

**Provincial Institute for Teachers Education,  
Government of Khyber Pakhtunkhwa,  
Peshawar**



**Bid Document**

**For**

***Procurement of Printers, Heavy Duty Photocopier Machines,  
Multimedia Projectors, LED TV and DSLR Camera  
2017-18***

<b>Last Date and time of Bid Submission</b>	<b>27/04/2018 up to 02:00 pm</b>
<b>Bid Opening, (Technical)</b>	<b>27/04/ 2018 on 02:30 pm</b>
<b>Bid Opening (Financial)</b>	Will be communicated to the technically eligible/ qualified bidders
<b>Pre Bid Meeting</b>	<b>Monday, April 23, 2018. Time 11:00 AM</b>
<b>Venue</b>	Committee Room of PITE near Shaheed Benazir Bhutto Women University Larama Landay Sarak Charsadda Road- Peshawar.

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## **1. INSTRUCTIONS TO THE BIDDER**

### **1.1 Language of the Bid**

The Bid prepared by the Bidder as well as all correspondence and documents relating to the Bid shall be in English/Urdu only. The supporting documents and printed literature furnished by the Bidder may be in another language provided they are accompanied by an accurate translation in English/ Urdu duly notarized, in which case, for all purposes of the Bid, the translation shall govern. Bidders received without such translation copy are liable to be rejected.

### **1.2 Bid Currency**

Price/Cost of the Bid should be quoted in Pakistani Rupees only and Payment shall be made in Pakistani Rupees only.

### **1.3 Letter of Authorization**

A letter of Authorization(s) from the Board of Directors or Managing Director of the Bidder organization authorizing the Bid submitting authority or a Power of Attorney should be submitted in the Technical Proposal. **The Bidders received without the Letter of Authorization or Power of Attorney will be rejected.**

### **1.4 Bid Preparation and Submission**

Bidders should examine all Instructions, Terms and Conditions and Technical Specifications as given in the Bid Documents. Failure to furnish information required in the Bid Documents or submission of Bidders not substantially responsive or viable in every respect will be at the Bidder's risk and may result in rejection of the Bidders. Bidders should strictly submit the Bid as specified in the Bid Documents, failing which the Bidders will be held as non-responsive and will be rejected.

The Bidders can submit proposals for one or more than item(s) having the requisite authorization and documents for the quoted item(s).

The Bidders should be submitted in two parts viz. (1) Technical Proposal and (2) Financial Proposal. The Technical Proposal and Financial Proposal shall be submitted in two separate sealed covers. The Bidders shall be addressed to "The Director PITE Khyber Pakhtunkhwa Charsadda Road, Landay Sarak Larama near Shaheed Benazir Bhutto Women University-Peshawar (+92-91-9224783)

The Bidders or their authorized persons shall fill, sign and stamp all pages of Bid Document. The Purchaser will not be responsible for the errors committed in the Bidders by the Bidders.

## **2. Technical Proposal (Envelope A)**

- a. The Technical Proposal will enable the Purchaser to evaluate whether the Bidder is technically competent and capable of executing the order. Only those Bidders which are eligible and qualify in the Technical stage will be called for the Financial Proposal opening. The Financial Proposals of Bidders who failed in the Technical stage will not be opened.
- b. The Technical Proposal should strictly NOT contain any Price/Cost indications as such otherwise the Bidders will be rejected.
- c. Any alterations, deletions or overwriting will be treated as valid only if they are attested by the full signature by the authorized person.
- d. The Technical Proposal shall be placed in a separate cover (Envelope-A) and sealed appropriately. The Technical Proposal cover shall be superscribed with "Technical Proposal for Supply of \_\_\_\_\_ (item(s) name)". "FROM" address and "TO" address shall be written without fail otherwise the Technical Proposal is liable for rejection. This envelope containing Technical Specifications shall be superscribed as "Technical Proposal", and shall also contain sealed envelope containing the Earnest Money (EM).

## **3. Financial Proposal (Envelope-B)**

1. All the Priced items as asked in the Bid Documents should be filled in the Financial Proposal format as given in the Bid Documents.
2. **The prices quoted shall be in PAK RUPEES (PKR) only.**
3. **The Bid is liable for rejection if Financial Proposal contains conditional offers or partial offers.**
4. The Financial Proposal of the Bidder shall also include the price breakup of taxes/duties. All taxes / duties as applicable shall be responsibility of the Bidder. If any exemption is obtained by the purchaser, the same shall be adjusted accordingly in the final price of successful Bidder.
5. The cost quoted by the Bidder shall be valid and unchanged for a period of 120 days from the date of opening of the Bidders.
6. The Financial Proposal (**Envelope-B**), shall be containing separate sealed quotes for the individual item(s). The Financial Proposal cover shall be sealed and superscribed with "Financial Proposal for Supply of \_\_\_\_\_ (item(s) name)". The "FROM" address and "TO" address shall be written without fail otherwise the Financial Proposal is liable for rejection.

## **4. Outer Cover**

The Technical Proposal cover (Envelope-A) and Financial Proposal cover (Envelope-B) shall then be put in a single outer cover and sealed. The outer cover shall be superscribed with "Bid for Supply of (item(s) name)". The "FROM" address and "TO" address shall be written without fail otherwise the Technical Proposal is liable for rejection.

## **5. Governing Rule**

This Bid Process will be governed by the Khyber Pakhtunkhwa Procurement of Goods, Works and Services Rules, 2014 as amended from time to time and instructions of the Government of Khyber Pakhtunkhwa received during the completion of the supply.

