

**BIDDING DOCUMENT  
NATIONAL COMPETITIVE BIDDING**

**PROCUREMENT OF IT EQUIPMENT FOR  
PLRA ARAZI RECORD CENTERS (ARCS) &  
HEAD OFFICE**



**Punjab Land Records Authority  
Government of the Punjab**

**Feb 2022**

## Invitation for Bids

Date: [\_\_\_\_\_]

Contract Identification No: [PLRA/PROC/IT-EQUIP/01/2022]

1. The Punjab Land Records Authority (PLRA) invites sealed bids from eligible bidders, manufacturers, authorized Sales & Service Dealers for the supply of below mentioned item(s):

Lot #	Description	Quantity
1	Desktop Computers	500
2	SSDs & RAMs	500
3	Scanner	60
4	UPS	500
5	a) Web Camera b) Thumb Device	300 500
6	Extension in Existing Unified Communication Solution a) POE Switch b) IP Phone	10 65

2. Bid document may be purchased from below mentioned address during office working hours against submission of application along with bank deposit receipt of PKR 1000/- in PLRA CPA Account 6580036040700018, Branch Code 0330, Bank of Punjab immediately after publication of advertisement.
3. Bidding shall be conducted through Open Competitive Bidding. "Single Stage Two Envelop" (Technical and Financial bids) procedure as laid down under Rule 38, sub-rule 2(a) of Punjab Procurement Rules (amended to date) shall be used.
4. Sealed Bids must be delivered to the below office **on or before 10-Mar-2022** till **11:00 a.m.** and must be accompanied by Bid Security as mentioned in ITB 15.1 (Section II. Bid Data Sheet) in the form of CDR, Pay Order, Demand Draft, Banker's Cheque or bank guarantee from a Scheduled Bank of Pakistan. Amount of bid security is within five percent of the estimated price as per Rule 27 of PPR 2014. Any bids received after the scheduled time shall not be entertained and would be returned unopened. PLRA may reject all bids at any time prior to the acceptance of a bid.
5. Bids will be opened in the presence of bidders' representatives who choose to attend at **11:30 a.m.** in the Office of PLRA, on the same date.
6. The bidders are requested to give their best and final prices as no negotiations are expected.
7. Taxes will be deducted as per applicable government rules. NTN and Sales Tax registration certificate must be provided.

8. Bid document and invitation of bids are available on the PPRA & PLRA websites. For obtaining any further information or clarifications, please send email to “[proc.officer@punjab-zameen.gov.pk](mailto:proc.officer@punjab-zameen.gov.pk)” or contact at the below mentioned address.

**Dy. Director (Procurement), PLRA**  
**2 km, Thokar Niaz Baig Bypass, Main Multan Road, Lahore**  
**042-99330125-26 (Ext 212), Fax 042-99330127**  
**Web: [www.punjab-zameen.gov.pk](http://www.punjab-zameen.gov.pk)**

# Table of Contents

## **PART-I**

<b>PART-I.....</b>	<b>5</b>
<b>PART-I.....</b>	<b>19</b>
<b>PART-I.....</b>	<b>24</b>
<b>PART-I.....</b>	<b>25</b>
2. <i>Manufacturer's Authorization Form</i> .....	32
<b>PART-II.....</b>	<b>34</b>
1. <i>Contract Form</i> .....	34
2. <i>Performance Security Form</i> .....	35
<b>PART-II.....</b>	<b>36</b>
<b>PART-II.....</b>	<b>47</b>
<b>SECTION II. GENERAL CONDITIONS OF CONTRACT (GCC) .....</b>	<b>30</b>
<b>SECTION III. SPECIAL CONDITIONS OF CONTRACT (SCC).....</b>	<b>41</b>

# Part-I

## Section I. Instructions to Bidders

### A. Introduction

- 1. Source of Funds**
  - 1.1 The Procuring Agency named in the Bid Data Sheet has received budget from the Government of Punjab. The Procuring Agency intends to apply a portion of the proceeds of this budget to eligible payments under the contract for which this Invitation for Bids is issued.
  
- 2. Eligible Bidders**
  - 2.1 This Invitation for Bids is open to all suppliers, except as provided hereinafter.
  
  - 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 Invitation for Bids.
  
  - 2.3 Bidders shall not be under a declaration of blacklisting by any Government department or Punjab Procurement Regulatory Authority (PPRA).
  
- 3. Eligible Goods and Services**
  - 3.1 All goods and related services to be supplied under the contract shall have their origin in eligible source countries, defined in the *Bid Data Sheet (BDS)*, and all expenditures made under the contract will be limited to such goods and services.
  
  - 3.2 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.
  
  - 3.3 The origin of goods and services is distinct from the nationality of the Bidder.
  
- 4. Cost of Bidding**
  - 4.1 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 Purchaser,” will in

no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

## **B. The Bidding Documents**

- 5. Content of Bidding Documents**
- 5.1 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) Bid Data Sheet
  - (c) Schedule of Requirements
  - (d) Technical Specifications
  - (e) Bid Submission Form
  - (f) Manufacturer's Authorization Form
  - (g) Price Schedules
  - (h) Contract Form
  - (i) Performance Security Form
  - (j) General Conditions of Contract (GCC)
  - (k) Special Conditions of Contract (SCC)
- 5.2 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.
- 6. Clarification of Bidding Documents**
- 6.1 A prospective Bidder requiring any clarification of the bidding documents may notify the Purchaser in writing or by email at the Purchaser's address indicated in ITB Clause 19.1. The Purchaser will respond in writing to any request for clarification of the bidding documents which it receives no later than three (3) days prior to the deadline for the submission of bids prescribed in the Bid Data Sheet. Written copies of the Purchaser's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective bidders that have received the bidding documents.
- 7. Amendment of Bidding Documents**
- 7.1 At any time prior to the deadline for submission of bids, the Purchaser, 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.

- 7.2 All prospective bidders that have received the bidding documents will be notified of the amendment in writing or by email, and will be bidding on them.
- 7.3 In order to allow prospective bidders reasonable time in which to take the amendment into account in preparing their bids, the Purchaser, at its discretion, may extend the deadline for the submission of bids.

### **C. Preparation of Bids**

- 8. Language of Bid** 8.1 The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Purchaser shall be written in the language specified in the Bid Data Sheet. Supporting documents and printed literature furnished by the Bidder may be in same language.
- 9. Documents Comprising the Bid** 9.1 The bid prepared by the Bidder shall comprise the following components:
- (a) a Bid Form and a Price Schedule completed in accordance with ITB Clauses 10, 11, and 12;
  - (b) documentary evidence established in accordance with ITB Clause 13 that the Bidder is eligible to bid and is qualified to perform the contract if its bid is accepted;
  - (c) documentary evidence established in accordance with ITB Clause 14 that the goods and ancillary services to be supplied by the Bidder are eligible goods and services and conform to the bidding documents; and
  - (d) bid security furnished in accordance with ITB Clause 15.
- 10. Bid Form** 10.1 The Bidder shall complete the Bid Form and the appropriate Price Schedule furnished in the bidding documents, indicating the goods to be supplied, a brief description of the goods, their country of origin, quantity, and prices.
- 10.2 Alternative bids shall not be considered.
- 11. Bid Prices** 11.1 The Bidder shall indicate on the appropriate Price Schedule the unit prices (where applicable) and total bid price of the goods it proposes to supply under the contract.

