM OF BLACKLISTING

49.1 The NBP shall bar for not more than the time prescribed in Rule-19 of the Public Procurement Rules, 2004, from participating in their respection procurement proceedings, bidder or contractor who either: i. Involved in corrupt and fraudulent practices as defined in Rule-2 Public Procurement Rules; Fails to perform his contractual obligations; and Fails to abide by the id securing declaration;
i. Involved in corrupt and fraudulent practices as defined in Rule-2 Public Procurement Rules; Fails to perform his contractual obligations; and
i. Involved in corrupt and fraudulent practices as defined in Rule-2 Public Procurement Rules; Fails to perform his contractual obligations; and
 i. Involved in corrupt and fraudulent practices as defined in Rule-2 Public Procurement Rules; Fails to perform his contractual obligations; and
Public Procurement Rules; Fails to perform his contractual obligations; and
Fails to perform his contractual obligations; and
Fails to abide by the id securing declaration.
rails to ablue by the lu securing declaration,
49.2 The show cause notice shall contain: (a) precise allegation, against the
bidder or contractor; (b) the maximum period for which the NBP propos
to debar the bidder or contractor from participating in any pub
procurement of the NBP ; and (c) the statement, if needed, about the
intention of the NBP to make a request to the Authority for debarring the bidd
or contractor from participating in public procurements of all the NBP .
49.3 The NBP shall give minimum of seven calendar days to the bidder or contract
for submission of written reply of the show cause notice
49.4 In case, the bidder or contractor fails to submit written reply within the
requisite time, the NBP may issue notice for personal hearing to the bidder
contractor/ authorize representative of the bidder or contractor and the NI
shall decide the matter on the basis of available record and personal hearing,
availed.
49.5 In case the bidder or contractor submits written reply of the show cause notice
the NBP may decide to file the matter or direct issuance of a notice to the
bidder or contractor for personal hearing.
49.6 The NBP shall give minimum of seven calendar days to the bidder or contract
for appearance before the specified officer of the NBP for personal hearing
The specified officer shall decide the matter on the basis of the available reco
and personal hearing of the bidder or contractor, if availed
The NBP shall decide the matter within fifteen calendar days from the date
personal hearing unless the personal hearing is adjourned to a next date and
such an eventuality, the period of personal hearing shall be reckoned from the
such an eventuality, the period of personal hearing shall be reckoned from the last date of personal hearing.
such an eventuality, the period of personal hearing shall be reckoned from the last date of personal hearing. 49.8 The NBP shall communicate to the bidder or contractor the order of debarring the last date of personal hearing.
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SECTION II – INSTRUCTIONS TO BIDDERS (ITB) H – MECHANISM OF BLACKLISTING

	petition and all attached documents of the review petition including the decision of the NBP . The parties may file written statements along with essential documents in support of their contentions. The Committee may pass such order on the representation may deem fit.
49.1	The Authority on the basis of decision made by the committee either may debar a bidder or contractor from participating in any public procurement process of all or some of the NBP for such period as the deemed appropriate or acquit the bidder from the allegations. The decision of the Authority shall be final.



SECTION-III BID DATA SHEET (BDS)

BID DATA SHEET (BDS)

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

BDS	ITB Number	Amendments of, and Supplements to, Clauses in the	
Clause		Instructions to Bidders	
Number			
Nullibei			
		A. Introduction	
1.	1.1	Name of Procuring Agency: National Bank of Pakistan	
		The subject of Procurement is:	
		SUPPLY OF STANDARD FURNITURE FOR NBP BANK SQUARE BRANCH	
		(211), LARKANA REGION	
	•	Pe <mark>riod for deli</mark> very of goods: 45 Calendar days	
		Commencement date for delivery of Goods: 45 calendar days after signing	
		the contract or as specified in the Certificate of Contract Commencement.	
2	2.1	Financial year for the operations of the Procuring Agency:	
		2024	
		Name of Project:	
		SUPPLY OF STANDARD FURNITURE FOR NBP BANK SQUARE BRANCH (211),	
		LARKANA REGION	
		Name of financing institution: Not Applicable	
		Name and identification number of the Contract:	
		SUPPLY OF STANDARD FURNITURE FOR NBP BANK SQUARE BRANCH (211),	
		LARKANA REGION	
3.	3.1	Maximum number of members in the joint venture, consortium or	
		association shall be:	
		As per PPRA Guidelines and Provisions	
4.	4.1	Ineligible country(s) is or are: India & Israel	
5.	4.5	Demonstration of authorization by manufacturer:	
		Required	



BDS Clause Number	ITB Number	Amendments of, and Supplements to, Clauses in the Instructions to Bidders	
		B. Bidding Documents	
6.	7.2	The number of documents to be completed and returned is: One Original to be uploaded on EPADS.	
7.	8.1	The address for clarification of Bidding Documents is: Through EPADS.	
8.	8.5	Pre-bid meeting will not be held.	
		C. Preparation of Bids	
9.	10.1	The Language of all correspondences and documents related to the Bid is: English	
10.	11.1(b)	Detail of sample(s) to be submitted with the Bid are: N/A	
11.	11.1 (h)	In addition to the documents stated in ITB 11, the following documents must be included with the Bid: 1. Latest FBR Online Verification Document confirming that Bidder is on Active Tax Payer List. 2. An Undertaking/Affidavit by the bidder that he has not been blacklisted and hence debarred due to involvement in corrupt and fraudulent practices, or performance failure or due to breach of bid securing declaration by any Organization / Department / Institution in the past, on Stamp Paper of worth Rs. 500/ (See Part C – Checklist and Attachments; for Bid Compliance)	
12.	11.2 (a) & (d)	Sample quantities, dimensions and details: N/A Sample Characteristics [List if any]: N/A	
13.	12.3 (c)	Other procurement specific documentation requirements are: (See Part C – Checklist and Attachments; for Bid Compliance)	
14.	12.4	Spare parts required for Five years of operation. N/A	
15.	13.3 (b) & (d)	 The qualification criteria required from Bidders in ITB 13.3(b) is modified as follows: Valid Manufacturer's Authorization for the offered goods in favor of the bidder, provided bidder is not the Manufacturer; Proof of two (02) similar nature of Contract with supply of Furniture; performed during last three (03) years of worth not less than Rs.2.0 Million; Presence of Office in Karachi for after Sales Service issues. (See Part C – Checklist and Attachments; for Bid Compliance) 	



(Duly signed & stamped by the Authorized Representative)

BDS	ITB Number	Amendments of, and Supplements to, Clauses in the
Clause	II b Nullibel	Instructions to Bidders
		instructions to bidders
Number	45.6 45.5	
16.	15.6 15.7	For goods manufactured from within Pakistan the price quoted shall be
	(a) (iii), (iv) (optional)	EXW and in addition shall include:
	(optional)	a) all necessary custom duties, sales tax and other taxes applicable in
		Pakistan paid or payable on goods or on the components and raw
		materials used in their manufacture or assembly
		b) the price of the related services such as inland transportation,
		insurance and other local costs incidental to delivery of the goods,
		unloading, installation, testing and commissioning of goods at NBP's Place
		as specified in the bidding documents;
		c) all necessary custom duties, sales tax and other taxes applicable in
		Pakistan, paid or payable on the related, incidental or allied services as
4=	45 5 () (1)	stated in (b) above.
17.	15.7 (a) (i)	For goods offered from abroad the price quoted shall be:
	& 15.6 (b)	DDP (NBP's Place for installation as specified in bidding documents) and in
	(i)	addition shall include:
		a) all necessary sales tax and other taxes applicable in Pakistan paid or
	(ii), (iii)	payable on goods;
	(optional)	b) the price of the related services such as unloading, installation, testing
	(iv), (v)	and commissioning of goods at NBP's place as specified in the bidding
	(optional)	documents;
	, ,	c) all necessary custom duties, sales tax and other taxes applicable in
		Pakistan, paid or payable on the related, incidental or allied services as
		stated in (b) above.
18.	15.8	The price shall be fixed.
19.	16.1 (a)	a) For goods and related services originating in Pakistan the currency of
		the Bid shall be Pak Rupees;
		b) For goods and related services originating outside Pakistan, the
		Bidd <mark>er shall exp</mark> ress its Bid in Pak Rupees .
20.	16.2	For the purposes of comparison of bids quoted in different currencies, the
		price shall be converted into a single currency i.e., Pak Rupee. The rate
	711111	of exchange shall be the selling rate, prevailing on the date of opening
	700	of bids specified in the bidding documents as notified by the State Bank Of
	7	Pakistan on that day.
21.	17.1	The Bid Validity period shall be 180 calendar days
22.	18.1	The amount of Bid Security shall be: 40,000/ -
		The currency of the Bid Security shall be: Pak Rupees
		Bid Security shall be In favor of: "National Bank of Pakistan"
		Bid Securing Declaration: Not Applicable.



	I			
BDS	ITB Number	Amendments of, and Supplements to, Clauses in the		
Clause		Instructions to Bidders		
Number				
23.	18.3	The Bid Security shall be in the form of Banker's Cheque or Payment Order		
		or Bank Guarantee (Form of Bid Security for Bank Guarantee is given in		
24	40.2(1)	Section-VI: Standard Forms)		
24. 25.	18.3 (c)	Other forms of security are: Not Applicable Alternative Bids to the requirements of the Bidding Documents will not be		
25.	19.1	permitted.		
26.	21.1	The number of copies of the Bid to be completed and returned shall be:		
		Soft Copy of the bid i.e. this bidding document complete in all respects as		
		per instructions and requirements; contained in this bidding documents is		
		to be uploaded on EPADS.		
27.	21.2	Written confirmation of authorizations are:		
		Authorization Letter on Bidder's Letterhead or duly Notarized Power of		
		Attorney on Stamp Paper.		
		(See Part C – Checklist and Attachments; for Bid Compliance)		
		D. Submission of Bids		
28.	22.2 (a)	Bid shall be submitted through EPADS		
		Street Address: Not applicable		
		Building / Plot No: Not Applicable		
		Floor / Room No: Not Applicable		
20	22.2 (b)	City / Town: Not Applicable		
29.	22.2 (b)	Title of the subject Procurement or Project name: SUPPLY OF STANDARD FURNITURE FOR NBP BANK SQUARE BRANCH (211), LARKANA		
		REGION		
		ITB title and No: Same as above		
		Time and date for submission: As specified in Invitation to Bid		
30.	23.1	The deadline for Bid submission is: Date and Time as specified in the		
		Invitation to Bids advertised on NBP and PPRA Websites or may be in Press		
		(if appl <mark>icable).</mark>		
	E.	Opening & Evaluation of Bids		
31.	26.1	The Bid opening shall take place at: Through EPADS		
	4	Bidder may visit NBP Head Office Building on the day of bid opening as		
		specified in the Invitation to Bid;		
		Street Address: I.I. Chundrigar Road;		
	7	Building / Plot No: NBP Head Office Building;		
		Floor / Room No: 3 rd Floor;		
		City / Town: Karachi;		
		Country: Pakistan		



