

Name and Address of Bidder: _____



UNIVERSITY OF RASUL MANDI BAHAUDDIN

BIDDING DOCUMENTS

FOR

National Competitive Bidding

Procurement of Books for Pharmacy

Bid Reference No:	UOR/DP/2025-26/13
Tender Name:	Procurement of Books for Pharmacy
Procurement Procedure & Method	Single Stage One Envelope (Least Cost Method, Item Cost Basis priority to latest edition & year of printing)
Last Date & Time of Receipt of Bids	04-05-2026 11:00
Bid Opening Date & Time:	04-05-2026 11:30

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Section-I: INVITATION TO BIDS TENDER NOTICE

Sealed Bids are invited by **University of Rasul** (Procuring Agency) from Firms, Book Sellers, Publishers Prequalified for the year 2024-25 & 2025-26 as per bid documents, registered with Income Tax and Sales Tax Departments as per PPRA rules for procurement of books & Journals for the University of Rasul Mandi Bahauddin”.

- 1 M/S Pak Book Corporation, Aziz Chamber, 21-Queens Road, Lahore
- 2 M/S Progressive International Agencies (Pvt) Limited, Hawa Plaza, Bhara Kahu, Islamabad.
- 3 M/S Pak Asia Book Corporation, 48- F, Raja Center, Main Market, Gulberg, Lahore
- 4 M/S SAB Books, H.No. 24, GS-II, Larex Officer Colony, Ghari Shawoo, Mughal Pura Road, Lahore
- 5 M/S Iqra Book Agency, Opp. Lahore Garrison Shooting Gallery, Burki Road, Lahore.
- 6 M/S Khaliqia Azizia Book Company, Street No. 18, Kotli Pir Abdul Rehman, Shalimar Town, Lahore
- 7 M/S Allied Book Company, Naqi Market, 75-The Mall, Lahore.
- 8 M/S Vanguard Books (Private) Limited, 226, Block A-III, Gurumangat Road, Gulberg-II, Lahore.
- 9 M/S Atlas Book Bank, 39-40 F, Miraj Plaza, First Floor, Main Market Gulberg-II, Lahore

Books to be delivered in Library, at University of Rasul on DDP (Duty Delivered Paid) basis more specifically described in Technical Specifications. Mode of Procurement is **single stage One envelope procedure on least item cost basis priority for latest edition & year of printing Deadline for submission of bids 04-05-2026 11:00** and will be opened on same day at **11:30AM**. In case the last date of submission of bids falls on closed official days/ holidays, the date for submission and opening of the bids shall be the next working day (Monday to Friday) at the same time.

S.#	Tender No. & Title	Estimated Cost (Rs.)	Bid Security (Rs.)	Bid Validity
01	UOR/DP/2025-26/13 Procurement of Books for Pharmacy	2,976,971/-	59,540	90days

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

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

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

Technical Bids will be opened on **04-05-2026 11:30** in the office of **Director Purchase University of Rasul Mandi Bahauddin**, in the presence of bidder’s representatives who choose to attend.

Pre-bid meeting will be held on **27-04-2026 at 11:30AM** in Conference Room, University of Rasul. Any query/ clarifications from any prospective bidder should be uploaded on EPADS one day before pre-bid meeting. University of Rasul will not be responsible for any cost or expense incurred by Bidders in connection with the preparation and or delivery of Bids.

In case of any query, guidance can be sought during working hours (09:00AM to 04:00PM) minimum 07 days before closing time from Imtiaz Ahmad Awan, Procurement Officer of the University. (Tel: +92 (36) 6485886, Email: proc@putrasul.edu.pk and via EPADS.

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

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

Note: Procurement shall be governed by Punjab Procurement Rules, 2014 amended up to date.

Director Purchase (PMU), University of Rasul Mandi Bahauddin

Section II Instructions to Bidders (ITB)

General Instructions

2.1. Introduction

2.1.1 Scope of Bid	i) The Procuring Agency (PA), as indicated in the Bid Data Sheet (BDS) invites Bids for the provision of Goods as specified in the Section-IV Bid Data Sheet (BDS) and Section III - Technical Specifications & Section VII- Schedule of Requirements. The successful bidder will be responsible for delivery of all items at consignee's end in new, safe, and sound condition within the specified period and timelines as stated in the Bid Data sheet (BDS).
2.1.2 Source of Funds	i) University of Rasul has received budget from the Government of Punjab. The Procuring Agency intends to apply the provided funds/ a portion of this budget to make eligible payments under the contract for which the Invitation to bids has been issued.
2.1.3 Eligible Bidders	i) This Invitation for Bids is open to all prequalified firms, companies, booksellers, registered with relevant Registration Authorities and Tax Departments/ Authorities (Income Tax, Sales Tax & Punjab Sales Tax etc.) except as provided hereinafter. ii) Bidders should not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Procuring Agency to provide consultancy services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods to be purchased under this Invitation to Bids iii) Bidders shall not be under a declaration of blacklisting by Procuring Agency. iv) A Bidder shall not have a conflict of interest. Any Bidder found to have a conflict of interest shall be non-responsive. v) A Bidder may be ineligible if – a) The Bidder is declared bankrupt or, in the case of company or firm, insolvent; b) Payments in favour of the Bidder is suspended in accordance with the judgment of a court of law other than a judgment declaring bankruptcy and resulting, in accordance with the national laws, in the total or partial loss of the right to administer and dispose of its property; c) Legal proceedings are established against such Bidder involving an order suspending payments and which may result, in accordance with the national laws, in a declaration of bankruptcy or in any other situation entailing the total or partial loss of the right to administer and dispose of the property; d) The Bidder is convicted, by a final judgment, of any offence involving professional conduct; e) The Bidder is debarred and blacklisted due to involvement in corrupt and fraudulent practices in accordance with the provision of section 17A of PPRA Act, 2009 and Rule-21, read with Schedule appended with, Punjab Procurement Rules, 2014. f) The Bidder is debarred and blacklisted in general (i.e., to the extent of all public procurement) due to consistent performance failure in accordance with the section 17A of PPRA Act, 2009 and Rule-21, read with Schedule appended with, Punjab Procurement Rules, 2014. g) The firm/ supplier/ contractor is blacklisted/ debarred by any international organization.
2.1.4. Eligible Goods and Services	i) All goods and related services to be supplied under the contract shall have their origin in eligible source countries, as per policy of Govt. of Pakistan, and all expenditures made under the contract will be limited to such goods and services. ii) For purposes of this clause, "origin" means the place where the goods are mined, grown, or produced, or the place from which the related services are supplied. Goods are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially-recognized product results that is substantially different in basic characteristics or in purpose or utility from its components. iii) The origin of goods and services is distinct from the nationality of the Bidder. <i>In any case, the requirements of Rules 10 & 26 of PPR-14, shall be followed.</i> iv) For this purpose, the term "Goods" includes any goods that are the subject of this IFB and the term "Services" shall include related services such as insurance,

	transportation, inspection, installation, commissioning, maintenance etc.
2.1.5 Cost of Bidding	i) The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Procuring Agency named in the Bid Data Sheet, hereinafter referred to as “the Procuring Agency,” will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
2.1.6 One person one Bid	i) As per Rule 36A of Punjab Procurement Rules 2014, a Bidder shall submit only one Bid in the same bidding process, either individually as a Bidder or as a member in a joint venture or any similar arrangement. ii) No Bidder can be a sub-contractor while submitting a Bid individually or as a member of a joint venture in the same Bidding process. iii) A Bidder, if acting in the capacity of sub-contractor in any Bid, shall not submit bid for the same.

2.2. The Bidding Documents

2.2.1 Content of Bidding Documents	i) The goods required, bidding procedures, and contract terms are prescribed in the bidding documents. In addition to the Invitation for Bids, the bidding documents include: (a) Instructions to Bidders (ITB) (b) Technical Specifications (c) Bid Data Sheet (d) General Conditions of Contract (GCC) (e) Special Conditions of Contract (SCC) (f) Schedule of Requirements (g) Bid Submission Form (h) Manufacturer’s Authorization Form (if applicable) (i) Bidder Profile Form (j) General Information Form (k) Affidavit (l) Bid Security Form (if bid security as bank guarantee) (m) Technical Bid Form (n) Contract Form (at the time of contract signing) (o) Financial Bid Form/ Price Schedule (p) Performance Guarantee Form or CDR OR Demand Draft OR Pay Order (at the time of contract signing) (q) Draft Integrity Pact (if applicable) (r) Check list/ Table of Contents ii) The Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or to submit a bid not substantially responsive to the bidding documents in every respect will be at the Bidder’s risk and may result in the rejection of its bid. iii) In case of discrepancies between the Invitation to Bid and the Bidding Documents listed in ITB 2.2.1 (i) above, the said Bidding Documents, not in conflict with any provision of PPR-14, will take precedence. iv) The Procuring Agency is not responsible for the completeness of the Bidding Documents and their addenda, if they were not downloaded directly from the Procuring Agency website or website of PPRA. Bidders must ensure that they submit all the required documents indicated in the Bidding Documents without fail on EPADS. Bids received without, undertakings, valid documentary evidence, supporting documents and the manner for the various requirements mentioned in the Bidding Documents or test certificates are liable to be rejected at the initial stage itself. The data sheets, valid documentary evidences for the critical components as detailed hereinafter should be submitted by the Bidder for scrutiny.
2.2.2 Clarification of Bidding Documents	i) A prospective Bidder requiring any clarification of the bidding documents may notify the Procuring Agency through EPADS / Email by email address pd@putrasul.edu.pk . In response to the clarification raised by the bidders, an addendum (if deemed appropriate) will be issued on EPADS , provided that such request is received no later than seven (7) days prior to

	the deadline for submission of applications. ii) The Procuring Agency will within three (3) working days after receiving the request for clarification, respond in writing or in electronic form to any request for clarification provided that such request is received not later than seven (7) days prior to the deadline for the submission of Bids. As prescribed in ITB 2.2.2 (i), above. iii) Copies of the Procuring Agency's response will be uploaded on the website of procuring agency on given date and forwarded to identified Prospective Bidders through an expeditious identified source of communication, e.g. e-mail etc., including a description of the inquiry, but without identifying its source. iv) Should the Procuring Agency deem it necessary to amend the Bidding Documents as a result of a clarification, it shall do so following the procedure under ITB 2.2.3. v) If indicated in the BDS, the Bidder's designated representative is invited at the Bidder's cost to attend a pre-Bid meeting at the place, date and time mentioned in the BDS. During this pre-Bid meeting, prospective Bidders may request clarification of the schedule of requirement, the Evaluation Criteria or any other aspects of the Bidding Documents. vi) Minutes of the pre-Bid meeting, if applicable, including the text of the questions asked by Bidders, including those during the meeting (without identifying the source) and the responses given, together with any responses prepared after the meeting will be transmitted promptly to all prospective Bidders who have obtained the Bidding Documents. Any modification to the Bidding Documents that may become necessary as a result of the pre-Bid meeting shall be made by the Procuring Agency exclusively through the use of an Addendum pursuant to ITB 2.2.3. Non-attendance at the pre-Bid meeting will not be a cause for disqualification of a Bidder.
2.2.3 Amendment of Bidding Documents	i) At any time prior to the deadline for submission of bids,-but not later than three (3) days before the closing date of the submission of Bid, the Procuring Agency, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, may modify the bidding documents by amendment through issuance of appropriate addendum on EPADS. ii) Any addendum thus issued shall be part of the Bid Documents pursuant to ITB-2.2.1 hereof and shall be available at EPADS to all bidders of this Bid Documents. iii) In order to allow prospective bidders reasonable time in which to take an addendum into account in preparing their bids, the Procuring Agency, at its discretion, may extend the deadline for the submission of bids as per Rule 29.