11.2 Prices indicated on the Price Schedule shall be **delivered duty paid (DDP) prices**.

11.4 The Bidder's separation of price components in accordance with ITB Clause 11.2 above will be solely for the purpose of facilitating the comparison of bids by the Purchaser and will not in any way limit the Purchaser's right to contract on any of the terms offered.

11.5 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 nonresponsive and will be rejected, pursuant to ITB Clause 24.

**12. Bid Currencies** 12.1 Prices shall be quoted in **Pak Rupees** unless otherwise specified in the Bid Data Sheet.

**13. Documents Establishing Bidder's Eligibility and Qualification** 13.1 Pursuant to ITB Clause 9, 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.

13.2 The documentary evidence of the Bidder's eligibility to bid shall establish to the Purchaser's satisfaction that the Bidder, at the time of submission of its bid, is eligible as defined under ITB Clause 2.

13.3 The documentary evidence of the Bidder's qualifications to perform the contract if its bid is accepted shall establish to the Purchaser's satisfaction:

(a) that, in the case of a Bidder offering to supply goods under the contract which the Bidder did not manufacture or otherwise produce, the Bidder has been duly authorized by the goods' Manufacturer or producer to supply the in Pakistan;

(b) that the Bidder has the financial, technical, and production capability necessary to perform the contract;

(c) 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

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

13.4 A Bidder shall not have a conflict of interest. Any Bidder found to have a conflict of interest shall be disqualified. A Bidder may be considered to have a conflict of interest for the purpose of this bidding process, if the Bidder:

- (a) directly or indirectly controls, is controlled by or is under common control with another Bidder; or
- (b) receives or has received any direct or indirect subsidy from another Bidder; or
- (c) has the same legal representative as another Bidder; or
- (d) has a relationship with another Bidder, directly or through common third parties, that puts it in a position to influence the bid of another Bidder, or influence the decisions of the Purchaser regarding this bidding process; or
- (e) participates in more than one bid in this bidding process. Participation by a Bidder in more than one Bid will result in the disqualification of all Bids in which such Bidder is involved. However, this does not limit the inclusion of the same subcontractor in more than one bid; or
- (f) any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the works that are the subject of the bid; or
- (g) any of its affiliates has been hired (or is proposed to be hired) by the Purchaser or Borrower for the Contract implementation; or
- (h) would be providing goods, works, or non-consulting services resulting from or directly related to consulting services for the preparation or implementation of the that directly or indirectly controls, is controlled by, or is under common control with that firm; or
- (i) has a close business or family relationship with a professional staff of the procuring agency (i) are directly or indirectly involved in the preparation of the bidding documents or specifications of the contract, and/or the bid

evaluation process of such contract; or (ii) would be involved in the implementation or supervision of such contract.

**14. Documents  
Establishing  
Goods'  
Eligibility and  
Conformity to  
Bidding  
Documents**

- 14.1 Pursuant to ITB Clause 9, 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.
- 14.2 The documentary evidence of the eligibility of the goods and services shall consist of a statement in the Price Schedule of the country of origin of the goods and services offered which shall be confirmed by a certificate of origin issued at the time of shipment.
- 14.3 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;
  - (b) a list giving full particulars, including available sources and current prices of spare parts, special tools, etc., necessary for the proper and continuing functioning of the goods for a period to be specified in the Bid Data Sheet, following commencement of the use of the goods by the Purchaser; and
  - (c) an item-by-item commentary on the Purchaser'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.
- 14.4 For purposes of the commentary to be furnished pursuant to ITB Clause 14.3(c) above, the Bidder shall note that standards for workmanship, material, and equipment, as well as references to brand names or catalogue numbers designated by the Purchaser 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 Purchaser's satisfaction that the substitutions ensure substantial equivalence to those designated in the Technical Specifications.

## **15. Bid Security**

15.1 Pursuant to ITB Clause 9, the Bidder shall furnish, as part of its bid, a bid security in the amount specified in the Bid Data Sheet.

15.2 The bid security is required to protect the Purchaser against the risk of Bidder's conduct which would warrant the security's forfeiture, pursuant to ITB Clause 15.7.

15.3 The bid security shall be in Pak. Rupees and shall be in one of the following forms:

Bank guarantee, Bank call-deposit (CDR), Demand Draft (DD), Pay Order (PO) or Banker's cheque valid for thirty (30) days beyond the validity of bid.

15.4 Any bid not secured in accordance with ITB Clauses 15.1 and 15.3 will be rejected by the Purchaser as nonresponsive, pursuant to ITB Clause 24.

15.5 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 Purchaser pursuant to ITB Clause 16.

15.6 The successful Bidder's bid security will be discharged upon the Bidder signing the contract, pursuant to ITB Clause 32, and furnishing the performance security, pursuant to ITB Clause 33.

15.7 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 in accordance with ITB Clause 32;

**or**

(ii) to furnish performance security in accordance with ITB Clause 33.

## **16. Period of Validity of Bids**

16.1 Bids shall remain valid for the period specified in the Bid Data Sheet after the date of bid opening prescribed by the Purchaser, pursuant to ITB Clause 19. A bid valid for a shorter period shall be rejected by the Purchaser as nonresponsive.

- 16.2 In exceptional circumstances, the Purchaser may solicit the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing (or by email). The bid security provided under ITB Clause 15 shall also be suitably extended. A Bidder may refuse the request without forfeiting its bid security. A Bidder granting the request will not be required nor permitted to modify its bid, except as provided in ITB Clause 16.3.
- 16.3 In the case of fixed price contracts, if the award is delayed by a period exceeding sixty (60) days beyond the expiry of the initial bid validity, the contract price will be adjusted by a factor specified in the request for extension.

**17. Format and  
Signing of Bid**

- 17.1 The Bidder shall prepare an original and the number of copies of the bid indicated in the Bid Data Sheet, clearly marking each "ORIGINAL BID" and "COPY OF BID," as appropriate. In the event of any discrepancy between them, the original shall govern.
- 17.2 The original and the copy or copies of the bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the contract. All pages of the bid, except for unamended printed literature, shall be initialed by the person or persons signing the bid.
- 17.3 Any interlineation, erasures, or overwriting shall be valid only if they are initialed by the person or persons signing the bid.
- 17.4 The Bidder shall furnish information as described in the Form of Bid on commissions or gratuities, if any, paid or to be paid to agents relating to this Bid, and to contract execution if the Bidder is awarded the contract.

**D. Submission of Bids**

**18. Sealing and  
Marking of  
Bids**

- 18.1 The Bidder shall seal the original and each copy of the bid in separate envelopes, duly marking the envelopes as "ORIGINAL" and "COPY." The envelopes shall then be sealed in an outer envelope.
- 18.2 The inner and outer envelopes shall:
- (a) be addressed to the Purchaser at the address given in the Bid Data Sheet; and

(b) bear the title of procurement Activity indicated in the Bid Data Sheet, the Invitation for Bids (IFB) title and number indicated in the Bid Data Sheet, and a statement: “DO NOT OPEN BEFORE,” to be completed with the time and the date specified in the Bid Data Sheet, pursuant to ITB Clause 2.2.

18.3 The inner envelopes shall also indicate the name and address of the Bidder to enable the bid to be returned unopened in case it is declared “late”.