BDS Clause	ITB Number	Amendments of, and Supplements to, Clauses in the Instructions to Bidders
Number		
32.	32.2	The currency that shall be used for Bid evaluation and comparison purposes
		to convert all Bid prices expressed in various currencies is: Pak Rupees
		The source of exchange rate shall be: State Bank of Pakistan
		The date of exchange rate shall be: The selling rate prevailing on the date of opening of the bids intimated by NBP, as notified by the State Bank of Pakistan
33.	33.2	Evaluation Techniques
		Least Cost Based Selection (LCBS) (to be used for award of Contract)
		After meeting the requirements of eligibility and qualification and
		substantial responsiveness, the bid in compliance with all the mandatory
		(technical) specifications/requirements and/or requisite quality threshold
		(as given in the Section-V Schedule of Requirements, Technical
		Specifications), and having lowest evaluated cost (or financial proposal)
		shall be considered Highest Ranked Bid or Most Advantageous Bid.
34.	33.4 (h)	Other specific criteria are: As specified in Qualification Criteria; refer BDS:
		13.3 (b) above and Compliance of Technical Specifications.
		(See Part C - Checklist and Attachments; for Bid Compliance)
35.	33.5 (a)	Inland transportation from EXW/port of entry/border point to:
		IT Control Room, 3 rd Floor, National Bank of Pakistan, Head Office
		Building, Karachi, and insurance and incidentals. Any cost incurred shall be
		borne by the bidder.
36.	33.5 (b)	Delivery schedule:
		No later than 45 Calendar days.
		Adjustment of Price: Not Applicable
37.	33.5 (c)	Deviation in payment schedule is Not Applicable
	(ii)	Annual interest rate: Not Applicable
38.	33.5 (d)	Cost of spare parts: Not Applicable
39.	33.5 (e)	Spare parts and after sales service facilities in Pakistan: Not Applicable
40.	33.5 (f)	Operating and maintenance costs: Not Applicable
41.	33.5 (g)	Performance and productivity of equipment: Not Applicable
42.	33.5 (h)	Specific additional criteria to be used in the evaluation and their evaluation
		method or reference to the Technical Specifications.:
	-	Same as specified above in BDS: 33.4 (h)
42	22.6	(See Part C – Checklist and Attachments; for Bid Compliance)
43.	33.6	In case of award to a single Bidder of multiple lots; the methodology of
		evaluation to determine the lowest evaluated Lot combinations,
0.0	24.4	including any discounts offered in the Form of Bid is: Not Applicable
44.	34.1	Domestic preference is not applicable



ITB Number	Amendments of, and Supplements to, Clauses in the Instructions to Bidders				
F. Award of Contract					
40.1	Percentage for quantity increase or decrease is: 15%				
43.1	The Performance Security (or guarantee) shall be: 5% of the Contract Price.				
43.2	The Performance Security (or guarantee) shall be in the form of: Bank Guarantee or Banker's Cheque or Payment Order The validity of the Performance Security shall be 30 Calendar days beyond the Delivery Period + Defect's Liability/Warranty Period (as specified in SCC Clause: 16) from the date of issuance of such Security. However, if the legal validity of the Banker's Cheque or Payment Order is insufficient to meet the specified validity of the Performance Security; then it will be the responsibility of the bidder to replace the submitted Banker's Cheque or Payment Order with fresh acceptable instrument of similar amount; Fifteen (15) calendar days earlier than the expiry of submitted Banker's Cheque or Payment order. Otherwise; The submitted Banker's Cheque or Payment Order will be invoked/en-cashed without any liability to the NBP. Note: The Performance Security will only be applicable for the Good(s) supplied and installed by the bidder including related services for its smooth operation; for the Defect's Liability/Warranty Period specified in SCC Clause 16; and will not be applicable for any extensive warranty associated to any				
44.1	part of the good(s) beyond the said Defect's Liability/Warranty Period. The Advance Payment if essential shall be limited to: Not Essential and is therefore Not Applicable				
44.2	Maximum amount of Advance payment shall be: Not Applicable				
45.1	Arbitrator shall be appointed by mutual consent of the both parties.				
G. R	eview of Procurement Decisions				
49.1	The address of the Procuring Agency: Divisional Head. Procurement Division, Logistics Communications & Marketing Group, 3rd Floor, NBP Head Office Building, I.I Chandigarh Road, Karachi The Address of PPRA to submit a copy of grievance: Grievance Redressal Appellate Committee, Public Procurement Regulatory Authority 1st Floor, G-5/2, Islamabad, Pakistan Tel: +92-51-9202254				
	40.1 43.1 43.2 44.1 44.2 45.1 G. R				



SECTION-IV ELIGIBLE COUNTRIES

Section IV. Eligible Countries

All the bidders are allowed to participate in the subject procurement without regard to nationality, except bidders of B some nationality, prohibited in accordance with policy of the Federal Government.

Following countries are ineligible to participate in the procurement process:

- 1. India
- 2. Israel

Ministry of Interior, Government of Pakistan has notified List of Business Friendly Countries (BVL), information can be accessed through following link:

http://www.dgip.gov.pk/Files/Visa%20Categories.aspx#L



SECTION-V SCHEDULE OF REQUIREMENTS, TECHNICAL SPECIFICATIONS

A – SCHEDULE OF REQUIREMENTS

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery

- (i) at EXW premises, or
- (ii) to the carrier at the port of shipment when the contract is placed on FOB or CIF terms, or
- (iii) to the first carrier when the contract is placed on FCA or CIP terms.

In order to determine the correct date of delivery hereafter specified, the National Bank of Pakistan has taken into account the additional time that will be needed for international or national transit to the Project Site or to another common place.

Number		Descript	ion			Delivery
					Quantity	schedule
						(shipment) in
1	D 1'-6" X H 2'- chipboard / M pressed unde 1 temperature an shade of lacqur writing pad on toothing joint I finish. Having fro Top fixed with I including return thick glass bro imported roller	MANAGER O" X D 3'-0" X H 2'-6 O". Supply of Bran DF lassani Covered 100-150 Kg/Cm2 of Id backing with ply The polish germany I top. Having solid I between top & Sid I strip panel mack I return (Side) table In table with two I wan shade finished I cample available are I Drawing & specification	nch Manager Tab d with oak ply of air pressure and underneath, wit made and having d and seasoned des with NC lack de of solid oak wo with stainless sta drawers and pro- ed edges. Drawer at KPT branch). O	le made of 5mm thick and 60 C of the approved generated of 20 C of the approved generated of 3 C of the approved generated of 5 C of the approved of 4 C of the approved of 5 C of the	1	45 Days
2	Supply of Office made of steel reframe sides si finbished white 1/2" thick made alnoor Artical N 150 Kg/Cm2 of front side and edging. Including chipboard same and 3 drawers	TABLE 1'-6" X D E Wooden Table. To ectangular section ize 3"x1" and how texture powder of the by Chipboard / lo. 4070 / Partak - air pressure and 6 backing formica uring same shade of the sheet and shade to locking system, implies etc same table I respect	6'-0" X Table top and both made by IIL step prizental frame coating made. To MDF Lassani w White) pressed 50 degree of tem nderneath with so vanity panel and with side rack han ported quality h	el, verticale size 2"x1" able top 1-ith formica under 100-iprature on ame lippinf front panel ving 2 shelf nings, roller	2	45 Days

SECTION V – SCHEDULE OF REQUIREMENTS, TECHNICAL SPECIFICATIONS A-SCHEDULE OF REQUIREMENTS

		7. 55.1.25	THE OF REQUIREMENTS
3	Size (5'-0" X 1'-6" X 2'-6") Supply of Credenza made of Chipboard covered with oak ply Smm thick with approved Oak Veneer pressed under 100-150 Kg/ Cm2 of air pressure and 60 C of tempressure and backing veneer on other side with Oak wood toothing. Finish with clear NC lacquer polish, Having storage and drawers with imported roller runner ,hinges, complete in all respect as per specification and drawing.	2	45 Days
4	<u>CPU TROLLEY (CPU-1)</u> Size (Standard Size) Supply of CPU Trolley made of mild steel sheet with deco black paint finish. Complete in all respect and drawing	3	45 Days
5	MANAGER REVOLVING CHAIR (HIGH Back) C-2 Supply of Officer Revolving Chair with polish Oak wood arms made in 4 pieces joinery (all joints made in epoxy and two sided screws), seat and back in one piece 12 mm thick Malaysian imported commercial ply pasted over different size of foam (density 1.52 pound per cft), covered with approved Fabric, seat and back reclining, having five spoke nylon base with twin caster wheel, adjustable height with hydralic base, complete in all respect as per specification & drawings.	2	45 Days
6	MANAGER VISITOR'S CHAIR (VC- 2) Supply of officer Visitor's Chair, structure made of solid & seasoned Oak wood all joints made in epoxy and two sided screw, seat and back upholstered with foam and approved leatherite/Fabric. Wood parts finished with NC lacquer polish. Complete in all respect as per specification and drawings.	12	45 Days
7	WAITING BENCH THREE SEAT (VS-3) Supply of 3 Seater Waiting Bench, structure amd armrest made of Stainless steel pipe, seat & Back upholstered with good quality of foam and approved Fabric / Leatherite. Complete in all respect as per specification and drawings.	3	45 Days
8	TWO SEAT SOFA (S-10) Supply of Two seat sofa, base made of solid & seasoned Oak Wood with NC lacquer finish, internal structure made of Acacia wood. Seat and back uphoistered with good quality foam and approved Fabric. Complete in all respect as per drawing and Specification.	1	45 Days
9	THREE SEAT SOFA (S-10) Supply of Three seat sofa, base made of solid & seasoned Oak Wood with NC lacquer finish, internal structure made of Acacia wood. Seat and back uphoistered with good qulaity foam and approved Fabric. Complete in all respect as per drawing and Specification.	1	45 Days



Page **45** of **100**

SECTION V – SCHEDULE OF REQUIREMENTS, TECHNICAL SPECIFICATIONS A - SCHEDULE OF REQUIREMENTS

	CENTER TABLE (CT-5A-A8)		
10	Size: W 3'-6" X D 2'-0" X H 1'-6" Supply of Center Table, sides made with 50 mm thick Chipboard with Oak veneer pressed on both sides under 100-150 Kg/Cm2 of air pressure and 60 C of temperature, with approved colour leather on top & solid and seasoned Oak wood toothing joint between top & sides. Finish with NC lacquer polish. COmplete in all respect as per specification and drawings.	1	45 Days
11	SIDE TABLE (CT-5A-A9) Size: W 1'-6" X D1'-6" X H 1'-6" Supply of Side Table, sides made with 50 mm thick Chipboard with Oak veneer pressed on both sides under 100-150 Kg/Cm2 of air pressure and 60 C of temperature, with approved colour leather on top & solid and seasoned Oak wood toothing joint between top & sides. Finish with NC lacquer polish. Complete in all respect as per specification and drawings.	2	45 Days
12	Supply of Officer Revolving Chair Master make Aura arms seat and back in one piece 12mm thick malaysian imported commercial ply pasted over different size of foam (density 1.52 pound per cft), covered with approved LETHERITE, seat and back reclining, having five spoke nylon base with twin caster wheel, adjustable height with hydraulic base. Complete in all respects as per specifications.	2	45 Days



