



**Punjab Pharmacy Council  
Specialized Healthcare &  
Medical Education Department  
Government of the Punjab**



**FINANCIAL YEAR – 2025-26**

**FRAMEWORK CONTRACT FOR THE PROCUREMENT OF EVENT MANAGEMENT  
SERVICES FOR TRAINING OF PHARMACISTS ETC. IN LAHORE**



**Punjab Pharmacy Council  
Specialized Healthcare & Medical Education Department  
Government of the Punjab  
Head Office: 7-B LDA Flats, Huma Block, Allama Iqbal Town,  
Lahore  
Sub-Office: 169-A, Ahmad Block New Garden Town Lahore**



**BID REFERENCE NO.  
PPC/PROC-4/2025**

# Table of Contents

<b>SECTION-I: INVITATION TO BIDS</b>	<b>4</b>
ADVERTISEMENT	ERROR! BOOKMARK NOT DEFINED.
<b>SECTION-II: INSTRUCTIONS TO BIDDERS (ITB)</b>	<b>5</b>
2.1. INTRODUCTION	5
2.1.1 Scope of Bid	5
2.1.2 Source of Funds	5
2.1.3 Eligible Bidders	5
2.1.4. Cost of Bidding	7
2.1.5. One person one bid	7
2.1.6. Work Plan/ Deployment Plan	7
2.2. THE BIDDING DOCUMENTS	7
2.2.1. Content of Bidding Documents	7
2.2.2. Clarification of Bid Documents	8
2.2.3. Amendment of Bidding Documents	9
2.3. PREPARATION OF BIDS	10
2.3.1. Language of Bid	10
2.3.2. Bid Form	10
2.3.3. Bid Prices	10
2.3.4. Bid Currencies	11
2.3.5. Documents Establishing Bidder's Eligibility and Qualification	11
2.3.6. Bid Security	12
2.3.7. Period of Validity of Bids	13
2.3.8. Format and Signing of Bid	13
2.3.9. Minimum Wage rates/all applicable taxes	13
2.4. SUBMISSION OF BIDS	13
2.4.1 Sealing and Marking of Bids	13
(a) bear the name and address of the Bidder;	14
(b) be addressed to the Purchaser in accordance with ITB Sub-Clause 2.4.2;	14
(c) bear the specific identification of this bidding process indicated in ITB 2.1.1 and any additional identification marks as specified in the BDS, and	14
2.4.2 Deadline for Submission of Bids	14
2.4.3. Late Bids	15
2.4.4. Modification and Withdrawal of Bids	15
2.5. OPENING AND EVALUATION OF BIDS	15
2.5.1. Opening of Bids by the Procuring Agency	15
2.5.2. Confidentiality	17
2.5.3. Clarification of Bids	17
2.5.4. Preliminary Examination	18
2.5.5. Examination of Terms and Conditions; Technical Evaluation	19
2.5.6. Correction of Errors	19
2.5.7. Conversion to Single Currency	20
2.5.8. Post-qualification & Evaluation of Bids	20
2.5.9. Contacting the Procuring Agency	21
2.5.10. Grievance Redressal	21
2.6. AWARD OF CONTRACT	22
2.6.1. Notification of Award	22
2.6.2. Performance Guarantee	22
2.6.3. Signing of Contract / Issuance of work Order	23
2.6.4. Award Criteria	23
2.6.5. Procuring Agency's Right to Vary Quantities at Time of Award	23

2.6.6. Procuring Agency's Right to Accept or Reject All Bids .....	23
2.6.7. Re-Bidding.....	24
2.6.8. Corrupt or Fraudulent Practices .....	24
<b>SECTION-III. SCOPE OF SERVICES .....</b>	<b>29</b>
3.1 SCOPE OF SERVICES .....	29
3.1.1 Background.....	29
3.1.2 Contextual Information .....	29
<i>Punjab Pharmacy Council (PPC) Lahore has its Head Office situated at 7-B LDA Flats, Huma Block Allama Iqbal Town, Lahore &amp; its Sub-Office situated at 169-A, Ahmad Block, New Garden Town, Lahore. Punjab Pharmacy Council (PPC) intends to procure Event Management Services for the Training of Pharmacists etc. for their Continuous Professional Development in Lahore.</i> .....	29
3.1.3 Scope of Services.....	29
3.1.4 Operational Responsibilities.....	29
1. Venue Selection and Setup .....	29
2. Catering Services .....	30
3. Event Coordination.....	30
5. Parking Facility.....	30
<b>SECTION-IV: BID DATA SHEET.....</b>	<b>31</b>
4.1. BID DATA SHEET (BDS) .....	31
Technical Evaluation Criteria .....	32
i. (Knockdown Criteria).....	32
<b>SECTION-V: GENERAL CONDITIONS OF CONTRACT .....</b>	<b>34</b>
1. DEFINITIONS .....	34
2. APPLICATION .....	34
3. COUNTRY OF ORIGIN .....	34
4. STANDARDS .....	35
5. USE OF CONTRACT DOCUMENTS AND INFORMATION; INSPECTION AND AUDIT BY THE PROCURING AGENCY. ....	35
6. PERFORMANCE GUARANTEE.....	35
7. INCIDENTAL MATERIAL.....	36
8. PAYMENT .....	36
9. PRICES.....	36
10. CHANGE ORDERS .....	36
11. CONTRACT AMENDMENTS .....	37
12. ASSIGNMENT.....	37
14. DELAYS IN THE SERVICE PROVIDER'S PERFORMANCE .....	37
15. LIQUIDATED DAMAGES .....	37
16.TERMINATION FOR DEFAULT.....	37
17. FORCE MAJEURE .....	39
18. TERMINATION FOR INSOLVENCY .....	40
19. TERMINATION FOR CONVENIENCE.....	40
20. RESOLUTION OF DISPUTES .....	40
21. GOVERNING LANGUAGE .....	41
22. APPLICABLE LAW .....	41
23. NOTICES .....	41
24. TAXES AND DUTIES .....	41
<b>SECTION-VI. SPECIAL CONDITIONS OF CONTRACT.....</b>	<b>42</b>
1. Definitions (GCC Clause 1).....	42
GCC 1.1 (g)—The Procuring Agency is: <b>Punjab Pharmacy Council, Lahore</b> .....	42
GCC 1.1 (h)—The Procuring Agency's country is: <b>Pakistan</b> .....	42
GCC 1.1 (i)—The Service Provider is: _____.....	42
2. Performance Guarantee (GCC Clause 6) .....	42
3. Incidental Materials (GCC Clause 7) .....	42

