

# Tender Document

---

## Punjab Forensic Science Agency (PFSA)

### GENERAL LABORATORY EQUIPMENT

---

**FSA-277-TL**



### Punjab Forensic Science Agency (PFSA)

Home Department, Government of the Punjab

Head Office: PFSA Thokar Niaz Baig, Multan Road, Lahore. Pakistan

Tel: +92 42 37840007

Fax: +92 42 9232761

Email: [info.pfsa@punjab.gov.pk](mailto:info.pfsa@punjab.gov.pk)

Web: [www.pfsa.gop.pk](http://www.pfsa.gop.pk)

## INVITATION FOR BIDS (IFB)

Bids are invited by Punjab Forensic Science Agency ('Procuring Agency') for the **Procurement for Supply, Installation, Commissioning & Maintenance of Equipment for Punjab Forensic Science Agency, Thokar Niaz Baig- Lahore**

Tender Fee	Rs. 2,000/- (Rupees Two thousand only) Non-Refundable
Bid Security	2% of the estimated price (Rs. 13,905,000/-)
Bids Delivery Date &Time	14-02-2019 @ 1100 Hrs
Bid Opening Date &Time	14-02-2019 @ 1130 Hrs
	In case of any unforeseen situation or government holiday resulting in closure of office on the date of bid opening, the bid shall be submitted /opened on next working day at the same time.

Interested Bidders will have to quote all the items specified in the Tender Document (Excluding General Lab Equipment & Consumables / chemicals which may be quoted partially). Incomplete quotation may lead to rejection.

The bidding document may be purchased by interested bidders on the submission of a written application to the address below and upon payment of a nonrefundable fee i.e. Rs. 2,000/- (Rupees Two thousand only) in shape of Pay Order / Demand Draft in favor of Director General Punjab Forensic Science Agency Lahore.

**Note:** Procuring Agency may cancel / delete any item or may reduce or enhance the quantity of any item. Procuring Agency may reject all bids subject to the provision of PPRA Rules.

## **A. Instructions to Bidders. (ITB)**

### **1. INTRODUCTION**

#### **1. GENERAL**

- 1.1. The Procuring Agency as mentioned in the Bid Data Sheet has allocated funds towards the cost of "Equipment".

#### **2. ELIGIBLE BIDDERS**

- 2.1. This Invitation for Bids (IFB) is open to all Manufacturers, through their local/Pakistani Authorized Agents/ Importers / Distributors.

- 2.2. 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 consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods to be purchased under this IFB.

- 2.3. Bidders are not eligible to bid if they are under a declaration of ineligibility or have been blacklisted.

#### **2.4. Joint Venture / Consortium:**

- a) Joint venture or partnership firms are **ALLOWED / eligible (Maximum of Two Companies)**. Only those companies which are validly registered with sales tax and income tax departments and having sound financial strengths can participate.
- b) Bids submitted by a consortium of companies or partners (maximum) shall comply with the following requirements:
- c) Consortium/Local partner shall have credibility and shall provide references in financial strengths.
- d) The Bid, and in case of successful Bid, the Contract form, shall be signed by all so as to be legally binding on all the partners.
- e) One of the partners shall be authorized to be lead partner; and this authority shall be evidenced by submitting a power of attorney signed by legally authorized signatories of all the partners.
- f) The partner Lead Partner shall be authorized to incur liabilities, receive payments and receive instructions for and on behalf of any or all partners of the consortium.
- g) A copy of the agreement entered into by the consortium partners shall be submitted with the Bid

#### **3. ELIGIBLE GOODS**

- 3.1. All goods and related services to be supplied under the contract shall have their origin in eligible source countries and all expenditures made under the contract shall be limited to such goods and services. 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

installation, commissioning, transportation, insurance, maintenance etc.  
The “Origin” means the place where the goods are manufactured

## **2. THE BIDDING PROCEDURE**

### **4. SINGLE STAGE –TWO ENVELOP PROCEDURE**

- a. Bid shall comprise a single package containing two separate sealed envelopes. Each envelope shall contain separately the financial proposal (1 original and 1 copies) and the technical proposal (1 original and 1 copies);  
*Submit separate sealed Financial Proposal for each tender in which bid is submitted.*
- b. Envelopes shall be marked as “FINANCIAL PROPOSAL” and “TECHNICAL PROPOSAL” in bold and legible letters to avoid confusion;

## **3. THE BIDDING DOCUMENTS**

### **5. CONTENTS OF BIDDING DOCUMENTS**

#### **5.1. The Bidding Documents include:**

- I. Instructions to Bidders (ITB);
- II. General Conditions of Contract (GCC);
- III. Special Conditions of Contract (SCC);
- IV. Schedule of Requirements;
- V. Technical Specifications;
- VI. Contract Form;
- VII. Manufacturer's Authorization Form;
- VIII. Performance Guarantee Form;
- IX. Bid Data Sheet
- X. Bid Form; and
- XI. Price Schedules.

5.2. In case of discrepancies between the Tender Notice and the Bidding Documents, the Bidding Documents shall take precedence.

5.3. The bidders are expected to examine all instructions, forms, terms, and specifications in the bidding documents. Failure to furnish complete information required in the bidding documents or to submit a bid not substantially responsive to the bidding documents may result in rejection.

### **6. AMENDMENT OF BIDDING DOCUMENTS**

6.1. At any time prior to the deadline for submission of bids, the Procuring Agency may, for any reason, whether at its own initiative or in response

to a clarification requested by a prospective Bidder, modify the bidding documents by amendment.

- 6.2. All prospective bidders that have received the bidding documents will be notified the amendment(s) in writing or email, which will be binding on all bidders.
- 6.3. In order to allow prospective bidders reasonable time to take the amendment(s) into account in preparing their bids, the Procuring Agency may, at its discretion, extend the deadline for submission of the bids as deemed appropriate.

#### **4. PREPARATION OF BIDS**

#### **7. LANGUAGE OF BID**

##### **7.1. Preparation of Bids**

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.

#### **8. DOCUMENTS COMPRISING THE BID**

- 8.1. The Bid shall comprise of Two Sealed Envelopes submitted simultaneously, one called the 'Technical Proposal' and the other the 'Financial Proposal', containing the documents listed in Bidding Data Sheet. Both envelopes to be enclosed together in an outer single sealed envelope called the Bid. Each bidder shall furnish all the documents as specified in Bidding Data Sheet. The Bidder shall submit the Bid Document with each page duly signed and stamped by the duly authorized representative of the Bidder.

#### **9. BID PRICES**

- 9.1. The prices and discounts quoted by the Bidder in the Bid Form and in the Price Schedules shall conform to the requirements specified below.
- 9.2. All items in the Schedule of Supply must be listed and priced separately in the Price Schedules. If a Price Schedule shows items listed but not priced, their prices shall be assumed to be included in the prices of other items. Items not listed in the Price Schedule shall be assumed not to be included in the Bid.
- 9.3. The price to be quoted in the Bid Form shall be the total price of the Bid excluding any discounts offered.

- 9.4. The Bidder shall quote any unconditional discounts and the methodology for their application in the Bid Form.
- 9.5. Prices proposed for Goods in the Price Schedule Forms shall be quoted item wise. This item wise quotation shall be solely for the purpose of facilitating the comparison of Bids by the Procuring Agency. This shall not in any way limit the Procuring Agency's right to contract on any of the terms offered:
- 9.6.
- a. Price Schedule for Goods offered
    - i. Detailed Specification of Items
    - ii. Model / Cat No.
    - iii. Name of Manufacturer.
    - iv. Country of Origin
    - v. Quantity of item
    - vi. Unit
    - vii. The unit price of the goods quoted on C&F basis
    - viii. If there is no mention of taxes, the offered/quoted price will be considered as inclusive of all prevailing taxes/duties. The benefit of exemption from or reduction in the GST or other taxes during the contract period shall be passed on to the Procuring Agency;
- 9.7. Final Prices quoted by the Bidder shall be fixed during the Bidder's performance of the Contract and not subject to variation on any account. A Bid submitted with an adjustable price quotation shall be treated as nonresponsive and shall be rejected.

## 10. BID CURRENCIES

- 10.1. Price shall be quoted in foreign currency for goods offered outside the Procuring Agency's country on C&F Basis.