B – TECHNICAL SPECIFICATIONS

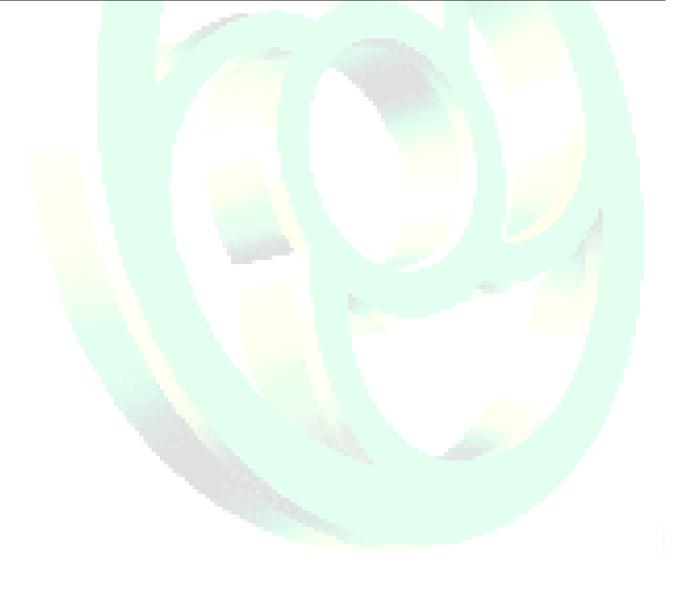
For Standard Furniture

(To be filled-in and completed by the Bidder with respect to offered Model of the Furniture)

S.NO.	TECHNICAL PARAMETERS	DESIRED SPECIFICATIONS	BIDDER'S INPUT
1	Wooden Work Station	Tactile Sheet lassani ¾'thick	
		article no.4024 Al-Noor	
		Made and top made	
		chipboard / MDF lassani	
		Covered with oak ply 5mm	
		thick pressed under 100-150	
		Kg/Cm2 of air pressure and	
		60 C of temperature finished	
		12mm glass witt S.S U clips	
		heavy duty.	
2	Chairs Fabric	NS-21 A-One fabric	
3	Hydraulic cylinder	Taiwan 600mm length	
		heavy wait presser	
		mechanism	
4	Chair Base	PU base with caster wheel	
		imported made	
5	Chair Wooden Arms	Oak Wood (Grade-1)	
		finished with lacquer polish	
10	Wooden Drawer	Made With Tactile lassani	
		sheet, heavy duty Channel,	
		Locks, Handles, Hanges,	
		Heavy duty imputed Quality	
11	CPU Trolley	CPU Trolley made of mild	
		steel sheet	

SECTION-VI STANDARD FORMS OF BID

Form 1:	Form of Bid
Form 2:	Price Schedule
Form 3:	Letter of Acceptance
Form 4:	Bid Security Form
Form 5:	Bid Securing Declaration



FORM OF BID

Date:
To: Gentlemen and/or Ladies:
Having examined the Bidding Documents including Addenda Nos; the receipt of which is [insert numbers]
hereby duly acknowledged, we, the undersigned, offer to delive
[Mention description of goods and services] in conformity with the said Bidding Documents for the sum of
[Mention total Bid Amount in words and figures]
or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith an made part of this Bid.
We declare that our Bidding price did not involve agreements with other Bidders for the purpose of Bisuppression.
We are hereby confirming
[insert the name of the Appointing Authority]
to be the Appointing Authority, to appoint the adjudicator in case of any arisen disputes in accordance with ITI Clause 45.1.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we undertake to provide a Performance Security (or Guarantee) in the form, in the amounts, and within the times specified in the Bidding Documents.

We declare that, as Bidder(s) we do not have conflict of interest with reference to ITB Clause 3.7.

We agree to abide by this Bid for the Bid Validity Period specified in BDS 17, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We are not participating, as Bidders, in more than one Bid in this Bidding process, other than alternative offers in accordance with the Bidding Documents.

Our firm, its affiliates or subsidiaries – including any subcontractors or suppliers for any part of the contract – has not been declared ineligible by the Government of Pakistan under Pakistan's laws or official regulations.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.



SECTION VI – STANDARD FORMS OF BID FORM 1

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

We certify / confirm	that we	comply v	vith the	eligibility	requirements	as	per	ITB	Clause	3	of the	Bidding
Documents.												

Dated this	aay ot			
(Name)		-	1	
[Signature]				
[in the capacity of]				
Duly authorized to sign Bi	id for and on behalf of _			

PRICE SCHEDULE

Supply of Fire Proof Almiraha AT NBP Main Branch (0374), Multan Region

S. No.	Description	Quantity (a)	Unit (b)	Unit Rate (c)	Total (a x c) (Pak Rupees)
1	BRANCH MANAGER TABLE (BMT-1) Table Size: L 5'-0" X D 3'-0" X H 2'-6",Return Table size: L 5'-0" X D 1'-6" X H 2'-0". Supply of Branch Manager Table made of chipboard / MDF lassani Covered with oak ply 5mm thick pressed unde 100-150 Kg/Cm2 of air pressure and 60 C of temperature and backing with ply underneath, with approved shade of lacqure polish germany made and having leatherite writing pad on top. Having solid and seasoned Oak wood toothing joint between top & Sides with NC lacqure polish finish. Having front strip panel made of solid oak wood finished Top fixed with return (Side) table with stainless steel spacers, including return table with two drawers and provide 5mm thick glass brown shade finished edges. Drawers run on imported roller (sample available at KPT branch). Complete in all respect as per Drawing & specification.	1	Nos.	(Pak Rupees)	(rak nupees)
2	OFFICER Size: L 4'-6" X D 6'-0" X H 2'-6" Supply of Office Wooden Table. Table top and bottom frame made of steel rectangular section made by IIL steel, verticale frame sides size 3"x1" and horizental frame size 2"x1" finished white texture powder coating made. Table top 1-1/2" thick made by Chipboard / MDF Lassani with formica alnoor Artical No. 4070 / Partak - White) pressed under 100-150 Kg/Cm2 of air pressure and 60 degree of temprature on front side and backing formica underneath witk same lippinf edging. Including same shade of vanity panel and front panel chipboard same sheet and shade with side rack having 2 shelf and 3 drawers locking system, imported quality hings, roller runners / chanels etc same table at KPT branch deco paint. Completed in all respect	2	Nos.		
3	CREDENZA FOR MANAGER (CR-2) Size (5'-0" X 1'-6" X 2'-6") Supply of Credenza made of Chipboard covered	2	Nos.		

		1		1	FORM 2
	with oak ply 5mm thick with approved Oak Veneer pressed under 100-150 Kg/ Cm2 of air pressure and 60 C of tempressure and backing veneer on other side with Oak wood toothing. Finish with clear NC lacquer polish, Having storage and drawers with imported roller runner, hinges, complete in all respect as per specification and drawing. CPU TROLLEY (CPU-1)Size (Standard Size) Supply				
4	of CPU Trolley made of mild steel sheet with deco black paint finish. Complete in all respect and drawing	3	Nos.		
5	MANAGER REVOLVING CHAIR (HIGH Back) C-2 Supply of Officer Revolving Chair with polish Oak wood arms made in 4 pieces joinery (all joints made in epoxy and two sided screws), seat and back in one piece 12 mm thick Malaysian imported commercial ply pasted over different size of foam (density 1.52 pound per cft), covered with approved Fabric, seat and back reclining, having five spoke nylon base with twin caster wheel, adjustable height with hydralic base, complete in all respect as per specification & drawings. MANAGER VISITOR'S CHAIR (VC- 2)	2	Nos.		
6	Supply of officer Visitor's Chair, structure made of solid & seasoned Oak wood all joints made in epoxy and two sided screw, seat and back upholstered with foam and approved leatherite/Fabric. Wood parts finished with NC lacquer polish. Complete in all respect as per specification and drawings.	12	Nos.		
7	WAITING BENCH THREE SEAT (VS-3) Supply of 3 Seater Waiting Bench, structure amd armrest made of Stainless steel pipe, seat & Back upholstered with good quality of foam and approved Fabric / Leatherite. Complete in all respect as per specification and drawings.	3	Nos.		
8	TWO SEAT SOFA (S-10) Supply of Two seat sofa, base made of solid & seasoned Oak Wood with NC lacquer finish, internal structure made of Acacia wood. Seat and back uphoistered with good qulaity foam and approved Fabric. Complete in all respect as per drawing and Specification.	1	Nos.		
9	THREE SEAT SOFA (S-10) Supply of Three seat sofa, base made of solid & seasoned Oak Wood with NC lacquer finish,	1	Nos.		

SECTION VI – STANDARD FORMS OF BID FORM 2

internal structure made of Acacia wood. Seat and back uphoistered with good qulaity foam and approved Fabric. Complete in all respect as per drawing and Specification. CENTER TABLE (CT-5A-A8) Size: W 3'-6" X D 2'-0" X H 1'-6" Supply of Center Table, sides made with 50 mm thick Chipboard with Oak veneer pressed on both sides under 100-150 Kg/Cm2 of air pressure and 60 C of temperature, with approved colour leather on top & solid and seasoned Oak wood toothing joint between top & sides. Finish with NC lacquer polish. Complete in all respect as per specification and drawings. SIDE TABLE (CT-5A-A9) Size: W 1'-6" X D1'-6" X H 1'-6" Supply of Side Table, sides made with 50 mm thick Chipboard with Oak veneer pressed on both sides under 100-150 Kg/Cm2 of air pressure and 60 C of temperature, with approved colour leather on top & solid and seasoned Oak wood toothing joint between top & sides. Finish with NC lacquer polish. Complete in all respect as per specification and drawings. Supply of Officer Revolving Chair Master make Aura arms seat and back in one piece 12mm thick malaysian imported commercial ply pasted over different size of foam (density 1.52 pound per cift), covered with approved LETHERITE, seat and back reclining, having five spoke nylon base with twin caster wheel, adjustable height with hydraulic base. Complete in all respects as per specifications.					,	FURIVI Z
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twin caster wheel, adjustable height with hydraulic base. Complete in all respects as per			_			
hydraulic base. Complete in all respects as per						
		specifications.			-0.0	
Total:					Total:	

Amount in Words	(RS				
Amount in words	(KS		 	 	



[•] The quoted rates / amount shall be inclusive of all applicable Federal/Provincial Govt. Taxes/Duties and charges for inland transportation and other related services etc. as specified in the Clause 16 or 17 of the BDS.

[•] The material upon delivery at the site should be got verified from the Bank Engineer; prior to its installation at site. Otherwise Bank Engineer reserves the right to replace the same without incurring any liability or payment of any charges to the bidder.