2.3. Preparation of Bids

2.3.1 Language of Bid	i) The bid prepared by the bidder, as well as all correspondence and documents relating to the bid exchanged by the bidder and the Procuring Agency shall be in English. Supporting documents and printed literature furnished by the bidder may be accepted in another language provided these are accompanied by an accurate and certified translation of the relevant passages in English by a certified translator. In such a case for the purposes of interpretation of the Bid, the translated version shall prevail.
2.3.2 Bid Form	i) The Bidder shall upload bid form and appropriate price schedule (financial bid) furnished in the bidding documents complete on EPADS, along with relevant all

	the documents as specified in Bidding Data Sheet and Check list. The Bidder shall submit the Bid Document with each page duly signed and stamped by the duly authorized representative of the Bidder.
2.3.3 Bid Prices	i) Item wise total price in figures and grand total price, in words and figures should be quoted at the respective columns on Form 8.10. The total quoted price must be inclusive of all applicable taxes and duties as per prevailing Govt. rules, transportation / delivery, and other charges etc. in Pak Rupees. ii) Prices indicated on the bid form shall be delivered duty paid (DDP) prices. This includes all the risks and costs of delivering goods to an agreed-upon location at University of Rasul. This means the seller is responsible for everything, including packaging, documentation, export approval, loading charges, and ultimate delivery at Site including custom clearance, transportation to site, unloading at site and any pre delivery storage. iii) The prices and discounts (if any) quoted by the Bidder in the Financial Bid Form and in the Price Schedules shall conform to the requirements specified below. iv) All items in the Schedule of Supply must be listed and priced/filled separately and will be uploaded on the EPADS. v) The Bidder shall quote any unconditional discounts (if any) and the methodology for their application on EPADS. vi) The Prices quoted in the Price Schedule by the bidder for the goods demanded on the item rate basis Prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation on any account, unless otherwise specified in the Bid Data Sheet. A Bid submitted with an adjustable price quotation will be treated as non-responsive and may be rejected. vii) Price Reasonability Certificate (a) Bidder shall certify that prices quoted are not more than prices charged from any Procuring agency in Pakistan during current financial year and in case of any discrepancy, bidder thereby undertakes to refund price charged in excess.
2.3.4 Bid Currencies	i) Firm and final prices shall be quoted in Pak Rupees
2.3.5 Documents Establishing Bidder's Eligibility and Qualification	i) The Bidder shall furnish, as part of its bid, documents establishing the Bidder's eligibility to bid and its qualifications to perform the contract if its bid is accepted. ii) The documentary evidence of the Bidder's eligibility to Bid shall establish to the Procuring Agency's satisfaction that the Bidder, at the time of submission of its Bid, is eligible as defined under ITB Clause 2.1.3. iii) The documentary evidence of the Bidder's qualifications to perform the contract if its bid is accepted shall establish to the Procuring Agency's satisfaction: (a) that the Bidder has the financial, technical, and personnel capability necessary to perform the contract; (b) that, 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 that country 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; and (c) that the Bidder meets the qualification criteria listed in the Bid Data Sheet.
2.3.6 Documents Establishing Goods' Eligibility and	i) Pursuant to ITB Clause 2.1.4, the Bidder shall upload, as part of its bid, documents establishing the eligibility and conformity to the bidding documents of all goods and services which the Bidder proposes to supply under the contract. ii) Supporting documents in hard form will neither be accepted nor considered. The documentary evidence of the eligibility of the goods and services shall consist of a statement in the Price Schedule/Financial Bid Form of the country of origin of the

Conformity to Bidding Documents	goods and services offered which shall be confirmed by a Certificate of Origin issued at the time of shipment. iii) The documentary evidence of conformity of the goods and services to the bidding documents may be in the form of literature, drawings, and data, and shall consist of: (a) a detailed description of the essential technical and performance characteristics of the goods; iv) The required documents and other accompanying documents must be in English. In case any other language than English is used, the pertinent translation attested by the embassy in country of manufacturer into English shall be attached to the original version.
2.3.7 Bid Security	i) The Bidder shall furnish, in original before closing, as part of its bid, a bid security in the amount specified in the Bid Data Sheet in favour of Procuring Agency. Failing which result in rejection of bid. ii) Scanned Copy of original bid security shall be attached on EPADS with Bid. Original bid security shall be submitted in the office of Director Purchase University of Rasul on or before bid submission date and time, failing which bid shall be rejected. The bid security is required to protect the Procuring Agency against the risk of Bidder's conduct which would warrant the security's forfeiture Pursuant to ITB Clause 2.3.8. iii) The bid security shall be in Pak. Rupees and shall be in one of the following forms: (a) Bank guarantee or Call Deposit Receipt (CDR OR DEMAND DRAFT OR PAY ORDER), valid for thirty (30) days beyond the validity of bid. iv) Any bid without bid security or less than the amount as demanded in invitation to bid will be rejected by the Procuring Agency as nonresponsive v) Unsuccessful bidders' bid security will be discharged or returned as promptly as possible but not later than thirty (30) days after the expiration of the period of bid validity prescribed by the Procuring Agency as rule 38(2)(a)(vii) of PPR14. vi) The successful Bidder's bid security will be discharged upon the Bidder signing the contract, and furnishing the performance guarantee. vii) The bid security may be forfeited: (a) if a Bidder withdraws its bid during the period of bid validity specified by the Bidder on the Bid Form; or (b) in the case of a successful Bidder, if the Bidder fails: (i) to sign the contract (ii) to furnish performance guarantee (iii) If the blacklisting proceedings under Section-17A of PPRA Act, 2009 read with Rule-21 of PPR-14 are initiated and the bidder is declared blacklisted after due process of law.
2.3.8 Period of Validity of Bids	i) Bids shall remain valid for the period specified in the Bid Data Sheet after the date of bid opening prescribed by the Procuring Agency. A bid valid for a shorter period shall be rejected by the Procuring Agency as nonresponsive. ii) In exceptional circumstances, the Procuring Agency may solicit the Bidder's consent to an extension of the period of validity (as per rule-28 of PPR-14). The request and the responses thereto shall be made in writing (or by email). The bid security provided shall also be suitably extended. A Bidder may refuse the request without forfeiting its bid security. A Bidder accepting the request will not be required nor permitted to modify its Bid.
2.3.9 Format and Signing of Bid	ii) The Bid should be in a format and in sequence as per check list provided at end. ii) The Bidder shall authorize a person/ persons for signing, submission/ uploading and further correspondence with Procuring Agency on behalf of bidder. Authority letter must be part of bid. However, in case of any issue bidder shall be responsible for all consequences. iii) The Bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person duly authorized to bind the Bidder to the contract. This authorization shall consist of a written confirmation as specified in the BDS and shall be attached to the Bid. The name and position held by each person signing

	the authorization must be typed or printed below the signature. All pages of the Bid, shall be signed and stamped by the authorized person. Digital sign & stamp allowed on E-PADS. However, provide original hard copy duly signed and stamped physically. iv) Any interlineations, erasures & cutting, or overwriting shall be valid only if they are signed and stamped by the person or persons signing the bid.
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2.4. Submission of Bids

2.4.1 Uploading of Bids	i) Bidders are required to upload duly signed and stamped scanned copy of Bid with Financial bid, Bid Security as demanded in advertisement / invitation to bid on EPADS. The bidder shall complete and authenticate his e-bid and upload within time. ii) The bidder shall be allowed to alter or modify his e-bid or proposal before the closing date for submission of e-bid or proposal. iii) In case e-bid or proposal including entries and record submitted on the e-PADS found corrupt, un-readable or contains virus the e-bid or proposal shall be rejected. iv) The bidder shall submit original financial instrument and original bid before closing time in addition to uploading scanned copy with bid.
2.4.2 Deadline for Submission of Bids	i) Bids must be uploaded no later than the time and date specified in the Bid Data Sheet. The date, time and venue of pre-bid meeting, if convened, is as stipulated in the Bid Data Sheet. ii) The Procuring Agency may, at its discretion, extend this deadline for the submission of bids by amending the bidding documents, in which case all rights and obligations of the Procuring Agency and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.
2.4.3 Late Bids	i) Any bid uploaded on EPADS (if possible) after the deadline for submission of bids prescribed by the Procuring Agency will not be entertained. ii) If the bidder submits the original Bid Security after the closing date/time it will be not be accepted and bid will be rejected.
2.4.4 Modification and Withdrawal of Bids	i) The Bidder may modify or withdraw its bid after the bid's submission, provided that written notice of the modification, including substitution or withdrawal of the bids, is received by the Procuring Agency prior to the deadline prescribed for submission of bids. ii) No bid may be modified after the deadline for submission of bids.

2.5. Opening and Evaluation of Bids

2.5.1 E-Opening of Bids by the Procuring Agency	i) The Procuring Agency will download from e-PADS all bids in public, in the presence of bidders or bidders' representatives who choose to attend, at the time, on the date, and at the place specified in the Bid Data Sheet. The bidders or bidders' representatives who are present shall sign an attendance sheet evidencing their presence. ii) The procuring agency will prepare minutes of the Bid opening. The record of the Bid opening shall include, as a minimum: the name of the Bidder and whether or not there is a withdrawal, substitution or modification, the Bid price if applicable. iii) The procuring agency will evaluate the bid in a manner prescribed as per Criteria & mentioned at BDS, and will reject any proposal which does not conform to these requirements. No amendment in the bid/ proposal shall be permitted during the Evaluation. iv) The Procuring Agency will notify Bidders by uploading the Evaluation Report through EPADS / Email who have been rejected on the grounds of their Bids being substantially non-responsive to the requirements of the Bidding Document. v) Minor oversight, clerical mistakes, other minor inconsistencies that do not alter the substances of the financial bid may be corrected by the Procuring Agency. When correcting computation error in case of discrepancy between a partial amount and the total amount or between the words and figures, the lowest formers will prevail. vi) Item based lowest items shall be accepted for the relevant bidder.
2.5.2	i) Information relating to the examination, clarification, evaluation and comparison of

Confidentiality	Bids and recommendation of contract award shall not be disclosed to Bidders or any other persons not officially concerned with such process until the time of the announcement of the respective evaluation report in accordance with the requirements of rule 37 of PPR-14. ii) Any effort by a Bidder to influence the Procuring Agency processing of Bids or award decisions may result in the rejection of its Bid. iii) Notwithstanding ITB Clause 2.2.2 from the time of Bid opening to the time of contract award, if any Bidder wishes to contact the Procuring Agency on any matter related to the Bidding process, it should do so in writing or in electronic forms that provides record of the content of communication.
2.5.3 Clarification of Bids	i) As per rule 33(2) of PPR-14, during evaluation of the bids, the Procuring Agency may, at its discretion, ask the Bidder for a clarification of its Bid including breakdown of prices to determine its reasonability. The request for clarification and the response shall be in writing or in electronic forms, and no change in the prices or substance of the bid shall be sought, offered, or permitted. Any clarification submitted by a Bidder that is not in response to a request by the Procuring Agency shall not be considered. ii) From the time of Bid opening to the time of Contract award if any Bidder wishes to contact the Procuring Agency on any matter related to the Bid it should do so in writing or in electronic forms that provide record of the content of communication. iii) The alteration or modification in The Bid which in any way affect the following parameters will be considered as a change in the substance of a bid: - Evaluation & qualification criteria; - Required scope of work or specifications; - All securities requirements; - Tax requirements; - Terms and conditions of bidding documents. - Change in the ranking of the Bidder
2.5.4 Preliminary Examination	i) The Procuring Agency will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required securities have been furnished, whether the documents have properly been signed, and whether the bids are generally in order. The Procuring Agency may waive any minor discrepancy, 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. ii) Arithmetical errors will be rectified on the following basis. - If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the Supplier does not accept the correction of the errors, its bid will be rejected, and its bid security may be forfeited. - If there is a discrepancy between words and figures, the amount in words will prevail. iii) Prior to the detailed evaluation, the Procuring Agency will determine the substantial responsiveness of each bid to the bidding documents, pursuant to ITB Clause 2.5.5. For purposes of these Clauses, a substantially responsive bid is one which most closely conforms to all the terms and conditions of the bidding documents without deviations. Deviations from, or objections or reservations to critical provisions, such as those concerning Bid Security (ITB Clause 2.3.8), Applicable Law (GCC Clause 30), Taxes and Duties (GCC Clause 32) & mandatory Registrations/ Renewals will be deemed to be a material deviation. The Procuring Agency's determination of a Bid's responsiveness is to be based on the contents of the Bid itself without recourse to extrinsic evidence. iv) If a bid is not substantially responsive, it will be rejected by the Procuring Agency and may not subsequently be made responsive by the Bidder by correction of the nonconformity. v) Prior to the detailed evaluation of Bids, the Procuring Agency will determine whether each Bid: - Meets the eligibility criteria defined in ITB 2.1.3 and ITB 2.1.4; - Has been prepared as per the format and contents defined by the Procuring Agency in the Bidding Documents; - Has been properly signed;