## 11. DOCUMENTS ESTABLISHING GOODS' ELIGIBILITY AND CONFORMITY TO BIDDING DOCUMENTS

- 11.1. Pursuant to ITB Clause 8, the Bidder shall furnish, 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.
- 11.2. The documentary evidence of the country of origin of the goods shall be confirmed.
- 11.3. The documentary evidence of conformity of the goods
- a) Detailed description of the essential technical and performance characteristics of the goods.
  - b) Also an **item-by-item commentary on the Procuring Agency's Technical Specifications demonstrating substantial responsiveness of the goods and services to those**

**specifications, or a statement of deviations and exceptions to the provisions of the Technical Specifications.**

- 11.4. For purposes of the commentary to be furnished pursuant to ITB Clause 11.3(b) above, the Bidder shall note that standards for workmanship, material, and equipment, as well as references to brand names or catalogue numbers designated by the Procuring Agency in its Technical Specifications, are intended to be descriptive only and not restrictive. The Bidder may substitute alternative standards, brand names, and/or catalogue numbers in its bid, provided that, it demonstrates to the Procuring Agency's satisfaction that the substitutions ensure equivalence to those designated in the Technical Specifications.

**12. BID SECURITY**

- 12.1. The Bidder shall furnish, as part of its Financial proposal (Copy to be attached in Technical Proposal), a Bid Security in the amount and currency specified. Failing which shall result in rejection of Bid. Unsuccessful bidders' Bid Security will be returned after approval of the successful Bidder. The successful Bidder's Bid Security will be discharged upon signing of contract and furnishing the Performance Security Bond.
- 12.2. The Bid Security shall remain valid for a period of 28 days beyond the bid validity period.
- 12.3. The Bid Security may be forfeited/en-cashed in case of following:
- a. If a Bidder withdraws its bid during the period of bid validity; or
  - b. If the Bidder fails to provide a Performance Guarantee as required in this Bidding Document.
  - c. In the case of a successful Bidder, the Bidder fails to sign the Contract.

**13. BID VALIDITY**

- 13.1. Shall remain valid for the **90 days**
- 13.2. The Procuring Agency shall ordinarily be under an obligation to process and evaluate the bids within the stipulated bid validity period. However, for any reasons to be recorded in writing, if an extension is considered necessary, all those who have submitted their bids shall be asked to extend their respective bid validity period.

**5. SUBMISSION OF BIDS**

**14. SEALING AND MARKING OF BIDS**

- 14.1. The envelopes shall:
- a. bear the Name and Address of the Bidder;

- b. bear the specific identification Title and Number of this bidding process indicated in the Bid Data Sheet; and
  - c. bear the Procuring Agency's name and address i.e. Punjab Forensic Science Agency-Lahore and a statement: "DO NOT OPEN BEFORE," the time and date specified in the Bid Data Sheet.
- 14.2. If an envelope is not sealed and marked as required, the bid may be rejected.
15. **DEADLINE FOR SUBMISSION OF BIDS**
- 15.1. Bids must be submitted by the bidders and received by the Procuring Agency at the specified address not later than the time and date specified in the Bid Data Sheet.
- 15.2. The Procuring Agency may, at its convenience, extend this deadline for submission of bids by amending the bidding documents. In which case all rights and obligations of the Procuring Agency and the Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.
16. **LATE BID**
- 16.1. Any bid received by the Procuring Agency after the deadline for submission of bids prescribed by the Procuring Agency shall not be entertained and shall be returned unopened to the Bidder.
17. **WITHDRAWAL OF BIDS**
- 17.1. The Bidder may after its submission withdraw its bid prior to the expiry of the deadline prescribed for submission of bids. Withdrawn bids will be returned unopened to the Bidders.

## **6. OPENING AND EVALUATION OF BIDS**

18. **OPENING OF BIDS BY THE PROCURING AGENCY**
- 18.1. Initially, only the envelope marked "TECHNICAL PROPOSAL" shall be opened on the date and time as specified in the Bid Data Sheet;
- 18.2. Envelope marked as "FINANCIAL PROPOSAL" shall be retained in the custody of the procuring agency without being opened;
- 18.3. Procuring agency shall evaluate the technical proposal in a manner prescribed below, without reference to the price and reject any proposal which does not conform to these requirements;

**a) Eligibility Criteria:**

The Applicants fulfilling the following basic eligibility criteria shall only be considered for further evaluation (relevant documents to be attached):



- I. Valid legal entity of the Applicant e.g. Certificate of registration from SECP or registrar of firms for Local Applicant Firm. Foreign Applicant must attach similar certificate from home country.
- II. Quoted all items specified in the Tender (Excluding General Lab Equipment, Consumables & Chemicals).
- III. Certificate of registration with Income Tax and Sales Tax with FBR for Local Firms. Foreign Applicant must attach similar certificate from home country.
- IV. Affidavit on non-judicial stamp paper that non-performance of a contract did not occur within the last ten years based on information on all settled disputes or litigation.
- V. Judicial Affidavit declaring “Neither the Applicant nor its Directors, Stakeholders, as a whole or as a part of the firm have ever been blacklisted/ defaulted by any government agency/ department / organization”.
- VI. Provide separate undertaking that the information supplied by the Applicant firm is correct.
- VII. Complete details of factory Trained local service staff.
- VIII. Applicant must submit ISO OR other Equivalent Certification.  
**Note:** OEM, Local Distributor and all the members (in case of JV) have to meet in full the aforementioned basic Eligibility Criteria.

**b) Qualification Criteria**

Qualification will be based on applicant’s meeting the following criteria as demonstrated by the applicant’s response to this criterion provided by the Applicant:

1. Certificate of Company/Firm Registration/Incorporation under the laws of Pakistan;
2. Complete Company Profile;
3. Detail of relevant Projects (Successfully completed and ongoing projects);
4. Complete CVs / list of employees, including Top Level management, middle level management and operational teams;
5. Submission of undertaking on legal valid and attested stamp paper that the firm is
6. not blacklisted by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan;
7. Audited financial statements for the last three (03) years, supported by audit letters,
8. Integrity Pact duly signed and stamped by authorized representative (Annexure-B);
9. Undertaking (All terms & conditions and qualifications listed anywhere in this document
10. Covering letter duly signed and stamped by authorized representative. (Annexure- A);
11. Financial Capacity as per evaluation criteria;

12. Valid Registration Certificate for Income Tax & Sales Tax;

Verifiable documentary proof of the mandatory and other requirements mentioned in this document must be submitted along with the below form, noncompliance of which shall lead to disqualification.

**c) EVALUATION CRITERIA**

**IMPORTANT NOTE: -**

All the applicants to please note that as per PPRA Rules and Regulations, all the documents/statements submitted by Interested Parties are under Oath.

Any document/statement provided if proved false, mis-stated, concocted, or incorrect at any time during or after bidding process will result into permanent dis-qualification and black listing of the firm/Company/Partners with their names displayed on PPRA website.

**PASS MARKS:** Based on conditions listed in this document, Proposal not meeting the criteria will be rejected.

The Firms who have duly complied with the Qualification and Evaluation Criteria against each item will be eligible.

The Evaluation Committee has the sole right to ACCEPT or REJECT any proposal. No appeal or re-consideration would be granted in any case. The decision of Evaluation committee can't be challenged in any court of Law or hereof.

If the Evaluation Committee deemed necessary further clarification or information, it is the responsibility of the Supplier to provide such information in the span of time mentioned in such case. Failure to do so would lead to disqualification.

The proposals shall be evaluated by the technical evaluation committee in the light of following evaluation criteria:

## PARAMETERS OF EVALUATION CRITERIA

The Firm/Company securing less than 75% marks will be disqualified

-Total Marks: 100

=Qualification Marks 75 (75%) + Mandatory

Category	Description	Points		Compliance/ Points
<b>Legal (Mandatory) For local partners.</b>	Income Tax Registration	Mandatory		
	General Sales Tax Registration	Mandatory		
	Principal's Authorization letter required in favor of company	Mandatory		
	Undertaking that the firm is not blacklisted and involved in litigation with Government	Mandatory		
<b>Technical (Mandatory )</b>	Must meet or exceed the Technical Specifications	Mandatory		
<b>Financial strength, For local partners</b>	Financial Audit Report / Bank statements / Client's Work Orders/ any supporting document (last 03-year) Average (Max Points 30)	20-30 million	5 Points	
		30-40 million	15 Points	
		40+ million	30 Points	
<b>Professional Staff (Administrative &amp; Technical)</b>	Total No. of technically trained employees in the company (CVs with educational certificates & Training certificates issued by Principals / Manufacturer) should provide principal / manufacturer contact to verify the trainings. (Max Points 30)	1-5	5 Points	
		6-10	10 Points	
		11-15	15 Points	
		15+	30 Points	
<b>Technical (Human Resource) Professionals staff details in Lahore office</b>	No. of technically trained engineers stationed in the company's Lahore office on permanent basis, (CVs with educational certificates & Training certificates issued by Principles / Manufacturer) should provide principle / manufacturer contact to verify the trainings. (Max Points 5)	1-2	1 Points	
		3-5	3 Points	
		6-8	5 Points	
<b>Firm Technical Competencies</b>	list of similar contracts in-hand/ performed by the bidder (Max Points 5)	3-5	1 Points	
		5-7	2 Points	
		8+	5 Points	
	In-house technical support for repair & maintenance, Workshop (Max Points 5)	Lahore Based	05 Points	
Other Cities		01 Points		
<b>Satisfied Customers</b>	Total No. of Satisfied Customers (List & Satisfaction letter of Customers (Max Points 10)	2-4	01 Points	
		5-7	03 Points	
		8-10	05 Points	
		10+	10 Points	
<b>Country of Origin of principal manufacturer</b>	Country of Origin/make (Max Points 10)	USA, EU / Japan/Singapore/Malaysia	10 points	
		Others	03 Points	
<b>Office Location</b>	Local Offices & ISO Certified Company (Max Points 5)	Lahore	05 Points	
		Others	01 Points	

**Note:**

1. Verifiable documentary proof for all above requirements and criteria points are mandatory requirement and marks will be awarded on the basis of these verifiable prove.
2. The bidder should provide contact details of Principle / Manufacturer for the validation of the service training. If the procuring agency doesn't get a response from the provided contact within the 7 working days, the Bidder shall be awarded with Zero Points.
3. In case of no Response from the Principle / Manufacturer contact within the specified time of 7 days the Bidder would be awarded Zero Points.

**No compromise shall be made on minimum requirements of qualifying marks.**

Criteria, sub criteria and marking system for the evaluation of applicants shall be as under:

- 18.4. No amendment in the technical proposal shall be permitted during the Technical Evaluation.
- 18.5. After technical evaluation is completed, the Procuring Agency shall notify the date, time and location for opening of the financial proposals. Attendance of technically responsive Bidders at the opening of financial proposals is optional. The financial proposals of technically non-responsive Bidders shall be returned unopened.
- 18.6. Financial proposals of only the technically responsive Bidders shall be opened publicly in the presence of their representatives who choose to attend. The total prices will be read aloud and recorded.
- 18.7. Incomplete bid shall stand rejected. All items described in the technical proposal must be priced in financial proposal. Items described in the technical proposal but not priced, shall be assumed to be included in the price of other items.
- 18.8. 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 formers will prevail.
- 18.9. Bid found to be the lowest evaluated shall be accepted.

19. CLARIFICATION OF BIDS

- 19.1. During evaluation of the bids, the Procuring Agency may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing or by email, and no change in the prices or substance of the bid shall be sought, offered, or permitted.

20. PRELIMINARY EXAMINATION

- 20.1. The Procuring Agency will examine the bids to determine whether these are complete, required sureties have been furnished, the documents have been properly signed by Authorized Representative, and the bids are generally in order.

- 20.2. 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.
- 20.3. Prior to the detailed evaluation, pursuant to ITB Clause 21 the Procuring Agency will determine the substantial responsiveness of each bid. For this purpose, a substantially responsive bid is one which conforms to all the terms and conditions of the bidding documents without material deviation. Deviations from, or objections or reservations on critical provisions, such as those concerning Bid Security, Applicable Law, Taxes and Duties, 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.

## 21. EVALUATION AND COMPARISON OF BIDS

- 21.1. The Procuring Agency will evaluate and examine the bids which have been determined to be substantially responsive, pursuant to ITB Clause 20.
- 21.2. The Procuring Agency's evaluation of a bid will be on 'FOR/C&F basis.
- 21.3. For the purpose of evaluation of bids quoted in different currencies, the price shall be converted into Pak Rupees. The rate of exchange shall be the selling rate of those currencies, prevailing on the date of opening of Financial Bids specified in the bidding documents,
- 21.4. Arithmetical errors will be rectified on the following basis.
- a If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected.
  - b If there is a discrepancy between words and figures, the amount in words will prevail.
  - c If the Bidder does not accept the correction of the errors, its bid will be rejected, and its bid security may be forfeited

## 22. CONTACTING THE PROCURING AGENCY

- 22.1. No bidder shall contact the Procuring Agency on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded. If any bidder wishes to bring additional information to the notice of the Procuring Agency, it may do so in writing or through email.
- 22.2. 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.

23. REJECTION OF BIDS

- 23.1. 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. 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.

**7. AWARD OF CONTRACT**

24. ACCEPTANCE OF BID AND AWARD CRITERIA

- 24.1. The bidder with lowest evaluated bid under clause 19, 20 & 21, if not in conflict with any other law, rules, regulations or policy of the Government, will be awarded the contract within the original or extended period of bid validity.

25. PROCURING AGENCY'S RIGHT TO VARY QUANTITIES

- 25.1. The Procuring Agency reserves the right to increase or decrease the quantity of items originally specified in the Price Schedule and Schedule of Requirements without any change in unit price or other terms and conditions as per provisions in PPRA Rules 2014.

26. NOTIFICATION OF AWARD

- 26.1. Prior to the expiry of the original or extended period of bid validity, the successful bidder will be informed in writing or email of acceptance of its bid by the Procuring Agency by issuing a letter of award.

27. PERFORMANCE SECURITY

- 27.1. The successful Bidder shall furnish Performance Security within 30 days from the date of letter of award. Upon submission of acceptable Performance Security, the Bid Security will be returned to the Bidder. The amount of Performance Security is specified at Bid Data Sheet.
- 27.2. Failure of the successful Bidder to comply with any of the requirements specified in this document shall be considered as sufficient grounds for the annulment of the award of contract and forfeiture of the Bid Security. In which event the Procuring Agency may award the contract to the next lowest evaluated Bidder.

28. SIGNING OF CONTRACT

- 28.1. Upon furnishing of acceptable Performance Security under the Conditions of Contract, formal Agreement (on stamp paper as per Stamp Act 1899, cost of which shall be borne by the successful Bidder) between the Procuring Agency and the successful bidder shall be executed.

## 29. CORRUPT OR FRAUDULENT PRACTICES

### 29.1.

- a The Procuring Agency and the Bidders / Manufacturers / Contractors are expected to observe the highest standard of ethics during the procurement and execution of the Contract. In pursuance of this policy, the relevant terms / phrases as may apply are defined below:
  - (i) **"corrupt practice"** means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in Contract execution; and
  - (ii) **"fraudulent practice"** means a misrepresentation of facts in order to influence a procurement process or the execution of a Contract to the detriment of the Procuring Agency, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Procuring Agency of the benefits of free and open competition;
  
- b The Procuring Agency will take all possible administrative / legal measures if it is found that the Bidder recommended for award was / is engaged in corrupt or fraudulent practice(s) before or after signing of the contract resulting into the conviction of the proprietor under criminal case besides blacklisting of the firm either indefinitely or for such period of time as may be determined by the Procuring Agency.
  
- c Will declare a firm ineligible, either indefinitely or for a stated specified period of time, for the award of a Contract if it, at any time, determines that the firm has engaged in corrupt or fraudulent practices in competing for or in executing a Contract.

## B. 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). Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

### INTRODUCTION

**ITB 1.1** Name of Procuring Agency:  
Punjab Forensic Science Agency, Lahore

Name of Contract:

### PREPARATION OF BIDS

**ITB 8.1** A. The Bidder shall submit with its Technical Proposal the following documents

- (a) Technical Bid Form & copy of Bid Security
- (b) Technical Specifications of offered Equipment (Compliance with Technical Specifications provided)
- (c) Manufacturer Authorization Form for each item
- (d) Delivery Schedule (In compliance with schedule of requirements)

B. The Bidder shall submit with its Financial Proposal the following documents

- (f) Financial Bid Form & Original Bid Security
- (g) Price Schedule

**ITB 12.1** The Bid Security shall not be less than the amount mentioned against each Tender in Technical Specifications in Pak Rupees in the form of Bank Guarantee/ Pay Order / CDR from a Bank AA+ Long Term rated by State Bank of Pakistan or from a foreign bank counter guaranteed from a bank AA+ Long Term rated by State Bank of Pakistan.

**ITB 13.1** Bid validity period shall be **90 days**.

### SUBMISSION OF BIDS

**ITB 14.1** (b) The identification of this bidding process is



“Must bear the name of the bidder” and a warning  
“Do Not Open Before the time and date of bid  
opening”.