4. <i>Payment (GCC Clause 8)</i> .....	42
5. <i>Prices (GCC Clause 9)</i> .....	43
6. <i>Liquidated Damages (GCC Clause 15)</i> .....	43
7. <i>Resolution of Disputes (GCC Clause 20)</i> .....	43
8. <i>Governing Language (GCC Clause 21)</i> .....	43
9. <i>Applicable Law (GCC Clause 22)</i> .....	43
10. <i>Notices (GCC Clause 23)</i> .....	43
11. <i>Duration of Contract (GCC Clause 26)</i> .....	43
<b>SECTION-VII. SCHEDULE OF REQUIREMENTS</b> .....	<b>44</b>
<b>SECTION-VIII: FORMS</b> .....	<b>45</b>
8.1 BID FORM.....	45
8.2. GENERAL INFORMATION FORM.....	47
8.3. AFFIDAVIT .....	48
8.4. PERFORMANCE GUARANTEE FORM .....	49
8.5. TECHNICAL BID FORM .....	50
8.6. CONTRACT FORM.....	51
8.7. FINANCIAL BID FORM/PRICE SCHEDULE .....	52
8.8. BID SECURITY FORM .....	56
<b>ANNEXURE – A</b> .....	<b>57</b>
<b>FINES &amp; PENALTIES</b> .....	<b>57</b>

## **SECTION-I: INVITATION TO BIDS**

### **BID REFERENCE NO. PPC/PROC-4/2025**

#### **FRAMEWORK CONTRACT FOR THE PROCUREMENT OF EVENT MANAGEMENT SERVICES FOR TRAINING OF PHARMACISTS ETC IN LAHORE**

**NO. PPC/PROC-4/2025.** e-Bids are invited from interested eligible bidders, registered on **e-Punjab Acquisition & Disposal System (e-PADS)** and with relevant Registration Authorities and Tax Departments / Authorities. The e-Bids shall be received as per Single Stage Two Envelope Bidding Procedure as per Punjab Procurement Rules-2014. The estimated cost of Tender is PKR 4 Million.

2. Bidding Documents containing detailed specifications / Scope of Services and Terms & Conditions for subject procurement, in the English language are immediately available after date of publication and can be downloaded from websites of Punjab Procurement Regulatory Authority <http://ppra.punjab.gov.pk> Punjab Pharmacy Council <https://punjabpharmacycouncil.com> and e-PADS <https://punjab.eprocure.gov.pk>.

3. e-Bids shall be submitted **Online** on or before **29-01-2026 at 11:00 AM** on **e-Punjab Acquisition & Disposal System (e-PADS)** <https://punjab.eprocure.gov.pk>. The Vendors are encouraged to get themselves registered on e-PADS to enable them for participation. **There will be No Bid Security for this Tender.** The e-Bids submitted till stipulated date and time will be opened on the same day at **11:30 AM** in the presence of the Bidders / their representatives who may choose to be present at the address below. Interested Eligible Bidders may obtain further information from the office of Secretary (PPC) at the address given below before bid opening date within working hours. Bid Validity is 180 days from the date of opening of bids. Late Bids shall be rejected. **Hard Copies of e-Bids are not required.** The procuring agency shall not be responsible for any failure on part of firms to submit an e-Bid or account of any technical error or internet failure.

4. Punjab Pharmacy Council Lahore will not be responsible for any cost or expense incurred by Bidders in connection with the preparation or submission of Bids. In case of official holiday on the day of opening, next day will be treated as bid opening date.

5. Procurement shall be governed by Punjab Procurement Rules 2014 (amended) and Punjab Procurement Regulations 2024.

#### **Secretary**

Punjab Pharmacy Council (PPC)  
169-A, Ahmad Block New Garden Town Lahore  
Phone No. 042-35198418

#### **Focal Persons**

Registrar PPC      0321-1452797  
Training officer PPC   0302-6526728

## Section-II: Instructions to Bidders (ITB)

### 2.1. Introduction

**2.1.1 Scope of Bid** The Procuring Agency (PA), as indicated in the Bid Data Sheet (BDS) invites Bids from Bidders for Framework Contract for the **Provision of Event Management Services for Training of Pharmacists etc. for their Continuous Professional Development by Punjab Pharmacy Council in Lahore** as specified in Section-IV, Bid Data Sheet (BDS) and Section VII- Schedule of Requirements. The successful Bidders will be expected to provide the services for the specified period and timeline(s) as stated in the BDS.

**2.1.2 Source of Funds** Government of the Punjab.

**2.1.3 Eligible Bidders**

- i) **The Invitation to Bids is open to all Hotels (having Minimum Three Stars)/their authorized agents in Lahore, registered with relevant Registration Authorities and Tax Departments/Authorities (Income Tax, Sales Tax & Punjab Sales Tax etc.), except as provided hereinafter.**
- ii) Bidders should not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Procuring Agency to provide consultancy services for the preparation of the design, specifications, and other documents to be used for the procurement of the services to be purchased under this Invitation to Bids.
- iii) Government-owned enterprises may participate only if they are duly/legally authorized in this regard by the respective/relevant competent forum/authority.
- iv) Bidders shall not be under a declaration of blacklisting by the Procuring Agency.
- v) The invitation for Bids is open to all prospective bidder/service provider subject to any provisions or licensing/regulatory requirements issued by the respective national/ provincial professional statutory body established for that particular trade or business.
- vi) A Bidder shall not have a conflict of interest. All Bidders found to have a conflict of interest shall be disqualified. A Bidder may be considered to have a conflict of interest with one or more parties in this Bidding process, if they:



- a) are associated or have been associated in the past, directly or indirectly with a firm or any of its affiliates which have been engaged by the Procuring Agency to provide consulting services for the preparation of the design, specifications and other documents to be used for the procurement of the services to be purchased under this Invitation for Bids.
- b) have controlling shareholders in common; or
- c) receive or have received any direct or indirect subsidy from any of them; or
- d) have the same legal representative for purposes of this Bid; or
- e) have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Bid of another Bidder, or influence the decisions of the Procuring Agency regarding this Bidding process; or
- f) submit more than one Bid in this Bidding process.

vii) A Bidder may be ineligible if –

- (a) the Bidder is declared bankrupt or, in the case of company or firm, insolvent;
- (b) payments in favor of the Bidder is suspended in accordance with the judgment of a court of law other than a judgment declaring bankruptcy and resulting, in accordance with the national laws, in the total or partial loss of the right to administer and dispose of its property;
- (c) legal proceedings are instituted against such Bidder involving an order suspending payments and which may result, in accordance with the national laws, in a declaration of bankruptcy or in any other situation entailing the total or partial loss of the right to administer and dispose of the property;
- (d) the Bidder is convicted, by a final judgment, of any offence involving professional conduct;
- (e) The Bidder is debarred and blacklisted due to involvement in corrupt and fraudulent practices in

accordance with the provision of section 17A of PPRA Act, 2009 and Rule-21, read with Schedule appended with, Punjab Procurement Rules, 2014.

(f) The Bidder is debarred and blacklisted in general (i.e. to the extent of all public procurement) due to consistent performance failure in accordance with the section 17A of PPRA Act, 2009 and Rule-21, read with Schedule appended with, Punjab Procurement Rules, 2014.

(g) The firm/Service Provider is blacklisted/ debarred by any international organization.

viii. Bidders shall provide to the Procuring Agency evidence of their eligibility, proof of compliance with the necessary legal requirements to carry out the contract effectively.

ix) Bidders shall provide such evidence of their continued eligibility satisfactory to the Procuring Agency, as the Procuring Agency shall reasonably request.

x) Bidders shall submit proposals relating to the nature, conditions and modalities of sub-contracting wherever the sub-contracting of any elements of the contract amounting to more than ten percent of the Bid price is envisaged.