18.4 If the outer envelope is not sealed and marked as required by ITB Clause 18.2, the Purchaser will assume no responsibility for the bid’s misplacement or premature opening.

**19. Deadline for Submission of Bids**

19.1 Bids must be received by the Purchaser at the address specified under ITB Clause 18.2 no later than the time and date specified in the Bid Data Sheet.

19.2 The Purchaser may, at its discretion, extend this deadline for the submission of bids by amending the bidding documents in accordance with ITB Clause 7, in which case all rights and obligations of the Purchaser and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

**20. Late Bids**

20.1 Any bid received by the Purchaser after the deadline for submission of bids prescribed by the Purchaser pursuant to ITB Clause 19 will be rejected and returned unopened to the Bidder.

**21. Modification and Withdrawal of Bids**

21.1 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 Purchaser prior to the deadline prescribed for submission of bids.

21.2 The Bidder’s modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of ITB Clause 18. A withdrawal notice may also be sent by email, but followed by a signed confirmation copy, postmarked not later than the deadline for submission of bids.

21.3 No bid may be modified after the deadline for submission of bids.

21.4 No bid may be withdrawn in the interval between the deadline

for submission of bids and the expiration of the period of bid validity specified by the Bidder on the Bid Form. Withdrawal of a bid during this interval may result in the Bidder's forfeiture of its bid security, pursuant to the ITB Clause 15.7.

### **E. Opening and Evaluation of Bids**

#### **22. Opening of Bids by the Purchaser**

22.1 The Purchaser will open all bids in the presence of bidders' representatives who choose to attend, at the time, on the date, and at the place specified in the Bid Data Sheet. The bidders' representatives who are present shall sign an attendance sheet evidencing their presence.

22.2 The bidders' names, bid modifications or withdrawals, and the presence or absence of requisite bid security and such other details as the Purchaser, at its discretion, may consider appropriate, will be announced at the opening. No bid shall be rejected at bid opening, except for late bids, which shall be returned unopened to the Bidder pursuant to ITB Clause 20.

22.3 Bids (and modifications sent pursuant to ITB Clause 21.2) that are not opened and read out at bid opening shall not be considered further for evaluation, irrespective of the circumstances. Withdrawn bids will be returned unopened to the bidders.

22.4 The Purchaser will prepare minutes of the bid opening.

#### **23. Clarification of Bids**

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

#### **24. Preliminary Examination**

24.1 The Purchaser will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.

24.2 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.

24.3 The Purchaser may waive any minor informality, nonconformity, or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.

24.4 Prior to the detailed evaluation, pursuant to ITB Clause 25 the Purchaser will determine the substantial responsiveness of each bid to the bidding documents. For purposes of these Clauses, a substantially responsive bid is one which conforms to all the terms and conditions of the bidding documents without material deviations. Deviations from, or objections or reservations to critical provisions, **such as** those concerning **Bid Security** (ITB Clause 15), **Applicable Law** (GCC Clause 30), and **Taxes and Duties** (GCC Clause 32), will be deemed to be a material deviation. The Purchaser's determination of a bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.

24.5 If a bid is not substantially responsive, it will be rejected by the Purchaser and may not subsequently be made responsive by the Bidder by correction of the nonconformity.

## 25. Qualification & Evaluation of Bids

25.1 In the absence of **prequalification**, the Purchaser will determine to its satisfaction whether the Bidder is qualified to perform the contract satisfactorily, in accordance with the criteria listed in ITB Clause 13.3.

25.2 The determination will take into account the Bidder's financial, technical, and production capabilities. It will be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, pursuant to ITB Clause 13.3, as well as such other information as the Purchaser deems necessary and appropriate.

25.3 The Purchaser will **technically evaluate** and compare the bids which have been determined to be substantially responsive, pursuant to ITB Clause 24, as per Technical Specifications required

25.4 The Purchaser's **financial evaluation** of a bid will be on

delivered duty paid (DDP) price inclusive of prevailing taxes and duties.

- 26. Contacting the Purchaser**
- 26.1 Subject to ITB Clause 23, no Bidder shall contact the Purchaser 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 Purchaser, it should do so in writing.
- 26.2 Any effort by a Bidder to influence the Purchaser during bid evaluation, or bid comparison may result in the rejection of the Bidder's bid.
- 27. Procedure**
- 27.1 Bids shall be evaluated on technical and financial grounds as per Single Stage Two Envelopes Bidding procedure.

#### **F. Award of Contract**

- 28. Award Criteria**
- 28.1 Subject to ITB Clause 30, the Purchaser will award the contract to the successful Bidder whose bid has been determined to be substantially responsive and has been determined to be the lowest evaluated bid, provided further that the Bidder is determined to be qualified to perform the contract satisfactorily.
- 29. Purchaser's Right to Vary Quantities at Time of Award**
- 29.1 The Purchaser reserves the right at the time of contract award to increase or decrease, by the percentage indicated in the Bid Data Sheet, the quantity of goods and services originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions.
- 30. Purchaser's Right to Accept or Reject All Bids**
- 30.1 The Purchaser 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 Bidder or bidders of the grounds for the Purchaser's action.
- 31. Notification of Award**
- 31.1 Prior to the expiration of the period of bid validity, the Purchaser will notify the successful Bidder in writing by registered letter or by email, to be confirmed in writing by registered letter, that its bid has been accepted.
- 31.2 The notification of award will constitute the formation of the Contract.



31.3 Upon the successful Bidder's furnishing of the performance security pursuant to ITB Clause 33, the Purchaser will promptly notify each unsuccessful Bidder and will discharge its bid security, pursuant to ITB Clause 15.

**32. Signing of Contract**

32.1 At the same time as the Purchaser notifies the successful Bidder that its bid has been accepted, the Purchaser will send the Bidder the Contract Form provided in the bidding documents, incorporating all agreements between the parties.

32.2 Within seven (07) days of receipt of the Contract Form, the successful Bidder shall sign and date the contract and return it to the Purchaser.

**33 Performance Security**

33.1 Within fourteen (14) days of the receipt of notification of award from the Purchaser, the successful Bidder shall furnish the performance security in accordance with the Conditions of Contract, in the Performance Security Form provided in the bidding documents, or in another form acceptable to the Purchaser.

33.2 Failure of the successful Bidder to comply with the requirement of ITB Clause 32 or ITB Clause 33.1 shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event the Purchaser may make the award to the next lowest evaluated Bidder or call for new bids.

**34. Corrupt or Fraudulent Practices**

34.1 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:

(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,

(iii) "collusive practice" is an arrangement among

bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels for any wrongful gains, and to deprive the Procuring Agency of the benefits of free and open competition;

- (b) The Procuring Agency will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question;
- (c) The Procuring Agency will sanction a firm, in accordance with prevailing Blacklisting procedures under Punjab Procurement Rules 2014, if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, a Bank-financed contract.

34.2 Furthermore, Bidders shall be aware of the provision stated in sub-clause 5.4 and sub-clause 24.1 of the General Conditions of Contract.