LETTER OF ACCEPTANCE

[Letter head paper of the National Bank of Pakistan]

		[date]
To:		
	[name and address of the Supplier]	

This is to notify you that your Bid dated [date] for execution of the [name of the Contract and identification number, if any, as given in the Special Conditions of Contract] for the Contract Price of the equivalent of [amount in numbers and words] [name of currency], as corrected and modified in accordance with the Instructions to Bidders is hereby accepted by us.

We hereby confirm [insert the name of the Appointing Authority], to be the Appointing Authority, to appoint the Arbitrator in case of any arisen disputes in accordance with ITB 45.1.

You are hereby informed that after you have read and return the attached draft Contract the parties to the contract shall sign the vetted contract within fourteen (14) working days.

You are hereby required to furnish the Performance Guarantee/Security in the form and the amount stipulated in the Special Conditions of the Contract within a period of fourteen (14) working days after the receipt of Letter of Acceptance.

Authorized Signature: Name and Title of Signatory: Name of Agency: Attachment:

Contract

Copy: Appointing Authority and Supplier



BID SECURITY FORM

To: [name of the National Bank of Pakistan]
Whereas [name of the Bidder] (hereinafter called "the Bidder") has submitted its Bid dated [date of submission of Bid] for the delivery of [name and/or description of the goods] (hereinafter called "the Bid").
KNOW ALL PEOPLE by these presents that WE [name of Financial Institution] of [name of country], having our registered office at [address of Financial Institution] (hereinafter called "the Bank"), are bound unto [name of PA] (hereinafter called "the National Bank of Pakistan") in the sum of [amount] for which payment well and truly to be made to the said National Bank of Pakistan, the Bank binds itself, its successors, and assigns by these presents.
Sealed with the Common Seal of the said Bank thisday of20
THE CONDITIONS of this obligation are:
 If the Bid (a) have withdrawn or modified our Bid during the period of Bid Validity specified in the Form of Bid; (b) Disagreement to arithmetical correction made to the Bid price; or (c) having been notified of the acceptance of our Bid by the National Bank of Pakistan during the period of Bid Validity, (i) failure to sign the contract if required by National Bank of Pakistan to do so or (ii) fail or refuse to furnish the Performance Security or to comply with any other condition precedent to signing the contract specified in the Bidding Documents. We undertake to pay to the National Bank of Pakistan up to the above amount upon receipt of its first written demand, without the National Bank of Pakistan having to substantiate its demand, provided that in its demand the National Bank of Pakistan states the amount claimed by it is due to it, owing to the occurrence of one or both of the conditions, specifying the occurred condition or conditions.
This guarantee shall remain in force up to and including twenty-eight (28) calendar days after the period of
Bid Validity, and any demand in respect thereof should reach the Bank not later than the above date.
Name: in the capacity of
signed
[Signature of the Bank]
Dated on day of



BID SECURING DECLARATION

[The Bidder shall fill in this Form in accordance with the instructions indicated.]

Date: [insert date (as day, month and year)] Bid No.: [insert number of Bidding process] Alternative No.: [insert identification No if this is a Bid for an alternative] To: [insert complete name of National Bank of Pakistan] We, the undersigned, declare that: We understand that, according to your conditions, Bids must be supported by a Bid Securing Declaration. We accept that we will be blacklisted and henceforth cross debarred for participating in respective category of public procurement proceedings for a period of (not more than) six months, if fail to abide with a bid securing declaration, however without indulging in corrupt and fraudulent practices, if we are in breach of our obligation(s) under the Bid conditions, because we: (a) have withdrawn or modified our Bid during the period of Bid Validity specified in the Form of Bid; (b) Disagreement to arithmetical correction made to the Bid price; or (c) having been notified of the acceptance of our Bid by the National Bank of Pakistan during the period of Bid Validity, (i) failure to sign the contract if required by National Bank of Pakistan to do so or (ii) fail or refuse to furnish the Performance Security or to comply with any other condition precedent to signing the contract specified in the Bidding Documents. We understand this Bid Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) twenty-eight (28) calendar days after the expiration of our Bid. Signed: [insert signature of person whose name and capacity are shown] In the capacity of [insert legal capacity of person signing the Bid Securing Declaration] Name: [insert complete name of person signing the Bid Securing Declaration] Duly authorized to sign the Bid for and on behalf of: [insert complete name of Bidder] _day of__________[insert date of signing] Corporate Seal (where appropriate) Corporate Guarantor (Seal)

FOR NATIONAL BANK OF PAKISTAN

PART-B CONDITIONS OF CONTRACT AND CONTRACT FORMS

SECTION-VII GENERAL CONDITIONS OF THE CONTRACT (GCC)



GENERAL CONDITIONS OF THE CONTRACT (GCC)

1.	Definitions	1.1			
			assigned to them:		
			a) "Authority" means Public Procurement Regulatory Authority.b) The "Arbitrator" is the person appointed with mutual consent of both the parties, to resolve contractual disputes as		
			provided for in the General Conditions of the Contract GCC Clause 31 hereunder.		
		/ __	c) The "Contract" means the agreement entered into between the National Bank of Pakistan and the Supplier, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.		
			d) The "Commencement Date" is the date when the Supplier shall commence execution of the contract as specified in the SCC.		
			e) "Completion" means the fulfillment of the related services by the Supplier in accordance with the terms and conditions set forth in the contract.		
			f) "Country of Origin" means the countries and territories eligible under the PPRA Rules 2004 and its corresponding Regulations as further elaborated in the SCC.		
		h	g) The "Contract Price" is the price stated in the Letter of Acceptance and thereafter as adjusted in accordance with the provisions of the Contract.		
			h) "Defective Goods" are those goods which are below standards, requirements or specifications stated by the Contract.		
			i) "Delivery" means the transfer of the goods from the supplier equipment, machinery, and /or other materials which the Supplier is required to supply to the NBP under Contract.		
		٦	j) "Effective Contract date" is the date shown in the Certificate of Contract Commencement issued by the Procuring Agency upon fulfillment of the conditions precedent stipulated in GCC Clause 3.		
			k) "Procuring Agency" means the person named as Procuring Agency in the SCC and the legal successors in title to this person, procuring the Goods and related service, as named in		

SCC.

- (Related Services" means those services ancillary to the delivery of the Goods, such as transportation and insurance, and any other incidental services, such as installation, commissioning, provision of technical assistance, training, initial maintenance and other such obligations of the Supplier covered under the Contract.
- **m)** "GCC" mean the General Conditions of Contract contained in this section.
- n) "Intended Delivery Date" is the date on which it is intended that the Supplier shall effect delivery as specified in the SCC.
- o) "SCC" means the Special Conditions of Contract.
- entity or a combination of the above whose Bid to perform the contract has been accepted by the Procuring Agency and is named as such in the Contract Agreement, and includes the legal successors or permitted assigns of the supplier and shall be named in the SCC.
- q) "Project Name" means the name of the project stated in SCC.
- r) "Day" means calendar day.
- s) "Eligible Country" means the countries and territories eligible for participation in accordance with the policies of the Federal Government.
- t) "End User" means the organization(s) where the goods will be used, as named in the SCC.
- u) "Origin" means the place where the Goods were mined, grown, or produced or from which the Services are supplied. Goods are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially recognized new produce results that is substantially different in basic characteristics or in purpose or utility from its components.
- v) "Force Majeure" means an unforeseeable event which is beyond reasonable control of either Party and which makes a Party's performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances.

For the purposes of this Contract, "Force Majeure" means an event which is beyond the reasonable control of a Party, is not foreseeable, is unavoidable, and its origin is not

			due to negligence or lack of care on the part of a Party
			due to negligence or lack of care on the part of a Party, and which makes a Party's performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible in the circumstances. and includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood, epidemics, or other adverse weather conditions, strikes, lockouts or other industrial action (except where such strikes, lockouts or other industrial action are within the power of the Party invoking Force Majeure to prevent), confiscation or any other action by Government agencies. w) "Specification" means the Specification of the Goods and performance of incidental services in accordance with the relevant standards included in the Contract and any modification or addition made or approved by the Procuring Agency. x) "Supplier's Bid" is the completed Bid document submitted by
			the Supplier to the Procuring Agency.
2.	Application and	2.1	These General Conditions shall apply to the extent that they are not
	interpretation		superseded by provisions of other parts of the Contract.
		2.2	In interpreting these Conditions of Contract headings and marginal
			notes are used for convenience only and shall not affect their interpretations unless specifically stated; references to singular include the plural and vice versa; and masculine include the feminine. Words have their ordinary meaning under the language of the Contract unless specifically defined.
		2.3	The documents forming the Contract shall be interpreted in the following order of priority:
			(1) Form of Contract,
			(2) Special Conditions of Contract,
	700		(3) General Conditions of Contract,
			(4) Letter of Acceptance, (5) Certificate of Contract Commencement
			(6) Specifications
			(7) Contractor's Bid, and
			(8) Any other document listed in the Special Conditions of Contract as
			forming part of the Contract.
3.	Conditions	3.1	Having signed the Contract, it shall come into effect on the date on
	Precedent		which the following conditions have been satisfied: -

			a) Submission of performance Security (or guarantee) in the form specified in the SCC; b) Furnishing of Advance Payment Unconditional
		3.2	Guarantee. If the Condition precedent stipulated on GCC Clause 3.1 is not met by the date specified in the SCC this contract shall not come into effect;
		3.3	If the Procuring Agency is satisfied that each of the conditions precedent in this contract has been satisfied (except to the extent waved by him, but subject to such conditions as he shall impose in respect of such waiver) he shall promptly issue to the supplier a certificate of Contract commencement, which shall confirm the start date.
4.	Governing Language	4.1	The Contract as all correspondence and documents relating to the contract exchanged by the Supplier and the Procuring Agency shall be written in the language specified in SCC. Subject to GCC Clause 3.1, the version of the Contract written in the specified language shall govern its interpretation.
5.	Applicable Law	5.1	The contract shall be governed and interpreted in accordance with the laws of Pakistan, unless otherwise specified in SCC.
6.	Country of Origin	6.1	The origin of Goods and Services may be distinct from the nationality of the Supplier.
7.	Standards	7.1	The Goods supplied under this Contract shall conform to the standards mentioned in the Technical Specifications, and, when no applicable standard is mentioned, the American Standards (such as ACI, IEEE, ASME, etc.) or the Pakistani standards such as PSQCA Such standards shall be the latest issued by the concerned institution.
8.	Use of Contract	8.1	The Supplier shall not, without the Procuring Agency's prior written
	Documents and Information;		consent, disclose the Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information
	Inspection and		furnished by or on behalf of the Procuring Agency in connection
	Audit by the		therewith, to any person other than a person employed by the
	Government of		Supplier in the performance of the Contract. Disclosure to any such
	Pakistan		employed person shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.
		8.2	The Supplier shall not, without the Procuring Agency's prior written consent, make use of any document or information enumerated in GCC Clause 7.1 except for purposes of performing the Contract.
		8.3	Any document, other than the Contract itself, enumerated in GCC Clause 7.1 shall remain the property of the Procuring Agency and shall