#### **2.1.4. Cost of Bidding**

The Bidder shall bear all costs associated with the preparation and submission of its Bid, and the Procuring Agency named in the Bid Data Sheet, hereinafter referred to as “the Procuring Agency,” will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Bidding process.

#### **2.1.5. One person one bid**

As per Rule 36A of Punjab Procurement Rules 2014, a Bidder shall submit only one Bid in the same bidding process

#### **2.1.6. Work Plan/ Deployment Plan**

The Bidder shall be responsible for the provision of bids as per work plan/ deployment plan formulated by the procuring agency and procuring agency may also, from time to time amend the same as per its requirement.

## **2.2. THE BIDDING DOCUMENTS**

### **2.2.1. Content of Bidding**

i) The services required, Bidding procedures, and contract terms are prescribed in the Bidding documents. The



## **Documents**

Bidding documents, inter alia, include:

- (a) Invitation to Bids
- (b) Instructions to Bidders (ITB)
- (c) Scope of Services
- (d) Bid Data Sheet
- (e) General Conditions of Contract (GCC)
- (f) Special Conditions of Contract (SCC)
- (g) Schedule of Requirements
- (h) Bid Form
- (i) General Information Form
- (j) Affidavit
- (k) Bid Security Form
- (l) Technical Bid Form
- (m) Contract Form
- (n) Financial Bid Form / Price Schedule
- (o) Performance Guarantee Form
- (p) Check List

- ii) The Bidder is required to examine all instructions, forms, terms and conditions, and scope of services in the Bidding documents. Failure to furnish all information as required by the Bidding documents or to submit a Bid not substantially responsive to the Bidding documents in every respect will be at the Bidder's risk and may result in the rejection of its Bid.
- iii) In case of discrepancies between the Invitation to Bid and the Bidding Documents listed in **ITB 2.2.1 (I)** above, the said Bidding Documents, not in conflict with any provision of **PPR-14**, will take precedence.
- iv) The Procuring Agency is not responsible for the completeness of the Bidding Documents and their addenda, if they were not obtained directly from the Procuring Agency or from its website or website of PPRA. Re-confirming from the Procuring Agency that all pages/ contents have been properly and clearly received is the prime responsibility of the Bidder.

### **2.2.2. Clarification of Bid Documents**

- i) A prospective Bidder requiring any clarification of the Bidding documents may notify the Procuring Agency in writing or by email at the Procuring Agency's address indicated in Invitation to Bid. The Procuring Agency will

respond in writing to any request for clarification of the Bidding documents which it receives **no later than seven (7) days prior to the deadline for the submission** of Bids prescribed in the Bid Data Sheet. Written copies of the Procuring Agency's response (including an explanation of the query but without identifying the source) will be sent to all prospective Bidders that have received the Bidding documents.

- ii) A prospective Bidder requiring any clarification of the Bidding Documents may notify the Procuring Agency in writing or in electronic form that provides record of the content of communication at the Procuring Agency's address indicated in the **BDS**.
- iii) The Procuring Agency will within three (3) working days after receiving the request for clarification, respond in writing or in electronic form to any request for clarification provided that such request is received not later than seven (7) days prior to the deadline for the submission of Bids, as prescribed in **ITB 2.2.2 (i), above**.
- iv) Copies of the Procuring Agency's response will be forwarded to all identified Prospective Bidders through an expeditious identified source of communication, e.g.: e-mail etc., including a description of the inquiry, but without identifying its source
- v) Should the Procuring Agency deem it necessary to amend the Bidding Documents as a result of a clarification, it shall do so following the procedure under **ITB 2.2.3**.
- vi) If indicated in the **BDS**, the Bidder's designated representative is invited at the Bidder's cost to attend a pre-Bid meeting at the place, date and time mentioned in the **BDS**. During this pre-Bid meeting, prospective Bidders may request clarification of the schedule of requirement, the Evaluation Criteria or any other aspects of the Bidding Documents.

**2.2.3. Amendment of Bidding Documents**

- i) At any time prior to the deadline for submission of Bids, but not later than three (3) days before the closing time of the submission of Bid, the Procuring Agency, for any

reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, may modify the Bidding documents by amendment. Any such change/amendment in the Bidding documents shall be provided in a timely manner, preferably through electronic means also, not later than three (3) days, and on equal opportunity basis as per Rule-25(3) of PPR-14.

- ii) All prospective Bidders that have received the Bidding documents will be notified of the amendment in writing or by email, and will be binding on them.
- iii) Before the deadline for submission of Bids, the Procuring Agency for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder or pre-Bid meeting may modify the Bidding Documents by issuing addenda.
- iv) Any addendum issued including the notice of any extension of the deadline shall be part of the Bidding Documents and shall be communicated in writing or in any identified electronic form, e.g. email that secures record of the content of subject communication.
- v) In order to allow prospective Bidders reasonable time in which to take an addendum into account in preparing their Bids, the Procuring Agency, at its discretion, may extend the deadline for the submission of Bids, as per rule 29 of PPR-14, in the similar manner , so as to avoid any inconvenience and to doubly ensure level playing field for all prospective bidders.

## **2.3. PREPARATION OF BIDS**

**2.3.1. Language of Bid** The Bid prepared by the Bidder, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and the Procuring Agency shall be written in the language specified in the Bid Data Sheet. Supporting documents and printed literature furnished by the Bidder may be in same language.

**2.3.2. Bid Form** The Bidder shall complete the Bid Form and the appropriate Price Schedule (Financial Bid) furnished in the Bidding documents.

**2.3.3. Bid Prices** (i) The Bidder shall indicate on form 8.7 the unit prices

(where applicable) and total Bid price of Tentative No. of Event/Training Days for Tentative 100 Participants + Hall & Equipment etc., the services of which it proposes to provide under the contract.

(ii) Prices indicated on the Price Schedule shall be as per prescribed format

(iii) The Bidder's separation of price components in accordance with ITB Clause 2.3.4(i) below will be solely for the purpose of facilitating the comparison of Bids by the Procuring Agency and will not in any way limit the Procuring Agency's right to contract on any of the terms offered.

(iv) Prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation on any account, unless otherwise specified in the Bid Data Sheet. A Bid submitted with an **adjustable price quotation** will be treated as non-responsive and may be rejected.

#### **2.3.4. Bid Currencies**

i) Prices shall be quoted in **PKR** unless otherwise specified in the Bid Data Sheet.

ii) The Bidders must adhere to the minimum wage rate (notified by Labour & Human Resource Department) and all applicable taxes (imposed by FBR/PRA/any other government organization) while preparing financial bid.