## Part-I

### Section II. 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) Part One. Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

<b>Introduction</b>	
<b>ITB 1.1</b>	Name of Procuring Agency: Punjab Land Records Authority, Government of Punjab
<b>ITB 1.1</b>	Name of Contract: PROCUREMENT OF IT EQUIPMENT FOR ARCs & PLRA HEAD OFFICE
<b>ITB 4.1</b>	Name of Purchaser: PLRA
<b>ITB 6.1</b>	For clarification purposes, the Employer's address is:  Punjab Land Records Authority 2 km, Thokar Niaz Baig Bypass, Main Multan Road, Lahore 042-99330125-26, Fax 042-99330127  Requests for clarification shall be received by the Employer no Later than <u>03 days before bid submission date.</u>
<b>ITB 8.1</b>	Language of the bid – English

<b>Bid Price and Currency</b>	
<b>ITB 11.2</b>	The price quoted shall be Delivered Duty Paid at the following locations in accordance with the Schedule of Requirements including the delivery charges
<b>ITB 11.5</b>	The price shall be in Pak Rupees and shall be fixed.

<b>Preparation and Submission of Bids</b>	
<b>ITB 13.2</b>	a. Certificate of Incorporation of bidder's firm showing its location and the date of registration etc.

	<ul style="list-style-type: none"> <li>b. NTN and GST Registration Certificate</li> <li>c. Affidavit on the stamp paper that the firm has not been black listed by any Government / Semi Government organization.</li> <li>d. Partial bids will not be acceptable; evaluation will be done per lot basis. Bidder will have to bid against all sub-lots of a particular lot.</li> <li>e. If the bidder chooses to bid for more than one lot, the bidder will need to meet the aggregate qualification criteria for those lots.</li> </ul>
<b>ITB 13.3 (b)</b>	<ul style="list-style-type: none"> <li>i. Audited Financial Statements for the last 03 financial years (up to June 2021).</li> <li>ii. Bank Statement for the last 01 year (up to Dec 2021).</li> </ul>
<b>ITB 13.3 (d)</b>	<p><b>Qualification requirements.</b> In addition to ITB 13.1, ITB 13.2, and ITB 13.3 (b), the potential bidder must also fulfill the following: - For all Lots:</p> <ul style="list-style-type: none"> <li>a) The Bidder must provide verifiable <b>Manufacturers Authorization Letter (MAL)</b> from Manufacturer for Lots 1,3,4, 5.b, &amp; 6. For Lot-2 &amp; 5.a Distributor's letter will also be accepted.</li> <li>b) Bidder must quote a reputable brand against all Lots, quoted brand must have presence / sale in at least 10 countries worldwide. Bidder will provide documentary proof along with bid.</li> <li>c) For Lot-1 only, Bidder must be at-least Tier-2 or equivalent partner of principal of quoted brand.</li> <li>d) For Lot-4, Principal of the quoted brand must be present in Pakistan.</li> <li>e) Bidder must be working in IT goods and services field for at least 3 Years. Documentary proof in the form of past POs, Work Orders or contracts are required.</li> <li>f) Technical Brochures of Equipment quoted, mentioning its specifications, manufacture's model, product number, and country of origin. (if any)</li> <li>g) <b>Financial Capability:</b> The documentary proof in form of accredited bank statement and third-party financial reports to verify the liquid assets / credit facilities per lot is:</li> </ul>

<b>Lot -#</b>	<b>Lot Description</b>	<b>Minimum Liquid Assets or Credit Facilities (In Pak Rupees)</b>
1	Desktop Computers	100 Million
2	SSDs & RAMs	5 Million
3	Scanner	50 Million
4	UPS	50 Million
5	a) Web Camera b) Thumb Device	20 Million
6	Extension in existing Unified Communication Solution a) POE Switch b) IP Phone	10 Million

**h) Experience and Technical Capacity:**

The Bidder shall furnish documentary evidence (copies of signed contracts, purchase orders, work orders which clearly represent the volume of goods supplied) that it has conducted the following business in the last 5 years:

<b>Lot #</b>	<b>Description</b>	<b>Business Performed (In Pak Rupees)</b>
1	Desktop Computers	50 M
2	SSDs & RAMs	15 M
3	Scanner	25 M
4	UPS	20 M
5	a) Web Camera b) Thumb Device	15 M
6	Extension in existing Unified Communication Solution a) POE Switch b) IP Phone	10 M

- i) **Authority Letter** from the Bidder Company authorizing the relevant person to represent the company.
- j) It is mandatory that the bidder fill and submit the specification compliance / conformance sheet.

	<p>k) If an Agent submits bids on behalf of more than one Manufacturer, unless each such bid is accompanied by a separate Bid Form for each bid, and a bid security, when required, for each bid, and a valid authorized dealership certificate from the respective Manufacturer, all such bids will be rejected as nonresponsive.</p> <p>l) For each Lot &amp; Sub-Lots, only completed Contracts / Purchase / Work Orders, which are relevant to the equipment quoted, will be considered as the business done.</p> <p>m) Bids against each lot will be evaluated separately. If the bidder chooses to bid for more than one lot, the bidder will need to meet the aggregate qualification criteria for those lots. Award of contract to the successful bidder shall be made as per individual lots.</p> <p>n) Partial and incomplete offering in any of the lots, shall result in rejection of the bid.</p> <p>o) Joint Venture (JV) is not allowed.</p>														
<b>ITB 14.3 (b)</b>	A certificate from the dealer that all spare parts of the equipment to be supplied are easily available in Pakistan in the local market or from company owned outlets.														
<b>ITB 15.1</b>	<p><b>Amount of Bid Security:</b></p> <p>Bids shall be in the prescribed format, sealed and accompanied by Bid Security in the form of bank guarantee, CDR, Pay Order, Demand Draft, or Banker’s Cheque from a Scheduled Bank of Pakistan in favor of PLRA. <b>Validity of bid security shall be 150 days.</b></p> <table border="1" data-bbox="646 1255 1187 1545"> <thead> <tr> <th>Lot#</th> <th>Bid Security Amount (PKR)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>2,000,000/-</td> </tr> <tr> <td>2</td> <td>350,000/-</td> </tr> <tr> <td>3</td> <td>250,000/-</td> </tr> <tr> <td>4</td> <td>400,000/-</td> </tr> <tr> <td>5</td> <td>200,000/-</td> </tr> <tr> <td>6</td> <td>250,000/-</td> </tr> </tbody> </table>	Lot#	Bid Security Amount (PKR)	1	2,000,000/-	2	350,000/-	3	250,000/-	4	400,000/-	5	200,000/-	6	250,000/-
Lot#	Bid Security Amount (PKR)														
1	2,000,000/-														
2	350,000/-														
3	250,000/-														
4	400,000/-														
5	200,000/-														
6	250,000/-														
<b>ITB 16.1</b>	<b>Bid Validity Period: 120 days</b> after the date of opening of bid.														
<b>ITB 17.1</b>	<b>Number of Copies: Original</b> along with <b>one Copy</b> of the bid. <b>Bidders will also submit soft copy of Technical Portion of bid.</b>														
<b>ITB 18.2 (a)</b>	<b>Address for Bid Submission:</b>														

	<p style="text-align: center;"><b>PLRA</b>  <b>2 km, Thokar Niaz Baig Bypass, Main Multan Road, Lahore</b>  <b>042-99330125-26, Fax 042-99330127</b>  <b>Web: www.punjab-zameen.gov.pk</b></p>
<b>ITB 18.2 (b)</b>	<p><b>IFB Title and Number: <u>PLRA/PROC/IT-EQUIP/01/2022</u></b></p> <p><b>PROCUREMENT OF IT EQUIPMENT FOR PLRA ARCs &amp; HEAD OFFICE</b></p>
<b>ITB 19.1</b>	Deadline for <b>Bid Submission:</b> <b>10-Mar-2022 till 11:00 a.m.</b>
<b>ITB 22.1</b>	<p><b>Date, Time and Place for Bid Opening:</b>  <b>10-Mar-2022 at 11:30 a.m.</b></p> <p>PLRA  2 km, Thokar Niaz Baig Bypass,  Main Multan Road, Lahore  042-99330125-26, Fax 042-99330127</p>

<b>Bid Evaluation</b>	
<b>ITB 25.3</b>	Criteria for bid evaluation: Lowest Delivered Duty Paid (DDP) Total Price offered by the qualified responsive bidder.