**ITB 15.1** Deadline for bid submission :

### **OPENING & EVALUATION OF TECHNICAL BIDS**

**ITB 16.1** The bid opening shall take place at: at

**Date and Time:**

**OPENING OF FINANCIAL BIDS SHALL BE ANNOUNCED LATER  
ON AFTER FINALIZATION OF EVALUATION OF TECHNICAL  
BIDS**

### **CONTRACT AWARD**

**ITB 28.1** The successful Bidder shall furnish the Performance Security equivalent to 10% of the total Contract amount from any Bank AA+ Long Term rated by State Bank of Pakistan in the shape of a Bank Guarantee issued by a Bank AA+ Long Term rated by State Bank of Pakistan or from a foreign bank duly counter guaranteed by a Bank AA+ Long Term rated by State Bank of Pakistan. The Performance Guarantee/Security Form is provided in the bidding documents. Upon submission of Performance Guarantee the Bid Security would be returned to the Bidder.

## **C. General Conditions of Contract (GCC)**

### **1. DEFINITIONS**

2.1. 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 Bidder, 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 Bidder under the Contract for the full and proper performance of its Contractual obligations.

- c. "Goods" means all the commodities, raw material, machinery and equipment, and/or other materials that the Supplier is required to supply to the Procuring Agency under the Contract.
- d. "Related Services" means the services incidental to the supply of the goods, such as insurance, installation, training and initial maintenance, printing of special instructions or the labels, packing, design and logo of the Procuring Agency, transportation of goods up to the desired destinations and other such obligations of the Bidder covered under the Contract.
- e. "GCC" means the General Conditions of Contract contained in this section.
- f. "SCC" means the Special Conditions of Contract contained in the relevant section of this document.
- g. "The Procuring Agency" means the Punjab Forensic Science Agency- Lahore
- h. "The Bidder" means the individual or firm offering/participating in supplying the goods under this Bidding Document.
- i. "Day" means official working day excluding national holidays.

## 2. APPLICATION

- 2.1. These General Conditions shall apply to the extent that they are not inconsistent with provisions of other parts of the Bidding Documents/Contract.

## 3. STANDARDS

- 3.1. The goods supplied under this Contract shall conform to the standards mentioned in the Technical Specifications goods eligibility criteria.

## 4. USE OF CONTRACT DOCUMENTS AND INFORMATION

- 4.1. The Bidder shall not without the Procuring Agency's prior written 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 Bidder in the performance of the Contract. Disclosure to such employed person shall be made in confidence and shall extend only, as far as may be necessary, to such performance and not further or otherwise.
- 4.2. Any document, other than the Contract itself, shall remain the property of the Procuring Agency and shall be returned (all copies) on completion of the Bidder's performance under the Contract.
- 4.3. The Bidder shall permit the Procuring Agency to inspect the Bidder's accounts and records relating to the performance of the Supplies.

5. PATENT RIGHTS

- 5.1. The Bidder shall indemnify the Procuring Agency against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof in the country.

6. ENSURING STORAGE ARRANGEMENTS

- 6.1. To ensure storage arrangements for the intended supplies, the Bidder shall inform the Procuring Agency before goods are loaded on ship and at least four weeks prior to the arrival of the consignments at its store / warehouse. However, in case no space is available at its store / warehouse at the time of supply, the Procuring Agency shall, within ten days to such a situation, inform the Bidder, in writing, of the possible time-frame of availability of space by which the supplies could be made. In case the Bidder abides by the given time frame, he will not be penalized for delay.

7. DELIVERY AND DOCUMENTS

- 7.1. The Bidder shall in accordance with the terms specified in the Schedule of Requirements make delivery of the goods. Details of documents to be furnished by the Bidder are specified.

8. INCIDENTAL SERVICES

- 8.1. The Bidder will be required to provide to the Procuring Agency incidental services the cost of which should be included in the total bid price. Incidental services as mentioned earlier

9. WARRANTY / GUARANTEE

- 9.1. The time period of warranty / guarantee means the period of Twelve **(12) Months** from the date on which the items have been commissioned and demonstrated to the Procuring Agency and accepted in writing.

10. ASSIGNMENT

- 10.1. The Bidder shall not assign, in whole or in part, its obligations to perform to another party under this Contract, except with the Procuring Agency's prior written consent.
- 10.2. The procuring agency may assign any or all rights and responsibilities to another agency or entity.

11. DELAYS IN THE BIDDER'S PERFORMANCE

- 11.1. Delivery of the goods shall be made by the Bidder in accordance with the time schedule prescribed by the Procuring Agency in the Schedule of Requirements / Contract Award.
- 11.2. If at any time in the course of performance of the Contract, the Bidder encounters anything impeding timely delivery of the goods, he shall promptly notify the Procuring Agency in writing of the causes of delay and its likely duration. As soon as practicable, after receipt of the Bidder's notice, the

Procuring Agency shall evaluate the situation and may, depending on merits of the situation, extend the Bidder's time for performance, in which case the extension shall be ratified by the Parties by a supplementary Contract to be treated as an addendum to the original contract.

## 12. TERMINATION FOR DEFAULT

- 12.1. The Procuring Agency may, without prejudice to any other remedy for breach of Contract, by a written notice of default sent to the Bidder, terminate this Contract in whole or in part if:
- a. The Bidder fails to deliver any or all installments of the goods within the period(s) specified in the Contract, or within any extension thereof granted by the Procuring Agency;
  - b. The Bidder fails to perform any other obligation(s) under the Contract to the satisfaction of the Procuring Agency
  - c. The Bidder has engaged itself in corrupt or fraudulent practices before or after executing the Contract.

## 13. FORCE MAJEURE

- 13.1. The Bidder shall not be liable for forfeiture / encashment of its Performance Guaranty/ Bid Security, or termination/ blacklisting for default if and to the extent that this delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure. For the purposes of this Clause Force Majeure means an act of God or an event beyond the control of the Bidder and not involving the Bidder's fault or negligence directly or indirectly purporting to mal-planning, mismanagement and /or lack of foresight to handle the situation. Such events may include but are not restricted to acts of the Procuring Agency in its sovereign capacity, wars or revolutions, fires, floods, earthquakes, strikes, epidemics, quarantine restrictions and freight embargoes. If a Force Majeure situation arises, the Bidder shall promptly notify the Procuring Agency in writing with sufficient and valid evidence 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 Bidder shall continue to perform its obligations under the Contract as far as is reasonably practical and shall seek reasonable' alternative means for performance not prevented by the Force Majeure event.

## 14. TERMINATION FOR INSOLVENCY

- 14.1. The Procuring Agency may at any time terminate the Contract by giving written notice to the Bidder if the Bidder becomes bankrupt or otherwise

insolvent. In that event, termination will be without compensation to the Bidder, provided that such termination will not prejudice or affect any right or remedy which has accrued or will accrue thereafter to the Parties.

## 15. ARBITRATION AND RESOLUTION OF DISPUTES

- 15.1. The Procuring Agency and the Bidder shall make every effort to resolve amicably by direct informal negotiations any disagreement or dispute arising between them under or in connection with the Contract.
- 15.2. If, after thirty (30) days from the commencement of such informal negotiations, the Procuring Agency and the Bidder have been unable to resolve amicably a Contract dispute, either party may require that the dispute be referred for resolution through arbitration in accordance with the Arbitration Act, 1940.
- 15.3. In case of any dispute concerning the interpretation and/or application of this Contract is to be settled through arbitration, the arbitrator shall be mutually appointed by the Procuring Agency and the Bidders. The decisions taken and/or award given by the sole arbitrator shall be final and binding on the Parties.

## 16. PACKING

- 16.1. The Bidder 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 be taken into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit.
- 16.2. 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.

## 17. GOVERNING LANGUAGE

- 17.1. 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 English.

## 18. APPLICABLE LAW

- 18.1. This Contract shall be governed by the laws of Pakistan and the courts of Lahore shall have exclusive jurisdiction.

## 19. PERFORMANCE SECURITY

- 19.1. The Bidder shall submit a performance security as specified.

## **D. Special Conditions of Contract (SCC)**

### **1. DELIVERY AND DOCUMENTS**

#### ***(b) For Goods supplied from abroad on C&F basis:***

Details of shipping and documents to be furnished by the Bidder:

Upon shipment, the Bidder shall notify the Procuring Agency by fax or email the full details of the shipment, including Contract number, description of Goods, quantity, the vessel / flight, the Bill of Lading / Air Way Bill and date, port of loading, date of shipment, port of discharge, etc.