## **6. General and Specific Conditions of Contract (GCC & SCC)**

<b>1. Definitions</b>	1.1	<p>In this Contract, the following terms shall be interpreted as indicated:</p> <ul style="list-style-type: none"><li>(a) "The Contract" means the agreement entered into between the Purchaser and the Supplier, as recorded in the Agreement signed by the Parties, including all attachments and appendices thereto and all documents incorporated by reference therein.</li><li>(b) "The Contract Price" means the price payable to the Supplier under the Contract for the full and proper performance of its Contractual obligations.</li><li>(c) "The Goods" means all those supplies which the Supplier is required to supply to the Purchaser under the Contract.</li><li>(d) "The Services" means those services ancillary to the supply of above goods, such as printing of special instructions on the label and packing, design and logo of the FSA, Khyber Pakhtunkhwa, transportation of goods up-to the desired destinations, installation and other such obligations of the Supplier covered under the Contract.</li><li>(e) "GCC" means the General Conditions of Contract contained in this section.</li><li>(f) "SCC" means Special Conditions of the Contract.</li><li>(g) "The Purchaser" means the Client as mentioned in the <b>SCC</b>.</li><li>(h) "The Supplier" means the individual or firm supplying the goods under this Contract.</li><li>(i) "Day" means calendar day.</li></ul>
<b>2. Application</b>	2.1	<p>These General Conditions shall apply to the extent that they are not superseded by provisions of other parts of the Contract.</p>

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<b>3. Source of Import</b>	3.1	All goods and related services to be supplied under the contract that are required to be imported in Pakistan shall have their origin in eligible source countries as prescribed by the commercial policies of the Federal Government of Pakistan and all expenditures made under the contract shall be limited to such goods and services.
	3.2	For purposes of this clause, "origin" means the place where the goods are produced, or the place from which the related services are supplied. Goods are produced when, through manufacturing or processing.
<b>4. Standards</b>	4.1	The goods supplied under this Contract shall conform to the standards mentioned in the Technical Specifications.
	4.2	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 this Contract.
	4.3	If the Supplier provide substandard item and fails to provide the fresh supply, the payment of risk purchase the price difference shall be paid by the Supplier.
	4.4	In case of supply of substandard product the cost associated with disposal/destruction or associated handling shall be borne by the Supplier i.e. removal from purchaser's premises, burning, dumping, or incineration.
<b>5. Use of Contract Documents and Information.</b>	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.

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	5.4	The Supplier shall permit the Purchaser to inspect the Supplier's accounts and records relating to the performance of the Supplier.
<b>6. Patent Rights</b>	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 in the country.
<b>7. Performance Security</b>	7.1	Within twenty (20) 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 the Purchaser's country on behalf of the Supplier, 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 <b>SCC</b> .
<b>8. Submission of Samples</b>		Before commencing supplies, the Supplier shall provide samples free of cost, if and as specified in the Schedule of Requirements of the product to the designated office or staff, as the case may be.
<b>9. Ensuring storage arrangements</b>		To ensure storage arrangements for the intended supplies, the Supplier shall inform the Purchaser at least One (01) week in advance. However, in case no space is available at the Purchaser's premises at the time of supply, the Purchaser shall, at least 02 days prior to such situation, shall inform the Supplier, in writing, of the possible time frame of availability of space by which the supplies can be made. In case the Supplier abides by the given time frame it shall not be penalized for delay.

<b>10. Inspections and Tests</b>	10.1	The Purchaser or its representative shall have the right to inspect and/or to test the goods in accordance with the procedure given in the <b>SCC</b> to confirm their conformity to the Contract specifications at no extra cost to the Purchaser.
	10.2	All costs associated with testing shall be borne by the Supplier.
	10.3	The Purchaser's right to inspect, test and, where necessary, reject the goods after the goods either at Supplier's premises or upon arrival at Purchaser's destinations 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 delivery from the point of Supply or manufacturing.
	10.4	Nothing in GCC Clause 10 shall in any way release the Supplier from any warranty or other obligations under this Contract.
<b>11. Packing</b>	11.1	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.
	11.2	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, Drug Act 1976, including additional requirements, if any, specified in <b>SCC</b> , and in any subsequent instructions ordered by the Purchaser.
<b>12. Delivery and Documents</b>	12.1	The Supplier in accordance with the terms and manner specified in the Schedule of Requirements shall make delivery of the goods.
	12.2	The Supplier shall furnish all necessary documentation necessary for completion of the delivery, at the time of delivery and in the manner prescribed.



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	12.3	The goods supplied under the Contract shall be Delivered Duty Paid (DDP) under which risk is transferred to the buyer after the Goods have been delivered.
<b>13. Insurance</b>		The supplier shall be solely responsible for Insurance of the Goods subject to the contract.
<b>14. Transportation</b>	14.1	The Supplier shall arrange such transportation of the goods as is required to prevent their damage or deterioration during transit to their final destination and in accordance with the terms and manner prescribed in the Schedule of Requirement.
	14.2	All costs associated with the transportation of the goods subject to this contract shall be borne by the Supplier.
<b>15. Incidental Services</b>		The Supplier shall be required to provide the incidental services as specified in the <b>SCC</b> and the cost of which is included in the total bid price.
<b>16. Spare Parts</b>		<p>As specified in <b>SCC</b>, 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:</p> <ul style="list-style-type: none"> <li>(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</li> <li>(b) in the event of termination of production of the spare parts:</li> <li>(c) advance notification to the Purchaser of the pending termination, in sufficient time to permit the Purchaser to procure needed requirements; and</li> <li>(d) following such termination, furnishing at no cost to the Purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.</li> </ul>
<b>17. Warranty</b>	17.1	All goods subject to this contract shall be accompanied by the necessary warranty in the manner prescribed in the <b>SCC</b> .
	17.2	The Purchaser shall promptly notify the Supplier in writing of any claims arising under this warranty.
<b>18. Payment</b>	18.1	The purchaser shall make payments to the Supplier in accordance with the conditions set forth in the Payment Schedule agreed in <b>SCC</b> and annexed to this contract.