<b>Contract Award</b>	
<b>ITB 29.1</b>	Percentage for quantity increase or decrease: 15 % of total contract value

## Part-I

### Section III. Schedule of Requirements

Lot #	Description	Warranty & Support Duration	Delivery / Deployment Period of equipment from the Signing of Contract
Lot-1	Desktop Computers	5 Years Desktop & LED OEM Verifiable, On Site	120 days for hardware delivery at PLRA ARCs in Punjab
Lot-2	SSDs & RAMs	1 Year, Item replacement warranty	120 days for hardware delivery at PLRA ARCs in Punjab
Lot-3	Scanner	3 Years, On Site standard	120 days for hardware delivery at PLRA ARCs in Punjab
Lot-4	UPS	3 Years including batteries, On Site	120 days for hardware delivery at PLRA ARCs in Punjab
Lot-5	a) Web Camera b) Thumb Device	3 Years, Item replacement warranty	120 days for hardware delivery at PLRA ARCs in Punjab
Lot-6	Extension in existing Unified Communication Solution a) POE Switch b) IP Phone	3 Years, On Site	120 days for hardware delivery at PLRA ARCs in Punjab

- All the BIOS, Menus and management tools, utilities and documentation must be in English. (Submit documentary proof with bid document)
- Purchaser will verify from principal, whether equipment supplied under contract is in warranty, genuine and as per support terms mentioned in this document. Purchaser will also verify Part & Serial numbers from manufacturer. All equipment supplied must be brand new, any component / part from ex-stock or grey channel will not be acceptable.



## Part-I

### Section IV. Technical Specifications

The Purchaser will verify against Lot-1-6 the part number, serial number of equipment provided from the manufacturer’s website or request in writing to establish if the goods provided are genuine and as per packing list.

<b>Lot.1</b>	<b>Desktop Computers</b>	<b>Quantity: 500</b>
Sr.	Item	Description
1.	Form Factor	Tower (OEM Standard)
2.	Processor	Intel 10th Gen Core i5 2.6GHz (base frequency) or higher
3.	Graphics	Integrated Intel UHD Graphics or Higher
4.	Sound	Integrated HD Audio
5.	RAM	8 GB DDR4 2666Mhz Memory or Higher, RAM Scalable upto 16 GB
6.	Hard Disk Drives	256 GB SSD M.2 NVME or Better
7.	Network	Integrated Gigabit Ethernet
8.	Ports	3 x USB 3.1 3 x USB 2.0 or Better RJ-45, HDMI, DP/VGA, Audio Combo Jack or Better
9.	TPM	Trusted Platform Module 2.0 Supported
10.	Keyboard	Key Board Same Brand
11.	Mouse	Optical Same Brand
12.	LED Monitor	18.5” HD LED Monitor or Better, Having HDMI & DP/VGA Port along with HDMI and DP/VGA cable of 3 Feet or Higher
13.	OS	Windows 10 Pro OEM- Pre-Installed, With Recovery Partition
14.	Power Supply	Manufacturer Standard
15.	Warranty	5 Years Desktop & LED OEM Verifiable, On Site

<b>Lot.2</b>	<b>SSDs RAMs</b>	<b>Quantity: 500 Quantity: 500</b>
<b>SSD</b>		
Sr.	Item	Description
1.	Brand	Transcend/Kingston/WD/Samsung/Toshiba
2.	Type	M.2
3.	Bus Interface	NVMe PCIe
4.	Capacity	256 GB or Higher
5.	Performance Read/ Write	1000/1000 MB/s or Higher
6.	Compatible	Dell Optiplex 5050
7.	Warranty	1 Year

<b>RAM</b>		
8.	Brand	Transcend/Kingston/WD/Samsung/Toshiba
9.	Type	DDR4
10.	Memory Module	4 GB
11.	Memory Configuration	1 X 4 GB
12.	Memory Speed	2400 MHz or Better
13.	Compatible	Dell Optiplex 5050 (intel Core i5-7500 Processor)
14.	Warranty	1 Year
<b>Note:</b>	<b>During inspection both SSD &amp; RAM will be first installed &amp; tested on Desktop Computer and only after successful working will be accepted.</b>	

<b>Lot.3</b>	<b>Scanners</b>	<b>Quantity: 60</b>
Sr.	Item	Description
1.	Scanner Type	Flatbed with ADF Functionality
2.	Hardware Scan Resolution	Up to 600x600 dpi or Higher
3.	ADF Function	ADF Speed 40ppm@ 300 dpi or above on Black, Grey and Color
4.	Bit Depth	24 bit
5.	Daily Duty Cycle	Minimum 5,500 pages
6.	Min Scan Size Flatbed & ADF	Minimum 8.5 x 14(legal) for both ADF and flatbed
7.	Scan file format	JPEG, TIFF, PDF
8.	Connectivity	USB 2.0
9.	Software	Scanning / Utility Software, With OCR capability
10.	Accessories	USB Cables, Power Cables / Power Adopter
11.	Compatible OS	Windows-7,8 ,10
12.	Warranty	3 Years Standard, On Site

<b>Lot.4</b>	<b>UPS (1 KVA)</b>	<b>Quantity: 500</b>
Sr.	Item	Description
1.	Output power capacity	600Watts / 1000VA
2.	Nominal Output Voltage	230V
3.	Output Frequency (not synced)	50/60 Hz +/-1 Hz
4.	Topology	Line Interactive
5.	Waveform type	Stepped approximation to a sinewave
6.	Transfer Time	6ms typical: 10ms maximum
7.	Nominal Input Voltage	230V
8.	Automatic Voltage Regulation	Yes
9.	Input Voltage Range	170V-280V

10.	Input frequency	50/60 Hz +/- 5 Hz (auto sensing)
11.	Input Connections	IEC 320 C14
12.	Battery type:	Maintenance-free sealed Lead-Acid battery
13.	Intelligent off Mode Charging	Yes
14.	Recharge Time	6-8 Hours
15.	Control panel	LED Status display with On Line: On Battery
16.	Audible Alarm	Alarm when on battery: distinctive low battery alarm: overload continuous tone alarm
17.	Cold Start Capability	Required
18.	Warranty	3 Years Including BATTERIES, , On Site
19.	RoHS	Compliant
20.	Approvals	CE/FCC
21.	Battery Safety	Battery Disconnecter
22.	Power Cables	4 Output Power Cables (Male Female Extensions) Additional
23.	Back Up Time @ 50% load	Minimum 5 Minutes
24.	Output Connections	4 universal receptacle or Better