	d) Is accompanied by the required securities; and e) Is responsive to the requirements of the Bidding Documents. The Procuring Agency's determination of a Bid's responsiveness will be based on the contents of the Bid itself.
2.5.5 Examination of Terms and Conditions; Technical Evaluation	i) The Procuring Agency shall examine the Bid to confirm that all terms and conditions specified in the GCC and the SCC have been accepted by the Bidder without any material deviation or reservation. ii) The Procuring Agency shall evaluate the technical aspects of the Bid submitted to confirm that all requirements specified in Section III-Technical Specifications, Section VII – Schedule of Requirements & Evaluation Criteria as provided in BDS, have been met without material deviation or reservation. iii) If after the examination of the terms and conditions and the technical evaluation, the Procuring Agency determines that the Bid is not responsive in accordance, it shall reject the Bid. iv) The Bidder shall permit the Procuring Agency to inspect the bidder's accounts and records relating to the performance of the Supplies.
2.5.6. Correction of Errors	i) Bids determined to be substantially responsive will be checked for any arithmetic errors. Errors will be corrected as follows: - a) If there is a discrepancy between unit prices and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected, unless in the opinion of the Procuring Agency there is an obvious misplacement of the decimal point in the unit price, in which the total price as quoted shall govern and the unit price shall be corrected; b) If there is an error in a total corresponding to the addition or subtraction of sub-totals, the sub-totals shall prevail and the total shall be corrected; and c) Where there is a discrepancy between the amounts in figures and in words, the amount in words will govern. d) Where there is discrepancy between grand total of price schedule and amount mentioned on the Form of Bid, the amount referred in Price Schedule shall be treated as correct subject to elimination of other errors. ii) The amount stated in the Bid will, be adjusted by the Procuring Agency in accordance with the above procedure for the correction of errors. The concurrence of the Bidder shall be considered as binding upon the Bidder. If the Bidder does not accept the corrected amount, its Bid will then be rejected, and the Bid Security may be forfeited or the Bid Securing Declaration may be executed in accordance with ITB 2.3.8.
2.5.7 Rejection of Bids	Notwithstanding anything stated in this document, the Procuring Agency may reject any or all bids at any time prior to the acceptance of a bid subject to provision of PPRA Rules. The Procuring Agency may upon request, communicate to a bidder, the grounds for its rejection, but shall not be under obligation to justify those grounds.
2.5.8 Post-Qualification & Evaluation of Bids	i) The determination will take into account the Bidder's experience, Bidder's financial, technical, and production/ supplying capabilities. It will be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, pursuant to ITB Clause 2.3.6, as well as such other information required for eligibility/ qualification expressed in BDS as the Procuring Agency deems necessary and appropriate. ii) The Procuring Agency will technically evaluate and compare the bids which have been determined to be substantially responsive, pursuant to ITB Clause 2.5.5, as per Technical Specifications required. iii) The financial evaluation of a Bid will be on the basis of form of Price Schedules/ Financial Bid Form 8.10 to be decided by the Procuring Agency which must include clear cut instruction regarding item wise or package wise evaluation inclusive of prevailing taxes, duties, fees etc. iv) The Procuring Agency's financial evaluation of a bid will be on delivered duty paid (DDP) price inclusive of prevailing taxes and duties. A bid most closely conforming to evaluation criteria and other conditions specified in the bidding documents and having lowest item wise cost will be selected as lowest evaluated bid for those items.

2.5.9 Contacting the Procuring Agency	i) Subject to ITB clause 2.5.3, no Bidder shall contact the Procuring Agency on any matter relating to its bid, from the time of the bid opening to the time evaluation report is made public i.e., 10 days before the contract is awarded. If the Bidder wishes to bring additional information or has grievance to the notice of the Procuring Agency, it should do so in writing as PPRA rules. ii) Any direct or indirect effort by a bidding firm to influence the Procuring Agency during the process of selection of a bidder or award of contract may besides rejection of its bid result into its disqualification from participation in the Procuring Agency's future bids.
2.5.10. Grievance Redressal	i) As per Rule-67 of PPR-14, Procuring Agency has constituted a Grievance Redressed Committee (GRC) with proper powers and authorization to address the complaints. ii) Any Bidder feeling aggrieved can file its written complaint against the eligibility parameters or any other terms and conditions prescribed in the Bidding documents found contrary to provision of Rule 33, and the same shall be addressed by the Procuring Agency well before the proposal submission deadline. iii) Any party can file its written complaint against the eligibility parameters or any other terms and conditions prescribed in the bidding documents found contrary to provision of Rule 34 and the same shall be addressed by the Procuring Agency well before the proposal submission deadline. iv) Any Bidder feeling aggrieved by any act of the Procuring Agency after the submission of his Bid may lodge a written complaint concerning his grievances not later than ten days after the announcement of the Final evaluation reports. In case of single stage – two envelope bidding procedure any bidder feeling aggrieved from technical evaluation may file a grievance within 5 days of announcement of the technical evaluation report. After completion of the technical evaluation process, the procuring agency shall immediately upload the technical evaluation report on the website of PPRA and Procuring Agency for obtaining/ receiving grievance petitions from the prospective bidders (if any). v) In case, the complaint/grievance is filed after the issuance of the final evaluation report, the complainant cannot raise any objection on technical evaluation of the report. Provided that the complainant may raise the objection on any part of the final evaluation report in case where single stage one envelop bidding procedure is adopted. vi) The GRC shall investigate and decide upon the complaint within fifteen days of the receipt of the complaint. Mere fact of lodging of a complaint shall not warrant suspension of the procurement process.

2.6. Award of Contract

2.6.1. Uploading of Evaluation Report & Notification of Award	i) Prior to the expiration of the period of bid validity, the Procuring Agency will upload complete evaluation report on e-PADS & on website of Authority. ii) The PA will issue Letter of Intent (LoI) to the successful bidders(s) on E-PADS. The bidder will have to accept the LOI within five (05) days of issuance of letter. iii) Upon the successful Bidder's furnishing of the Performance Guarantee pursuant to ITB Clause 2.6.2 (i), the Procuring Agency will promptly notify each unsuccessful Bidder and will discharge its Bid security, pursuant to ITB Clause 2.3.8 (v).
2.6.2 Performance Guarantee	i) Within seven (07) days of the receipt of Letter of Intent, the successful Bidder shall furnish the performance guarantee in accordance with the Conditions of Contract, in the Performance Guarantee Form provided in the bidding documents, or in another form acceptable to the Procuring Agency. ii) Failure of the successful Bidder to comply with the requirement of ITB Clause (i) above or ITB Clause 2.6.3 shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security along with other remedies available under PPR-14. After that, the Procuring Agency may decide to award the contract to the next lowest evaluated Bidder, keeping in view the Bid validity time, or call for new Bids keeping in view the concept of value for money as defined under rule-2(ae) read with Principles of Procurement as enunciated in rule-4 of PPR-14.
2.6.3 Signing of Contract/ Issuance of Purchase Order	i) At the same time as the Procuring Agency notifies the successful Bidder that its Bid has been accepted, the Procuring Agency will send the Bidder the Contract Form provided in the Bidding documents, incorporating all agreements between the parties. Within seven (07) days of issuance of Letter of Intent the successful Bidder shall sign formal Contract Agreement on stamped paper as per Stamp Act 1899, the cost of which shall be borne by the successful bidder duly stamped. ii) At the time of signing of contract, the Procuring Agency reserves the right to hold

	negotiation on delivery, schedules of any and all items. iii) Negotiations will not be held for substantially altering: a The technical quality or details of the requirement, including the tasks or responsibilities of the bidder or the performance of the goods; b The terms and conditions of the Contract and; c Anything affecting the crucial or deciding factors in the evaluation of the proposals / bid and / or selection of successful Bidder. iv) The procuring agency shall issue purchase order after the receipt of required performance guarantee, as per rule 55 of PPR-14.
2.6.4 Award Criteria	i) Subject to ITB Clause 2.6.2, under rule-55 of PPR-14, the Procuring Agency will award the contract to the successful Bidder whose Bid has been determined to be responsive and has been determined to be the lowest evaluated Bid, provided that the Bidder has been determined to be qualified to perform the contract satisfactorily.
2.6.5. Procuring Agency's Right to Vary Quantities at Time of Award	i) The Procuring Agency reserves the right at the time of contract award to increase or decrease the quantity of goods and services originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions, on the analogy of rule-59 I(iv) of PPR-14 (not more than 15%).
2.6.6 Procuring Agency's Right to Accept or Reject All Bids	i) As per rule 35 of PPR-14, the Procuring Agency reserves the right to accept or reject all bids, and to annul the bidding process at any time prior to contract award, without thereby incurring any liability to the Bidder or bidders or any obligation to inform the bidders of the grounds for the Procuring Agency's action. ii) The Bidders shall be promptly informed about the rejection of the Bids, if any. iii) The Procuring Agency shall upon request communicate to any Bidder, the grounds for its rejection of all Bids or proposals, but shall not be required to justify those grounds.
2.6.7 Re-bidding	i) If the Procuring Agency rejects all the Bids under rule 35, it may proceed with the process of fresh Bidding but before doing that it shall assess the reasons for rejection and may, if necessary, revise specifications, evaluation criteria or any other condition for Bidders.
2.6.8 Corrupt or Fraudulent Practices	i. The Procuring Agency requires that Bidders, Suppliers, and Contractors observe the highest standard of ethics during the procurement and execution of contracts. For the purposes of this provision, the terms set forth below are defined as follows: "Corrupt practices" in respect of procurement process, shall be as given in S-2 (d) of PPRA, Act, 2009: ii) Blacklisting & Debarment: Blacklisted and those found involved in "Corrupt Practices" are not allowed to participate in bidding. Requirements & Procedure for Blacklisting & Debarment will be As per as per S-17A of PPRA, Act, 2009 and <i>rule 21 and sub-rule (6) of rule 21 of PPR-14</i>
2.6.9 Verification	i) Procuring agency can verify any or all documents / information submitted by the bidder. In case of bogus documents and wrong information the same would not be considered for evaluation and the bid will be rejected.

Section-III. Technical Specifications

3.1. Technical Specifications

The bidders are required preferably to quote low-price editions, availability in ready stock. The pre-qualified bidders have to quote prices against those books which are available in their stock. Quoting of latest version will be encouraged and preferred. Indian origin books will not be accepted as per Govt. of Pakistan Policy.