The Procuring Agency shall receive the above documents at least before arrival of the Goods at the port or place of arrival and, if not received, the Bidder will be responsible for any consequent expenses.

### **2. PAYMENT**

The method and conditions of payment to be made to the Bidder under this Contract shall be as follows:

#### **i. For Goods supplied from within Pakistan:**

- a) Payment shall be made in Pak Rupees.
- b) The Procuring Agency shall pay of the invoice value against delivery of Goods at Site. The payment will be made to the Bidder within 30 days of the receipt of original delivery challan(s) and invoice(s) in duplicate duly completed in all respect and signed and stamped by the Chairman of the Inspection Committee.

#### **ii. For Goods supplied from outside the Procuring Agency's country:**

- a) The Procuring Agency shall pay L/C value to the Principal through irrevocable letter of credit in a bank in its country upon submission of all the requisite documents.

### **3. ARBITRATION" AND RESOLUTION OF DISPUTES**

Dispute resolution mechanism to be applied shall be as follows:

In case of any dispute concerning the interpretation and/or application of this Contract is to be settled through arbitration, the arbitrator to be

appointed mutually by the Procuring Agency and the Bidder. The decisions taken and/or award given by the sole arbitrator shall be final and binding on the Parties.

4. PACKING

The packing, marking and documentation within and outside the packages shall be as per manufacturer standards meeting the safety requirements.

5. PERFORMANCE SECURITY

The successful Bidder shall furnish Performance Security within 30 days from the date of letter of award. Upon submission of Performance Security, the Bid Security will be returned to the Bidder. Performance Security will be equal to 10% of the Contract amount in in shape of a Bank Guarantee issued by a Bank AA+ Long Term rated by State Bank of Pakistan or from a foreign bank duly counter guaranteed by a Bank AA+ Long Term rated by State Bank of Pakistan that will remain with the procuring agency till satisfactory completion of Warranty period. In case of Extended Warranty, the Performance Security will be returned after the period of Completion of Extended Warranty.

## E. SCHEDULE OF REQUIREMENTS

1. SCHEDULE OF REQUIREMENTS

1.1. **For Goods supplied from within Pakistan (FOR Basis)**

- a) The entire quantity of the ordered goods shall be delivered within 90 days or earlier from the date of issuance of supply order / contract award.
- b) The delivery period shall start from the date of contract signature.

1.2. **For Goods supplied from outside the Procuring Agency's country on C&F basis:**

- a) The shipment of the items to be imported shall be started as early as possible. The shipment schedule shall be submitted along with the offer and subject to approval by the Procuring Agency.
- b) The bidder must indicate in his offer the port **from where** the Items will be **shipped**.

- c) The equipment shall be delivered at site as stated in the Technical Specifications against each item within 120 days from the date of opening of LC.

## **F: TECHNICAL SPECIFICATIONS**

### **SPECIFICATIONS**

The technical specifications are attached at ANNEX-1

#### **SPECIAL NOTE:**

- i. The Procuring Agency will evaluate and compare the bids on the basis of each Tender Specified at Annex-1.
- ii. Country of Origin: As mentioned in Technical Specifications.
- iii. The above specifications are provided for encouraging widest possible competition among the firms. However, inadvertently if a brand name, catalogue No. / Name etc. is used in Technical Specifications, it has only been used for the reference purpose. Goods offered "**AT LEAST EQUIVALENT**" to requisite specifications shall also be considered.
- iv. Equipment must be inclusive of all the standard accessories.
- v. The internal civil and MEP work if any required for the equipment installation will be carried-out by the Bidder.
- vii. All site specific work required at site for the system viz. Lead Glass/special antistatic flooring, environment control/radiation protection must be included in the price.
- ix. Bidder must provide the User/Technical/Maintenance/ manuals with each equipment.



**G. SAMPLE FORMS**

**1. PERFORMANCE GUARANTEE/SECURITY FORM**

**FORM OF PERFORMANCE**

**SECURITY**

**(Bank Guarantee)**

Guarantee No. \_\_\_\_\_

Executed on \_\_\_\_\_

Expiry date \_\_\_\_\_

[Letter by the Guarantor to the Purchaser]

Name of Guarantor (Bank) with  
address: \_\_\_\_\_

(Scheduled Bank in

Pakistan)

Name of Principal (Supplier/Contractor) with  
address: \_\_\_\_\_

Penal Sum of Security (express in words and  
figures) \_\_\_\_\_

Notification of Award No. \_\_\_\_\_

Dated \_\_\_\_\_

KNOW ALL MEN BY THESE PRESENTS, that in pursuance of the terms of the Bidding Documents and above said Notification of Award (hereinafter called the Documents) and at the request of the said Principal we, the Guarantor above named, are held and firmly bound unto \_\_\_\_\_ the

(hereinafter called the Purchaser) in the penal sum of the amount stated above for the payment of which sum well and truly to be made to the said Purchaser, we bind ourselves, our heirs, executors, administrators and successors, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, that whereas the Principal has accepted the Purchaser's above said Notification of Award for \_\_\_\_\_ (Name of Contract) \_\_\_\_\_ for the \_\_\_\_\_

\_\_\_\_\_ (Name of Project).

NOW THEREFORE, if the Principal (Supplier/Contractor) shall well and truly perform and fulfill all the undertakings, covenants, terms and conditions of the said Documents during the original terms of the said Documents and any extensions thereof that may be granted by the Purchaser, with or without notice to the Guarantor, which notice is,

hereby, waived and shall also well and truly perform and fulfill all the undertakings, covenants terms and conditions of the Contract and of any and all modifications of said Documents that may hereafter be made, notice of which modifications to the Guarantor being hereby waived, then, this obligation to be void; otherwise to remain in full force and virtue till all requirements of GCC, of Conditions of Contract are fulfilled.

Our total liability under this Guarantee is limited to the sum stated above and it is a condition of any liability attaching to us under this Guarantee that the claim for payment in writing shall be received by us within the validity period of this Guarantee, failing which we shall be discharged of our liability, if any, under this Guarantee.

We, \_\_\_\_\_ (the Guarantor), waiving all objections and defenses under the Contract, do hereby irrevocably and independently guarantee to pay to the Purchaser without delay upon the Purchaser's first written demand without cavil or arguments and without requiring the Purchaser to prove or to show grounds or reasons for such demand any sum or sums up to the amount stated above, against the Purchaser's written declaration that the Principal has refused or failed to perform the obligations under the Contract which payment will be effected by the Guarantor to Purchaser's designated Bank & Account Number.

PROVIDED ALSO THAT the Purchaser shall be the sole and final judge for deciding whether the Principal (Contractor) has duly performed his obligations under the Contract or has defaulted in fulfilling said obligations and the Guarantor shall pay without objection any sum or sums up to the amount stated above upon first written demand from the Purchaser forthwith and without any reference to the Principal or any other person.

IN WITNESS WHEREOF, the above-bounden Guarantor has executed this Instrument under its seal on the date indicated above, the name and corporate seal of the Guarantor being hereto affixed and these presents duly signed by its undersigned representative, pursuant to authority of its governing body.

Guarantor (Bank)

Witness:

1. \_\_\_\_\_

Signature \_\_\_\_\_

\_\_\_\_\_  
Corporate Secretary (Seal)

Name \_\_\_\_\_

Title \_\_\_\_\_

2. \_\_\_\_\_

Name, Title & Address

\_\_\_\_\_  
Corporate Guarantor (Seal)

**3. CONTRACT FORM**

THIS AGREEMENT made the \_\_\_\_\_ day of \_\_\_\_\_ 2017  
between

*Punjab Forensic Science Agency* (hereinafter called “the Procuring Agency”) of the one part and **[Name of Bidder]** of **[city and country of Bidder]** (hereinafter called “the Bidder”) of the other part:

WHEREAS the Procuring Agency invited bids for certain goods and ancillary services, viz., **[brief description of goods and services]** and has accepted a bid by the Bidder 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 WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
  - a. the Bid Form and the Price Schedule submitted by the Bidder;
  - b. the Schedule of Requirements;
  - c. the Technical Specifications;
  - d. the General Conditions of Contract;
  - e. the Special Conditions of Contract; and
  - f. the Procuring Agency’s Notification of Award.
  - g. Performance Security
3. In consideration of the payments to be made by the Procuring Agency to the Bidder as hereinafter mentioned, the Bidder 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 Bidder in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed in the Contract.