#### **2.3.5. Documents Establishing Bidder's Eligibility and Qualification**

i) Pursuant to ITB Clause 2.1.3, the Bidder shall furnish, as part of its Bid, documents establishing the Bidder's eligibility to Bid and its qualifications to perform the contract if its Bid is accepted.

ii) The documentary evidence of the Bidder's eligibility to Bid shall establish to the Procuring Agency's satisfaction that the Bidder, at the time of submission of its Bid, is eligible as defined under ITB Clause 2.1.3.

iii) The documentary evidence, of the Bidder's qualifications to perform the contract if its Bid is accepted, shall establish to the Procuring Agency's satisfaction:

(a) that the Bidder has the financial, technical capability

necessary to perform the contract;

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

#### **2.3.6. Bid Security**

- i) The Bidder shall furnish, as part of its Bid, a Bid security in the amount specified in the Bid Data Sheet.
- ii) The Bid security is required to protect the Procuring Agency against the risk of Bidder's conduct, which would warrant the security's forfeiture Pursuant to ITB Clause 2.3.6. (vii).
- iii) The Bid security shall be in Pakistan Rupees and shall be in one of the following forms:
  - (a) Bank Guarantee, Bank call-deposit (CDR), Demand Draft (DD), Pay Order (PO) valid for thirty (30) days beyond the bid validity period prescribed in BDS.
- iv) Any Bid not secured in accordance with ITB Clauses 2.3.7 (i) and (iii) may be rejected by the Procuring Agency as non-responsive.
- v) Unsuccessful Bidders' Bid security will be discharged or returned as promptly as possible, upon written request, after the expiration of the period of Bid validity prescribed by the Procuring Agency pursuant to ITB Clause 2.3.7 (iii) (a) or along with unopened financial proposal as per rule 38(2)(a)(vii) of PPR-14, which shall take precedence, and is as under:

*“38(2)(a)(vii) the financial proposal of the Bids found technically non-responsive shall be retained unopened and shall be returned on the expiry of the grievance period or the decision of the complaint, if any, filed by the non-responsive Bidder, whichever is later:  
provided that the Procuring Agency may return the sealed financial proposal earlier if the disqualified or non-responsive Bidder, contractor or consultant submits an affidavit, through an authorized representative, to the effect that he is satisfied with the proceedings of the Procuring Agency”*
- vi) The successful Bidder's Bid security will be discharged upon the Bidder signing the contract, pursuant to ITB Clause 2.6.1, and furnishing the Performance Guarantee,

pursuant to ITB Clause 2.6.2.

- vii) The Bid security may be forfeited:
  - a. if a Bidder withdraws its Bid during the period of Bid validity specified by the Bidder on the Bid Form; or
  - b. in the case of a successful Bidder, if the Bidder:
    - i. fails to sign the contract in accordance with ITB Clause 2.6.3; or
    - ii. fails to furnish Performance Guarantee in accordance with ITB Clause 2.6.2; or
    - iii. is blacklisted under relevant provisions of PPRA Act, 2009 and PPR-14.

#### **2.3.7. Period of Validity of Bids**

- i) Bids shall remain valid for the period specified in the Bid Data Sheet after the date of Bid opening prescribed by the Procuring Agency. A Bid valid for a shorter period may be rejected by the Procuring Agency as non-responsive.
- ii) In exceptional circumstances, the Procuring Agency may solicit the Bidder's consent to an extension of the period of validity (as per rule-28 of PPR-14). The request and the responses thereto shall be made in writing (or by email). The Bid security provided under ITB Clause 2.3.7 shall also be suitably extended. A Bidder may refuse the request without forfeiting its Bid security. A Bidder accepting the request will not be required nor permitted to modify its Bid.

#### **2.3.8. Format and Signing of Bid**

- i) The Bidder shall submit typed Bid in original and shall be signed by the Bidder to bind the Bidder to the contract. All pages of the Bid, shall be initialed and stamped by the person signing the Bid.
- ii) Any interlineation, erasures, or overwriting shall not be valid and such Bid shall be rejected.

#### **2.3.9. Minimum Wage rates/all applicable taxes**

The Bidders must adhere to the minimum wage rate (notified by Labour & Human Resource Department), all applicable taxes (imposed by FBR/PRA/GST/any other government organization) and contributions (PESSI, EOBI) while preparing financial bid.

### **2.4. SUBMISSION OF BIDS**

#### **2.4.1 Sealing and Marking of Bids**

- i) The submission of encrypted electronic file by the bidders shall be deemed submission in "envelope" or "package" as



mentioned in the rules.

- ii) The bidder shall submit hard copy of Financial Instrument in addition to the soft copy uploaded on the e-PADS as Bid Security (where applicable). **There will be No Bid Security in this tender. Hence, this clause is not applicable in this tender.**
- iii) As per Rule 24, Bidders shall submit their bids online through e-PADS. No bids submitted manually shall be accepted, except for and if so specified clearly in the BDS the samples or any other items such as product catalogues, drawings which are not available in soft copies or not scan able for submission online.
- iv) Where Bid Security and/or bulky documents referred to in the preceding paragraph have to be submitted manually they shall be forwarded to the Office of the Procuring Agency's address before the designated time and date scheduled for Bid Submission (bid preparation and submission), as specified in the BDS.
- v) Bidders shall follow the Punjab Procurement Rules – 2014 (Amended) & Punjab Procurement Regulations 2024 for online submission of e-bids.
- vi) Any envelope or parcel containing the Bid Security / samples / catalogues/documents, where applicable, shall:
  - (a) **bear the name and address of the Bidder;**
  - (b) **be addressed to the Purchaser in accordance with ITB Sub-Clause 2.4.2;**
  - (c) **bear the specific identification of this bidding process indicated in ITB 2.1.1 and any additional identification marks as specified in the BDS, and**

In case e-bid or e-proposal including entries and record submitted e-PADS is found corrupt, unreadable or contains virus, the e-bid or e-proposal shall be rejected.

#### **2.4.2 Deadline for Submission of Bids**

- i) Bid preparation and its submission must be executed online within time specified in the BDS. Bid Security in its original format and other items, if allowed by the Purchaser, must be submitted to the Purchaser at latest by the same time and date, and at the place **specified in the BDS.**
- ii) The Purchaser may, at its discretion as per Rule 29 of PPR-2014, extend the deadline for the e-bid submission by amending the Bidding Documents in accordance with ITB Clause 2.2.2 & 2.2.3, in which case all rights and obligations of the Purchaser and Bidders previously subject

to the deadline shall thereafter be subject to the deadline as extended.

#### **2.4.3. Late Bids**

- i) Any Bid Security / samples / catalogues/documents, (where applicable) received by the Procuring Agency after the deadline for e-submission of Bids prescribed by the Procuring Agency pursuant to ITB Clause 2.4.2, such e-bid will be rejected.
- ii) The Procuring Agency shall not consider for evaluation any Bid Security/samples / catalogues/documents, where applicable (where applicable) that arrives after the deadline for submission of Bids.