Procurement of Books for Pharmacy

Sr.	Book Title	Author	Edition	Specifications	Qty
1	A Ratio-Proportion Approach to Dosage Calculations	Pickar, Gloria D.	5th or Latest	Coloured Print on Glossy Matte paper 90g	5
2	A Text Book of Clinical Pharmacology and Therapeutics	James M., Lionel D.	5th or Latest	Coloured Print on Glossy Matte paper 90g	5
3	A Textbook of Organic Chemistry	M Younas	Latest	Coloured Print on Glossy Matte paper 90g	5
4	A Textbook of Pharmaceutical Microbiology	Kuntal Das	1st or Latest	Coloured Print on Glossy Matte paper 90g	5
5	Advanced Clinical Pharmacy Practice	Parthasarathi et al.	2nd or Latest	Coloured Print on Glossy Matte paper 90g	5
6	Advanced Drug Delivery Systems	Jain & Jain	1st or Latest	Coloured Print on Glossy Matte paper 90g	5
7	Advances in Pharmaceutical Sciences	Ganderton D, Jones T, McGinity J.	7th or Latest	Coloured Print on Glossy Matte paper 90g	5
8	Alcamo's Fundamentals of Microbiology	Pommerville, Jeffrey C.	9th or Latest	Coloured Print on Glossy Matte paper 90g	10
9	American Herbal Pharmacopoeia: Botanical Pharmacognosy	Cunha, Burke A.	Latest	Coloured Print on Glossy Matte paper 90g	3
10	An Introduction to Medicinal Chemistry	Graham Patrick	5th or Latest	Coloured Print on Glossy Matte paper 90g	5
11	An introduction to practical biochemistry	Plummer, David.	1st or Latest	Coloured Print on Glossy Matte paper 90g	5
12	Ansel's Pharmaceutical Dosage Forms and Drug Delivery Systems	Allen, Loyd V.	11th or Latest	Coloured Print on Glossy Matte paper 90g	15
13	Antibiotic Essentials	Cunha, Burke A.	14th or Latest	Coloured Print on Glossy Matte paper 90g	2
14	Applied Biopharmaceutics and Pharmacokinetics	Shargel, L & Yu's. A	7th or Latest	Coloured Print on Glossy Matte paper 90g	5
15	Ar-Raheeq Al-Makhtum	Al Mubarakpuri	Latest	Coloured Print on Glossy Matte paper 90g	5
16	Artificial Intelligence for Drug Development, Precision Medicine, and Healthcare	Chang Mark	1st or Latest	Coloured Print on Glossy Matte paper 90g	5
17	Artificial Intelligence in Drug Discovery	Nathan Brown	1st or Latest	Coloured Print on Glossy Matte paper 90g	5
18	Artificial Intelligence in Healthcare	Adam Bohr, Kaveh Memarzadeh	Latest	Coloured Print on Glossy Matte paper 90g	5
19	Atlas of Human Anatomy	Frank H Netter	8th or Latest	Coloured Print on Glossy Matte paper 90g	10
20	Aulton's Pharmaceutics	Aulton, Michael E.	6th or latest	Coloured Print on Glossy Matte paper 90g	10
21	B D Chaurasia's Human Anatomy Regional and Applied (Vol - 1)	B D Chaurasia	8th or Latest	Coloured Print on Glossy Matte paper 90g	5
22	B D Chaurasia's Human Anatomy Regional and Applied (Vol - 2)	B D Chaurasia	8th or Latest	Coloured Print on Glossy Matte paper 90g	5
23	B D Chaurasia's Human Anatomy Regional and Applied (Vol - 3)	B D Chaurasia	8th or Latest	Coloured Print on Glossy Matte paper 90g	5
24	Basic & clinical pharmacology	Katzung, B. G., & Vanderah, T. W.	16th or Latest	Coloured Print on Glossy Matte paper 90g	10
25	Biochemical Pharmacology	Michael P., Alice	1st or Latest	Coloured Print on Glossy Matte paper 90g	3
26	Biochemistry	Berg, Jeremy M.	8th or Latest	Coloured Print on Glossy Matte paper 90g	5
27	Biochemistry: The Molecular Basis of Life	MCKEE	6th or Latest	Coloured Print on Glossy Matte paper 90g	5
28	Biopharmaceutics: Biochemistry and Biotechnology	Gary Walsh	2th or Latest	Coloured Print on Glossy Matte paper 90g	5
29	Biostatistical Analysis	Zar, Jerrold H.	5th or Latest	Coloured Print on Glossy Matte paper 90g	5
30	Biostatistics: A Foundation for Analysis in the Health Sciences	Wayne W. Daniel, Chad L. Cross	11th or Latest	Coloured Print on Glossy Matte paper 90g	5
31	Bio-Statistics: Foundation for Analysis in Health Science	Daniel WW	10th or Latest	Coloured Print on Glossy Matte paper 90g	5
32	BNF 84	BNF	Latest	Coloured Print on Glossy Matte paper 90g	2
33	BNF for Children 2022-23		Latest	Coloured Print on Glossy Matte paper 90g	2
34	Braunwald S Heart Disease ; A Textbook Of Cardiovascular Medicine	Douglas P. Zipes.	12th or Latest	Coloured Print on Glossy Matte paper 90g	1
35	British Pharmacopoeia (All Volumes)	British Pharmacopoeia Commission.	Latest	Coloured Print on Glossy Matte paper 90g	1
36	BRS physiology	Costanzo, L. S.	8th or Latest	Coloured Print on Glossy Matte paper 90g	5
37	Calculation of Drug Dosages A Work Text	Ogden, Sheila J, Linda	10th or Latest	Coloured Print on Glossy Matte paper 90g	5
38	Chatterjee's Human Physiology Vol 1	Nitin Ashok Johan	12th or	Coloured Print on Glossy Matte paper 90g	5

			Latest		
39	Chatterjee's Human Physiology Vol 2	Nitin Ashok Johan	12th or Latest	Coloured Print on Glossy Matte paper 90g	5
40	Chromatographic methods	Brathwaite, A & Smith, F. J	5th or Latest	Coloured Print on Glossy Matte paper 90g	3
41	Clinical Microbiology Made Ridiculously Simple	Gladwin Mark. Trattler	9th or Latest	Coloured Print on Glossy Matte paper 90g	5
42	Clinical Pharmacy Practice	Roger Walker	6th or Latest	Coloured Print on Glossy Matte paper 90g	5
43	Color Atlas of Physiology	Stefan, Agamemnon	7th or Latest	Coloured Print on Glossy Matte paper 90g	3
44	Communication Skills in Pharmacy Practice	Beardsley Robert, K.C.	5th or Latest	Coloured Print on Glossy Matte paper 90g	5
45	Cooper and Gunn's Dispensing for Pharmaceutical Students	Carter, S. J.	12th or Latest	Coloured Print on Glossy Matte paper 90g	5
46	Cooper and Gunn's Tutorial Pharmacy	Carter, S. J.	6th or Latest	Coloured Print on Glossy Matte paper 90g	5
47	Dosage Calculations made Incredibly Easy	Wolters	4th or Latest	Coloured Print on Glossy Matte paper 90g	5
48	Drug delivery and targeting.	Hellery AM.	Latest	Coloured Print on Glossy Matte paper 90g	7
49	Drug Design: Structure- and Ligand-Based Approaches	Kenneth M. Merz	1st or Latest	Coloured Print on Glossy Matte paper 90g	5
50	Drug Safety Evaluation	Shayne Cox Gad	4th or Latest	Coloured Print on Glossy Matte paper 90g	5
51	Educational Research	Gay, L.R. Mills	12th or Latest	Coloured Print on Glossy Matte paper 90g	5
52	Essentials of Pharmaceutics	Felton, Linda A.	1st or Latest	Coloured Print on Glossy Matte paper 90g	8
53	Essential of Medical Biochemistry (Volume 1)	Mushtaq Ahmad	9th or Latest	Coloured Print on Glossy Matte paper 90g	10
54	Essential of Medical Biochemistry (Volume 2)	Mushtaq Ahmad	9th or Latest	Coloured Print on Glossy Matte paper 90g	10
55	Essentials of Human Physiology for Pharmacy	Laurie Kelly	2nd or Latest	Coloured Print on Glossy Matte paper 90g	5
56	Essentials of Medical Pharmacology	Tripathi, K.D.	8th or Latest	Coloured Print on Glossy Matte paper 90g	5
57	Essentials of Medical Physiology	Sembulingam, K.	6th or latest	Coloured Print on Glossy Matte paper 90g	2
58	Essentials of Medical Physiology (Volume 1)	Mushtaq Ahmad	6th or Latest	Coloured Print on Glossy Matte paper 90g	10
59	Essentials of Medical Physiology (Volume 2)	Mushtaq Ahmad	6th or Latest	Coloured Print on Glossy Matte paper 90g	10
60	Essentials Of Pharmacology For Health Occupations	Ruth Woodrow	8th or Latest	Coloured Print on Glossy Matte paper 90g	4
61	Essentials of Physical Pharmacy	D V Derle	Latest	Coloured Print on Glossy Matte paper 90g	5
62	Essentials of Strategic Planning in Healthcare	Jaffery P. Harison	3rd or Latest	Coloured Print on Glossy Matte paper 90g	5
63	Essentials of Writing Biomedical Research Papers	Zeiger, M.	2nd or Latest	Coloured Print on Glossy Matte paper 90g	5
64	European Pharmacopoeia (Set)		10th or Latest	Coloured Print on Glossy Matte paper 90g	1
65	Evidence-Based Medicine Toolkit	Strauss et al.	2nd or Latest	Coloured Print on Glossy Matte paper 90g	5
66	Exercise Physiology	Kraemer, William J.	1st or Latest	Coloured Print on Glossy Matte paper 90g	5
67	FDA Regulatory Affairs	Douglas J. Pisano	3rd or Latest	Coloured Print on Glossy Matte paper 90g	5
68	Foundation in Microbiology	Talaro, Kathleen Park ; Barry Chess	12th or Latest	Coloured Print on Glossy Matte paper 90g	5
69	Foye's Principles of Medicinal Chemistry	Victoria, F. Roche, Thomas Lemke	7th or Latest	Coloured Print on Glossy Matte paper 90g	3
70	Fragment-Based Drug Discovery	Jahnke & Erlanson	2nd or Latest	Coloured Print on Glossy Matte paper 90g	5
71	Fundamentals of Analytical Chemistry	Skoog, D. A., West, D. M., Holler, F. J., & Crouch, S. R. (	9th or Latest	Coloured Print on Glossy Matte paper 90g	5
72	Fundamentals of Biostatistics	Bernard	8th or Latest	Coloured Print on Glossy Matte paper 90g	5
73	Fundamentals of Pharmacognosy and Phytotherapy	Heinrich, Michael	3rd or Latest	Coloured Print on Glossy Matte paper 90g	5
74	General Anatomy	Laiq Hussain Siddiqui	6th or latest	Coloured Print on Glossy Matte paper 90g	5
75	Good Pharmaceutical Manufacturing Practice	John Sharp	1st or Latest	Coloured Print on Glossy Matte paper 90g	5
76	Gray's anatomy: The anatomical basis of clinical practice	Standring, S. (Ed.).	42th or Latest	Coloured Print on Glossy Matte paper 90g	5
77	Guyton and Hall textbook of medical physiology	Hall, J. E.	14th or Latest	Coloured Print on Glossy Matte paper 90g	5
78	Hand book of modern pharmaceutical analysis	Satinder Ahuja and Stephen Skypinski	2nd or Latest	Coloured Print on Glossy Matte paper 90g	2
79	Handbook of pharmaceutical excipients	Rowe RC, Sheskey PJ, Quinn ME.	8th or Latest	Coloured Print on Glossy Matte paper 90g	4
80	Harpers Illustrated Biochemistry	Murray, K Robert.	32th or Latest	Coloured Print on Glossy Matte paper 90g	5