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

---

Signed / Sealed by the Manufacturer / Signed / Sealed by Procuring Agency  
Authorized Bidder / Authorized Agent

# **BID FORMS**

**TECHNICAL BID FORM**

Date:.....

To:

Punjab Forensic Science Agency, Lahore, Pakistan

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bidding Documents, including Addenda issued in accordance with Instructions to Bidders;
- (b) We offer to execute and complete in conformity with the Bidding Documents for the following Tender
  - 1.
  - 2.
  - 3.
  - 4.
- (c) Our Bid consisting of the Technical Bid and the Price Bids shall be valid for a period of.....days from the date fixed for the bid submission deadline in accordance with the Bidding Documents, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (d) As security for due performance of the undertakings and obligations of our bid, we submit there with a Bid security, in the amount specified in Bidding Data Sheet, which is valid (at least) 28 days beyond validity of Bid itself.
- (e) We are not participating, as a Bidder or as a subcontractor, in more than one bid in this bidding process, other than alternative offers submitted in accordance with Bidding Documents (as applicable).
- (f) We agree to permit Employer or its representative to inspect our accounts and records and other documents relating to the bid submission and to have them audited by auditors. This permission is extended for verification of any information provided in our Technical Bid which comprises all documents enclosed here with in accordance Bidding Documents.

Name.....

In the capacity of

.....

Signed.....

Duly authorized to sign the Bid for and on behalf of

..... Date.....

Address.....

.....

**General Information**

1.	Name of Firm	
2.	Head Office Address	
3.	Telephone	
4.	Fax	
5.	Type of Organization	
6.	Place of Incorporation/Registration	Year of incorporation/registration
8.	NTN#	
9.	Name, Designation and Mobile Number of Firm's Representative	

***Detail of Owners/ Directors***

	<b>Name</b>	<b>Designation</b>	<b>Nationality</b>
1.			
2.			
3.			
4.			
5.			

### Joint Venture Summary

<b>Names of all Members of a Joint Venture</b>
1. Lead Member
2. Member

**Financial Soundness**

Name of Applicant
-------------------

***A copy of the audited financial statements of the past three (3) financial years must be attached.***

<b>Banker</b>	Name of banker	
	Address of banker	
	Telephone	Contact name and title
	Fax	Telex

*Summarize documented information in Pak Rupees (equivalent at the current rate of exchange at the end of each year) for the previous three years.*

<b>Financial information in Pak Rupees</b>	<b>FY2014-2015</b>	<b>FY2015-2016</b>	<b>FY2016-2017</b>
Annual Turnover			
Total Assets			
Total Liabilities			
Net Worth			
Working Capital			
Current assets			
Current liabilities			
Profits before taxes			
Profits After taxes			
Total Debt			
Total Equity			
Total Revenue			



**Summary of Supply & Installation Projects**

<b>Name of Applicant</b>
--------------------------

<b>Project Name Description of Equipment Supplied/Installed</b>	<b>Organization Name</b>	<b>Year of Completion</b>	<b>Location</b>

**Summary of Satisfactory Performance**

**Name of Applicant**

<b>Project Name Description of Equipment Supplied/Installed</b>	<b>Employer Name</b>	<b>Year of Completion</b>	<b>Performance (Satisfactory/ Not Satisfactory)</b>

**NOTE:**

- 1. Provided Satisfactory Performance Certificates from Client**

**List of Technical Staff**

**Sr. No#**

---

<i>Name of Equipment</i>	<i>Manufacturer Name</i>	<i>Name of the person Trained</i>

*Contact detail of Each Manufacturer*  
1.

***Attach certificates of Trainings form OEM.***

**DECLARATION OF PROFESSIONAL STAFF EMPLOYMENT**

[To be submitted on Company Letterhead]

TO WHOM IT MAY CONCERN

**PROJECT:** \_\_\_\_\_

**SUBJECT: DECLARATION OF PROFESSIONAL STAFF EMPLOYMENT & AVAILABILITY**

We hereby certify that the personnel nominated in Form-6 are employed by our firm on permanent basis and are available for the above-mentioned Assignment.

*Yours Sincerely,*

**COMPANY NAME:**

\_\_\_\_\_  
**AUTHORIZED REPRESENTATIVE**

**DECLARATION OF OWNERSHIP/LEASE OF EQUIPMENT**

[To be submitted on Company Letterhead]

**TOWHOMITMAYCONCERN**

**PROJECT:**

**SUBJECT: DECLARATION OF OWNERSHIP OF EQUIPMENT**

We hereby certify that the equipment mentioned in Form-08 is owned by our firm and is available in Pakistan for the above-mentioned Assignment at Lahore Office.

**Yours Sincerely,**

**COMPANY NAME:**

---

**AUTHORIZED REPRESENTATIVE**



**AFFIDAVIT FOR CORRECTNESS OF INFORMATION**  
*(To be printed on PKR 100 Stamp Paper)*

**Name:** \_\_\_\_\_

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

The undersigned hereby authorize and request the bank, person, firm or corporation to furnish any additional information requested by the Punjab Forensic Science Agency-Lahore (PFSA) 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 PFSA.

IDAP undertakes to treat all information provided as confidential.

*Signed by an authorized Officer of the firm*

Title of Officer

Name of Firm

Date

**Joint Venture Agreement  
(Applicable to Joint Venture Only)**

**(Should be a Formal JV agreement on a Stamp Paper of value  
PKR1, 000)**

To:

\_\_\_\_\_  
\_\_\_\_\_

[Name and address of the Leading Member firm] who for the purpose of this Agreement shall hereinafter called "Lead Member"

[Name and address of the Applicant firm]

Who, for the purpose of this Agreement shall hereinafter called "Lead Member". They hereby declare:

1. That they will legalize a Joint Venture in case the Contract is awarded to JV.
2. That they have nominated \_\_\_\_\_(name of the Lead member) as the Lead Member of the Joint Venture.
3. That they authorized Mr./Ms. \_\_\_\_\_(name of the person who is authorized to act as the Representative on behalf of the Joint Venture) to act as the JV's Representative in the name and on the behalf of their Joint Venture.
4. That all members of the Joint Venture shall be liable jointly and severally for the successful completion of scope of works under the contract.
5. That this Joint Venture is constituted for the purpose of supply, installation, commissioning and maintenance of medical equipment.
6. That if the Employer accepts the Bid of this Joint Venture it shall not be modified in its composition or constitution until the completion of Contract without the prior consent of the Employer. Signed for and on behalf of [Name of the Lead Member]

Signature

Name:

Designation:

Date:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Seal

\_\_\_\_\_

1. Signed for and on behalf of [Name of the Lead Member]

Signature

Name:

Designation:

Date:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**Power of Attorney for Lead Member of Joint Venture (JV)  
(Applicable to Joint Venture Only)**

*[To be printed on a PKR100  
stamp paper]*

Whereas the Punjab Forensic Science Agency-Lahore (PFSA) has invited Application for \_\_\_\_\_

Whereas, it is necessary for the JV to designate one of the JV Member as the Lead Member with all necessary power and authority to do for and on behalf of the JV, all acts, deeds and things as may be necessary in connection with the JV's Application for the Project and its execution.

NOW THERE FORE KNOW ALL MEN BY THESE PRESENTS

We, having our registered office at \_\_\_\_\_, M/s. \_\_\_\_\_, having our registered office at \_\_\_\_\_, and M/s. \_\_\_\_\_, having our registered office at \_\_\_\_\_, [the respective names and addresses of the registered office] (hereinafter collectively referred to as the " Principals") do hereby irrevocably designate, nominate, constitute, appoint and authorize M/s

\_\_\_\_\_, having its registered office at \_\_\_\_\_, being one of the Member of the Joint Venture, as the Lead Member and true and lawful attorney of the Joint Venture (hereinafter referred to as the "Attorney") and hereby irrevocably authorize the Attorney (with power to sub-delegate) to conduct all business for and on behalf of the JV and any one of us during the qualification process and, in the event the Joint Venture is awarded the Contract, during the execution of the Project, and in this regard, to do on our behalf and on behalf of the Joint Venture, all or any of such acts, deeds or things as are necessary or required or incidental to the submission of its bid for the Project, including but not limited to signing and submission of all applications, Bids and other documents and writings, participate in bidders' and other conferences, respond to queries, submit information/documents, sign and execute contracts and undertakings consequent to acceptance of the bid of the JV and generally to represent the JV in all its dealings with the Authority. AND hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall always be deemed to have been done by us/JV.

IN WITNESS WHEREOF WE THE PRINCIPALS ABOVE NAMED HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS \_\_\_DAY OF \_\_\_20\*\*.