#### **2.4.4. Modification and Withdrawal of Bids**

- i) The Bidder shall be allowed to alter or modify his e-bid or proposal before the closing date for submission of e-Bid or e-Proposal.
- ii) Since the e-Procurement System allows modifications / substitutions of Bid Data and attachments by the Bidders up to the last date and time set for e-bid submission, Bidders are allowed to rework on their bids as many times as required. However, after the set deadline the start date and time of closing, the time-lock feature of the e-Procurement system will not allow Bidders to modify / substitute their bid data and attachments in any way.
- iii) No bid may be withdrawn, substituted or modified in the interval between the deadline set for Bid submission and the expiration of the period of bid validity or any extension thereof. Withdrawal of a Bid during this interval may result in the Bidder's forfeiture of its Bid security (along with other remedies available under PPR-14), pursuant to the ITB Clause 2.3.8 (vii).

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

#### **2.5.1. Opening of Bids by the Procuring Agency**

- i) The Procuring Agency will open all Bids online, in public, in the presence of Bidders' or their representatives who choose to attend, and other parties with a legitimate interest in the Bid proceedings at the place, on the date and at the time, specified in the BDS. The Bidders' representatives present shall sign a register/attendance sheet as proof of their attendance.
- ii) The Bids shall be opened one at a time, in case of Single Stage One Envelope Procedure, the Bidders names, the Bid prices, the total amount of each Bid, the presence or absence of Bid Security, Bid Securing Declaration and such other details as the Procuring Agency may consider

appropriate, will be announced by the Procurement Evaluation Committee.

- iii) In case of Single Stage Two Envelope Procedure, the Procuring Agency will open the Technical Proposals in public at the address, date and time specified in the **BDS** in the presence of Bidders /their designated representatives who choose to attend and other parties with a legitimate interest in the Bid proceedings. The Financial Proposals will remain unopened until the specified time of their opening.
- iv) The envelopes holding the Technical Proposals shall be opened online one at a time, and the following read out and recorded: (a) the name of the Bidder; (b) the presence of a Bid Security, if required; and (c) Any other details as the Procuring Agency may consider appropriate.
- v) Bidders are advised to send a representative with the knowledge of the content of the Bid who shall verify the information read out from the submitted documents. Failure to send a representative or to point out any un-read information by the sent Bidder's representative shall indemnify the Procuring Agency against any claim or failure to read out the correct information contained in the Bidder's Bid.
- vi) No Bid will be rejected at the time of Bid opening except for late Bids which will be returned unopened to the Bidder, pursuant to **2.4.3 (I)**.
- vii) The Procuring Agency shall prepare minutes of the Bid opening. The record of the Bid opening shall include, as a minimum: the name of the Bidder and whether or not there is a withdrawal, substitution or modification, the Bid price if applicable.
- viii) The Bidders' representatives who are present shall be requested to sign on the attendance sheet. The omission of a Bidder's signature on the record shall not invalidate the contents and affect the record.
- ix) Minutes of the Financial Bid Opening shall be recorded and uploaded by the procuring agency on its website or shared to all bidders through e-mail.  
*[if Procuring Agency opts for single stage one envelope procedure as per rule 38(1) of PPR-14, clause (vi) to (xiii)]*

*should be formulated accordingly by the procuring agency.]*

- x) **Explanation:** The decryption of encrypted electronic file shall be deemed opening of the bid as mentioned in the rules.

#### **2.5.2. Confidentiality**

- i) Information relating to the examination, clarification, evaluation and comparison of Bids and recommendation of contract award shall not be disclosed to Bidders or any other persons not officially concerned with such process until the time of the announcement of the respective evaluation report in accordance with the requirements of rule 37 of PPR-14.
- ii) Any effort by a Bidder to influence the Procuring Agency processing of Bids or award decisions may result in the rejection of its Bid.
- iii) Notwithstanding ITB Clause 2.2.2 from the time of Bid opening to the time of contract award, if any Bidder wishes to contact the Procuring Agency on any matter related to the Bidding process, it should do so in writing or in electronic forms that provides record of the content of communication.

#### **2.5.3. Clarification of Bids**

- i) As per rule 33(2) of PPR-14, to assist in the examination, evaluation and comparison of Bids and post-qualification of the Bidders, the Procuring Agency may, at its discretion, ask any Bidder for a clarification of its Bid including breakdown of prices. Any clarification submitted by a Bidder that is not in response to a request by the Procuring Agency shall not be considered.
- ii) The request for clarification and the response shall be in writing or in electronic forms that provide record of the content of communication. No change in the prices or substance of the Bid shall be sought, offered, or permitted.

- iii) The alteration or modification in The Bid which in any way affect the following parameters will be considered as a change in the substance of a bid:
  - a) evaluation & qualification criteria;
  - b) required scope of *event management services for training of Pharmacists* and related materials.
  - c) all securities requirements;
  - d) tax requirements;
  - e) Terms and conditions of bidding documents.
  - f) change in the ranking of the Bidder
- iv) From the time of Bid opening to the time of Contract award if any Bidder wishes to contact the Procuring Agency on any matter related to the Bid it should do so in writing or in electronic forms that provide record of the content of communication.

#### **2.5.4. Preliminary Examination**

- i) The Procuring Agency will examine the Bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the Bids are generally in order.
- ii) Arithmetical errors will be rectified on the following basis:-
  - a. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the Service Provider does not accept the correction of the errors, its Bid may be rejected, and its Bid security may be forfeited.
  - b. If there is a discrepancy between words and figures, the amount in words will prevail.
- iii) Prior to the detailed evaluation, the Procuring Agency will determine the substantial responsiveness of each Bid to the Bidding documents. 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 2.3.7), Applicable Law (GCC Clause 30) Taxes and Duties (GCC**

Clause 32) & mandatory Registrations/ Renewals will be deemed to be a material deviation.

- iv) If a Bid is not substantially responsive, it will be rejected by the Procuring Agency and may not subsequently be made responsive by the Bidder by correction of the non-conformity.
- v) Prior to the detailed evaluation of Bids, the Procuring Agency will determine whether each Bid:
  - a) meets the eligibility criteria defined in **ITB 2.1.3**;
  - b) has been prepared as per the format and contents defined by the Procuring Agency in the Bidding Documents;
  - c) has been properly signed;
  - d) is accompanied by the required securities; and
  - e) Is substantially responsive to the requirements of the Bidding Documents.

The Procuring Agency's determination of a Bid's responsiveness will be based on the contents of the Bid itself.

**2.5.5. Examination of Terms and Conditions; Technical Evaluation**

- i) The Procuring Agency shall examine the Bid to confirm that all terms and conditions specified in the **GCC** and the **SCC** have been accepted by the Bidder without any material deviation or reservation.
- ii) The Procuring Agency shall evaluate the technical aspects of the Bid submitted to confirm that all requirements specified in **Section VII – Schedule of Requirements & Evaluation Criteria as provided in BDS**, have been met without material deviation or reservation.
- iii) If after the examination of the terms and conditions and the technical evaluation, the Procuring Agency determines that the Bid is not responsive in accordance, it shall reject the Bid.