<b>Lot.5.a</b>	<b>Web Cameras</b>	<b>Quantity: 300</b>
Sr.	Item	Description
1.	Resolution	480P,640 x 480 pixels or higher
2.	Lens type	Coating Lens
3.	Viewing angle	52 degrees
4.	Focus type	Fixed focus
5.	Focus range	60cm and beyond
6.	Built-in Mic	Single Mic
7.	Output format	MJPEG
8.	Frame rate	30fps
9.	USB	USB 2.0
10.	Compatible with	Windows 7 /8/ 8.1/10 or later
11.	Warranty	3 years, Item replacement warranty
<b>Lot.5.b</b>	<b>Thumb Devices Digital Persona U.are.U 4500</b>	<b>Quantity:500</b>
Sr.	Item	Description
1.	Scanner Type	Finger Print Reader
2.	Connection	USB 2.0 or better
3.	Optical Resolution	512 ppi
4.	Scan Capture Area	14.6 mm x 18.1 mm
5.	Maximum Gray Depth	8bit (256 Gray Level)
6.	Form Factor	Portable, Desktop
7.	Operating System	Windows-7, Server 2008, Windows 10
8.	Warranty	3 Years, Item replacement Warranty

<b>Lot.6.a</b>	<b>Extension in existing Unified Communication Solution POE Switches</b>		<b>Quantity:10</b>
Sr	Product	Description	Quantity
1.	C9200L-24P-4G-E	Catalyst 9200L 24-port PoE+, 4 x 1G, Network Essentials	10
2.	CON-SNT-C920L24G	SNTC-8X5XNBD Catalyst 9200L 24-port PoE+, 4 x 1G, Net	10
3.	C9200L-NW-E-24	C9200L Network Essentials, 24-port license	10
4.	CAB-TA-UK	United Kingdom AC Type A Power Cable	10
5.	PWR-C5-BLANK	Config 5 Power Supply Blank	10
6.	C9200L-DNA-E-24	C9200L Cisco DNA Essentials, 24-port Term license	10
7.	C9200L-DNA-E-24-3Y	C9200L Cisco DNA Essentials, 24-port, 3 Year Term license	10
8.	C9200L-STACK-KIT	Cisco Catalyst 9200L Stack Module	10
9.	C9200-STACK	Catalyst 9200 Stack Module	20
10.	STACK-T4-1M	1M Type 4 Stacking Cable	10
11.	NETWORK-PNP-NONE	Network Plug-n-Play Opt Out SKU	10
12.	Warranty	3 Years, On Site	
<b>Lot.6.b</b>	<b>Extension in existing Unified Communication Solution IP Phones</b>		<b>Quantity:65</b>
Sr	Product	Description	Quantity
1.	CP-8845-K9=	Cisco IP Phone 8845	10
2.	CON-SNT-CP8845K9	SNTC-8X5XNBD Cisco IP Phone 8845	10
3.	CP-7811-K9=	Cisco UC Phone 7811	55
4.	CON-SNT-CP78119K	SNTC-8X5XNBD Cisco UC Phone 7811	55
5.	A-FLEX-3	Collaboration Flex Plan 3.0	1
6.	SVS-FLEX-SUPT-BAS	Basic Support for Flex Plan	1
7.	A-FLEX-NUPL-E	NU On-Premises Calling Enhanced	10
8.	A-FLEX-NUPL-A	NU On-Premises Calling Access	55
9.	A-FLEX-SRST-E	SRST Endpoints (1)	65
10.	A-FLEX-P-PLMENC-K9	Unified Communications Manager Encryption License (1)	1
11.	A-FLEX-P-ACC-11X	Access v11 License (1)	55
12.	A-FLEX-P-ENH-11X	Enhanced v11 License (1)	10
13.	A-FLEX-P-ER-11	Emergency Responder v11 License (1)	65
14.	A-FLEX-UCM-PAK	UCM Product Authorization Key (1)	1
15.	A-FLEX-FILESTG-ENT	File Storage Entitlement	100
16.	A-FLEX-PROPACK-	Pro Pack for Cisco Control Hub Entitlement	10

	ENT		
17.	A-FLEX-MSG-NU-ENT	Messaging Named User Entitlement (1)	10
18.	A-FLEX-11.X-LIC	Version 11x license entitlement	1
19.	Warranty	3 Years, On Site	
20.	AC Adapter for 8845	Model AM50u-480A	15
21.	AC Adapter for 7811	Model CP-PWR-CUBE-3	55

# **Part-I**

## **Section V. Bidding Forms**

### **Bid Submission Form**

The Bidder must prepare the Letter of Bid on stationery with its letterhead clearly showing the Bidder's complete name and address.

Date: [insert date (as day, month and year) of Bid Submission]

Invitation for Bid No.: \_\_\_\_\_

To: Punjab Land Records Authority, Govt. of Punjab

- (a) We have examined and have no reservations to the Bidding Documents, including Addenda issued in accordance with Instructions to Bidders;
- (b) We meet the eligibility requirements and have no conflict of interest in accordance with ITB 13, & ITB 14;
- (c) We offer to supply in conformity with the Bidding Documents and in accordance with the Delivery Schedules specified in the Schedule of Requirements the following Goods: [insert a brief description of the Goods and Related Services];
- (d) Our bid shall be valid for a period of 120 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;
- (e) If our bid is accepted, we commit to obtain a performance security in accordance with the Bidding Documents;
- (f) We are not participating, as a Bidder or as a subcontractor, in more than one bid in this bidding process.
- (g) We, including any of our subcontractors or suppliers for any part of the contract, have not been blacklisted by any Government / Semi-Government organization.
- (h) We have paid, or will pay the following commissions, gratuities, or fees with respect to the bidding process or execution of the Contract: [insert complete name of each Recipient, its full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity]

Name of Recipient	Address	Reason	Amount

(If none has been paid or is to be paid, indicate “none.”)

- (i) We understand that this bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed; and
- (j) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.
- (k) We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in any type of fraud and corruption

Name of the Bidder\* [insert complete name of person signing the Bid]

Name of the person duly authorized to sign the Bid on behalf of the Bidder\*\* [insert complete name of person duly authorized to sign the Bid]

Title of the person signing the Bid [insert complete title of the person signing the Bid]

Signature of the person named above [insert signature of person whose name and capacity are shown above]

Date signed \_[insert date of signing] day of [insert month], [insert year]

\*: In the case of the Bid submitted by joint venture specify the name of the Joint Venture as Bidder

\*\* : Person signing the Bid shall have the power of attorney given by the Bidder to be attached with the Bid Schedules.

## 2. Manufacturer's Authorization Form

[See Clause 13.3 (a) of the Instructions to Bidders.]

To: *[name of the Purchaser]*

WHEREAS *[name of the Manufacturer]* who are established and reputable manufacturers of *[name and/or description of the goods]* having factories at *[address of factory]*

do hereby authorize *[name and address of Agent]* to submit a bid, and subsequently negotiate and sign the Contract with you against IFB No. *[reference of the Invitation to Bid]* for the above goods manufactured by us.

We hereby extend our full guarantee and warranty as per Clause 15 of the General Conditions of Contract for the goods offered for supply by the above firm against this Invitation for Bids.

---

*[signature for and on behalf of Manufacturer]*

*Note:* This letter of authority should be on the letterhead of the Manufacturer and should be signed by a person competent and having the power of attorney to bind the Manufacturer. It should be included by the Bidder in its bid.