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	18.2	The currency of payment shall be Pakistan Rupee.
<b>19. Prices</b>		Prices charged by the Supplier for goods delivered under the Contract shall not vary from the prices quoted by the Supplier in its bid and shall remain the same till the expiry of the contract unless the Parties to this contract mutually agree to vary the prices.
<b>20. Change Orders</b>	20.1	<p>The Purchaser may at any time, by a written order given to the Supplier pursuant to GCC Clause 33 for notices, make changes within the general scope of the Contract in any one or more of the following:</p> <ul style="list-style-type: none"><li>(a) drawings, designs, or specifications, where Goods to be furnished under the Contract are to be specifically manufactured for the Purchaser;</li><li>(b) the method of shipment or packing;</li><li>(c) the place of delivery; and/or</li><li>(d) the Services to be provided by the Supplier.</li></ul>
	20.2	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.
<b>21. Contract Amendments</b>		No variation in or modification of the terms of the Contract shall be made except by written amendment signed by the Parties.
<b>22. Assignment</b>		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.
<b>23. Subcontracts</b>		The Supplier shall not be allowed to sublet and award subcontracts under this Contract.
<b>24. Delays in the Supplier's Performance</b>	24.1	Delivery of the goods shall be made by the Supplier in accordance with the time schedule/supply schedule prescribed by the Purchaser in the Schedule of Requirements.

	24.2	If at any time during performance of the Contract, the Supplier encounters conditions impeding timely delivery of the goods; 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 an amendment to the Contract.
<b>25. Liquidated Damages &amp; Penalties</b>	24.3	Except as provided under GCC Clause 24, a delay by the Supplier in the performance of its delivery obligations shall render the Supplier liable to the imposition of liquidated damages as prescribed in the <b>SCC</b> , unless the parties to this contract mutually agree for extension of time.
		<p>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 <b>SCC</b> 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 <b>SCC</b>. Once the maximum is reached, the Purchaser may consider termination of the Contract pursuant to GCC Clause 26.</p> <p>Applicable rate for penalties in case of a breach of contract by the supplier regarding delivery of Goods is specified in the Supply Schedule in Part-II: Section-III.</p>

<p><b>26. Termination for Default</b></p>		<p>The Purchaser, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Supplier, may terminate this Contract in whole or in part:</p> <ul style="list-style-type: none"> <li>(a) if the Supplier fails to deliver any or all installments of the goods within the period(s) specified in the Contract and subsequent purchase order, or within any extension thereof granted by the Purchaser pursuant to GCC Clause 24; or</li> <li>(b) if the Supplier fails to perform any other obligation(s) under the Contract.</li> <li>(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.</li> </ul> <p>For the purpose of this clause Corrupt and fraudulent practices means:</p> <p><i>the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official or the supplier or contractor in the procurement process or in contract execution to the detriment of the Procuring agencies; or misrepresentation of facts in order to influence a procurement process or the execution of a contract, collusive practices among bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the Procuring agencies of the benefits of free and open competition and any request for, or solicitation of anything of value by any public official in the course of the exercise of his duty."</i></p>
<p><b>27. Force Majeure</b></p>	<p>27.1</p>	<p>Notwithstanding the provisions of GCC Clauses 24, 25 &amp; 26, the Supplier shall not be liable for forfeiture of its Performance Guaranty, or termination/ blacklisting for default if and to the extent that it's 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 Supplier and not involving the Supplier's fault or negligence directly or indirectly purporting to mis-planning, mismanagement and/or lack of foresight to handle the situation. Such events may include but are not restricted to acts of the Purchaser in its sovereign capacity, wars or revolutions, fires, floods, earthquakes, strikes, epidemics, quarantine restrictions and freight embargoes.</p>

	27.2	If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing with sufficient and valid evidence of such condition and the cause thereof. The Purchaser shall examine the merits of the case and all reasonable alternative means for completion of purchase order under the Contract and inform the Supplier of its findings promptly.
	27.3	Unless Purchaser informs the Supplier in writing of its agreement on the application of force majeure, the Supplier 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.
<b>28. Termination for Insolvency</b>		The Purchaser may at any time terminate the Contract by giving written notice of one month time to the Supplier if the Supplier becomes bankrupt or otherwise insolvent. In this event, termination shall be without compensation to the Supplier, provided that such termination shall not prejudice or affect any right of action or remedy which has accrued or shall accrue thereafter to the Parties.
<b>29. Termination for Convenience</b>	29.1	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.
	29.2	<p>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:</p> <p>(a) to have any portion completed and delivered at the Contract terms and prices; and/or</p> <p>(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.</p>
<b>30. Arbitration and Resolution of Disputes</b>	30.1	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.