			be returned (all copies) to the Procuring Agency on completion of the Supplier's performance under the Contract if so required by the Procuring Agency.
		8.4	The Supplier shall permit the Government of Pakistan or / and donor agencies involved in financing the project to inspect the Supplier's accounts and records relating to the performance of the Supplier and to have them audited by auditors appointed by the Government of Pakistan or / and the appropriate donor agencies, if so required by the Government of Pakistan or / and the appropriate donor agencies.
9.	Patent and Copy Rights	9.1	The Supplier shall indemnify the Procuring Agency against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof in Pakistan.
		9.2	The patent right in all drawings, documents, and other materials containing data and information furnished to the Procuring Agency by the Supplier herein shall remain vested in the supplier, or, if they are furnished to the Procuring Agency directly, or through the Supplier by any third party, including suppliers of materials, the patent right in such materials shall remain vested in such third party.
10.	Performance Security (or Guarantee)	10.1	The Performance Security (or Guarantee) shall be provided to the Procuring Agency no later than the date specified in the Letter of Acceptance and shall be issued in an amount and form and by a bank or surety acceptable to the Procuring Agency, and denominated in the types and proportions of the currencies in which the Contract Price is payable as specified in the SCC.
		10.2	The proceeds of the Performance Security (or Guarantee) shall be payable to the Procuring Agency as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract.
		10.3	The Performance Security (or Guarantee) shall be in one of the following forms: a) A bank guarantee, an irrevocable letter of credit issued by a reputable bank, or in the form provided in the Bidding Documents or another form acceptable to the Procuring Agency; or b) A cashier's or certified check.
		10.4	The performance security (or guarantee) will be discharged by the Procuring Agency and returned to the Supplier not later than thirty (30) calendar days following the date of completion of the Supplier's

			performance obligations under the Contract, including any warranty obligations, unless otherwise specified in SCC .
11.	Inspections and Test	11.1	The Procuring Agency or its representative shall have the right to inspect and /or to test the Goods to confirm their conformity to the Contract specifications at no extra cost to the Procuring Agency. SCC and the Technical Specifications shall specify what inspections and tests the Procuring Agency shall notify the Supplier in writing or in electronic forms that provide record of the content of communication, in a timely manner, of the identity of any representatives retained for these purposes.
		11.2	The inspections and tests may be conducted on the premises of the Supplier or its subcontractor(s), at point of delivery, and/or at the Goods' final destination. If conducted on the premises of the Supplier or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Procuring Agency.
		11.3	Should any inspected or tested Goods fail to conform to the Specifications, the Procuring Agency may reject the Goods, and the Supplier shall replace the rejected Goods to meet specification requirements free of cost to the Procuring Agency.
		11.4	The Procuring Agency's right to inspect, test and, where necessary, reject Goods after the Goods' arrival in the Procuring Agency's country shall in no way be limited or eared by reason of the Goods having previously been inspected, tested, and passed by the Procuring Agency or its representative prior to the Goods' shipment from the country of origin.
		11.5	Nothing in GCC Clause 10 shall in any way release the supplier from any warranty or other obligations under this Contract.
12.	Packing	12.1	The supplier shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the Contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the Goods final destination and the absence of heavy handling facilities at all points in transit.
		12.2	The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall

SECTION VII – GENERAL CONDITIONS OF THE CONTRACT (GCC)

			be expressly provided for in the Contract, including additional requirements, if any, specified in SCC , and in any subsequent instructions ordered by the Procuring Agency.
13.	Delivery and Documents	13.1	Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in the Schedule of Requirements. The details of shipping and or other documents to be furnished by the Supplier as specified in SCC .
		13.2	For purposes of the Contract, "EXW", "FOB", "FCA", "CIF", "CIP," and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris.
		13.3	Documents to be submitted by the Supplier are specified in SCC.
14.	Insurance	14.1	The Goods supplied under the Contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage, and delivery in the manner specified in the SCC.
15.	Transportation	15.1	Where the Supplier is required under Contract to deliver the Goods FOB, transport of the Goods, up to and including the point of putting the Goods on board the vessel at the specified port of loading, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price. Where the Supplier is required under the Contract to deliver the Goods FCA, transport of the Goods and delivery into the custody of the carrier at the place named by the Procuring Agency or other agreed point shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.
		15.2	Where the Supplier is required under Contract to deliver the Goods CIF or CIP, transport of the Goods to the port of destination or such other named place of destination in Pakistan, as shall be specified in the Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.
		15.3	Where the Supplier is required under the Contract to transport the Goods to a specified place of destination within Pakistan, defined as the Project Site, transport to such place of destination in Pakistan, including insurance and storage, as shall be specified in the Contract, shall be arranged by the Supplier, and related costs shall be included in the Contract Price.



16.	Related Services	16.1	The Supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC :
			a) Performance or supervision of on-site assembly, Installation Commissioning and/or start-up of the supplied Goods;
			b) Furnishing of tools required for assembly and/or maintenance of the supplied Goods;
			c) Furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;
			d) Performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and
			e) Training of the Procuring Agency's personnel, at the Supplier's plant and/or on-site, in assembly, start- up, operation, maintenance, and/or repair of the supplied Goods.
17.	Spare Parts	17.2	As specified in SCC, the Supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:
			a) Such spare parts as the Procuring Agency may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under the Contract; and
			b) In the event of termination of production of the spare parts:
			 i) advance notification to the Procuring Agency of the pending termination, in sufficient time to permit the Procuring Agency to procure needed requirements; and
	7		ii) following such termination, furnishing at no cost to the Procuring Agency, the blueprints, drawings, and specifications of the spare parts, if requested.
18.	Warranty/ Defect Liability Period	18.1	The Supplier warrants that the Goods supplied under the Contract are new, unused, of the most recent or current models and that they
			incorporate all recent improvements in design and materials unless provided otherwise in the Contract. The Supplier further warrants that all Goods supplied under this Contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the Procuring Agency, specifications) or from any act or omission of the Supplier, that may

SECTION VII – GENERAL CONDITIONS OF THE CONTRACT (GCC)

			develop under normal use of the supplied Goods in the conditions prevailing in Pakistan.
		18.2	This warranty shall remain valid for a period specified in the SCC after the Goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the Contract, or for a period specified in the SCC after the date of shipment from the port or place of loading in the source country, +whichever period concludes earlier, unless specified otherwise in SCC.
		18.3	The Procuring Agency shall promptly notify the Supplier in writing or in electronic forms that provide record of the content of communication of any claims arising under this warranty.
		18.4	Upon receipt of such notice, the Supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective Goods or parts thereof, without costs to the Procuring Agency other than, where applicable, the cost of inland delivery of the repaired or replaced Goods or parts from EXW or the port or place of entry to entry to the final destination.
		18.5	If the Supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC , the Procuring Agency may proceed to take such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Procuring Agency may have against the Supplier under the Contract.
19.	Payment	19.1	The method and conditions of payment to be made to the Supplier under this Contract shall be specified in SCC.
		19.2	The Supplier's request(s) for payment shall be made to the Procuring Agency in writing or in electronic forms that provide record of the content of communication, accompanied by an invoice describing, as appropriate, the Goods delivered and Services performed, and by documents submitted pursuant to GCC Clause 13 , and upon fulfillment of other obligations stipulated in the Contract.
		19.3	Payments shall be made promptly by the Procuring Agency, within sixty (60) calendar days after submission of an invoice or claim by the Supplier. If the Procuring Agency makes a late payment, the Supplier shall be paid interest on the late payment. Interest shall be calculated from the date by which the payment should have been made up to the date when the late payment is made at the rate as specified in the SCC.
		19.4	The currency or currencies in which payment is made to the Supplier under this Contract shall be specified in SCC subject to the following general principle: payment will be made in the currency or

SECTION VII – GENERAL CONDITIONS OF THE CONTRACT (GCC)

			currencies in which the payment has been requested in the Supplier's Bid.
		19.5	All payments shall be made in the currency or currencies specified in the SCC pursuant to GCC Clause 19.4
20.	Prices	20.1	The contract price shall be as specified in the Contract Agreement Subject to any additions and adjustments thereto or deductions there from, as may be made pursuant to the Contract.
		20.2	Prices charged by the Supplier for Goods delivered and Services performed under the Contract shall not vary from the prices quoted by the Supplier in its Bid, with the exception of any price adjustments authorized in SCC or in the Procuring Agency's request for Bid Validity extension, as the case may be.
21.	Change Order	21.1	The Procuring Agency may at any time, by a written order given to the Supplier pursuant to GCC Clause 22, make changes within the general scope of the Contract in any one or more of the following: a) Drawings, designs, or specifications, where Goods to be furnished under the Contract are to be specifically manufactured for the Procuring Agency; a) The method of shipment or packing; b) The place of delivery; and/or c) The Services to be provided by the Supplier.
		21.2	If any such change causes an increase or decrease in the cost of, or the time required for, the Supplier's performance of any provisions under the Contract an equitable adjustment shall be made in the Contract Price or delivery schedule, or both, and the Contract shall accordingly be amended. Any claims by the Supplier for adjustment under this clause must be asserted within thirty (30) calendar days from the date of the Supplier's receipt of the Procuring Agency change order.
		21.3	Prices to be charged by the supplier for any related services that might be needed but which were not included in the Contract shall be agreed upon in advance by the Parties and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.
22.	Contract Amendments	22.1	Subject to GCC Clause 21 , no variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties.



23.	Assignment	23.1	Neither the Procuring Agency nor the Supplier shall assign, in whole or
23.	Assignment	23.1	in part, obligations under this Contract, except with the prior written consent
			of the other party.
24.	Sub-contracts	24.1	The Supplier shall consult the Procuring Agency in the event of
			subcontracting under this contract if not already specified in the Bid.
			Subcontracting shall not alter the Supplier's obligations.
		24.2	Subcontracts must comply with the provision of GCC Clause 5 .
25.	Delays in the	25.1	Delivery of the Goods and performance of Services shall be made by
	Supplier's		the Supplier in accordance with the time schedule prescribed by the
	Performance		Procuring Agency in the Schedule of Requirements.
		25.2	If at any time during performance of the Contract, the Supplier or its
			subcontractor(s) should encounter conditions impeding timely delivery
			of the Goods and performance of Services, the Supplier shall
			promptly notify the Procuring Agency in writing or in electronic forms
			that provide record of the content of communication of the fact of
			the delay, its likely duration and its cause(s). As soon as practicable
	•		after receipt of the Supplier's notice, the Procuring Agency shall
			evaluate the situation and may at its discretion extend the
			Supplier's time for performance, with or without liquidated damages,
			in which case the extension shall be ratified by the parties by
	- 15-		amendment of Contract.
		25.3	Except as provided under GCC Clause 28, a delay by the Supplier in
		23.3	the performance of its delivery obligations shall render the Supplier
			liable to the imposition of liquidated damages pursuant to GCC Clause
			26 , unless an extension of time is agreed upon pursuant to GCC
			Clause 25.2 without the application of liquidated damages.
26.	Liquidated Damages	26.1	Subject to GCC Clause 25, if the Supplier fails to deliver any or all of
			the Goods or to perform the Services within the period(s) specified
			in the Contract, the Procuring Agency shall, without prejudice to its
			other remedies under the Contract, deduct from the Contract Price,
	700		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
			performance security (or guarantee) specified in SCC . Once the said
			maximum is reached, the Procuring Agency may consider termination
			of the Contract pursuant to GCC Clause 27.
27.	Termination for	27.1	The Procuring Agency or the Supplier, without prejudice to any other
	Default		remedy for breach of Contract, by written notice of default sent to the
			·