**2.5.6. Correction of Errors**

- i) Bids determined to be substantially responsive will be checked for any arithmetic errors. Errors will be corrected as follows: -
  - a) if there is a discrepancy between unit prices and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected, unless in the opinion of the Procuring Agency there is an obvious misplacement of



- the decimal point in the unit price, in which the total price as quoted shall govern and the unit price shall be corrected;
  - b) if there is an error in a total corresponding to the addition or subtraction of sub-totals, the sub-totals shall prevail and the total shall be corrected; and
  - c) Where there is a discrepancy between the amounts in figures and in words, the amount in words will govern.
  - d) Where there is discrepancy between grand total of price schedule and amount mentioned on the Form of Bid, the amount referred in Price Schedule shall be treated as correct subject to elimination of other errors.
- ii) The amount stated in the Bid will, be adjusted by the Procuring Agency in accordance with the above procedure for the correction of errors. The concurrence of the Bidder shall be considered as binding upon the Bidder. If the Bidder does not accept the corrected amount, its Bid will then be rejected, and the Bid Security may be forfeited or the Bid Securing Declaration may be executed in accordance with **ITB 2.3.7.**

**2.5.7. Conversion to Single Currency**

Not applicable

**2.5.8. Post-qualification & Evaluation of Bids**

- i) In the absence of **prequalification**, the Procuring Agency will determine to its satisfaction whether the Bidder is qualified to perform the contract satisfactorily, in accordance with the evaluation criteria listed in BDS & pursuant to ITB Clause 2.1.3.
- ii) The determination will take into account the Bidder's financial, technical, and production/ supplying capabilities. It will be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, as well as such other information required for eligibility/qualification expressed in Bid Data Sheet as the Procuring Agency deems necessary and appropriate.
- iii) The Procuring Agency will **technically evaluate** and compare the substantially responsive Bids, as per the Evaluation Criteria in the **BDS**.
- iv) The **financial evaluation** of a Bid will be on the basis of form

of Price Schedules/ Financial Bid Form to be decided by the Procuring Agency, inclusive of all prevailing taxes, duties, fees along with observance of minimum wages, contributions of PESSI, EOBI, etc.

**2.5.9. Contacting the Procuring Agency**

- i) Subject to ITB Clause 2.5.3, no Bidder shall contact the Procuring Agency on any matter relating to its Bid, from the time of the Bid opening to the time the evaluation report is made public i.e. 10 days before the contract is awarded. If the Bidder wishes to bring additional information or has any grievance, they will do so in writing.
- ii) Any effort by a Bidder to influence the Procuring Agency during Bid evaluation, or Bid comparison may result in the rejection of the Bidder's Bid.

**2.5.10. Grievance Redressal**

- i) As per Rule-67 of PPR-14, Procuring Agency shall constitute a Grievance Redressed Committee (GRC) comprising of odd number of persons with proper powers and authorization to address the complaints. The GRC shall not have any of the members of the Procurement Evaluation Committee. The Committee may preferably have one subject specialist depending upon the nature of the procurement in addition to one person with legal background as per their availability to the Procuring Agency.
- ii) Any Bidder feeling aggrieved can file its written complaint against the eligibility parameters or any other terms and conditions prescribed in the Bidding documents found contrary to provision of Rule 33, and the same shall be addressed by the Procuring Agency well before the proposal submission deadline.
- iii) Any party can file its written complaint against the eligibility parameters or any other terms and conditions prescribed in the bidding documents found contrary to provision of Rule 34 and the same shall be addressed by the Procuring Agency well before the proposal submission deadline.
- iv) Any Bidder feeling aggrieved by any act of the Procuring Agency after the submission of his Bid may lodge a written complaint concerning his grievances not later than ten days after the announcement of the Final evaluation reports. In case of single stage - two envelopes bidding procedure any bidder feeling aggrieved from technical

evaluation may file a grievance within 5 days of announcement of the technical evaluation report. After completion of the technical evaluation process, the procuring agency shall immediately upload the technical evaluation report on the website of PPRA and Procuring Agency for obtaining/ receiving grievance petitions from the prospective bidders (if any).

- v) In case, the complaint/grievance is filed after the issuance of the final evaluation report, the complainant cannot raise any objection on technical evaluation of the report. Provided that the complainant may raise the objection on any part of the final evaluation report in case where single stage one envelop bidding procedure is adopted.

The GRC shall investigate and decide upon the complaint within fifteen days of the receipt of the complaint. Mere fact of lodging of a complaint shall not warrant suspension of the procurement process.

## **2.6. AWARD OF CONTRACT**

### **2.6.1. Notification of Award**

- i) Prior to the expiration of the period of Bid validity, the Procuring Agency 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.
- ii) The notification of award will constitute the formation of the Contract.
- iii) Upon the successful Bidder's furnishing of the Performance Guarantee pursuant to ITB Clause 2.6.2 (i), the Procuring Agency will promptly notify each unsuccessful Bidder and will discharge its Bid security.

### **2.6.2. Performance Guarantee**

- i) Within Ten (10) Days of the receipt of notification of award from the Procuring Agency, the successful Bidder shall furnish the Performance Guarantee in accordance with the Conditions of Contract, in the Performance Guarantee Form provided in the Bidding documents.
- ii) Failure of the successful Bidder to comply with the requirement of ITB Clause (i) above or ITB Clause 2.6.3 shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid security along with other remedies available under PPR-14. After that, the Procuring Agency may decide to award the contract to the next

lowest evaluated Bidder, keeping in view the Bid validity time, or call for new Bids keeping in view the concept of value for money as defined under rule-2(ae) read with Principles of Procurement as enunciated in rule-4 of PPR-14.

**2.6.3. Signing of Contract / Issuance of work Order**

- i) At the same time as the Procuring Agency notifies the successful Bidder that its Bid has been accepted, the Procuring Agency will send the Bidder the Contract Form provided in the Bidding documents, incorporating all agreements between the parties.
- ii) Under rule-63 of PPR-14, within Three Days (03) days of receipt of the Contract Form, the successful Bidder shall sign and mention date of the contract and return it to the Procuring Agency.
- iii) Where no such formal signing is required by the procuring agency, the procuring agency shall issue purchase order after the receipt of required performance guarantee, as per rule 55 of PPR-14.

**2.6.4. Award Criteria**

Subject to ITB Clause 2.6.2, under rule-55 of PPR-14, the Procuring Agency will award the contract to the successful Bidder whose Bid has been determined to be substantially responsive and has been determined to be the lowest evaluated Bid, provided that the Bidder has been determined to be qualified to perform the contract satisfactorily. The Lowest shall be determined on the basis of Lowest Management Charges/month.

**2.6.5. Procuring Agency's Right to Vary Quantities at Time of Award**

The Procuring Agency reserves the right at the time of contract award to increase or decrease the quantum of **Event Management Services for the Training of Pharmacists etc.** originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions, on the analogy of rule-59 (iv) of PPR-14 (not more than 15%).

**2.6.6. Procuring Agency's Right to Accept or Reject All Bids**

- i) As per rule 35 of PPR-14, the Procuring Agency reserves the right to accept or reject all Bids or proposals (and to annul the Bidding process) at any time prior to the acceptance of any Bid or proposal, without thereby incurring any liability towards the Bidders.

- ii) The Bidders shall be promptly informed about the rejection of the Bids, if any
- iii) The Procuring Agency shall upon request communicate to any Bidder, the grounds for its rejection of all Bids or proposals, but shall not be required to justify those grounds.