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	30.2	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 to the Arbitrator for resolution through arbitration.
	30.3	In case of any dispute concerning the interpretation and/or application of this Contract shall be settled through arbitration under the Arbitration Act of 1940 (As amended from time to time) in a court of relevant jurisdiction as mentioned in the <b>SCC</b> .
<b>31. Governing Language</b>		The Contract shall be written in English language. Subject to GCC Clause 32, 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 English.
<b>32. Applicable Law</b>		This Contract shall be governed by the Laws of Pakistan and the courts of Pakistan shall have exclusive jurisdiction.
<b>33. Notices</b>	33.1	Any Notice given by one party to the other pursuant to this Contract shall be sent to the other party in writing and on the others address specified in <b>SCC</b> .
	33.2	A notice shall be effective when delivered or on the notice's effective date, whichever is later.
<b>34. Taxes, Duties &amp; Levies</b>	34.1	All taxation, duties and levies etc., whether International, Federal, Provincial or Local, shall be borne by the Supplier.

## **7. MINIMUM ELIGIBILITY CRITERIA**

The Bidder(s) should meet the following Eligibility Criteria to participate in the Bid Process and must enclose documentary proof for fulfilling the Eligibility in the Technical Proposal:

S#	Minimum Eligibility Criteria	Proof to be submitted for fulfilling Eligibility	Check List	
			Yes	No
1.	Registration of the bidder with Income Tax Department	Certificate of Registration	Yes	No
2.	Registration of the Bidder with Sales Tax Department	Certificate of Registration	Yes	No
3.	Bidder should be Authorized Distributor/Dealer of the Original Equipment Manufacturer (OEM) of the quoted item(s)/brands	Certificate of Incorporation/ Registration of Authorized	Yes	No
4.	The Bidder must be in the relevant item(s) Sales or supply business for the last three year.	Attested Company Profile should be	Yes	No
5.	Bidder is not blacklisted by any of the Provincial/ Federal Government or organizations of the State/ Federal Government in Pakistan.	Necessary Undertaking on Stamp Paper should be furnished.	Yes	No
6.	Bidder is non-defaulter of any of the Provincial/ Federal Government/ organizations or any commercial scheduled bank	Necessary Undertaking on Stamp Paper should be furnished.	Yes	No
7.	At least one service center of quoted brand(s) should already exist in Pakistan	Valid documentary evidence should	Yes	No
8.	The description/specifications of the quoted items/brands are conforming to the minimum requirements as per Bid documents.	Valid documentary evidence like OEM brochures of the items be submitted	Yes	No

## **8. BID DATA SHEET**

1	Bid Inviting Authority	Director PITE Khyber Pakhtunkhwa Peshawar Phone& Fax: +92-91-9224783
2	Name of the Work	Supply of Procurement of Printers, Heavy Duty Photocopier Machines, Multimedia Projectors, LED TV and DSLR Camera
3	a. Bid Documents available at the place  b. Cost of Bid Documents	a. Available at the office of PA to Director PITE Khyber Pakhtunkhwa Peshawar OR Can be downloaded from Elementary & Secondary Education Department ( <a href="http://www.kpese.gov.pk">www.kpese.gov.pk</a> ) and KPPRA website. b. Free of cost
4	Earnest Money (EM)	<b>2%</b> of the Bid value as CDR/Bank Draft
	Due Date, Time and Place of submission of Bid Documents	Bid Documents may be submitted till 27-4-2018 <b>up to 02:00 pm</b> in the Office of PA to Director PITE Khyber Pakhtunkhwa Peshawar
5	<b>Pre Bid Meeting</b>	<b>Monday, April 23, 2018. Time 11:00 AM</b>
6	Date, Time and Place of Technical Bid opening	<b>27/4/2018 at 2:30 pm</b> in the Committee Room of PITE Khyber Pakhtunkhwa Peshawar
7	Date, Time and Place of opening of the Financial Proposals.	Will be communicated to the technically eligible / Qualified bidders later on.



## **9. Statement of Requirements/Specification**

Below are the minimum specifications for the required items/products however firms can submit higher specifications also.

<b>S. No</b>	<b>Item</b>	<b>Quantity</b>	<b>Specifications</b>
1	<b>Printers</b>	<b>06</b>	<p><b>Print speed:</b> A-4: Up to 40 ppm</p> <p><b>Print Resolution:</b> Black (best) 600 x 600 dpi, Up to 4800 x 600 enhanced dpi; Black (fine lines): Up to 1200 x 1200 dpi Fast Res 1200, Pro Res 1200, 600 dpi</p> <p><b>Standard Connectivity:</b> Hi-Speed USB 2.0; Host USB; Gigabit Ethernet 10/100/1000T network, wireless</p> <p><b>Memory:</b> 128 MB</p> <p><b>Paper Handling:</b> 100-sheet multipurpose input Tray , 250-sheet input Tray; 150-sheet output bin, Optional 550-sheet tray</p> <p><b>Display:</b> yes</p> <p><b>Warranty : One Year full warranty</b></p>
2	<b>Multi-Functional Printer</b>	<b>02</b>	<p><b>LaserJet Printer</b></p> <p><b>Function:</b> Scan, Color Print, Photo Copy</p> <p><b>Resolution Black:</b> Up to 600 x 600 dpi, Resolution Color: Up to 600 x 600 dpi, <b>print speed black:</b> Up to 28 ppm, print speed color: Up to 28 ppm,</p> <p><b>Memory:</b> 128 MB</p> <p><b>Connectivity:</b> USB 2.0; Gigabit Ethernet 10/100/1000T network; Wireless 802.11b/g/n</p> <p><b>One Year with parts warranty</b></p>
3	<b>Heavy Duty Photo copier machine</b>	<b>02</b>	<p>Built in Automatic Duplex Unit RADF(Reversible Automatic Document Feeder)</p> <p>Hard Disk 300 GB, <b>Memory</b> 4 GB, <b>Processor</b> 2 GHz, 45 CPM, Document size A4, A3, Legal, Built in Network Printer, Built in Network Color Scanner, OS Support Windows 7/8/10, Three way paper support, universal trays 500 sheet x trays, universal bypass tray support 100 sheets, color touch LCD screen, print form USB, scan to USB zoom range 25%- 400%, multiple copy 1-999 high toner yield</p> <p><b>One Year with parts Warranty</b></p>