			concerned party may terminate the Contract if the other party causes a fundamental breach of the Contract.
		27.2	Fundamental breaches of Contract shall include, but shall not be limited to the following:
			a) the Supplier fails to deliver any or all of the Goods within the period(s) specified in the Contract, or within any extension thereof granted by the Procuring Agency pursuant to GCC Clause 25; or
			b) the Supplier fails to perform any other obligation(s) under the Contract;
	1000	/	c) Supplier's failure to submit performance security (or guarantee) within the time stipulated in the SCC;
			d) the supplier has abandoned or repudiated the contract.
		1	e) the Procuring Agency or the Supplier is declared bankrupt or goes into liquidation other than for a reconstruction or amalgamation;
			f) a payment is not paid by the Procuring Agency to the Supplier after 84 calendar days from the due date for payment;
			g) the Procuring Agency gives Notice that goods delivered with a defect is a fundamental breach of Contract and the Supplier fails to correct it within a reasonable period of time determined by the Procuring Agency; and
			h) if the Procuring Agency determines, based on the reasonable evidence, that the Supplier has engaged in corrupt, coercive, collusive, obstructive or fraudulent practices, in competing for or in executing the Contract.
		27.3	Fo <mark>r the purpose</mark> of this clause:
			"Corrupt and Fraudulent Practice" means the practices as described in Rule-2 (1) (f) of Public Procurement Rules-2004.
		27.4	In the event the Procuring Agency terminates the Contract in whole or in part, pursuant to GCC Clause 27.1, the Procuring Agency may procure, upon such terms and in such manner as it deems appropriate, Goods or Services similar to those undelivered, and the Supplier shall be liable to the Procuring Agency for any excess costs for such similar Goods or Services. However, the Supplier shall continue performance of the Contract to the extent not terminated.
28.	Termination for	28.1	Notwithstanding the provisions of GCC Clauses 25, 26 , and 27 , neither Party shall have any liability or be deemed to be in breach of

	Force Majeure		the Contract for any delay nor is other failure in performance of its
	Torce wajeure	_	obligations under the Contract, if such delay or failure is a result of an event of Force Majeure.
			For purpose of this clause, "Force Majeure" means an event which is beyond the reasonable control of a Party, is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of a Party, and which makes a Party's performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible in the circumstances, and includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood, epidemics, or other adverse weather conditions, strikes, lockouts or other industrial action (except where such strikes, lockouts or other industrial action are within the power of the Party invoking Force Majeure to prevent
		28.2	If a Party (hereinafter referred to as "the Affected Party") is or will be prevented from performing its substantial obligation under the contract by Force Majeure, it shall give a Notice to the other Party giving full particulars of the event and circumstance of Force Majeure in writing or in electronic forms that provide record of the content of communication of such condition and the cause thereof. Unless otherwise directed by the Procuring Agency in writing or in electronic forms that provide record of the content of communication, the Supplier 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.
29.	Termination for Insolvency	29.1	The Procuring Agency may at any time terminate the Contract by giving written notice to the Supplier if the Supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Procuring Agency.
30.	Termination for	30.1	The Procuring Agency, by written notice sent to the Supplier, may
	Convenience		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 Contract is terminated, and the date upon which such termination becomes effective.
		30.2	The Goods that are complete and ready for shipment within thirty (30)
			calendar days after the Supplier's receipt of notice of termination shall

			be accepted by the Procuring Agency at the Contract terms and price. For the remaining Goods, the Procuring Agency may elect: a) To have any portion completed and delivered at the Contract terms and prices; and / or
		1	b) To cancel the remainder and pay to the Supplier an agreed amount for partially completed Goods and Services and for materials and parts previously procured by the Supplier.
31.	Disputes Resolution	31.1	In the event of any dispute arising out of this contract, either party shall issue a notice of dispute to settle the dispute amicably. The parties hereto shall, within twenty-eight (28) calendar days from the notice date, use their best efforts to settle the dispute amicably through mutual consultations and negotiation. Any unsolved dispute may be referred by either party to an arbitrator that shall be appointed by mutual consent of the both parties.
		31.2	After the dispute has been referred to the arbitrator, within 30 calendar days, or within such other period as may be proposed by the Parties, the Arbitrator shall give its decision. The rendered decision shall be binding to the Parties.
32.	Procedure for Disputes Resolution	32.1	The arbitration shall be conducted in accordance with the arbitration procedure published by the Institution named and in the place shown in the SCC.
		32.2	The rate of the Arbitrator's fee and administrative costs of arbitration shall be borne equally by the Parties. The rates and costs shall be in accordance with the rules of the Appointing Authority. In conducting arbitration to its finality each party shall bear its incurred costs and expenses.
		32.3	The arbitration shall be conducted in accordance with the arbitration procedure published by the institution named and in the place shown in the SCC.
33.	Replacement of Arbitrator	33.1	Should the Arbitrator resign or die, or should the Procuring Agency and the Supplier agree that the Arbitrator is not functioning in accordance with the provisions of the contract, a new Arbitrator shall be appointed by mutual consent of the both parties.
34.	Limitation of Liability	34.1	Except in cases of criminal negligence or willful conduct, and in the case of infringement pursuant to GCC Clause 8,
			a) The supplier shall not be liable to the Procuring Agency, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or

SECTION VII – GENERAL CONDITIONS OF THE CONTRACT (GCC)

			loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the Supplier to pay liquidated damages to the Procuring Agency; and b) The aggregate liability of the Supplier to the Procuring Agency, whether under the Contract, in tort or otherwise, shall not exceed the total Contract Price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment or to any obligation of the Supplier to indemnify the Procuring Agency with respect to patent infringement.
35.	Notices	35.1	Any notice given by one party to the other pursuant to this Contract shall be sent to the other party in writing or in electronic forms that provide record of the content of communication and confirmed in writing or in electronic forms that provide record of the content of communication to the other party's address specified in SCC.
		35.2	A notice shall be effective when delivered or on the notice's effective date, whichever is later.
36.	Taxes and Duties	36.1	A foreign Supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside Pakistan.
		36.2	If any tax exemptions, reductions, allowances or privileges may be available to the Supplier in Pakistan the Procuring Agency shall use its best efforts to enable the Supplier to benefit from any such tax savings to the maximum allowable extent.
		36.3	A local Supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Goods to the Procuring Agency.

SECTION-VIII SPECIAL CONDITIONS OF CONTRACT (SCC)



SPECIAL CONDITIONS OF CONTRACT (SCC)

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

SCC Clause Number	GCC Clause Number	Amendments of, and Supplements to, Clauses in the GCC
	Definitions (GCC 1)
1.	1.1(d)	The Commencement Date is: As stated in the Certificate of Contract Commencement
2.	1.1(f)	Country of Origin means: Origin of the Country where Goods are manufactured and can be imported as per Laws of Pakistan.
3.	1.1(k)	The Procuring Agency is: National Bank of Pakistan Goods & related Services: Supply of Standard Furniture at NBP's identified place.
4.	1.1(n)	Intended Delivery Date is: 45 Calendar days from the Effective Contract Date.
5.	1.1(p)	The Supplier is:
6.	1.1(q)	The title of the subject procurement or The Project is: SUPPLY OF STANDARD FURNITURE FOR NBP BANK SQUARE BRANCH (211), LARKANA REGION
7.	1.1(t)	End User: National Bank of Pakistan
	Conditions F	Precedent (GCC 3)
8.	3.1	 a) The Performance Security (or guarantee) is to be submitted in the form of: As specified in the BDS Clause: 47. b) The Advance payment unconditional Guarantee to be submitted in the form of: Not Applicable
9.	3.2	The date for Condition precedent is: As specified in the Letter of Acceptance



666	CCC Classes	Amount of and Constant to Clause in the CCC
SCC	GCC Clause	Amendments of, and Supplements to, Clauses in the GCC
Clause	Number	
Number		
	Governing L	anguage (GCC 4)
10.	4.1	The Governing Language shall be: English
	Applicable Law	
11.	5.1	The Applicable Law shall be: Laws of the Pakistan
	Country of Orig	
12.	6.1	Country of Origin is:
	Performan <mark>ce</mark> Se	ecurity (or guarantee) (GCC 10)
13.	10.1	The amount of performance security (or guarantee), as a percentage of
		the Contract Price, shall be: 5% of the Contract Price
14.	10.4	After delivery and acceptance of the Goods, 100 percent of the
		Performance Security (or guarantee) shall be withheld to cover the
		Supplier's warranty obligations in accordance with GCC Clause 18.2.
	Inspections and	Tosts (GCC 11)
15.	11.1	Inspection and tests prior to shipment of Goods and at final acceptance
15.	11.1	are as follows:
		are as follows.
		Quality and quantity inspection shall be carried out prior to shipment of
		Goods by the manufacturer(s) at the supplier's own expense and
		responsibility in terms of the items specified in the specifications. The
		supplier shall submit the inspection certificate issued by himself which
	4111	should be attached with the certificate(s) of the manufacturer(s) to the
	70.0	National Bank of Pakistan in order to ensure that the goods are
		manufactured in compliance with the contract.
	Packing (GCC C	ause 12)
16.	12.2	The following SCC shall supplement GCC Clause 12.2:
		The Goods shall be packed properly in accordance with standard export
		packing specified by the National Bank of Pakistan in the Technical
		Specification.

SCC Clause Number	GCC Clause Number	Amendments of, and Supplements to, Clauses in the GCC
	Delivery and Do	ocuments (GCC Clause 13)
17.	13.1	For Goods supplied from abroad: Upon shipment, the Supplier shall notify the Procuring Agency and the Insurance Company by cable the full details of the shipment, including Contract number, description of Goods, quantity, the vessel, the bill of lading number and date, port of loading, date of shipment, port of discharge, etc. The Supplier shall mail the following documents to the National Bank of Pakistan, with a copy to the Insurance Company: (i.) One original plus four copies of the Supplier's invoice showing Goods' description, quantity, unit price, and total amount; (ii.) original and four copies of the negotiable, clean, on-board bill of lading marked "freight prepaid" and four copies of nonnegotiable bill of lading; (iii.) One original plus four copies of the packing list identifying contents of each package; (iv.) Insurance Certificate; (v.) Manufacturer's or Supplier's warranty certificate; (vi.) inspection certificate, issued by the nominated inspection agency, and the Supplier's factory inspection report; and (vii.) certificate of country of origin issued by the chamber of
		commerce and industry or equivalent authority in the country of origin in duplicate. The above documents shall be received by the Procuring Agency at least one week before arrival of the Goods at the port or place of arrival and, if not received, the Supplier will be responsible for any consequent expenses.
18.	13.3	For Goods from within Pakistan: Upon delivery of the Goods, the Supplier shall notify the Procuring Agency and mail/deliver the following documents to the Procuring Agency: (i.) one original plus two copies of the Supplier's invoice showing Goods' description, quantity, unit price, and total amount; (ii.) delivery note; (iii.) Manufacturer's or Supplier's Warranty Certificate; (iv.) Inspection certificate issued by the nominated inspection agency, and the Supplier's factory inspection report (if any); and (v.) certificate of country of origin issued by Pakistan Chamber of Commerce and Industry or equivalent authority in the country of origin in duplicate (optional). The above documents shall be received by the Procuring Agency before or after arrival of the Goods and, if not received, the Supplier will be responsible for any consequent expenses.