81	Hashmi's Complete Textbook of Medical Biochemistry	Hashmi, Mukhtar Ahmad	6th or Latest	Coloured Print on Glossy Matte paper 90g	3
82	Health Economics for Pharmacists	Drummond	4th or Latest	Coloured Print on Glossy Matte paper 90g	5
83	Health Informatics: An Interprofessional Approach	Ramona Nelson, Nancy Staggers	2nd or Latest	Coloured Print on Glossy Matte paper 90g	5
84	HEALTH INFORMATION MANAGEMENT: EMPOWERING PUBLIC HEALTH	John Mantus, Petra Knaup	Latest	Coloured Print on Glossy Matte paper 90g	5
85	Healthcare Information Management Systems, Cases, Strategies, and Solutions	Joan M. Kiel • George R. Kim	5th or Latest	Coloured Print on Glossy Matte paper 90g	5
86	How to Write, Publish, and Present in the Health Sciences: A Guide for Clinicians & Laboratory Researchers.	Lang, T. A.	1st or Latest	Coloured Print on Glossy Matte paper 90g	9
87	Hugo and Russell's Pharmaceutical Microbiology	Denyer, Stephen P	8th or Latest	Coloured Print on Glossy Matte paper 90g	5
88	Human physiology: From cells to systems	Sherwood, L	9th or Latest	Coloured Print on Glossy Matte paper 90g	5
89	Human Resource Management in Health Care: Principles and Practice	Charles R. McConnell	Latest	Coloured Print on Glossy Matte paper 90g	5
90	Information Technology In Pharmacy: An Integrated Approach	Smith Stephen.G	1st or Latest	Coloured Print on Glossy Matte paper 90g	5
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96	Lecture note Clinical Biochemistry	Beckett, Geoffrey	9th or Latest	Coloured Print on Glossy Matte paper 90g	5
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98	Lehninger Principles of Biochemistry	Nelson, David L.	6th or Latest	Coloured Print on Glossy Matte paper 90g	3
99	Lippincott S Illustrated Reviews Pharmacology	Richard A. Harvey	7th or Latest	Coloured Print on Glossy Matte paper 90g	10
100	Lippincott's Illustrated Reviews Immunology	Doan, Thao	2nd or Latest	Coloured Print on Glossy Matte paper 90g	5
101	Lippincott's Illustrated Reviews Microbiology	Pamela C. Richard	4th or Latest	Coloured Print on Glossy Matte paper 90g	5
102	Lippincott's Illustrated Reviews Physiology	Robin R Preston	1st or Latest	Coloured Print on Glossy Matte paper 90g	10
103	Lippincott's Photo Atlas Of Medication Administration	Pamela Lynn	5th or Latest	Coloured Print on Glossy Matte paper 90g	5
104	Lippincott's illustrated reviews: Biochemistry	Champe, Pamela C.	7th or Latest	Coloured Print on Glossy Matte paper 90g	2
105	Manual of Drug Law		Latest	Coloured Print on Glossy Matte paper 90g	10
106	Martindale The Complete Drug Reference (Vol-A)	Sweetman Sean C	38th or Latest	Coloured Print on Glossy Matte paper 90g	9
107	Martin's Physical Pharmacy and Pharmaceutical Sciences	Sinko, Patrick J.	6th or latest	Coloured Print on Glossy Matte paper 90g	5
108	Mathematics for the Health Sciences, A Comprehensive Approach	Helms, Joel R.	1st or Latest	Coloured Print on Glossy Matte paper 90g	5
109	Medical Biochemistry and Biotechnology	Dr Mohammad Amanullah	3th or Latest	Coloured Print on Glossy Matte paper 90g	3
110	Medical biotechnology	GLICK	Latest	Coloured Print on Glossy Matte paper 90g	5
111	Medical Microbiology and Infection	Elliott, Tom	5th or Latest	Coloured Print on Glossy Matte paper 90g	5
112	Medicinal Chemistry of Bioactive Natural Products	Xiao, Wei	Latest	Coloured Print on Glossy Matte paper 90g	5
113	Microbiological Methods	Collins CH, Lynes PM, Grange JM, Falkinham JO. Collins & Lyne's	7th or Latest	Coloured Print on Glossy Matte paper 90g	8
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115	Microbiology : The Human Experience	John Foster, Zarrintaj Aliabadi, Joan L. Sloczewski	Latest	Coloured Print on Glossy Matte paper 90g	5
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117	Microbiology: A Laboratory Manual	James G Cappuccino	12th or Latest	Coloured Print on Glossy Matte paper 90g	3
118	Modern Pharmaceutics (Vol 1)	Florence, Alexander T	5th or Latest	Coloured Print on Glossy Matte paper 90g	5
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121	Nanoparticulate Drug Delivery Systems	Yashwant Pathak	1th or Latest	Coloured Print on Glossy Matte paper 90g	5
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127	Organic Chemistry	Robert M. Francis	10th or Latest	Coloured Print on Glossy Matte paper 90g	2
128	Organic Chemistry	Graham, Craig	11th or Latest	Coloured Print on Glossy Matte paper 90g	2
129	Organic Chemistry	Janice Gorzynski Smith	5th or Latest	Coloured Print on Glossy Matte paper 90g	2
130	Organic Spectroscopy	Younas	Latest	Coloured Print on Glossy Matte paper 90g	5
131	Oxford Handbook of Clinical Pharmacy	Philip, Marc	3rd or Latest	Coloured Print on Glossy Matte paper 90g	5
132	Patient assessment in pharmacy practice	Jones, R. M.	3rd or Latest	Coloured Print on Glossy Matte paper 90g	5
133	Pharma Guide	Neeshat, M. Quaiser	Latest	Coloured Print on Glossy Matte paper 90g	5
134	Pharmaceutical Calculations	Ansel, Howard C.	15th or Latest	Coloured Print on Glossy Matte paper 90g	5
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136	Pharmaceutical Manufacturing Handbook	Shayne Cox Gad	1st or Latest	Coloured Print on Glossy Matte paper 90g	5
137	Pharmaceutical Preformulation and Formulation	Mark Gibson	2nd or Latest	Coloured Print on Glossy Matte paper 90g	10
138	Pharmaceutical Process Engineering	Subramanian	1st or Latest	Coloured Print on Glossy Matte paper 90g	5
139	Pharmaceutical Process Scale-Up	Michael Levin	2nd or Latest	Coloured Print on Glossy Matte paper 90g	5
140	Pharmaceutics Dosage Form and Design	David Jones	1st or Latest	Coloured Print on Glossy Matte paper 90g	10
141	Pharmacoepidemiology	Brian L Strom	6th or Latest	Coloured Print on Glossy Matte paper 90g	1
142	Pharmacognosy: Fundamentals, Applications and Strategy	Simone, Rupika	Latest	Coloured Print on Glossy Matte paper 90g	5
143	Pharmacology Examination and Board Review	J. Trevor, Bertram Katzung	13th or Latest	Coloured Print on Glossy Matte paper 90g	5
144	Pharmacotherapy Principles and Practice	Chisholm-Burns et al.	6th or Latest	Coloured Print on Glossy Matte paper 90g	5
145	Pharmacy Practice	Kevin, Goeffrey	1st or Latest	Coloured Print on Glossy Matte paper 90g	3
146	Physicochemical Principles of Pharmacy	Alexander T. Attwood	6th or latest	Coloured Print on Glossy Matte paper 90g	5
147	Physicochemical Principles of Pharmacy	Florence A.T. Attwood	6th or latest	Coloured Print on Glossy Matte paper 90g	5
148	Practical Pharmacology for the Pharmaceutical Sciences	D. Michael	Latest	Coloured Print on Glossy Matte paper 90g	5
149	Prescott's Microbiology.	Wiley J, Sherwood L, Woolverton C	12th or Latest	Coloured Print on Glossy Matte paper 90g	8
150	Principles and Techniques of Biochemistry and Molecular Biology	Keith Wilson, John walker	7th or Latest	Coloured Print on Glossy Matte paper 90g	5
151	Principles of Biostatistics	Marcello, Kimberlee	3rd or Latest	Coloured Print on Glossy Matte paper 90g	5
152	Principles of Organic Synthesis	R O C Norman	3rd or Latest	Coloured Print on Glossy Matte paper 90g	2
153	Rang and Dale's Pharmacology	J P Rang	9th or Latest	Coloured Print on Glossy Matte paper 90g	5
154	Remington: The essentials of Pharmaceutics	Linda Felton	1st or Latest	Coloured Print on Glossy Matte paper 90g	5
155	Remington: The science and practice of pharmacy	Remington, J. P., Troy, D. B., & Beringer, P.	23rd or Latest	Coloured Print on Glossy Matte paper 90g	5
156	Review of Medical Microbiology and Immunology	Levinson, Warren	15th or Latest	Coloured Print on Glossy Matte paper 90g	3
157	Statistical Methods in Biological and health Sciences.	Nilton JS.	3rd or Latest	Coloured Print on Glossy Matte paper 90g	5
158	Stevens and Lowe's Human Histology	Lowe, James S	5th or Latest	Coloured Print on Glossy Matte paper 90g	5
159	Strategic Management of Health Care Organizations	Linda E. Swayne, W. Jack Duncan, Peter M. Ginter	8th or Latest	Coloured Print on Glossy Matte paper 90g	3
160	Style: Lessons in Clarity and Grace	Williams, J. M., & Bizup, J.	11th or Latest	Coloured Print on Glossy Matte paper 90g	5
161	Targeted Drug Delivery	Vyas & Khar	1st or Latest	Coloured Print on Glossy Matte paper 90g	5
162	TextBook Of Inorganic Chemistry	Iqbal, Muhammad Zafar	5th or Latest	Coloured Print on Glossy Matte paper 90g	5
163	Textbook of Medical Biochemistry	Chatterjea, M. N.	8th or Latest	Coloured Print on Glossy Matte paper 90g	5
164	Textbook of Pharmacognosy	Ali, Mohammad	2nd or Latest	Coloured Print on Glossy Matte paper 90g	5

165	Textbook of Pharmacognosy and Phytochemistry	Shah, Biren N.	2nd or Latest	Coloured Print on Glossy Matte paper 90g	5
166	The Elements of Style (4th ed.)	Strunk, W., & White, E. B.	4th or Latest	Coloured Print on Glossy Matte paper 90g	5
167	The Healthcare Quality Book: Vision, Strategy, and Tools	Maulik Joshi, Elizabeth R. Ransom, David B. Nash, Scott B. Ransom	4th or Latest	Coloured Print on Glossy Matte paper 90g	5
168	The St. Martin's Guide to Writing	Axelrod, R. B., & Cooper, C. R.	10th or latest	Coloured Print on Glossy Matte paper 90g	5
169	Theory & Practice of Physical Pharmacy	Gaurav Kumar Jain , Farhan Jalees Ahmed	1st or Latest	Coloured Print on Glossy Matte paper 90g	5
170	Therapeutic Use of Medicinal Plants and Their Extraxts (Vol 1): Pharmacognosy	A.N.M Alamgir	Latest	Coloured Print on Glossy Matte paper 90g	5
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172	Transdermal Drug Delivery	Richard Guy	2nd or Latest	Coloured Print on Glossy Matte paper 90g	5
173	Trease and Evans Pharmacognosy	Evans, William Charles	16th or Latest	Coloured Print on Glossy Matte paper 90g	5
174	U.S. Pharmacopeia National Formulary Usp Nf Voll, 2, & 3	USP Nf	2020 or Latest	Coloured Print on Glossy Matte paper 90g	1
175	Vander's human physiology: The mechanisms of body function	Widmaier, E. P., Raff, H., & Strang, K. T.	16th or Latest	Coloured Print on Glossy Matte paper 90g	3
176	Wilson and Gisvald's Textbook of Organic Medicinal and Pharmaceutical Chemistry	Beale, John M. Block.	12th or Latest	Coloured Print on Glossy Matte paper 90g	5
177	Writing Reaction Mechanisms in Organic Chemistry	Kenneth A Savin	3th or Latest	Coloured Print on Glossy Matte paper 90g	5

Section-IV: Bid Data Sheet

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

A. Introduction		
BDS Clause Number	ITB Number	Amendments of, and Supplements to, Clauses in the Instruction to Bidders
1.	2.1.1	Name of Procuring Agency: University of Rasul The subject of procurement is: Procurement of Books for Pharmacy Period for delivery of goods: 45 days Commencement date for delivery of Goods: immediately on signing the contract and issuance of Procurement/Supply order
2.	2.1.2	Financial year for the operations of the Procuring Agency: 2025-26 Name of Project: Provision of Infrastructural, Academic and Operational Facilities to the University of Rasul MB Din Name of financing institution: Government of Punjab (Development Fund) Name and identification number of the Contract: Procurement of Books for Pharmacy (UOR/DP/2025-26/13)
3.	2.1.3	provide relevant certificates of non-debarred/ non-blacklisting, NTN, STRN, non-bankrupt, non-involvement in corrupt and fraudulent practices
4.	2.1.4	Ineligible countries are: As per Govt. of the Pakistan Policy
5.	2.3.6	
B. Bidding Documents		
6.	2.2.2(i)	The address for clarification of Bidding Documents: Director Purchase, University of Rasul. 0546-553354, email: pd@putrasul.edu.pk
7.	2.2.2 (iv)	Date of Uploading of responses to clarifications (if any) on procuring agency website: 03 days before closing date
8.	2.2.2 (v)	Pre-bid meeting will not be convened.
C. Bid Price, Currency, Language and Country of Origin		
9	2.3.1	Language of the bid – English and other documents brochures etc., if not available in English will be provided after translation in English language by approved translation agency.
10	2.3.4	The Firm and final prices shall be quoted in Pak Rupees The price quoted shall be Delivered Duty Paid.
11.	2.3.4	The Full and final prices shall be quoted in Pak Rupees
12.	2.1.4 (ii)	Country of origin: N.A.
D. Preparation and Submission of Bids		
13.	2.1.3	Qualification Criteria/Knock down criteria (upload following documents on EPADS). a) NTN registration certificate of firm. verifiable copy b) General Sales Tax registration certificate of firm. verifiable copy c) Active Tax Payer Status FBR d) Professional Tax certificate 2024 or latest. Attested copy e) Firm must be in operation from last 03 years (NTN registration 03 years old) g) An affidavit on legal stamp paper worth Rs. 300 to the effect that - Bidder is not currently blacklisted or debarred from Procuring Agency. - The documents/photocopies provided with Bid are authentic. In case of any fake/bogus document found at any stage, the Bidder shall be blacklisted as per Law/ Rules. - The provided information is correct. (Bidder must provide the Original Affidavit on Stamp Paper, Original Bid and original Bid Security Instrument on or before deadline for submission)
14.	2.3.6&	Spare parts: N.A.