### 3. Price Schedules

Sr.	Item/Description	Brand/ Model/ Origin	Qty	Unit Price (Rs.)	Total Amount (Rs.)
Lot-1	Desktop Computers		500		
Lot-2	SSDs & RAMs		500		
Lot-3	Scanner		60		
Lot-4	UPS		500		
Lot-5	(a) Web Camera (b) Thumb Device		300 500		
Lot-6	Extension in Existing Unified Communication Solution (a) POE Switch (b) IP Phone		10 65		
<b>TOTAL AMOUNT (Rs.)</b>					

**Note:**

- 1. In case of discrepancy between unit price and total, the unit price shall prevail.**
- 2. The quoted prices must include all applicable taxes including GST/PST etc. and delivery charges at destination.**
- 3. Contracts will be signed on stamp papers according to below mentioned rates as per Section 22(A)(b) of Schedule-I of Stamp Act 1899.**

# Part-II

## Section I. Contract Forms

### 1. Contract Form

THIS AGREEMENT made the \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ between *[name of Purchaser]* (hereinafter called “the Purchaser”) of the one part and *[name of Supplier]* of (hereinafter called “the Supplier”) of the other part:

WHEREAS the Purchaser invited bids for certain goods and ancillary services, viz., *[brief description of goods and services]* 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 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 Purchaser’s Notification of Award.
3. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract
4. The Purchaser hereby covenants to pay the Supplier 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 by the contract.

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

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Purchaser)

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Supplier)

## 2. Performance Security Form

To:

*[Client Address]*

WHEREAS *[name of Supplier]* (hereinafter called “the Supplier”) has undertaken, in pursuance of Contract No. *[reference number of the contract]* dated \_\_\_\_\_ 20\_\_\_\_ to supply *[description of goods and services]* (hereinafter called “the Contract”).

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

AND WHEREAS we have agreed to give the Supplier a guarantee:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Supplier, up to a 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\_\_\_\_\_.

Signature and seal of the Guarantors

---

*[name of bank or financial institution]*

---

*[address]*

---

*[date]*

## **Part-II**

### **Section II. 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 Purchaser 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 of the equipment, machinery, and/or other materials which the Supplier is required to supply to the Purchaser 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 Purchaser” means the organization purchasing the Goods, as named in SCC.
  - (h) “The Purchaser’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 named in SCC.
  - (k) “Day” means calendar day.

- 2. Application** 2.1 These General Conditions shall apply to the extent that they are not superseded by provisions of other parts of the Contract.
- 3. Country of Origin** 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 The Goods supplied under this Contract shall conform to the standards mentioned in the 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.
- 5. Use of Contract Documents and Information; Inspection and Audit** 5.1 The Supplier shall not, without the Purchaser’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 Purchaser 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 Purchaser’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 Purchaser and shall be returned (all copies) to the Purchaser on completion of the Supplier’s performance under the Contract if so required by the Purchaser.
- 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 Procuring Agency, if so required by the Procuring Agency.

- 6. Patent Rights** 6.1 The Supplier shall indemnify the Purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.
- 7. Performance Security** 7.1 Within 14 days of receipt of the notification of Contract award, the successful Bidder shall furnish to the Purchaser the performance security in the amount specified in SCC.
- 7.2 The proceeds of the performance security shall be payable to the Purchaser as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract.
- 7.3 The performance security shall be denominated in the currency of the Contract acceptable to the Purchaser 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 Purchaser; or
  - (b) a cashier's or certified check.
- 7.4 The performance security will be discharged by the Purchaser 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 and Tests** 8.1 The Purchaser 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 Purchaser. SCC and the Technical Specifications shall specify what inspections and tests the Purchaser requires and where they are to be conducted. The Purchaser 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 Purchaser.

8.3 Should any inspected or tested Goods fail to conform to the Specifications, the Purchaser 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 Purchaser.

8.4 The Purchaser's right to inspect, test and, where necessary, reject the Goods after the Goods' arrival in Pakistan shall in no way be limited or waived by reason of the Goods having previously been inspected, tested, and passed by the Purchaser 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 Purchaser.

## **10. Delivery and Documents**

10.1 Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in the Schedule of Requirements. The details of shipping and/or other documents to be furnished by the Supplier are specified in SCC.

10.2 Documents to be submitted by the Supplier are specified in SCC.

## **11. Insurance**

11.1 The Goods supplied under the Contract shall be delivered duty paid (DDP) under which risk is transferred to the buyer after having been delivered, hence insurance coverage is sellers responsibility.

**12. Transportation**

12.1 The Supplier is required under the Contract to transport the Goods to a specified place of destination within the Purchaser's country, transport to such place of destination in the Purchaser's country, including insurance and storage, as shall be specified in the Contract, shall be arranged by the Supplier, and related costs shall be included in the Contract Price.

**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 for each appropriate unit of the supplied Goods;
- (d) performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and
- (e) training of the Purchaser's personnel, at the Supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.

13.2 Prices charged by the Supplier for incidental services, if not included in the Contract Price for the Goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged for other parties by the Supplier for similar services.

**14. Spare Parts**

14.1 As specified in SCC, the Supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:

- (a) such spare parts as the Purchaser may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under the Contract; and



- (b) in the event of termination of production of the spare parts:
  - (i) advance notification to the Purchaser of the pending termination, in sufficient time to permit the Purchaser to procure needed requirements; and
  - (ii) following such termination, furnishing at no cost to the Purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

## **15. Warranty**

15.1 The Supplier warrants that the Goods supplied under the Contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the Contract. The Supplier further warrants that all Goods supplied under this Contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the Purchaser'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.

15.2 This warranty shall remain valid as specified in SCC.

15.3 The Purchaser 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, repair or replace the defective Goods or parts thereof, without costs to the Purchaser.

15.5 If the Supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, within a reasonable period, the Purchaser 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 Purchaser may have against the Supplier under the Contract.

## **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 Purchaser in writing, accompanied by an invoice describing, as

appropriate, the Goods delivered and Services performed, and by documents submitted pursuant to GCC Clause 10, and upon fulfillment of other obligations stipulated in the Contract.

16.3 Payments shall be made promptly by the Purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the Supplier.

16.4 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 Purchaser's request for bid validity extension, as the case may be.

**18. Change Orders**

18.1 The Purchaser may at any time, by a written order given to the Supplier pursuant to GCC Clause 31, make changes within the general scope of the Contract in any one or more of the following:

(a) drawings, designs, or specifications, where Goods to be furnished under the Contract are to be specifically manufactured for the Purchaser;

(b) the method of shipment or packing;

(c) the place of delivery; and/or

(d) 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 Purchaser's change order.

**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.

**20. Assignment**

20.1 The Supplier shall not assign, in whole or in part, its obligations to perform under this Contract, except with the Purchaser's prior

written consent.