#### **2.6.7. Re-Bidding**

- i) If the Procuring Agency rejects all the Bids under rule 35, it may proceed with the process of fresh Bidding but before doing that it shall assess the reasons for rejection and may, if necessary, revise specifications, evaluation criteria or any other condition for Bidders.

#### **2.6.8. Corrupt or Fraudulent Practices**

- i) **The Procuring Agency, Bidders, Suppliers, and Contractors observe the highest standard of ethics during the procurement and execution of contracts.**

**“Corrupt practices” in respect of procurement process, shall be as given in S-2 (d) of PPRA, Act, 2009, which is as follows:**

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

- i. Coercive practice by impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence the actions of a party to achieve a wrongful gain or to cause a wrongful loss to another party;***
- ii. Collusive practice by arrangement between two or more parties to the procurement process or Contract execution, designed to achieve with or without the knowledge of the procuring agency to establish prices at artificial, noncompetitive levels for any wrongful gain;***
- iii. Offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the acts of another party***

- for wrongful gain;*
- iv. Any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;*
  - v. Obstructive practice by harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a Contract or deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements before investigators in order to materially impede an investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or acts intended to materially impede the exercise of inspection and audit process.”*

**ii) Blacklisting & Debarment:**

Blacklisted Consultants and those found involved in “Corrupt Practices” are not allowed to participate in bidding.

**Requirements & Procedure for Blacklisting & Debarment:**

As per S-17A of PPRA, Act, 2009:

**“17A. Blacklisting.** – (1) A procuring agency may, for a specified period and in the prescribed manner, debar a bidder or Contractor from participating in any public procurement process of the procuring agency, if the bidder or Contractor indulges in corrupt practice or any other prescribed practice.

(2) The Managing Director may, in the prescribed manner, debar a bidder or Contractor from participating in any public procurement process of all or some of the procuring agencies for a specified period.

(3) Any person, aggrieved from a decision of a procuring agency, may within prescribed period prefer a representation before the Managing Director.

(4) A procuring agency or any other person, aggrieved from a decision of the Managing Director, may within prescribed period prefer a representation before the Chairperson whose decision on such



*representation shall be final.]*

*As per rule 21 of PPR-14:*

**21. Blacklisting.**–(1) *A procuring agency may, for a specified period, debar a bidder or Contractor from participating in any public procurement process of the procuring agency, if the bidder or Contractor has:*

- (a) acted in a manner detrimental to the public interest or good practices;*
- (b) consistently failed to perform his obligation under the Contract;*
- (c) not performed the Contract up to the mark; or*
- (d) indulged in any corrupt practice.*

*(2) If a procuring agency debars a bidder or Contractor under sub-rule (1), the procuring agency:*

- (a) shall forward the decision to the Authority for publication on the website of the Authority; and*
- (b) may request the Authority to debar the bidder or Contractor for procurement of all procuring agencies.*

*(3) The Managing Director may debar a bidder or Contractor of any procuring agency from participating in any public procurement process of all or some of the procuring agencies for such period as the Managing Director may determine.*

*(4) Any person aggrieved by a declaration made under rule 20 or a decision under sub-rule (1) of this rule may, within thirty days from the date of the publication of the information on the website of the Authority, file a representation before the Managing Director and the Managing Director may pass such order on the representation as he may deem fit.*

*(5) Any person or procuring agency aggrieved by an order under sub-rule (3) or (4) may, within thirty days of the order, file a representation before the Chairperson and the Chairperson may pass such order on the representation as he may deem appropriate.*

*(6) The mechanism or process for barring a bidder or Contractor from participating in procurement process of a procuring agency, procuring agencies and a representation under this rule is specified in the Schedule appended to these rules.*

*As per Schedule appended with PPR-14:*

## **SCHEDULE**

*see sub-rule (6) of rule 21*

### **BLACKLISTING MECHANISM OR PROCESS**

1. *The procuring agency may, on information received from any resource, issue show cause notice to a bidder or Contractor.*
2. *The show cause notice shall contain:*
  - (a) *precise allegation, against the bidder or Contractor;*
  - (b) *the maximum period for which the procuring agency proposes to debar the bidder or Contractor from participating in any public procurement of the procuring agency; and*
  - (c) *the statement, if needed, about the intention of the procuring agency to make a request to the Authority for debarring the bidder or Contractor from participating in public procurements of all the procuring agencies.*
3. *The procuring agency shall give minimum of seven days to the bidder or Contractor for submission of written reply of the show cause notice.*
4. *In case, the bidder or Contractor fails to submit written reply within the requisite time, the procuring agency may issue notice for personal hearing to the bidder or Contractor/ authorize representative of the bidder or Contractor and the procuring agency shall decide the matter on the basis of available record and personal hearing, if availed.*
5. *In case the bidder or Contractor submits written reply of the show cause notice, the procuring agency may decide to file the matter or direct issuance of a notice to the bidder or Contractor for personal hearing.*
6. *The procuring agency shall give minimum of seven days to the bidder or Contractor for appearance before the specified officer of the procuring agency for personal hearing.*
7. *The procuring agency shall decide the matter on the basis of the available record and personal hearing of the bidder or Contractor, if availed.*
8. *The procuring agency shall decide the matter within fifteen days from the date of personal hearing unless the personal hearing is adjourned to a next date and in such an eventuality, the period of personal hearing shall be reckoned from the last date of personal hearing.*

9. *The procuring agency shall communicate to the bidder or Contractor the order of debarring the bidder or Contractor from participating in any public procurement with a statement that the bidder or Contractor may, within thirty days, prefer a representation against the order before the Managing Director of the Authority.*
10. *The procuring agency shall, as soon as possible, communicate the order of blacklisting to the Authority with the request to upload the information on its website.*
11. *If the procuring agency wants the Authority to debar the bidder or Contractor from participating in any public procurement of all procuring agencies, the procuring agency shall specify reasons for such dispensation.*
12. *The Authority shall immediately publish the information and decision of blacklisting on its website.*
13. *In case of request of a procuring agency under para 11 or representation of any aggrieved person under rule 21, the Managing Director shall issue a notice for personal hearing to the parties and call for record of proceedings of blacklisting. The parties may file written statements and documents in support of their contentions.*
14. *In case of representation of any aggrieved person or procuring agency under rule 21, the Chairperson shall issue a notice for personal hearing to the parties and may call for the record of the proceedings. The parties may file written statements and documents in support of their contentions.*
15. *In every order of blacklisting under rule 21, the procuring agency shall record reasons of blacklisting and also reasons for short, long or medium period of blacklisting.*
16. *The Authority shall upload all the decisions under rule 21, available with it, on its website. But the name of a bidder or Contractor shall immediately be removed from the list of blacklisted persons on expiry of period of blacklisting or order of the competent authority to that effect, whichever is earlier.*
17. *An effort shall be made for electronic communication of all the notices and other documents pursuant to this mechanism or process."*

Furthermore, Bidders must keep themselves aware of the provision stated in clause 5.4 and clause 24.1 of the General Conditions of Contract.