SCC	GCC Clause	Amendments of, and Supplements to, Clauses in the GCC
Clause	Number	
Number		
	Insurance (GCC	Clause 14)
19.	14.1	The Insurance shall be in an amount equal to 110 percent of the applicable
		INCOTERM value of the Goods from "warehouse" to "warehouse" on "All
		Risks" basis, including War Risks and Strikes. (For Goods imported from
		abroad)
	Related Service	s (GCC Clause 16)
20.	16.1	Related services to be provided are:
		Inland transportation from Supplier's Warehouse, unloading, installation,
		testing and commissioning at the Procuring Agency's place.
	Spare Parts (GC	
21.	17.1	Additional spare parts requirements are: Not Applicable
	Warranty (GCC	
22.	18.2	GCC Clause 18.2—In partial modification of the provisions, the warranty
		period shall be twelve months from date of acceptance of the Goods. The
		Supplier shall, in addition, comply with the performance and/or
		consumption guarantees specified under the Contract. If, for reasons
		attributable to the Supplier, these guarantees are not attained in whole or in part, the Supplier shall, at its discretion, either:
		(a) make such changes, modifications, and/or additions to the Goods
		or any part thereof as may be necessary in order to attain the
		contractual guarantees specified in the Contract at its own cost
		and expense and to carry out further performance tests in
		accordance with SCC 4,
		Or
		(b) pay liquidated damages to the Procuring Agency with respect
		to the failure to meet the contractual guarantees. The rate of
		these liquidated damages shall be 0.20 percent per day of
		undelivered materials/goods value up to the sum equivalent to
	700	the amount of ten percent of the contract value.
23.	18.4 & 18.5	The period for correction of defects in the warranty period is:
25.	10.4 & 10.5	The period for defrection of defects in the warranty period is

SCC Clause Number	GCC Clause Number	Amendments of, and Supplements to, Clauses in the GCC
	Payment (GCC (Clause 19)
24.	19.1	The method and conditions of payment to be made to the Supplier under this Contract shall be as follows: Payment for Goods supplied from abroad: Payment of foreign currency portion shall be made in: Not Applicable Advance Payment: Zero (0) percent of the Contract Price shall be paid
		within thirty (30) calendar days of signing of the Contract, and upon submission of claim and a bank guarantee for equivalent amount valid until the Goods are delivered and in the form provided in the Bidding Documents or another form acceptable to the National Bank of Pakistan. On Shipment: Zero (0) percent of the Contract Price of the Goods shipped shall be paid through irrevocable confirmed letter of credit opened in favor of the Supplier in a bank in its country, upon submission of documents specified in GCC Clause 10.
		On Acceptance: 100 percent of the Contract Price of Goods received shall be paid within thirty (30) calendar days of receipt of the Goods upon submission of claim supported by the acceptance certificate issued by the Procuring Agency. Payment of local currency portion shall be made in: Pak Rupees within thirty (30) calendar days of presentation of claim supported by a certificate from the PE declaring that the Goods have been delivered and that all other contracted Services have been performed.
		Payment for Goods and Services supplied from within Pakistan: Payment for Goods and Services supplied from within Pakistan shall be made in Pakistani Rupees, as follows: Advance Payment: Zero (0) percent of the Contract Price shall be paid within thirty (30) calendar days of signing of the Contract against a simple receipt and a bank guarantee for the equivalent amount and in the form provided in the Bidding Documents or another form acceptable to the National Bank of Pakistan. On Delivery: Zero (0) percent of the Contract Price shall be paid on receipt of the Goods and upon submission of the documents specified in GCC Clause 13. On Acceptance: 100 percent of the Contract Price shall be paid to the Supplier within thirty (30) calendar days after the date of the acceptance certificate for the respective delivery issued by the Procuring Agency.
25.	19.3	Rate to be used for paying the Supplier's interest on the late payment made by Procuring Agency shall be: 0 %



SCC	GCC Clause	Amendments of, and Supplements to, Clauses in the GCC		
Clause	Number			
Number				
26.	19.4	Payment to be made to the supplier in : Pak Rupees		
	Prices (GCC 20)			
27.	20.1 & 20.2	Prices shall be adjusted in accordance with provisions in the Attachment		
		to SCC. Not Applicable		
	Liquidated Dam	nages (GCC Clause 26)		
28.	26.1	Applicable rate: 0.5% per week of undelivered materials/good's value		
		Maximum deduction: is equal to the performance security.		
	Termination fo	r Default (GCC Clause 27)		
29.	27.2 (c)	Deadline for submission of Performance Security: As specified in the Letter		
		of Acceptance		
	Procedure for D	Dispute Resolution (GCC Clause 32)		
30.	32.1	Place: Karachi		
31.	32.3	Dispute Resolution		
		 (a) For Contracts to be entered with foreign Contractor/ Service Provider: All disputes arising in connection with the present Contract shall be finally settled under the Rules of Conciliation and Arbitration of the International Chamber of Commerce by one or more arbitrators appointed in accordance with said Rules. (b) For Contracts to be entered with nationals ofPakistan: 1. If any dispute of any kind whatsoever shall arise between the National Bank of Pakistan and the Supplier in connection with or arising out of the Contract, including without prejudice to the generality of foregoing, any question regarding its existence, validity, termination and the execution of the Contract— whether during developing phase or after their completion and whether before or after the termination, abandonment or breach of the Contract — the parties shall seek to resolve any such dispute or difference by mutual diligent negotiations in good faith within 7 (seven) calendar days following a notice sent by one Party to the other Party in this regard. 2. At future of negotiation the dispute shall be resolved through mediation and mediator shall be appointed with the mutual consent of the both parties. 3. At the event of failure of mediation to resolve the dispute relating to this contract such dispute shall finally be resolved through binding Arbitration by sole arbitrator in accordance with Arbitration Act 1940. The arbitrator shall be appointed by mutual consent of the both parties. The Arbitration shall take place in [Insert name of the city] and proceedings will be conducted in — [Specify language] language. 		

SCC	GCC Clause	Amendments of, and Supplements to, Clauses in the GCC				
Clause Number	Number	Amendments of, and supplements to, clauses in the dec				
		 The cost of the mediation and arbitration shall be shared by the parties in equal proportion however the both parties shall bear their own costs and lawyer's fees regarding their own participation in the mediation and arbitration. However, the Arbitrator may make an award of costs upon the conclusion of the arbitration making any party to the dispute liable to pay the costs of another party to the dispute. Arbitration proceedings as mentioned in the above clause regarding resolution of disputes may be commenced prior to, during or after delivery of goods. Notwithstanding any reference to the arbitration herein, the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree that the Procuring Agency shall pay the Supplier any monies due to the Supplier. 				
	Notices (GCC CI					
29.	35.1	— Procuring Agency's address for notice purposes: Divisional Head Procurement Division, Logistics Communications & Marketing Group, 3rd Floor, NBP Head Office Building,				
		I.I Chandigarh Road, Karachi				
		—Supplier's address for notice purposes:				



SECTION-IX CONTRACT FORMS



FORM OF CONTRACT

(To be submitted on Stamp Paper of worth in accordance to existing Stamp Paper Act)

THIS	AGREEME	NT made on	the day o	of 2	0	between <u>N</u>	lationa	l Bank of Pak	istan ; hav	ving its
regist	ered Offi	ce at <u>Head O</u>	ffice Building, I.	I.Chundrigar	Road, Kar	<u>rachi (</u> here	inafter	called the "N	BP ") of tl	าe one
part	and	M/s				having	its	registered	Office	at
						of			(here	inafter
called	d the "Su <mark>p</mark>	plier") of the	other part.							
WHE	REAS the	NBP invited b	ids for the certa	ain goods and	related se	ervices viz.	,			
			(Insert hri	ef description	of goods	and service	ec)			
and	has acce	nted a Rid	by the Supplie	•			-	nd services i	in the s	um of
		-	n Words:		appiy of	those go	ous u.	id Services		J 0.
		alled "Contra								
NOW	THIS COL		IESSETH AS FOL	I OWS:						
IVOVV	THIS COI	VIRACI WIII	IL33LTH A3 FOL	LOVV3.						
1.			rds and expressions of Contract		ive the sa	m <mark>e meani</mark>	ngs as	are respectiv	ely assig	ned to
 3. 	a. This b. The c. The d. The g. The h. The i. The j. The	ent of any a lence shall be s form of Con Form of Bid Schedule of Technical Sp Special Conc General Conc General Conc Certificate of Performance completed C	and the Price <mark>d S</mark> Requirements;	nflict betwee nich the Contr Schedule subn oct; ontract; ; and mencement.	n the Coract Docur	ntract Doo ments are I the Bidder;	ument	s listed below elow;	v, the or	der of
	Supplie	er hereby co	venants with the	he NBP to pr	rovide the	e goods ar	nd rela	ted Services		
FOR I	NATIONA	L BANK OF PA	AKISTAN					IE BIDDER		
		1113			(D	ouly signed &	stamped	l by the Authoriz	ed Represe	ntative)

SECTION IX – CONTRACT FORMS FORM – C1: FORM OF CONTRACT

4. The NBP hereby covenants to pay the Supplier, in consideration of the goods and related Services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS WHEREOF the parties hereto have caused this Contract to be executed in accordance with their respective laws, the day, month and year first above written.