- 21. Subcontracts**
- 21.1 The Supplier shall notify the Purchaser in writing of all subcontracts awarded under this Contract if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the Supplier from any liability or obligation under the Contract.
- 21.2 Subcontracts must comply with the provisions of GCC Clause 3.
- 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 Purchaser in the Schedule of Requirements.
- 22.2 If at any time during performance of the Contract, the Supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the Goods and performance of Services, the Supplier shall promptly notify the Purchaser 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 Purchaser 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 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 Purchaser shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the percentage specified in SCC of the delivered price of the delayed Goods or unperformed Services for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of the percentage specified in SCC. Once the maximum is reached, the Purchaser may consider termination of the Contract pursuant to GCC Clause 24.
- 24. Termination**
- 24.1 The Purchaser, without prejudice to any other remedy for breach

**for Default**

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, or within any extension thereof granted by the Purchaser pursuant to GCC Clause 22; or
- (b) if the Supplier fails to perform any other obligation(s) under the Contract.
- (c) if the Supplier, in the judgment of the Purchaser has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

For the purpose of this clause:

“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.

“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.

24.2 In the event the Purchaser terminates the Contract in whole or in part, pursuant to GCC Clause 24.1, the Purchaser 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 Purchaser 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 security, 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 Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

25.3 If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser 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.

**26. Termination  
for Insolvency**

26.1 The Purchaser 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 Purchaser.

**27. Termination  
for  
Convenience**

27.1 The Purchaser, 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 Purchaser’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 Purchaser at the Contract terms and prices. For the remaining Goods, the Purchaser may elect:

- (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. Resolution of  
Disputes**

28.1 The Purchaser 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 Purchaser 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.

**29. Governing Language**

29.1 The Contract shall be written in the language specified in SCC. Subject to GCC Clause 30, the version of the Contract written in the specified language shall govern its interpretation. All correspondence and other documents pertaining to the Contract which are exchanged by the parties shall be written in the same language.

**30. Applicable Law**

30.1 The Contract shall be interpreted in accordance with the laws of Islamic Republic of Pakistan.

**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 fax 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 Purchaser.

## **Part-II**

### **Section III. 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 Purchaser is: Punjab Land Records Authority

GCC 1.1 (h)—The Purchaser's country is: Islamic Republic of Pakistan

GCC 1.1 (i)—The Supplier is: [Detail]

GCC 1.1 (j)—The Project Site is: [Detail]

#### **2. Country of Origin (GCC Clause 3)**

Bidder will clearly mention origin of goods.

#### **3. Performance Security (GCC Clause 7)**

GCC 7.1—The amount of performance security, as a percentage of the Contract Price, shall be 5% (Five per cent) in the shape of pay order, demand draft, call deposit or non-recourse, irrevocable and unconditional bank guarantee from scheduled bank of Pakistan on the prescribed format attached with the bidding documents.

#### **4. Inspections and Tests (GCC Clause 8)**

GCC 8.6—

Inspection and tests prior to delivery of goods and at final acceptance are:-

- i) For being Brand New (Certificate from supplier)
- ii) For Physical Fitness having No Damages (Certificate from supplier)
- iii) For the Country of Origin as quoted by the Supplier (Certificate from Supplier/manufacturer)
- iv) For conformance to specifications/performance parameters, through inspection (Inspection Report by PLRA representative)
- v) Delivery Challan and/or installation report acknowledged by PLRA representative.

## 5. Delivery and Documents (GCC Clause 10)

GCC 10.3— Upon shipment, the Supplier shall notify the Purchaser the full details of the shipment, including Contract number, description of Goods, quantity and usual transport document. The Supplier shall mail the following documents to the Purchaser:

- i. Copies of the Supplier’s invoice showing Goods’ description, quantity, unit price, and total amount;
- ii. copies 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; (where applicable)
- iii. Copies of the packing list identifying contents of each package;
- iv. Manufacturer’s or Supplier’s Valid Warranty Certificate;
- v. Inspection Certificate issued by the Nominated Inspection Agency (if any),
- vi. Certificate of Origin.

## 6. Insurance (GCC Clause 11)

GCC 11.1— The Goods supplied under the Contract shall be Delivered Duty Paid (DDP) under which risk is transferred to the Buyer after having been delivered. Hence insurance coverage is seller’s responsibility. Since the Insurance is seller’s responsibility they may arrange appropriate coverage.

## 7. Incidental Services (GCC Clause 13)

GCC 13.1—Incidental services to be provided are:

The rate must include cost for all kinds of labor, inputs and material required for above, and all applicable government taxes and levies. In case a separate rate is not provided by the bidder for the above items, it shall be deemed to have been covered in the overall quoted cost.

## 8. Warranty & Support (GCC Clause 15)

The period of validity of the Warranty shall be “Comprehensive” and “On Site” for all Lots as given below. The warranty will be considered after the equipment has been delivered to and accepted at the final destination.

<b>For Lot 1:</b>	5 Years Desktop & LED OEM Verifiable, On Site
<b>For Lot 2:</b>	1 Year, Item replacement warranty
<b>For Lot 3, 4, 5 &amp; 6:</b>	3 Years, On Site



The period for repair or replacement of faulty parts or components shall be: Within 7 Working days “**on site**” & “**Comprehensive**”.

The Supplier shall, in addition, comply with the performance and/or consumption guarantees specified under the Contract. If, for reasons attributable to the Supplier, these guarantees are not attained in whole or in part, the Supplier shall, at its discretion, either:

(a) Make such changes, modifications, and/or additions to the Goods or any part thereof as may be necessary in order to attain the contractual guarantees specified in the Contract at its own cost and expense and to carry out further performance tests in accordance with SCC 4,

**or**

(b) Pay liquidated damages to the Purchaser with respect to the failure to meet the contractual guarantees. The rate of these liquidated damages shall be 0.1 % of the contract price per day. The maximum amount of liquidated damages for the whole of the goods or part thereof shall be 5% of the contract price.

**or**

(c) Replacement of the whole unit at site including transportation, installation, testing & commissioning etc in case of major defect at his own cost.

## **9. Payment (GCC Clause 16)**

GCC 16.1—The method and conditions of payment to be made to the Supplier under this Contract shall be as follows:

Payment shall be made in Pak. Rupees in the following manner:

(i) **Payment against Delivered Goods:** Upon submission of claim with all the supporting documents as mentioned in SCC 4 & 5, the supplier shall be paid within thirty (30) days. Partial payments are allowed.

## **10. Prices (GCC Clause 17)**

GCC 17.1—Prices shall be: Fixed.

## **11. Liquidated Damages (GCC Clause 23)**

Liquidated damages shall be imposed 0.1% of the total contract value per day or part thereof subject to a maximum of 5% of the total contract value.

**12. Resolution of Disputes (GCC Clause 28)**

GCC 28.3—The dispute resolution mechanism to be applied pursuant to GCC Clause 28.2 shall be as follows:

In the case of a dispute between the Purchaser and the Supplier, the dispute shall be referred to adjudication or arbitration in accordance with the Pakistan Arbitration Act, 1940.

**13. Governing Language (GCC Clause 29)**

GCC 29.1—The Governing Language shall be: English.

**14. Applicable Law (GCC Clause 30)**

GCC 30.1-The Contract shall be interpreted in accordance with the laws of Islamic Republic of Pakistan which includes the following legislation:

- The Employment of Children (ECA) Act 1991
- The Bonded Labour System (Abolition) Act of 1992
- The Factories Act 1934

**15. Notices (GCC Clause 31)**

GCC 31.1—Purchaser’s address for notice purposes –

Punjab Land Records Authority  
2 km, Thokar Niaz Baig Bypass, Main Multan Road, Lahore  
042-99330125-26, Fax 042-99330127

—Supplier’s address for notice purposes:

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