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4	Multimedia	08	<p>Multimedia Projector with Screen, Stand, Remote, Mount Kit and Installation</p> <p>Brightness: Minimum 4000 Lumens</p> <p>Resolution: True XGA (1024x768), UXGA (1600x1200)</p> <p>Lamp Life: Minimum 5000 Hrs (standard)</p> <p>Contrast Ratio: Minimum 16000:1</p> <p>Screen Size: 6 x 6 ft</p> <p>Input Ports: VGA or HDMI, Composite</p> <p>Network: Video, S-Video, USB</p> <p>Output Ports: Monitor out, Stereo Audio Out</p> <p>Warranty: Projector: 02 Year; Lamp: 02 Year;</p>
5	LED	03	<p><b>KEY FEATURES OF LED</b></p> <ul style="list-style-type: none"> <li>• Screen Size: 65"</li> <li>• HD Type: HD TV</li> <li>• Display Type: LED</li> <li>• Screen Resolution: 1920 x 1080 HD</li> <li>• USB Playback: Photo, Music, Video,</li> <li>• Connectivity: HDMI, VGA, Wi-Fi</li> <li>• A Grade Panel</li> <li>• Sound Pro</li> <li>• Fluid Motion for Greater Clarity</li> <li>• Base Stand</li> <li>• Wall Mount Bracket</li> <li>• Remote Control</li> <li>• Warranty Card</li> <li>• Power supply 50-60 Hz, AC 100-240 VHz</li> </ul> <p><b>One Year with Parts Warranty</b></p>

6	CAMERA	01	<b>Type</b> Digital DSLR AF/AE single-lens reflex camera with built-in flash <b>Image Format</b> Approx. 22.3mm x 14.9mm (APS-C Size) <b>Compatible Lenses</b> 18 – 55 mm lens <b>Lens Mount</b> Mounting lens <b>Recording Media</b> SD/SDHC/SDXC memory cards, SD speed class-compatible <b>Image Sensor</b> CMOS sensor <b>Pixels</b> Effective pixels: Approx. 24 megapixels <b>AF Points</b> Automatic selection AF (45 points) <b>Shutter (Type/Speed)</b> Minimum 1/4000 per sec., <b>LCD</b> Clear View LCD <b>Battery</b> Li-ion Battery 1020 mah <b>Accessories:</b> Camera bag, Tripod, memory card upto 128 GB, cleaners etc. <b>One year warranty</b>
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## 10. BID EVALUATION

### 1.1 Evaluation Criteria for Printer

S.#	Criteria for Evaluation of EOI	Score	Organization				
			1	2	3	4	5
1	<b>Toner life time/No of copies per toner</b>	<b>5</b>		-	-	-	-
	3000	3					
	3001-4000	4					
	4001-5000	5					
2	<b>Print Speed</b>	<b>5</b>					
	40 ppm	3					
	45 ppm	4					
	50 ppm or above	5					
3	<b>Memory</b>	<b>5</b>					
	128 MB	3					
	256 MB	4					

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	512 MB or above	5					
<b>4</b>	<b>Standard Connectivity</b>	<b>5</b>					
	Duplex, Ethernet, USB 2. 0	4					
	Duplex, Ethernet, wifi , USB 3.0	5					
<b>5</b>	<b>Lifer Time of Drum/No of Copies per Drum</b>	<b>10</b>					
	6000-8000 copies per Drum	6					
	8001-10000 copies per Drum	8					
	10001 or above copies per Drum	10					
<b>6</b>	<b>Print Resolution</b>	<b>5</b>					
	600×600 (Black and White)	3					
	1200 ×1200 (Black and White)	4					
	4800× 600 (Black and White), 600×600 (Color)	5					
<b>6</b>	<b>Warranty</b>	<b>5</b>					
	1 year	3					
	1.5 year	4					
	2 years or above	5					
<b>7</b>	<b>Repair Response Time</b>	<b>5</b>					
	Response and repair Time 6-10 days	<b>3</b>	-	-	-	-	-
	Response and repair Time 4 to 5 days	4					
	Response and repair Time 3 days	5					
<b>8</b>	<b>Additional registration of the Bidder Valid ISO 9001 Quality Management Certificate</b>	<b>10</b>					
<b>9</b>	<b>Similar projects of same nature with minimum worth of 2 million</b>	<b>10</b>	-	-	-	-	-
	1 Projects	5					
	2 Projects	8					
	3Project or above	10					
<b>10</b>	<b>Income Tax (Average for the last three years, Income Tax Returns to be Annexed)</b>	<b>5</b>	-	-	-	-	-
	0.5m to 1m	<b>3</b>					
	1m to 2m	4					
	3m and above	5					
<b>11</b>	<b>Service Centre(s) of quoted Brand (provide postal addresses and contact details; contact person name and numbers)</b>	<b>10</b>	-	-	-	-	-
	minimum 1 service center in Pakistan	<b>5</b>					