	2.3.7	
15.	2.4.2 (i)	Bids shall be uploaded with documents on EPADS.
16.	2.4.2 (ii)	Deadline for Bid submission: 04-05-2026 11:00 and can be amended as per need.
17.	2.6.2	Amount of Performance Guarantee is: five percent (5%) of the contract amount in shape of Call Deposit Receipt (CDR), Demand Draft, Pay Order in favour of University of Rasul valid till satisfactory Inspection report of all items.
18.	2.3.7	Estimated Contract Price is: Rs. <u>2,976,971/-</u> Amount of Bid security is about 2% of estimated price= <u>Rs. 59,540/-</u> Bid security in shape of Call Deposit Receipt (CDR OR DEMAND DRAFT OR PAY ORDER or Bank Guarantee) in favour of University of Rasul valid till satisfactory Inspection report of all items.
19.	2.3.8	Bid validity period after opening of the Bid is: 90 days
E. Opening and Evaluation of Bids		
20.	2.5.1	Time, date/ Month/ Year, and place for Bid opening. 30 minutes after closing time of bid submission in the office of Director Purchase, University of Rasul Mandi Bahauddin.
21.	2.3.5	The currency that shall be used for Bid evaluation and comparison purposes <u>only in Pak Rupees.</u>
22	2.6.3	The Successful Bidder will provide the stamp paper of a minimum amount of Rs.1200/- or 0.25% of the total order value whichever is greater.

F. Bid Evaluation Criteria

23. Evaluation Criteria

ITB 2.5.8	Criteria for bid evaluation: Lowest Delivered Duty Paid (DDP) least cost item wise offered by the qualified responsive bidder.
	A- Mandatory Criteria As per Qualification Criteria given above/ Knock down criteria (BDS clause 13)
Note: Supporting documents (where demanded) must be attached. Purchase order will be issued on the basis of lowest rate per item.	

G. Award of Contract

2.6.5	Percentage for quantity increase or decrease is: <u>15%</u>
2.6.2	The Performance Guarantee shall be: five percent (5%) of the contract amount
2.6.2	The Performance Security (or guarantee) shall be in the form of: CDR OR DEMAND DRAFT OR PAY ORDER or Bank Guarantee in favour of University of Rasul valid till satisfactory Inspection report of all items.

Section V. General Conditions of Contract

1. Definitions	1.1 In this Contract, the following terms shall be interpreted as indicated: (a) “The Contract” means the agreement entered into between the Procuring Agency and the Supplier, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein. (b) “The Contract Price” means the price payable to the Supplier under the Contract for the full and proper performance of its contractual obligations. (c) “The Goods” means all the equipment, machinery, and/or other materials which the Supplier is required to supply to the Procuring Agency under the Contract. (d) “The Services” means those services ancillary to the supply of the Goods, such as transportation and insurance, and any other incidental services, such as installation, commissioning, provision of technical assistance, training, and other such obligations of the Supplier covered under the Contract. (e) “GCC” means the General Conditions of Contract contained in this section. (f) “SCC” means the Special Conditions of Contract. (g) “The Procuring Agency” means the organization purchasing the Goods, as named in SCC. (h) “The Procuring Agency’s country” is Islamic Republic of Pakistan. (i) “The Supplier” means the individual or firm supplying the Goods and Services under this Contract. (j) “The Project Site,” where applicable, means the place or places mentioned in the Form of Bid (k) “Day” means calendar day.
2. Application	2.1 These General Conditions shall apply to the extent that they are not superseded by provisions of other parts of the Contract.
3. Country of Origin	3.1 All Goods and Services supplied under the Contract shall have their origin in the countries and territories eligible under the rules, as further elaborated in the SCC. 3.2 For purposes of this Clause, “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 product results that is substantially different in basic characteristics or in purpose or utility from its components. 3.3 The origin of Goods and Services is distinct from the nationality of the Supplier.
4. Standards	4.1 Technical Specifications, and, when no applicable standard is mentioned, to the authoritative standards appropriate to the Goods’ country of origin. Such standards shall be the latest issued by the concerned institution.
4a. Ensuring Storage Arrangements	4.2 To ensure storage arrangements for the intended supplies, the supplier shall inform the Procuring Agency two weeks before goods are loaded on ship. However, in case no space is available at Consignee’s place at the time of supply, the Procuring Agency shall, within two weeks to such intimation, inform the supplier, in writing, of the possible time-frame of availability of space by which the supplies could be made. In case the supplier abides by the given time frame as mentioned in Schedule of Requirements, he will not be penalized for delay as per Clause GCC 23.1
5. Use of	5.1 The Supplier shall not, without the Procuring Agency’s prior written

Contract Documents and Information; Inspection and Audit by the Procuring agency.	consent, disclose the Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the Procuring Agency in connection therewith, to any person other than a person employed by the Supplier in the performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance. 5.2 The Supplier shall not, without the Procuring Agency's prior written consent, make use of any document or information enumerated in GCC Clause 5.1 except for purposes of performing the Contract. 5.3 Any document, other than the Contract itself, enumerated in GCC Clause 5.1 shall remain the property of the Procuring Agency and shall be returned (all copies) to the Procuring Agency on completion of the Supplier's performance under the Contract if so required by the Procuring Agency. 5.4 The Supplier shall permit the Procuring Agency 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 donors, if so required by the donors.
7. Performance Guarantee	7.1 Within seven (07) days of receipt of letter of intent/ notification of contract award, the successful Bidder shall furnish to the Procuring Agency the performance guarantee in the amount specified in SCC/ BDS & clause 2.6.2 of ITB. 7.2 The proceeds of the performance 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. 7.3 The performance guarantee shall be denominated in the currency of the Contract acceptable to the Procuring Agency and shall be in one of the following forms: (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in Pakistan, in the form provided in the Bidding documents or another form acceptable to the Procuring Agency; or (b) a Bank Guarantee or Bank call-deposit (CDR OR DEMAND DRAFT OR PAY ORDER), (c) In case of expiry of performance guarantee, the contractor shall renew the performance guarantee valid for warranty period, if required by the procuring agency 7.4 The performance guarantee will be discharged by the Procuring Agency and returned to the Supplier not later than thirty (30) days following the date of completion of the Supplier's performance obligations under the Contract, including any warranty obligations, unless specified otherwise in SCC.
8. Inspections Tests and Training	8.1 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. Inspection Committee shall specify what inspections and tests the Procuring Agency requires and where they are to be conducted. The Procuring Agency shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes. 8.2 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. 8.3 Should any inspected or tested Goods fail to conform to the Specifications, the Procuring Agency may reject the Goods, and the Supplier shall either replace the rejected Goods or make alterations necessary to meet specification requirements free of cost to the Procuring Agency. 8.4 The Procuring Agency post-delivery right to inspect, test and, where necessary, reject the goods after the Goods' arrival in the Procuring Agency's country shall in no way be limited or waived 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. 8.5 Nothing in GCC Clause 8 shall in any way release the Supplier from any warranty or other obligations under this Contract.
9. Packing	9.1 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. 9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall 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.
10. Delivery and Documents	10.1 Delivery of the Goods shall be made by the Supplier in accordance with the Form of bid. The details of delivery and/or other documents to be furnished by the Supplier are specified in SCC. 10.2 Upon delivery, the Procuring Agency shall give receiving certificate to the supplier with the statement that, "completion certificate along with satisfactory report shall be issued after due inspection as per clause-8 of GCC, which will enable the supplier to put up the bill". 10.3. For purposes of the Contract, DDP trade term used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of Incoterms 10.4 Documents to be submitted by the Supplier are specified in SCC.
11. Insurance	Not Required
12. Transportation	12.1 The Supplier shall arrange such transportation of the goods as is required to prevent them from damage or deterioration during transit to their final destination within the time as indicated in the Schedule of Requirements. 12.2. The goods shall be supplied at Site as per Schedule of Requirements on the risk and cost of the Supplier. Transportation including loading/unloading of goods shall be the responsibility of Supplier.
13. Incidental Services	13.1 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 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 in

	English for each appropriate unit of the supplied Goods; d) In case of specialized items, supplier will provide necessary training to the University of Rasul staff / faculty free of cost on-site, in assembly, start-up, operation, maintenance, and repair of the supplied Goods. The terms and conditions for such training, may however, be mutually decided between the University of Rasul and the successful bidders, if so required. 13.2. Prices charged by the Supplier for incidental services shall be included in the Contract Price for the Goods and shall not exceed: (i) the prevailing rates charged for other parties by the Supplier for similar services; and (ii) original price of goods.
14. Spare Parts	14.1 Not Applicable
15. Warranty/ Guarantee	15.1 The time period of warranty / guarantee means the period up to issuance of completion certificate. 15.2 The Supplier warrants that the Goods supplied under the Contract are new, unused and in original packing. 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's specifications) or from any act or omission of the Supplier, that may develop under normal use of the supplied Goods in the conditions prevailing in the country of final destination. 15.3 The Procuring Agency shall promptly notify the Supplier in writing of any claims arising under this warranty. 15.4 Upon receipt of such notice, the Supplier shall, within the period specified in SCC and with all reasonable speed, replace the defective Goods or parts thereof, without costs to the Procuring Agency. 15.5 If the Supplier, having been notified, fails to rectify the defect(s) within the period specified in SCC, within a reasonable period, 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/ relevant provision of PPA-14 including Blacklisting.
16. Payment	16.1 The method and conditions of payment to be made to the Supplier under this Contract shall be specified in SCC. 16.2 The Supplier's request(s) for payment shall be made to the Procuring Agency in writing, accompanied by an invoice describing, as appropriate, the Goods delivered and Services performed, and by documents submitted pursuant to SCC, and upon fulfillment of other obligations stipulated in the Contract. 16.3 The currency of payment is Pak. Rupees.
17. Prices	17.1 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.
18. Change Orders	18.1 The Procuring Agency may at any time, by a written order given to the Supplier, make changes within the general scope of the Contract in any one or more of the following: (a) the method of shipment or packing; (b) the place of delivery; and/or (c) the Services to be provided by the Supplier.

	18.2. 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) days from the date of the Supplier's receipt of the Procuring Agency's change order. But, in no case, the overall impact of the change should exceed 15% of the contract cost and no provisions of PPR-14 should be violated.
19. Contract Amendments	19.1 Subject to GCC Clause 18, no variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties. No variation in finalized brands/ makes/models shall be allowed except in special conditions where the manufacturer has stopped producing or suspended that model or the latest model of similar series or version has been launched by the manufacturer or non-availability due to international mergers of the manufacturers or similar unavoidable constraints.
20. Assignment	20.1 The Supplier shall not assign, in whole or in part, its obligations to perform under this Contract, except with the Procuring Agency's prior written consent. The procuring agency may assign any or all rights and responsibilities to another agency or entity.
21. Sub-contracts	21.1 If supplier awarded sub-contracts, such award shall not relieve the Supplier from any liability or obligation under the Contract. 21.2. Subcontracts must comply with the provisions of GCC Clause 20.
22. Delays in the Supplier's Performance	22.1 Delivery of the Goods and performance of services shall be made by the Supplier in accordance with the time schedule prescribed by the Procuring Agency in the Schedule of Requirements. 22.2 If at any time during performance of the Contract, the Supplier or its subcontractor(s) encounter conditions impeding timely delivery of the Goods and performance of Services, the Supplier shall promptly notify the Procuring Agency in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the 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 amendment of Contract. 22.3 Except as provided under GCC Clause 25, a delay by the Supplier in the performance of its delivery obligations shall render the Supplier liable to the imposition of liquidated damages pursuant to GCC Clause 23, unless an extension of time is agreed upon pursuant to GCC Clause 22.2 without the application of liquidated damages.
23. Liquidated Damages	23.1 Subject to the 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, as liquidated damages, a sum equivalent to the percentage specified in SCC of the delivered price of the delayed Goods or unperformed Services or part thereof of delay until actual delivery or performance, up to a maximum deduction of the percentage specified in SCC. Once the maximum is reached, the Procuring Agency may consider termination of the Contract pursuant to GCC Clause 24 along with other remedies available under PPR-14.
24. Termination for Default	24.1 The Procuring Agency, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Supplier, may

terminate this Contract in whole or in part:

- (a) if the Supplier fails to deliver any or all of the Goods within the period(s) specified in the Contract / bidding documents, or within any extension thereof granted by the Procuring Agency pursuant to GCC Clause 22; or
- (b) if the Supplier fails to perform any other obligation(s) under the Contract. or
- (c) if the Supplier, in the judgment of the Procuring Agency has engaged in corrupt or fraudulent practices in competing for or in executing the Contract. For the purpose of this clause corrupt practices will be defined as per section 2(d) of the PPRA Act 2009.:

(d) “corrupt practice” means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official, bidder or Contractor in the procurement process or in Contract execution to the detriment of the procuring agency; or misrepresentation of facts in order to influence a procurement process or the execution of a Contract, collusive practices among bidders (prior to or after bid submission) designed to establish bid prices at artificial, noncompetitive levels and to deprive the procuring agency of the benefits of free and open competition and any request for, or solicitation of anything of value by any public official in the course of the exercise of his duty; it may include any of the following:

- i. coercive practice by impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence the actions of a party to achieve a wrongful gain or to cause a wrongful loss to another party;
- ii. collusive practice by arrangement between two or more parties to the procurement process or Contract execution, designed to achieve with or without the knowledge of the procuring agency to establish prices at artificial, noncompetitive levels for any wrongful gain;
- iii. offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the acts of another party for wrongful gain;
- iv. any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
- v. obstructive practice by harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a Contract or deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements before investigators in order to materially impede an investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or acts intended to materially impede the exercise of inspection and audit process

vi The Contractor may inform the date of placement of order to the foreign Principal / manufacturer, in case of items to be imported within 15 days of issuance of purchase order, if required by the Procuring Agency. If supplier fails to place order within 15 days of the issuance of purchase order and does not provide the aforementioned information (if required by the Procuring Agency), the contract may be considered for termination or cancellation.