For: (Signature) \_\_\_\_\_  
(Name, Title and Address)

For: (Signature) \_\_\_\_\_

(Name, Title and Address)

Witnesses: 1.

(Executants) For: \_\_\_\_\_  
(Name, Title and Address)

Witnesses: 2

(Executants)For: \_\_\_\_\_  
(Name, Title  
and Address)

(To be executed by all the Members of the Joint Venture)

Notes:

- The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the Applicable Law and the charter documents of the executant(s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.
- Also, wherever required, the applicant should submit for verification the extract of the charter documents and documents such as are solution/power of attorney in favor of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the applicant.
- For a Power of Attorney executed and issued overseas, the document will also have to be legalized by the Pakistani Embassy and notarized in the jurisdiction where the Power of Attorney is being issued.

**Financial Bid Form**  
**(Provide separate form for each tender Applied)**

**1. BID FORM**

To: PFSA-Lahore

Dear Sir,

Having examined the Bidding Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver the goods specified in the said Bidding Documents for the sum of **[Total Bid Amount Rs.**

**[Bid Amount in words \_\_\_\_\_ only]**

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 shall obtain a performance security in shape of unconditional guarantee of a bank in the sum of 10% of the Contract Price for the due performance of the Contract, in the form prescribed by the Procuring Agency.
- We agree to the validity of this bid for 90 days from the date fixed for financial bid opening and it shall remain binding upon us.
- Until a formal Contract is prepared and executed, this bid, together with the written acceptance thereof and/or notification of award, by the Procuring Agency, shall constitute a binding Contract between us.
- We understand that you are not bound to accept the lowest or any bid you may receive.

Name

In the capacity of

Signed

Duly authorized to sign the Bid for and on behalf of

Date

## **Price Schedule**

**A- PRICE SCHEDULE IN PAK RUPEES (F.O.R Basis)FOR GOODS OFFERED  
WITHIN THE PROCURING AGENCY'S COUNTRY**

<b>S #</b>	<b>Name of Goods</b>	<b>Model Cat /No.</b>	<b>Name of Manufacturer</b>	<b>Country of Origin</b>	<b>Quantity of items</b>	<b>Unit Price</b>	<b>Total Price</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
<b>Total Amount in PKR</b>							

**B - PRICE SCHEDULE IN FOREIGN CURRENCY ON C&F BASIS FOR GOODS OFFERED FROM ABROAD**

<b>S #</b>	<b>Name of Goods</b>	<b>Model Cat /No.</b>	<b>Name of Manufacturer</b>	<b>Country of Origin</b>	<b>Quantity of items</b>	<b>Unit Price</b>	<b>Total Price</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
<b>Total Amount in C&amp;F</b>							

# **ANNEX-1**

SR.#	INSTRUMENT	QTY	SPECIFICATIONS	Compliance Yes/NO
1	Karl Fischer Titrators (1 semi-micro and 1 coulometric for micro-determination of water)	1	Fully Automatic Standalone Karl Fischer Volumetric Titrator System with integrated Burette, stirrer, dosing system, membrane pump for reagent exchange and Touch Screen control module in a single unit with the following	
			The Titrator should have the capability to do Karl Fischer Volumetric titrations and one unit for Coulometric Titration	
			Measuring range:	
			•Polarization Potential Range: -1200 mV to +1200 mV (adjustable)	
			•Polarization Current Range: -120 µA to +125 µA (adjustable increment:1 µA)	
			•Pt1000 -150...250 °C	
			•NTC -5...250 °C	
			Resolution:	
			•Voltage: 0.1mV or better.	
			•current: 0.01 uA or better	
•Pt1000 0.1 °C				
NTC 0.1 °C				
2	Friabilator (Friability test apparatus)	1	Designed in accordance with the specifications as laid down in Eur. Ph. Chapter 2.9.7 and USP Chapter <1216>, friability testers for uncoated tablets.	
			operates at a Variable speed between 20 and 60 rpm. +/- 1. available in 2 test drums. revolutions of the drum (1 - 999,999) or time (up to 99 hours, 59 minutes, 59 seconds).	
3	Stereomicroscope	1	Optical System Parallel-optics type (zooming type)	
			Zoom Ratio 12.7:1	
			Zoom Range 0.63 – 8x (0.63/1/2/3/4/6/8x stops)	
			Total Magnification 3.15 – 480x (with coaxial episcopic illuminator: 15 – 540x)	
			Tubes Eyepiece inclination: 20°	
			Eyepieces 10x,15x ,20x ,30x	
			Objectives 0.5x/WF, 0.75x/WF, 1x/WF, 1.5x/WF, 2x/WF	
Working Distance 70mm				
4	Compound microscope	1	Compound Microscope with Kohler Illumination	
			Backward Nosepiece Allowing Spacious Room for Comfortable Observation	
			Fully Coated Optical System with High Resolution	
			Precise Mechanical Control System	
			Backward Nosepiece Design for Spacious Operation Room	
			Kohler Illumination System with Field Diaphragm for Lighting Control	
			30° Inclined, 360° Swiveling, Trinocular Siedentopf Head	
Eight Magnification Levels: 40X, 80X, 100X, 200X, 400X, 800X, 1000X and 2000X				



			Intensity-Variable Transmitted Halogen Lighting System	
			Abbe Condenser with Iris Diaphragm and Swing-Out Filter Holder	
			Rack and Pinion Adjustment for Condenser	
			Low Position Coaxial Stage Movement Control Knobs	
			Dual Side Coaxial Coarse and Fine Focusing Control	
			Adjustable Interpupillary Distance	
			Adjustable Diopter on Ocular	
			Durable Cast Alloy Frame & Stand with Stain Resistant Enamel Finish	
			Four Objectives Included: 4X, 10X, 40X, 100X	
			Two Sets of Wide Field Eyepieces: Wide Field 10X and 20X	
			Large Double Layer Mechanical Stage with Stain Resistant Finish	
			Upward Stage Stopper to Protect Objectives and Slides	
			Manufactured under ISO 9001 Quality Control Standard	
5	Analytical Balance with NIST calibrated standard weight box	2	Fully automatic internal calibration system (SCS), weighing range of 220 g, readability of 0.01 mg	
			Reproducibility of 0.01 mg, linearity of +0.02 mg	
6	Thermo-hygrometer	1	Humidity: 0.0 ... 100.0 % rH (recommended range: 11...90 % rH)	
			Air pressure: 10.0 ... 1100.0 mbar	
			Temperature: -25.0 ... +70.0 °C / -13 ... 158 ° F	
			Dew point Temperature: -40.0 ... 70.0 °C / -40 ... 158 ° F	
			Wet bulb Temperature: -27.0 ... 70.0 °C / -16.6 ... 158 ° F	
			Moisture content: 0.0 ... 280.0 g/kg / 0.0 ... 4.8 oz/lb	
			Absolute humidity: 0.0 ... 200.0 g/m <sup>3</sup> / 0.0 ... 0.19 oz/ft <sup>3</sup>	
			Accuracy:	
			Humidity: ±2.5 % rH (range of 11 to 90%)	
			Air pressure: ± 1.5 mbar (750...1100 mbar)	
			Temperature: ± 0.5% v.MW ± 0.1 °C (Pt1000 1/3 DIN)	
7	Digital Automatic vernier calliper	1	Measuring Range: 6" / 150mm	
			• Resolution: 0.0005" / 0.01mm	
			• Wide and Tall Easy Read LED Display	
			• 3-Way Measurement: External, Internal, Depth	
			• Auto Shut Off	
			• Zeroing Button Works At Any Position	
			• Black Hard Plastic Case With Foam Interior For Storage	
8	HP-TLC Plates	1000	TLC Plates	
9	Vacuum filtration Assembly	1	Solvent filter/degasser assembly, capacity 800 mL	
10	Air Compressors	2	2hp, 240L/min intake air, 150L/min air delivered at 5 bar, 8 bar, 24L tank, 50% duty cycle, with absorption dryer and sound proof cover, 54 dBA	