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	minimum 1 service centers in KP province	8					
	minimum 1 service centers in Peshawar	10					
<b>12</b>	<b>Market existence of Brand</b>	<b>15</b>	-	-	-	-	-
	minimum 3 years in Pakistan	5					
	3+ to 5 years in Pakistan	10					
	Above 5 years in Pakistan	15					
<b>13</b>	<b>Delivery period</b>	<b>10</b>	-				
	Upto <b>31-45 days</b> from the issue of Letter of Acceptance / or signing of agreement	5					
	<b>Upto 26-30 days</b> from the issue Letter of Acceptance / or signing of agreement	8					
	<b>Upto 25days</b> from the issue of Letter of Acceptance / or signing of agreement	10					
<b>Total</b>		<b>100</b>					

## 1.2 Evaluation Criteria for Photo Copier Machine

S.#	Criteria for Evaluation of EOI	Score	Organization				
			1	2	3	4	5
<b>1</b>	<b>Toner life time/No of copies</b>	<b>5</b>					
	14000 Copies per Toner	3					
	16000 Copies per Toner	4					
	18000 or above Copies per Toner	5					
<b>2</b>	<b>Copy per Minute (CPM)</b>	<b>10</b>					
	45 cpm	6					
	50 cpm	8					
	55 cpm or above	10					
<b>3</b>	<b>RAM</b>	<b>5</b>					
	04 GB	3					
	05 GB	4					
	06 GB or above	5					
<b>4</b>	<b>Processor</b>	<b>5</b>					
	2 GHz	3					
	2.5 GHz	4					
	3 GHZ or above	5					
<b>5</b>	<b>Lifer Time of Drum/No of Copies per Drum</b>	<b>5</b>					
	40000 copies per Drum	3					
	50000 copies per Drum	4					
	60000 copies per Drum	5					
<b>6</b>	<b>Warranty</b>	<b>5</b>					
	1 year	3					
	1.5 year	4					
	2 years or above	5					
<b>7</b>	<b>Repair Response Time</b>	<b>5</b>					
	Response and repair Time 6-10 days	<b>3</b>	-	-	-	-	-
	Response and repair Time 4 to 5 days	4					
	Response and repair Time 3 days	5					
<b>8</b>	<b>Additional registration of the Bidder Valid ISO 9001 Quality Management Certificate</b>	<b>10</b>					
<b>9</b>	<b>Similar projects of same nature with minimum worth of 2 million</b>	<b>10</b>	-	-	-	-	-

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	1 Projects	5					
	2 Projects	8					
	3Project or above	10					
<b>10</b>	<b>Income Tax (Average for the last three years, Income Tax Returns to be Annexed)</b>	<b>5</b>	-	-	-	-	-
	1 to 3m	<b>3</b>					
	3m to 5m	4					
	5m and above	5					
<b>11</b>	<b>Service Centre(s) of quoted Brand (provide postal addresses and contact details; contact person name and numbers)</b>	<b>10</b>	-	-	-	-	-
	minimum 1 service center in Pakistan	<b>5</b>					
	minimum 1 service centers in KP province	8					
	minimum 1 service centers in Peshawar	10					
<b>12</b>	<b>Market existence of Brand</b>	<b>15</b>	-	-	-	-	-
	minimum 3 years in Pakistan	<b>5</b>					
	3+ to 5 years in Pakistan	10					
	Above 5 years in Pakistan	15					
<b>13</b>	<b>Delivery period</b>	<b>10</b>	-				
	Within <b>31-45 days</b> from the issue of Letter of Acceptance / or signing of agreement	<b>6</b>					
	Within <b>26-30 days</b> from the issue Letter of Acceptance / or signing of agreement	8					
	Within <b>25 days</b> from the issue of Letter of Acceptance / or signing of agreement	10					
<b>Total</b>		<b>100</b>					

### 1.3 Evaluation Criteria for Multimedia Projector

S.#	Criteria for Evaluation of EOI	Score	Organization				
			1	2	3	4	5
<b>1</b>	<b>Brightness</b>	<b>15</b>		-	-	-	-
	4000 lumens	5					
	5000 lumens	10					
	6000 or above lumens	15					
<b>2</b>	<b>Resolution</b>	<b>5</b>					
	XGA 1024 ×768 pixels	3					
	WXGA 1280 x 800 pixels	4					
	HD 1920 x 1080 pixels	5					
<b>3</b>	<b>Lamp Life</b>	<b>10</b>					
	5000 hours	5					
	6000 hours	8					
	7000 hours or above	10					
<b>4</b>	<b>Contrast Ratio</b>	<b>5</b>					
	16000:1	3					
	20000:1	4					
	30000:1 or above	5					
<b>5</b>	<b>Input Port</b>	<b>5</b>					
	VGA	3					
	HDMI	4					
	VGA and HDMI	5					
<b>6</b>	<b>Warranty</b>	<b>5</b>					
	1 year	3					
	1.5 year						
	2 years or above	5					
<b>7</b>	<b>Repair Response Time</b>	<b>5</b>					
	Response and repair Time 6-10 days	<b>3</b>	-	-	-	-	-
	Response and repair Time 4 to 5 days	4					
	Response and repair Time 3 days	5					
<b>8</b>	<b>Additional registration of the Bidder Valid ISO 9001 Quality Management Certificate</b>	<b>10</b>					