On the happening of any of the above event, the performance guarantee will be forfeited.

24.2 In the event the Procuring Agency terminates the Contract in whole or in part, pursuant to GCC Clause 24.1, 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.
25. Force Majeure	25.1 Notwithstanding the provisions of GCC Clauses 22, 23, and 24, the Supplier shall not be liable for forfeiture of its performance guarantee, liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure. 25.2 For purposes of this clause, "Force Majeure" means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the Procuring Agency in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes etc. 25.3 If a Force Majeure situation arises, the Supplier shall promptly notify the Procuring Agency in writing of such condition and the cause thereof. The Committee, constituted by the Procuring Agency for redressing grievances, will examine the pros and cons of the case and all reasonable alternative means for completion of purchase order under the Contract and will submit its recommendations to the competent authority. However, Unless otherwise directed by the Procuring Agency in writing, 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. 25.4 The procuring agency may extend the delivery period in case of force majeure with or without imposing penalty.
26. Termination for Insolvency	26.1 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.
27. Termination for Convenience	27.1 The Procuring Agency, by written notice sent to the Supplier, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Procuring Agency's convenience, the extent to which performance of the Supplier under the Contract is terminated, and the date upon which such termination becomes effective. 27.2 The Goods that are complete and ready for shipment within thirty (30) days after the Supplier's receipt of notice of termination shall be accepted by the Procuring Agency at the Contract terms and prices. For the remaining Goods, the Procuring Agency may choose: (a) to have any portion completed and delivered at the Contract terms and prices; and/or (b) to cancel the remainder and pay to the Supplier an agreed amount for partially completed Goods and Services and for materials and parts previously procured by the Supplier.
28. Arbitration and Resolution of Disputes	28.1 The Procuring Agency and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract. 28.2 If, after thirty (30) days from the commencement of such informal negotiations, the Procuring Agency and the Supplier have been unable to resolve amicably a Contract dispute, either party may require that the dispute be referred for resolution to the formal mechanisms specified in SCC. These mechanisms may include, but are not restricted to, conciliation mediated by a third party, adjudication in an agreed and/or arbitration as per rule 68 of PPR-14 and in accordance with Arbitration Act-1940.
29. Governing Language	29.1 The Contract shall be written in English language. All correspondence and other documents pertaining to the Contract which are exchanged by the parties shall be written in the same language.
30. Applicable Law	30.1 The Contract shall be interpreted in accordance with the laws of Punjab (Pakistan) unless otherwise specified in SCC.

31. Notices	31.1 Any notice given by one party to the other pursuant to this Contract shall be sent to the other party in writing or by e-mail and confirmed in writing to the other party's address specified in SCC. 31.2 A notice shall be effective when delivered or on the notice's effective date, whichever is later.
32. Taxes and Duties	32.1 Supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Goods to the Procuring Agency. In case of imposition of new taxes/duties or concession thereof after the deadlines for the submission of bids the effect thereof shall be borne or availed by the procuring agency as the case may be.
33. Repeat Order	33.1 The contractor may provide goods on repeat order (not exceeding 15% of the original procurement order) under the provision of Punjab Procurement Rules 2014, if asked for on same terms and conditions.

Section VI. Special Conditions of Contract

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

1. Definitions (GCC Clause 1)	GCC 1.1 (g) The Procuring Agency is: University of Rasul Mandi Bahauddin GCC 1.1 (h) The Procuring Agency's country is: Islamic Republic of Pakistan GCC 1.1 (i) The Supplier is: <i>[Bidder to provide detail here]</i> GCC 1.1 (j) The Project Site is: UNIVERSITY OF Rasul, 13km Sarai Alamgir Road, Mandi Bahauddin.
2. Country of Origin	GCC Clause 3 All countries
3. Performance guarantee (GCC Clause 7)	3.1 As per Rule 56 of PPR-14, the amount of performance guarantee, as a percentage of the Contract Price, shall be 5% (five per cent) in the shape of non-recourse, irrevocable and unconditional CDR OR DEMAND DRAFT OR PAY ORDER or bank guarantee as per GCC 7 from scheduled bank of Pakistan on the prescribed format attached with the bidding document (for bank guaranty only).
4. Inspections and Tests (GCC Clause 8)	4.1 Post-delivery Inspection will be arranged at a site as desired by the procuring agency. The acceptance parameters are as following: 1. Confirming to the contractual specifications of items 2. Satisfactory performance of functional test of the equipment 3. Proper test report will be prepared with functional compliance and physical attributes of goods, if conducted
5. Packing (GCC Clause 9)	The packing, marking and documentation within and outside the packages shall be as per manufacturer standards meeting the safety requirements. Packing should ensure safe and sound delivery at site.
6. Delivery and Documents (GCC Clause 10)	6.1 Upon delivery, the Supplier shall provide the following documents to the Procuring Agency: (i) Original copies of Delivery Note (Delivery Challan) (in duplicate) showing item's description, quantity etc. (ii) copies of the packing list identifying contents of each package; (iii) insurance certificate if applicable; (iv) original and one copy of the usual transport document (for example, a negotiable bill of lading, a non-negotiable sea waybill, an inland waterway document, an air waybill, a railway consignment note, a road consignment note, or a multimodal transport document) which the buyer may require to take the goods; 6.2 After Satisfactory inspection the Supplier shall provide the following documents to the Procuring Agency: (i) Original copies of the Supplier's invoice (in duplicate) showing Goods', items description, quantity, unit price, and total amount; (ii) Original copies of the Sales Tax Invoices (where applicable) in duplicate showing item's description, quantity, per unit cost (without GST), amount of GST and total amount (with GST). (iii) Certificate of origin.
7. Warranty (GCC Clause 15)	7.1 The supplier warrants that the books are new as per specifications. 7.2 Replace the defective goods within seven (07) days for local and sixty (60) days for foreign goods of the notice thereof.
8. Payment (GCC Clause 16)	8.1 GCC 16.1-The method and conditions of payment to be made to the Supplier under this Contract shall be as follows: a) Payment in Pak Rupees will be made through cross cheque of supplied items after deduction of prevailing taxes. The contractor shall provide all necessary supporting documents along with invoice for payment. b) Payment will be made in maximum two (2) instalments. The cost of first consignment should not be less than 50%. In case of full delivery, payment will be made as a whole as per para "a" above.
9. Prices (GCC Clause 17)	9.1 Prices shall be: Fixed and shall not be adjusted.

17)	
10. Liquidated Damages (GCC Clause 23)	10.1 GCC 23.1-Applicable rate: 0.5 % per week of late delivered goods. 10.2 Maximum deduction: 10% of contract price (a) In case deliveries are not completed within the time frame specified in the schedule of requirements / contract, a Notice will be served to the Bidder which will be followed by liquidated damages and the procuring agency may terminate the Contract to the extent of undelivered portion of Goods and performance guarantee may be forfeited / encashed to the Procuring Agency's account and the Bidder may be blacklisted
11. Resolution of Disputes (GCC Clause 28)	11.1 The dispute resolution mechanism to be applied pursuant to GCC Clause 28.2 shall be as follows: As per Rule 68 of PPR-14, in the case of a dispute between the Procuring Agency and the Supplier, the dispute shall be referred to conciliation mediated by a third party, adjudication or arbitration in accordance with the Pakistan Arbitration Act, 1940.
12. Governing Language (GCC Clause 29)	14.1 The Governing Language shall be: English.
13. Applicable Law (GCC Clause 30)	18.1 The procurement process will be governed under Punjab Procurement Rules – 2014 or latest. The Contract shall be interpreted in accordance with the laws of Islamic Republic of Pakistan which includes the following legislation: a. The Contract Act 1872. b. The Arbitration Act 1940
20. Notices (GCC Clause 31)	20.1 Procuring Agency's address for notice purposes: Office of Convener, Procurement Committee, University of Rasul, 13km, Sarai Alamgir Road, Mandi Bahauddin. Tel: 0546-553216 Tel: 0546-553354
	20.2 Supplier's address for notice purposes: Please provide: _____ _____

Section VII. Schedule of Requirements

7.1 Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates a delivery date which is the date at which delivery is required.

Number	Description	Quantity	Delivery schedule (shipment)
--------	-------------	----------	------------------------------

In 45 days from date of signing contract ____¹

In order to determine the correct date of delivery hereafter specified, the Procuring Agency 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.

Delivery time is 45 days. Titles of books along with specifications and quantity is given in Section III Specifications on pages 15 to 19.

¹ The Procuring Agency must specify here the date from which the delivery schedule will start. That date should be either the date of contract award, or the date of contract signature, or the date of opening of letter of credit, or the date of confirmation of the Letter of Credit, as appropriate. The Bid Form should include only a cross-reference to this Schedule.

Section VIII. Sample Forms

8.1. Bid Submission Form

[To be signed & stamped by the Bidder and reproduced on the letter head. To be uploaded with the Bid, in case of Single Stage One Envelope Procedure and with the Technical Bid, in case of Single Stage Two Envelope Procedure]

No: _____ Date: _____

To
Convener, Procurement Committee,
University of Rasul Mandi Bahauddin.

Having examined the bidding documents including Addenda Nos. _____ if any, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver full package (Procurement of Books for Pharmacy) in conformity with the said bidding documents for the sum of [*total bid amount in words and figures* firm and final including all taxes etc] or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

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

If our Bid is accepted, we will obtain the **guarantee of a bank in a sum equivalent to 5% of the Contract Price** for the due performance of the Contract, in the form prescribed by the Procuring Agency.

We agree to a Bid by this Bid for bid for a period of 90 days from the date fixed from Bid opening under clause 2.3.8 of the Instructions to Bidder, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

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

The Composition of our bid uploaded consists of:

Bid includes the following:

- Original Bid form scanned (as per **form 8.1** of Bidding documents) on letter head of the firm, duly signed and stamped.
- Complete bidding document (without filling) signed and stamped by the bidder
- All the forms relevant to the bid, to be reproduced on the letter head of the bidder as indicated on each individual form.
- Original Bid security form (as per **form 8.11** if applicable) along with Original financial instrument [*Bank Guarantee / Bank call-deposit (CDR OR DEMAND DRAFT OR PAY ORDER or Bank Guarantee)*] valid for **30 Days**, beyond the validity of Bid and affidavit submitted in PMU Office.
- Price schedule / financial form scanned (as per **form 8.10**) to be reproduced on the letter head of the bidder duly signed and stamped.
- Copy of bid security form along with copy of financial instruments [*Bank Guarantee / Bank call-deposit (CDR OR DEMAND DRAFT OR PAY ORDER)*] valid for **30 Days**, beyond the validity of Bid in the manner as prescribed on the bid security form **8.11** (if applicable).
- Documents listed in check list.

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of goods provider	Amount (Rs.)

(If none, state none)

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

Dated this _____ day of _____ 20_____.

[signature] [Name & in the capacity of]
Duly authorized to sign Bid for and on behalf of _____

8.4. Bidder Profile Form

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

Please provide all the addresses of offices, works/ manufacturing units/ repairing units/ storage units.