Signed, sealed, delivered by	the
(Signature)	
(Seal)	
(Seal)	
(for the NBP)	
Witness to the signatures of the NBP :	
Signed, sealed, delivered by	the
(Signature)	
Witness to the signatures of the Supplier:	

PERFORMANCE SECURITY (OR GUARANTEE) FORM
(To be submitted in a form of Bank Guarantee from any Scheduled Bank of Pakistan or Insurance Company on
Stamp Paper of worth in accordance to existing Stamp Paper Act)
Guarantee No
Executed on
Expiry date
To: [name of National Bank of Pakistan]
WHEREAS [name of Supplier] (hereinafter called "the Supplier") has undertaken, in pursuance of Contrac
No. [reference number of the contract] dated [insert date] to delivery [description of goods and services] (hereinafter called "the Contract").
AND WHEREAS it has been stipulated by you in the said Contract that the Supplier shall furnish you with a Bank Guarantee by a reputable bank for the sum specified therein as security for compliance with the Supplier's performance obligations in accordance with the Contract.
AND WHEREAS we have agreed to give the Supplier a guarantee:
THEREFORE, WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Supplier, up to a tota of [amount of the guarantee in words and figures], and we undertake to pay you, upon your first written demand declaring the Supplier to be in default under the Contract and without cavil or argument, any sum or sums within the limits of [amount of guarantee] as aforesaid, without your needing to prove or to show grounds or reasons for you demand or the sum specified therein. This guarantee is valid until the: [insert date] Signature and seal of the Guarantors
[name of bank or financial institution]
[address]
[date]

FOR NATIONAL BANK OF PAKISTAN

FORM OF INTEGRITY PACT

(To be submitted on Stamp Paper of Rs. 500/-)

DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC. PAYABLE BY THE SUPPLIERS OF GOODS, SERVICES & WORKS INCONTRACTS WORTH RS. 10.00 MILLION OR MORE

Contract No:Dated:	
Contract Value (Figures and in words):	Control of the Contro
Contract Title:	
right, interest, privilege or other obligation of administrative subdivision or agency thereof or a corrupt business practice. Without limiting the generality of the foregrepresents and warrants that it has fully declar anyone and not given or agreed to give and standard particular processes and the control of the foregrepresents and warrants that it has fully declar anyone and not given or agreed to give and standard particular processes associate, broker, consultant, director, promogratification, bribe, finder's fee or kickback, who object of obtaining or inducing the procurement.	not obtained or induced the procurement of any contract, or benefit from National Bank of Pakistan (NBP) or any any other entity owned or controlled by NBP through any coing, (Name of Supplier) ed the brokerage, commission, fees etc. paid or payable to hall not give or agree to give to anyone within or outside my natural or juridical person, including its affiliate, agent, ter, shareholder, sponsor or subsidiary, any commission, ether described as consultation fee or otherwise, with the lat of a contract, right, interest, privilege or other obligations that which has been expressly declared pursuant hereto.
full disclosure of all agreements and arrangemen	(Name of Supplier) certifies that it has made and will make its with all persons in respect of or related to the transaction I not take any action to circumvent the above declaration,
for making any false declaration, not making full to defeat the purpose of this declaration, representation, privilege or other obligation or benefit of	Name of Supplier) accepts full responsibility and strict liability disclosure, misrepresenting facts or taking any action likely esentation and warranty. It agrees that any contract, right, obtained or procured as aforesaid shall, without prejudice to under any law, contract or other instrument, be voidable at
business practices and further pay compensation commission, gratification, bribe, finder's fee	any loss or damage incurred by it on account of its corrupt to NBP in an amount equivalent to ten time the sum of any or kickback given by(Name of ining or inducing the procurement of any contract, right,
 [Buyer]	 [Seller/Supplier]
FOR NATIONAL BANK OF PAKISTAN	FOR THE BIDDER
	(Duly signed & stamped by the Authorized Representative)

PART-C CHECKLIST & ATTACHMENTS



CHECKLIST

(List of Requirements to be fulfilled & Documents to be submitted/uploaded by the Bidder for a Responsive & Compliant Bid)

S. No.	DOCUMENTS/REQUIREMENTS	ACTION TO BE TAKEN BY THE BIDDER		
	<u>(a)</u>	<u>(b)</u>		
1	Documents establishing Eligibility & Qualification of the Bidder			
a)	Latest FBR Online Verification Document confirming that Bidder is on Active Tax Payer List.	Desired document to be uploaded with the Bid.		
b)	An Undertaking/Affidavit by the bidder that he has not been blacklisted and hence debarred due to involvement in corrupt and fraudulent practices, or performance failure or due to breach of bid securing declaration by any Organization / Department / Institution in the past, on Stamp Paper of worth Rs. 500/	Desired document to be uploaded with the Bid.		
c)	Valid Manufacturer's Authorization Document for the offered goods in favor of the bidder, provided bidder is not the Manufacturer.	Desired document to be uploaded with the Bid.		
d)	Proof of two (02) similar nature of Contract with Supply of Furniture; performed during last three (03) years of worth not less than Rs. 2.0 Million.	Necessary documentary proof to be uploaded with the Bid.		
e)	Presence of Bidder's Office Setup in Karachi for after sales service issues	Necessary documentary proof to be uploaded with the Bid.		
2	Bid Responsiveness Requirements			
a)	Bid Security.	Scanned Copy to be uploaded on EPADS and Original to be submitted to NBP before Bid Submission Deadline.		
b)	Form 1; i.e. Form of Bid of Section VI of the Bidding Documents.	To be duly filled in, completed, signed and stamped by the authorized Signatory of the Bidder.		
c)	Form 2; i.e. Price Schedule of Section VI of the Bidding Documents.	To be duly filled in, completed, signed and stamped by the authorized Signatory of the Bidder.		
d)	The Complete Bidding Document uploaded on EPADS.	Each Page to be initialed / signed and stamped by the authorized Signatory of the Bidder.		

CHECKLIST

(List of Requirements to be fulfilled & Documents to be submitted/uploaded by the Bidder for a Responsive & Compliant Bid)

S. No.	DOCUMENTS/REQUIREMENTS	ACTION TO BE TAKEN BY THE BIDDER
	<u>(a)</u>	<u>(b)</u>
e)	Authorization Letter for the Signatory of the Bidder on Bidder's Letterhead or duly Notarized Power of Attorney on Stamp Paper	Desired document to be uploaded with the Bid.
f)	Certified that there is no any Deviation to the terms & conditions of the biding documents and neither any condition has been appended to this bid.	Tick: (Yes) or (No)
3	Documents establishing Eligibility of Goods & Conformity to Bidding Documents	
a)	Detailed Technical Brochure or literature or document of the Manufacturer, elaborating detailed description of the essential technical specifications and performance characteristics of the offered Goods;	Desired document to be uploaded with the Bid.
b)	Technical Specifications of Section V of the bidding documents	To be duly filled in, completed, signed and stamped by the authorized Signatory of the Bidder.

ATTACHMENTS

(Bidders are instructed to attach their documents as per Checklist above; at identified Annexures detailed hereunder)

S. No.	DOCUMENTS	ATTACH AT FOLLOWING ANNEXURE
		<u>(Yes / No)</u>
1	Documents establishing Eligibility & Qualification of the Bidder	
a)	Latest FBR Online Verification Document confirming that Bidder is on Active Tax Payer List.	A
b)	An Undertaking/Affidavit by the bidder that he has not been blacklisted and hence debarred due to involvement in corrupt and fraudulent practices, or performance failure or due to breach of bid securing declaration by any Organization / Department / Institution in the past, on Stamp Paper of worth Rs. 500/	В
c)	Valid Manufacturer's Authorization Document for the offered goods in favor of the bidder, provided bidder is not the Manufacturer.	С
d)	Proof of two (02) similar nature of Contract with Supply of Furniture; performed during last three (03) years of worth not less than Rs. 2.0 Million	D1, D2 & D3
e)	Presence of Bidder's Office Setup in Karachi for after sales service issues.	E
2	Bid Responsiveness Requirements	
e)	Authorization Letter for the Signatory of the Bidder on Bidder's Letterhead or duly Notarized Power of Attorney on Stamp Paper.	F
3	Documents establishing Eligibility of Goods & Conformity to Bidding	
	Documents	
a)	Detailed Technical Brochure or literature or document of the Manufacturer; elaborating detailed descriptions of the essential technical specifications and performance characteristics of the offered Goods.	G

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BLANK PAGE FOR ATTACHMENT OF ANNEXURE "B" NON-BLACKLISTED UNDERTAKING/AFFIDAVIT



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BLANK PAGE FOR ATTACHMENT OF ANNEXURE "D2" EXPERIENCE RELATED DOCUMENTS SUPPLY - 2



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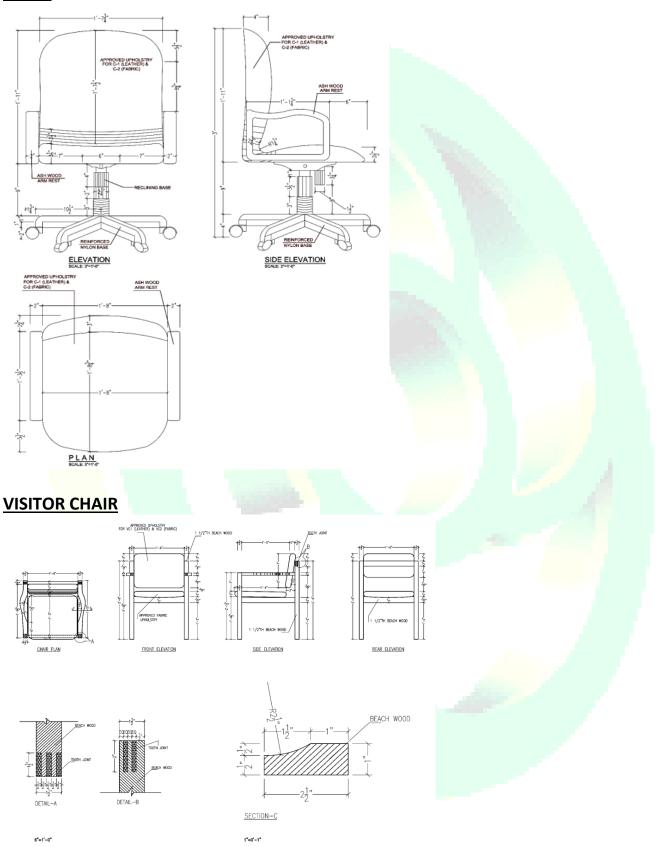
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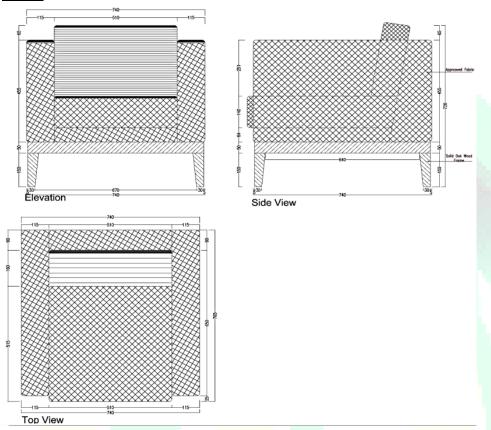
BRANCH MANAGER TABLE WITH CREDENDA



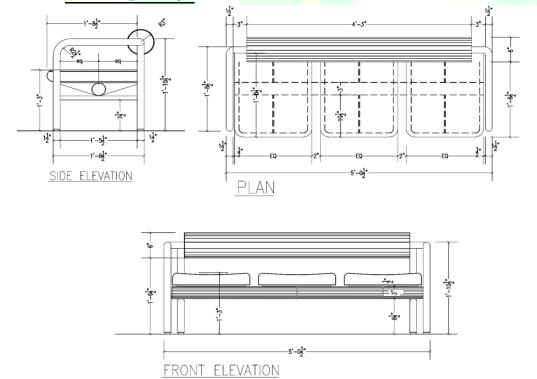
CHAIR



SOFA



WAITING BENCH



WRITTING DESK