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<b>9</b>	<b>Similar projects of same nature with minimum worth of 2 million</b>	<b>10</b>	-	-	-	-	-
	1 Projects	5					
	2 Projects	8					
	3 Project or above	10					
<b>10</b>	<b>Income Tax (Average for the last three years, Income Tax Returns to be Annexed)</b>	<b>5</b>	-	-	-	-	-
	0.5 to 1m	<b>3</b>					
	1m to 2m	4					
	3m and above	5					
<b>11</b>	<b>Service Centre(s) of quoted Brand (provide postal addresses and contact details; contact person name and numbers)</b>	<b>5</b>	-	-	-	-	-
	minimum 1 service center in Pakistan	<b>3</b>					
	minimum 1 service centers in KP province	4					
	minimum 1 service centers in Peshawar	5					
<b>12</b>	<b>Market existence of Brand</b>	<b>10</b>	-	-	-	-	-
	minimum 3 years in Pakistan	<b>6</b>					
	3+ to 5 years in Pakistan	8					
	Above 5 years in Pakistan	10					
<b>13</b>	<b>Delivery period</b>	<b>10</b>	-				
	<b>Upto 31-45 days</b> from the issue of Letter of Acceptance / or signing of agreement	<b>6</b>					
	<b>Upto 26-30 days</b> from the issue Letter of Acceptance / or signing of agreement	8					
	<b>Upto 25 days</b> from the issue of Letter of Acceptance / or signing of agreement	10					
<b>Total</b>		<b>100</b>					

### 1.4 Evaluation Criteria for LED TV

S.#	Criteria for Evaluation of EOI	Score	Organization				
			1	2	3	4	5
<b>1</b>	<b>Screen Resolution</b>	<b>15</b>		-	-	-	-
	HD 1920 × 1080	5					
	UHD 3840 × 2160	10					
	Cinema 4 K 4096 × 2160	15					
<b>2</b>	<b>Connectivity</b>	<b>10</b>					
	USB + HDMI	6					
	USB + HDMI + VGA	8					
	USB + HDMI + VGA + Wireless	10					
<b>3</b>	<b>Display Type</b>	<b>10</b>					
	LED	6					
	OLED	8					
	QLED	10					
<b>4</b>	<b>Smart tv features</b>	<b>5</b>					
<b>6</b>	<b>Warranty</b>	<b>5</b>					
	1 year	3					
	2 year	4					
	3 years or above	5					
<b>8</b>	<b>Additional registration of the Bidder Valid ISO 9001 Quality Management Certificate</b>	<b>10</b>					
<b>9</b>	<b>Similar projects of same nature with minimum worth of 2 million</b>	<b>10</b>		-	-	-	-
	1 Projects	6					
	2 Projects	8					
	3Project or above	10					
<b>10</b>	<b>Income Tax (Average for the last three years, Income Tax Returns to be Annexed)</b>	<b>5</b>		-	-	-	-
	0.5m to 1m	3					
	1.1 m to 2m	4					
	2.1 m and above	5					

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<b>11</b>	<b>Service Centre(s) of quoted Brand (provide postal addresses and contact details; contact person name and numbers)</b>	<b>10</b>		-	-	-	-
	minimum 1 service center in Pakistan	<b>6</b>					
	minimum 1 service centers in KP province	<b>8</b>					
	minimum 1 service centers in Peshawar	<b>10</b>					
<b>12</b>	<b>Market existence of Brand</b>	<b>15</b>		-	-	-	-
	minimum 3 years in Pakistan	<b>6</b>					
	3+ to 5 years in Pakistan	<b>10</b>					
	Above 5 years in Pakistan	<b>15</b>					
<b>13</b>	<b>Delivery period</b>	<b>10</b>					
	Within <b>60-70 days</b> from the issue of Letter of Acceptance / or signing of agreement	<b>6</b>					
	Within <b>40-50 days</b> from the issue Letter of Acceptance / or signing of agreement	<b>8</b>					
	Within <b>30 days</b> from the issue of Letter of Acceptance / or signing of agreement	<b>10</b>					
<b>Total</b>							

### 1.5 Evaluation Criteria for Camera

S.#	Criteria for Evaluation of EOI	Score	Organization				
			1	2	3	4	5
<b>2</b>	<b>Compatible Lenses</b>	<b>15</b>					
	18-55 mm	5					
	55-250 mm	10					
	250-300 mm	15					
<b>3</b>	<b>Pixel</b>	<b>5</b>					
	24 mp	3					
	30mp	4					
	32 mp	5					
<b>4</b>	<b>Shutter</b>	<b>5</b>					
	1 / 4000 per sec	3					
	1 / 8000 per sec	4					
	1 / 12000 per sec	5					
<b>5</b>	<b>Battery</b>	<b>5</b>					
	1020 mah	3					
	1100 mah	4					
	1200 and above mah	5					
<b>6</b>	<b>Warranty</b>	<b>5</b>					
	1 year	3					
	2 year	4					
	3 years or above	5					
<b>7</b>	<b>Repair Response Time</b>	<b>5</b>					
	Response and repair Time 6-10 days	<b>3</b>	-	-	-	-	-
	Response and repair Time 4 to 5 days	4					
	Response and repair Time 3 days	5					
<b>8</b>	<b>Additional registration of the Bidder Valid ISO 9001 Quality Management Certificate</b>	<b>10</b>					
<b>9</b>	<b>Similar projects of same nature with minimum worth of 2 million</b>	<b>10</b>	-	-	-	-	-
	1 Projects	6					
	2 Projects	8					