Sr.#	Particulars
1.	Name of the company:
2.	Registered Office:
Address: _____	
Office Telephone Number: _____	
Email: _____	
3.	Contact Person:
Name: _____	
Personal Telephone Number: _____	
Email Address: Email: _____	
4.	Details of District wise offices
Address: _____	
Office Telephone Number: _____	
Email: _____	
Address: _____	
Office Telephone Number: _____	
Email: _____	
Address: _____	
Office Telephone Number: _____ // _____	
Email: _____	
5.	Registration Details:

a) Attachment of Income Tax Returns (as per bid document)

b) Details of Experience (Last 03 Years)

(i)	Supply of Similar nature & similar cost or above (Agency/Department)	Item Name relevant to package
	1-	
	2-	
	3-	
	4-	
	5-	
(ii)	Value of total Projects/Tenders/Pos	Amount (Rs. In Million)
	1-	
	2-	
	3-	
	4-	
	5-	

c) Staff Detail and last month Payroll with following detail duly signed and stamped

S#	Name of Employee	Designation	Highest qualification	PEC Registration#

d) Bank Statement (last 03 years)

e) Fixed Assets detail

f) Bank balance / credit Limit

g) detail of set up for provision of after sale service.

h) List of offices other than head office with Complete address, ownership / rent agreement, years of office established on the same place.

8.5. General Information Form

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

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

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

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

Signed by an authorized Officer of the company

Name of Officer: _____

Title of Officer: _____

Name of Company: _____

8.6. Affidavit

[To be printed on PKR 300 Stamp Paper, duly attested by oath commissioner. Submitted to PA before closing time]

Name: _____

(Applicant)

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

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

The undersigned understands and agrees that further qualifying information may be requested and agrees to furnish any such information at the request of the University of Rasul Mandi Bahauddin. The undersigned further affirms on behalf of the firm that:

- (i) The firm is not currently blacklisted by Procuring Agency.
- (ii) The documents/photocopies provided with Bid are authentic. In case, any fake/bogus document was found at any stage, the firm shall be blacklisted as per Law/ Rules.
- (iii) Affidavit for correctness of information.
- (iv) We undertake that in case our bid accepted the goods to be supplied under the contract agreement will be genuine, brand new, non-refurbished, un-altered in any way, as per required specification, imported (if any) through proper channel.
- (v) We have read all terms & conditions and undertake to abide by all Terms & Conditions mentioned in this bidding document.
- (vi) We also hereby categorically confirm that the proposal / bid offered by us complies to particulars and specification as given in the Bidding Documents.

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

Signed by an authorized Officer of the company

Name of Officer: _____

Title of Officer: _____

Name of Company: _____

Date: _____

8.7. Performance Guarantee Form

[To be signed & stamped by the Bidder and reproduced on the letter head. To be provided with contract documents]

To,

Convener, Purchase Committee,

University of Rasul Mandi Bahauddin.

WHEREAS *[name of Supplier]* (hereinafter called “the Supplier”) has undertaken, in pursuance of “Invitation to Bid for the Provision/ Installation of **Package No.** UOR/DP/2025-26/13, “Procurement of Books for Pharmacy” to supply [(hereinafter called “the Contract”). Dated _____ 20____

AND WHEREAS it has been stipulated by you in the said Contract that the Supplier shall furnish you with a bank guarantee by a schedule 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 total 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 your demand or the sum specified therein.

This guarantee is valid until the _____ day of _____ 20____ or _____ days [insert number of days] after the rectification of the Defects, whichever is later.

[NAME OF GUARANTOR]

Signature _____

Name _____

Title _____

Address _____

Seal _____

Date _____

8.8. Technical Bid Form

Form-I

[To be signed & stamped by the Bidder and reproduced on the letter head. To be uploaded with Technical Bid]
To,
Convener, Procurement Committee,
University of Rasul.

Having examined the bidding documents the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply, install and commission the following items in conformity with the below mentioned required specification against each item.

Sr. No.	Title of Book	Author Name	Quantity along with Unit	Country of Origin	Delivery Time	Book Edition	Year of Printing
1	2	3	4	5		6	7

Stamp & Signature of Bidder _____

8.9. Contract Form

[To be signed & stamped by the Bidder and reproduced on the letter head. To be provided with contract documents]

THIS AGREEMENT made the _____ day of _____ 20____ between *[University of Rasul Mandi Bahauddin]* (hereinafter called “the Procuring Agency”) of the one part and *[name of Supplier]* of (hereinafter called “the Supplier”) of the other part:

WHEREAS the Procuring Agency invited bids for certain goods and ancillary services, viz., **package No. UOR/DP/2025-26/13, Procurement of Books for Pharmacy.** and has accepted a bid by the Supplier for the supply of those goods and services in the sum of *[contract price in words and figures]* (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSES AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
 - (a) the Form of Bid and the Price Schedule submitted by the Bidder;
 - (b) Schedule of Requirements;
 - (c) the Technical Specifications;
 - (d) the General Conditions of Contract;
 - (e) the Special Conditions of Contract; and
 - (f) the Procuring Agency’s Notification of Award/ Letter of Intent.
 - (g) Contract agreement
 - (h) Complete Bidding Document
3. In consideration of the payments to be made by the Procuring Agency to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Procuring Agency to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract
4. The Procuring Agency hereby covenants to pay the Supplier in consideration of the provision of the goods and services, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.
5. All disputes or differences between the parties in connections with or arising out of this agreement shall be settled through arbitration in accordance with the provisions of Punjab Procurement Rules 2014. The arbitration should be made through mutually agreed single arbitrator under Arbitration Act 1940.

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

Procuring Agency Signature: _____ Name: _____ Designation: _____ Date: _____	Supplier / Contractor Signature: _____ Name: _____ Designation: _____ Date: _____
--	---

WITNESS:

1. _____
2. _____

8.10. Financial Bid Form/Price Schedule

[To be signed & stamped by the Bidder and reproduced on the letter head. To be uploaded with the Bid, in case of Single Stage One Envelope Procedure and with the Technical Bid, in case of Single Stage Two Envelope Procedure]

8.10.1. In case of foreign Titles, Bidder must provide 70-80 % of ordered books mentioned in the Letter of Acceptance/ Purchase Order.

8.10.2 In case of local titles, 90% of books should be provided by the supplier against the Letter of Acceptance/ Purchase Order.

To,
Convener, Procurement Committee,
University of Rasul.

Having examined the bidding documents the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply, install and commission the following items in conformity with the below mentioned prices at _____.

Sr. No.	Book Name	Author	Edition	Year of Print	Country of origin	Quantity along with Unit	Pak Rupees			
							Unit Price	Total Price	Discount in %age	Net Amount
1	2	3	4	5	6	7	8	9	10	11
	Grand Total									

Amount of Grand total in Words: _____)

We understand that the Procuring Agency intends to award the contract to the lowest evaluated bidder. We will not claim any additional cost in respect of aforesaid equipment due to any price variations till the expiry of warranty period. We undertake, to complete the work / supply within the given time period in case we are declared lowest evaluated bidder.

Note: All applicable taxes at the time of payment will be deducted. Change in the rate of tax announced by the Govt. from time to time will be applicable for the purpose of deduction of tax.

Note:

In case of difference between unit price and total price, unit price shall prevail and total price shall be “final”. *(Please refer ITB clause 2.5.6).*

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

Stamp & Signature of Bidder _____

Name: _____

Designation: _____

Date: _____

8.11. Bid Security Form

[To be signed & stamped by the Bidder and reproduced on the letter head. To be uploaded with Technical Bid.
Required if the bid security is in shape of bank guarantee]

Whereas *[name of the Bidder]* (hereinafter called “the Bidder”) has submitted its Bid dated *[date of submission of Bid]* for the supply of *[name and/or description of the goods]* (hereinafter called “the Bid”).

KNOW ALL PEOPLE by these presents that WE *[name of bank]* of *[name of country]*, having our registered office at *[address of bank]* (hereinafter called “the Bank”), are bound unto *[name of Procuring Agency]* (hereinafter called “the Procuring Agency”) in the sum of for which payment well and truly to be made to the said Procuring Agency, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this _____ day of _____ 20____.

THE CONDITIONS of this obligation are:

1. If the Bidder withdraws its Bid during the period of Bid validity specified by the Bidder on the Bid Form; or
2. If the Bidder, having been notified of the acceptance of its Bid by the Procuring Agency during the period of Bid validity:
 - (a) fails or refuses to execute the Contract Form, if required; or
 - (b) fails or refuses to furnish the Performance Guarantee, in accordance with the Instructions to Bidders;

we undertake to pay to the Procuring Agency up to the above amount upon receipt of its first written demand, without the Procuring Agency having to substantiate its demand, provided that in its demand the Procuring Agency will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including thirty (30) days after the period of Bid validity, and any demand in respect thereof should reach the Bank not later than the above date.

[Signature of the bank]

[The Procuring Agency may alter or modify the details of this form in accordance with PPR-14 keeping in view its requirements, nature of procurement i.e. Bulk/Framework, item wise/package wise and form of contract to be adopted (i.e. DDP, CIF, C&F, FOR, FOP etc. if applicable) However, for a standard procurement/contract contents of a generalized this Form may be as provided above.]

8.12. Draft Integrity Pact

(For the procurement of Rs. 10,000,000 and above)

The lowest evaluated successful bidder shall sign and stamp the below mentioned Integrity Pact for the procurement contracts exceeding Rupees 10 million. Failure to provide such integrity pact shall make the bidder non-responsive.

Contract No. _____ Dated _____ Contract Value: [To be filled in at the time of signing of Contract]

Contract Title: _____

..... [Name of Supplier] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Punjab (GOP) or any administrative subdivision or agency thereof or any other entity owned or controlled by GOP through any corrupt business practice.

Without limiting the generality of the foregoing, [name of Supplier] represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GOP, except that which has been expressly declared pursuant hereto.

[Name of Supplier] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GOP and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

[Name of Supplier] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other rights and remedies available to GOP under any law, contract or other instrument, be voidable at the option of GOP. Notwithstanding any rights and remedies exercised by GOP in this regard, [name of Supplier] agrees to indemnify GOP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GOP in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by [name of Supplier] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GOP.

Name of Buyer:

Signature:

[Seal]

Name of Seller/Supplier:

Signature:

[Seal]

Section IX- Check List/ Table of Contents

[To be uploaded after being signed and stamped on Bidder's letter head pad]

The provision of this checklist is essential prerequisite along with submission of tenders

Sr. #	Detail of documents with Bid	Annex#
1	Letter for Submission of Tender Documents on Letter head	
2	Original Bid Submission (Form 8.1) on letter head of the firm duly signed and stamped.	A
3	Technical Bid Form (as per form 8.8 of Bidding documents) on letter head of the firm duly signed and stamped. (Form-I)	A
4	Complete bidding Documents unfilled duly signed and stamped.	B
5	NTN registration certificate of firm. verifiable copy	C
6	General Sales Tax registration certificate of firm. verifiable copy	C
7	Active Tax Payer Status FBR	C
8	Professional Tax certificate 2024 or latest. Attested copy	C
9	An affidavit (form 8.6) on legal stamp paper worth Rs. 300 to the effect as per BDS 13(g)	D
10	Bidders profile Form (as per form 8.4 of Bidding documents) on letter head of the firm, duly signed and stamped.	E
11	General Information Form (as per form 8.5 of Bidding documents) on letter head of the firm duly signed and stamped.	E
12	Financial Bid Form/ Price Schedule (as per form 8.10 of Bidding documents) on letter head of the firm duly signed and stamped	F

Note: Bidder is required to submit Original Bid Security Instrument, original affidavit (form 8.6) on legal stamp paper worth Rs. 300 to the effect as per BDS 13(g) in an envelope clearly marked with the Bidding Document Number and Title in the office of Director Purchase, University of Rasul), before Bid submission deadline, failing which bid shall be rejected.

Certified that all the above required documents are uploaded in sequence given above.

Sr. #	Detail of documents required at the time of contract signing
1	Letter of Acceptance
2	Performance Guarantee of amount of Rs. 5% of contract value (CDR OR Demand Draft OR Pay Order or bank guarantee
3	Contract form 8.9 on non-judicial e-stamped paper of value @ 0.25% of contract value or min Rs. 1200
4	Integrity Pact Form 8.12 (in case contract value is above Rs. 10.000M)

Certified that all the above required documents will be provided at the time of signing of contract.

Stamp & Signature of Bidder _____