11	Homogenizer	1	Working frequency 20 kHz	
			Pulsation: operation intervals from 0.2 s up to 600 secs, rest intervals from 0.3 secs up to 600 secs	
			Timer 9 h: 59 min: 59 secs	
			Display of energy delivered to the sample in kJ	
			9 user programmes	
			Probe monitoring	
			Automatic amplitude limiting after preselection of the probe	
Temperature indication from 0 up to 120°C (248°F), either with unit shutdown or alarm indication when the maximum temperature is exceeded, using optional temperature sensor				
12	Top-load balance	2	Application: Weighing (17 units + custom units), Parts Counting, % weighing, Animal/Dynamic Weighing, Check weighing, Filling, Totalization, Formulation, Differential weighing, Density determination, Peak hold, Ingredient costing, Pipette adjustment, Gross/Net/Tare Weighing	
			Display: High resolution full-color VGA graphic display (5.7" diagonal), 4-wire resistive touch screen. QWERTY keyboard and numeric keypad to quickly input GLP and GMP data and other application data.	
			Operation: Mains Operation	
			Communication: Easy access communication ports including USB host, USB device, RS232 and an optional 4th port for either RS232 or Ethernet. GLP/GMP Data Output with Real Time Clock. Direct Data Transfer Function.	
			Construction: Metal base, ABS top housing, stainless steel pan, anti-static glass draft shield with flip-top door, replaceable in-use cover, automatic draft shield doors on selected models	
			Design features: 3-door frameless draft shield with removable panels Modular display design with adjustable angle (attach to base, wall or optional tower, fully-automatic internal calibration system. Level assist feature with illuminated level indicator. Selectable environmental and auto-print settings. Integral weigh below hook. Protective in-use cover. Software lock switch	
Capacity 3.0 kg or better				
13	TLC Spotter	1	Capillary spotters	
14	Pycnometers	1	Pycnometer for specific volume and true (skeletal) density measurement	
15	Digital Automatic Colony counter	1	Minimum colony size: 0.1 mm	
			- 1000 colonies CFU detected in 1 second	
			- Live image (zoom x7)	
			- Counts 30 dishes in 5 minutes (in real conditions with presetting)	
16	Melting Point Apparatus	1	Digital Fully Automatic	
			Display Temperature resolution 0.1 °C or better	
			Accuracy of the oven temperature at 0.5 °C/min ± 0.2 °C	

			Repeatability of melting point at 0.5 °C/min ± 0.1 °C	
			Accuracy of boiling point at 1.0 °C/min up to 400 °C ± 0.5 °C	
			Temperature gradients, °C/min 0.1, 0.2, 0.5, 1, 1.5, 2, 2.5, 3, 5, 10, 20	
			Heat-up time (50 °C – 350 °C) at 25 °C ~ 4 min	
			Cool-down time (350 °C – 50 °C) at 25 °C ~ 13 min	
			Storable methods for melting point 50	
			Storable methods for boiling point 50	
			Compliant with Pharmacopeia methods PH. EUR., USP and JP	
			Interfaces 1 x PS/2	
			1 x RS232	
			1 x USB	
			Temperature Sensor: PT1000 Platinum Resistance	
			Electric power supply voltage (power supply must):230V, 50Hz, 75W.	
			Temperature accuracy of melting point: ± 0.5°C at 50°C, ± 1.0°C at 100°C, ± 2.5°C at 360°C or better.	
			Temperature Ramp Rates: 0.5-10 °C in 0.1 increment	
			Memory: 8 results per tube	
			Display: Digital LCD	
			Temperature Range: Ambient to 400 °C or better.	
			No. of Samples: 3 or more	
			Accessory printer required	
			Date and Time Display required	
			NOTE: IQ/OQ/PQ original documents must be provided and be performed twice a year for 02 years (every six months).	
17	Digital pH meter with assorted electrodes.	2	pH meter with temperature probe.	
			Resolution: Ph 0.01 – 0.001 or better	
			pH range : 0 – 14	
			MV range: ± 1999 mv - ± 2000 mv	
			pH accuracy : ±0.0025 or better	
			Temperature accuracy : ±0.15 °C or better	
			Accuracy: ±0.5°C PTFE Pmup head combined with PTFE.	
			Coated diaphagn are ideal for extremely corrossingass	
			Combined pH glass electrode with NTC temperature sensor.	
			Electrode compatible: aqueous, non-aqueous or gel electrolyte.	
			pH calibration : 3 point calibration with automatic buffer recognition, evaluation and data storage.	

			Accessories: electrode stand, electrode holder, support rod, stirrers that are directly controlled by the pH meter, compatible printer, and all other cables required for connections with main unit.	
			Traceable Calibration buffers (4.0, 7.0, 10.0)	
			Cleaning solutions: (for electrode) for buffers solutions, oily solutions.	
			Power Supply: AC 220V, 50/60Hz	
			NOTE: IQ / OQ / PQ original Documents must be provided and to be performed twice a year for 02 years (every six months).	
18	Vacuum rotary evaporator	1	Type: Mobile	
			Water bath volume: 5 liter or above	
			Temperature Range: Ambient temperature + 5°C - 180°C or above	
			Accuracy: + 1°C or better	
			Display: Microprocessor LED/LCD display	
			RS-232 interface for remote control.	
			Rotation Speed: 20-200rpm with DC brushless motor	
			Distillation Condenser: Diagonal Type	
			Evaporating Flask: 500-2000ml with connector & seal	
			Collecting Flask: 500ml-1000ml with connector & seal	
			System Lifting: Motorized with manual system on power cut off/Safety stop functions.	
			Timer: Must be available	
			Power Supply: 220-VAC-50Hz.	
			Accessories: All Standard Accessories including condenser silicon housing. Compatible Chemical resistance vacuum pump. Compatible 15 liters/min or above recirculating water chiller with -10 to 40 °C	
			Optimized heating bath volume for fast heat-up	
			Rugged design	
			Ergonomically placed handles on heating bath	
			Smooth start	
			Left-right interval	
			Timer function	
Dry-run protection				
Safety temperature circuits				
Lower-end stop				
Choice of coated glassware				
Push-off mechanism to loosen tight fitted glassware				
Easy and safe operation due to ergonomically designed user interface				
19	Digital conductivity meter	1	Modes: Conductivity, resistivity, TDS and salinity modes, Special pure water mode for ultra- low conductivity measurements	
			<u>Conductivity:</u>	
			Range: 6 auto-selected	

			Resolution: 0.01 $\mu$ S -0.01S	
			Accuracy: $\pm$ 0.5% $\pm$ 2 digits	
			Automatic std. recognition	
			Cell constant: 0.010 to 19.999	
			<u>TDS</u>	
			Range: 6 auto selected ranges	
			Resolution: 0.01mg/l -1g/l	
			Accuracy: $\pm$ 0.5% $\pm$ 2 digits	
			EC ratio: 0.50 to 0.80	
			<u>Resistivity</u>	
			Range: 0-20Mohm	
			Resolution: 0.01Mohm	
			Accuracy: $\pm$ 0.5% $\pm$ 2 digits	
			<u>Temperature</u>	
			Range: -10 to 105°C	
			Resolution: 0.1°C	
			Accuracy: $\pm$ 0.5°C	
			ATC and manual: 0 to 100°C	
			Temperature coefficient: 0.00% to 4.00%/°C	
			Reference temperature: 18, 20 or 25°C	
			<u>GLP</u>	
			Calibration reminder interval,	
			alarm outputs and security code protected data	
			Outputs: Analogue, RS232 and IrDA interface	
20	Auto diluter	1	Reagent/Diluent Syringe: 25 $\mu$ L to 25 mL	
			Reagent/Diluent Volume Range: 1 $\mu$ L–25,000 $\mu$ L	
			Sample Syringe: 25 $\mu$ L to 1 mL	
			Sample Volume Range: 1 $\mu$ L–1,000 $\mu$ L	
			Accuracy and Precision: $\geq$ 99% within 1% at 10% of syringe stroke	
			Resolution: 0.1% of syringe drive	
			Volume Increments: 0.1% of total syringe volume; adjustable	
			Speed: 1 to 250 seconds per full syringe stroke; adjustable	
			Drive: High-precision lead screws driven by a highly efficient stepper motor	
			Power Requirements: 115/220 V; 50/60 Hz (power supply automatically converts)	
			Should have at least two diluents by having dual dispensing heads that are fed by dual peristaltic pumps mounted into the unit.	
21	Burette Digital	06 each	Volume required: 10, 25, 50 and 100mL or better	
			Accuracy: $\leq$ 0.2%	
			Precision: $\leq$ 0.2%	
			Resolution: 0.01mL	

			The Digital Burette must include:	
			• Telescoping filling tube	
			• Valve mounting tool	
			• Safety Prime valve	
			• Fine tip titrating tube	
			• Polypropylene adapters	
			• Certificate of performance	
			• Operating manual	
22	Agate mortar and pestle	1	Octagonally shaped, thick walled, agate material, Both must have highly polished grinding surface.	