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	3Project or above	10					
<b>10</b>	<b>Income Tax (Average for the last three years, Income Tax Returns to be Annexed)</b>	<b>5</b>	-	-	-	-	-
	0 .5 to 1m	<b>3</b>					
	1m to 2m	4					
	3m and above	5					
<b>11</b>	<b>Service Centre(s) of quoted Brand (provide postal addresses and contact details; contact person name and numbers)</b>	<b>10</b>	-	-	-	-	-
	minimum 1 service center in Pakistan	<b>6</b>					
	minimum 1 service centers in KP province	8					
	minimum 1 service centers in Peshawar	10					
<b>12</b>	<b>Market existence of Brand</b>	<b>15</b>	-	-	-	-	-
	minimum 3 years in Pakistan	<b>5</b>					
	3+ to 5 years in Pakistan	10					
	Above 5 years in Pakistan	15					
<b>13</b>	<b>Delivery period</b>	<b>10</b>	-				
	Within <b>31-40 days</b> from the issue of Letter of Acceptance / or signing of agreement	<b>6</b>					
	Within <b>26-30 days</b> from the issue Letter of Acceptance / or signing of agreement	8					
	Within <b>25 days</b> from the issue of Letter of Acceptance / or signing of agreement	10					
<b>Total</b>		<b>100</b>					

## **11. Suppression of facts and misleading information**

During the Bid evaluation, if any suppression or misrepresentation of information is brought into the notice of the Purchaser, the Purchaser shall have the right to reject the Bid and if it happens so after selection of the Bidder, the Purchaser may terminate the Contract/Order or award the Contract/Order or further processing of the Bid as the case may be and that will be without any compensation to the Bidder and the Earnest Money (EM)/ Bid Security (TS), as the case may be, shall be forfeited.

Bidders should note that any facts or figures in the supporting documents submitted by the Bidders for proving their eligibility is found suppressed or erased, the Purchaser shall have the right to seek the correct facts and figures or reject such Bidders.

## **12. Rights of the Purchaser**

The Purchaser reserves the right to:

- a. Insist on quality/ specification of materials to be supplied.
- b. Modify, reduce or increase the quantity as specified in the Bid document.
- c. Withhold any amount for the deficiencies in the delivery and service of items to the end users.

## **13. EXECUTION OF WORK**

### **1.1 Acceptance of the Bid**

The final acceptance of the Bid is entirely vested with the Purchaser who reserves the right to accept or reject any or all of the Bidders in full or in part. The Purchaser may also reject the Bidders for reasons such as changes in the scope of procurement, new technologies, court orders, accidents or calamities and other unforeseen circumstances. After acceptance of the Bidders by the Purchaser, the Bidders shall have no right to withdraw their Bidders or claim higher price.

### **1.2 Supply Order and Execution of the Contract**

- a. After acceptance of the Bidders by the Purchaser, a Supply/ Purchase Order will be issued only to the Successful Bidder (s).
- b. The Successful Bidder shall not assign/sublet to any other person or persons or body corporate for the execution of the contract/order or any part thereof without the prior written consent of the Purchaser.

### **1.3 Delivery Schedule**

The items/goods shall be delivered to Director PITE Khyber Pakhtunkhwa Charsadda Road, Landay Sarak Larama near Shaheed Benazir Bhutto Women University- Peshawar

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within 60 calendar days from the date of supply order, otherwise, penalty @ 0.2% of the balanced cost of remaining items per each additional day will be imposed on late supply.

**Note: No partial supply will be accepted**

## **14. TECHNICAL PROPOSAL (Envelop-A)**

### **1.4 Profile of the Bidder**

<b>S. No.</b>	<b>Particul</b>	<b>Bidder</b>
1.	Name of the Company	
2.	Year of incorporation	
3.	<b>Registered office</b>	
	Address	
	Office Telephone Number	
	Fax Number	
4.	<b>Contact Person</b>	
	Name	
	Personal Telephone Number	
	Email Address	
5.	<b>Bid Signing Authority</b>	
	Name	
	Address	
	Personal Telephone Number	
	Email Address	
	Please enclose Authorization or Power of Attorney to sign and submit the Bid	
6.	<b>Registration Details</b>	
	Valid NTN Registration Number	
	GST Registration Number	
	Service Tax Registration Number if any	
7.	Any other Registration with name	
8.	Bank Name, Address and Account Numbers	
9.	<b>Quoted Item(s)</b>	
	Item(s) Name	
	Model Number(s) and Brand(s) of the Quoted	
	Detail Specification(s) of the Quoted Item(s)	



**1.5 Earnest Money**

S#	Particulars	Please furnish details
1.	Name of the Bank	
2.	CDR	
3.	Date	

**15. FINANCIAL PROPOSAL :( Envelope B)**

All prices must be quoted in PAK RUPEE only. Quoted Item-wise Financial Proposals should be substantially in the form of Cost Worksheets provided below:

DESCRIP	Name of Item
Brand	
Model	
Unit Price (Without Taxes)	
Total Price (Without Taxes)	
General Sales Tax	
Income Tax	
Other Taxes/ Duties/ Charges	
TOTAL Unit PRICE (Including ALL Taxes, Duties and Charges)	
Item Quantity	
Total supply cost	
TOTAL PRICE in Words: Rupees	

Note: Sample of the quoted item(s) (with accessories) if needed by the Purchaser any time during the Biding Process should be ready.

Signature of authorized person: \_\_\_\_\_

Name of authorized person: \_\_\_\_\_

Designation:

Name and Address:

Stamp of the Bidder :

## **16. Certificate as to Authorize Signatories**

I certify that I am \_\_\_\_\_ of the \_\_\_\_\_  
having CNIC \_\_\_\_\_ and that Mr./Ms. \_\_\_\_\_ Who  
signed the above Bid Documents and has been duly authorized to sign the same on behalf of  
our Company/Firm/Organization.

**Note:** Please get it signed by the Chairman/MD/CEO/Head of Board of Directors/ Owner/  
Partner etc.

Date: \_\_\_\_\_

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

Designation: \_\_\_\_\_

Signature: \_\_\_\_\_

Seal: \_\_\_\_\_