## Section-III. SCOPE OF SERVICES

### 3.1 Scope of Services

#### 3.1.1 Background

Punjab Pharmacy Council, established under Pharmacy Act 1967 as amended in 1973, with the crystal clear objective to regulate the practice of pharmacy. The Secretary Specialized Healthcare & Medical Education Department, Government of the Punjab acts as President (Ex-officio) while the Secretary Punjab Pharmacy Council (PPC), bears the office of Punjab Pharmacy Council to execute and exercise all the legislative functions (Section-23 of the Pharmacy Act, 1967) as;

#### 3.1.2 Contextual Information

Punjab Pharmacy Council (PPC) Lahore has its Head Office situated at 7-B LDA Flats, Huma Block Allama Iqbal Town, Lahore & its Sub-Office situated at 169-A, Ahmad Block, New Garden Town, Lahore. Punjab Pharmacy Council (PPC) intends to procure Event Management Services for the Training of Pharmacists etc. for their Continuous Professional Development in Lahore.

#### 3.1.3 Scope of Services

**Punjab Pharmacy Council (PPC)** requires Service Providers (Minimum Three Star Hotels) to provide Event Management Services for the Training of Pharmacists etc. for their Continuous Professional Development by Punjab Pharmacy Council in Lahore, on as & when required basis on any day (including Sundays & Holidays) in Hotel's Indoor Vicinity. The Service Provider will be required to provide services as mentioned in the **Schedule of Requirement**.

#### 3.1.4 Operational Responsibilities

3.1.4.1 The service provider shall provide Event Management Services for Training of Pharmacists etc. for their Continuous Professional Development on as & when required basis on any day (including Sundays & Holidays) in Hotel's Indoor Vicinity, for the contract period as per the requirements set out in the service specifications, detailed later in this section. It is to be noted that **Event Management Services for Training of Pharmacists etc.** should not be compromised / interrupted under any case / circumstances.

3.1.4.2 Services Provider (Minimum Three Star Hotels) will provide the Event Management Services for the Training of Pharmacists etc. as per the following tentative requirements:

#### 1. Venue Selection and Setup

- **Training/Conference Hall/Rooms:** Service Provider will provide appropriate rooms/halls (e.g., Conference Rooms/Halls, Training Rooms/Halls) with appropriate capacity that suit the size of the group (Around 50-100 Persons).
- **Audio-Visual Equipment:** Service Provider will ensure the availability of Projectors, Screens, Microphones, Speakers, and other Audio Visual gears.
- **Seating Arrangements:** Service Provider will provide customized seating layouts (Theater-Style, Classroom-Style, Round Tables, etc.) based on the training requirements. Seating Arrangement should also include Front Sofas for Chief Guests, Guests, Speakers & Other Dignitaries; Dice with Microphone for the Speakers & Stage (if & when required). The Service Provider will also provide basic stationary like Note Pads & Ball Points etc. to the participants.

- **Lighting, Air-Conditioning and Ambience:** Service Provider will ensure adjusting the lighting & air conditioning (as per weather requirement) along with alternate source of electricity i.e. UPS/Generator & provide decent & suitable decor to create the right atmosphere for the professional training environment.

## 2. Catering Services

- **Meals and Snacks:** Service Provider will provide Meals, coffee/tea breaks, and snacks, considering the schedule of the training. This might include
  - i. Tea/Coffee Break with One Snack
  - ii. Lunch – One Dish (Including Chicken Biryani, Chicken Qorma, Naan/Rotee, Salaad, Raita, Sweet Dish (Kheer, Custard, Feerni, Green Tea/Regular Tea etc.) & Mineral Water. The menu may be changed as per prevailing market practice while remaining within the limits of approved rates)
- **Buffet or Plated Options:** Service Provider will provide different meal styles (Buffet/Serving at the Tables) as per the training requirement.

## 3. Event Coordination

- **Dedicated Event Manager:** Service Provider will assign an event manager to coordinate all aspects of the event from setup to tear-down.
- **Agenda Management:** Service Provider will manage the schedule of sessions, speaker timings, and any breaks.
- **On-Site Assistance:** Service Provider will have hotel staff available for any immediate issues or last-minute requests.

## 5. Parking Facility

- **Parking:** Service Provider will ensure ample parking space for all attendees, possibly offering complimentary parking or discounts.

## SECTION-IV: BID DATA SHEET

### 4.1. BID DATA SHEET (BDS)

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

<b>A. INTRODUCTION</b>		
<b>BDS Clause Number</b>	<b>ITB Number</b>	<b>Amendments of, and Supplements to, Clauses in the Instruction to Bidders</b>
<b>1.</b>	<b>2.1.1</b>	<b>NAME OF PROCURING AGENCY:</b> <b>Punjab Pharmacy Council, Lahore</b> <b>SUBJECT OF PROCUREMENT:</b> <b>FRAMEWORK CONTRACT FOR THE PROVISION OF EVENT MANAGEMENT SERVICES FOR TRAINING OF PHARMACISTS ETC. IN LAHORE</b> The Contract shall be valid for One Year from the date of signing of the contract, which may be further extended for the term as decided by mutual consent up to maximum of One Year.
<b>2.</b>	<b>2.1.2</b>	Financial year <b>2025-26</b> <b>NAME OF FINANCING INSTITUTION:</b> <b>Punjab Pharmacy Council Lahore</b> <b>NAME AND IDENTIFICATION NUMBER OF THE CONTRACT:</b> <b>FRAMEWORK CONTRACT FOR THE PROVISION OF EVENT MANAGEMENT SERVICES FOR TRAINING OF PHARMACISTS ETC. IN LAHORE</b>  <b>BID REFERENCE NO. (PPC/PROC-4/2025)</b>
<b>B. BIDDING DOCUMENTS</b>		
<b>6.</b>	<b>2.2.2</b>	The address for clarification of Bidding Documents is <b>Secretary Punjab Pharmacy Council Sub Office: 169-A, Ahmad Block New Garden Town, Lahore</b>
<b>8.</b>	<b>2.3.8</b>	<b>The Bidders shall submit e-Bids online through E-PADS Portal within prescribed time.</b>
<b>C. BID PRICE, CURRENCY, LANGUAGE &amp; COUNTRY OF ORIGIN</b>		
<b>9</b>	<b>2.3.1</b>	<i>English</i>
<b>10</b>	<b>2.3.4</b>	The price quoted shall be in PKR.
<b>11.</b>	<b>2.3.4 &amp;</b>	<i>In case of increase or decrease of taxation by the Government</i>

	<b>2.3.9</b>	<i>at any stage during the execution of the contract, the same shall also be adjusted accordingly by the procuring agency / <b>PPC</b>.</i>
<b>D. PREPARATION AND SUBMISSION OF BIDS</b>		
<b>13.</b>	<b>2.1.3 &amp; 2.5.8</b>	<p align="center"><b>Technical Evaluation Criteria</b></p> <p><b>i. (Knockdown Criteria)</b> The bidder must comply with all the mandatory parameters. In case of noncompliance of any mandatory parameter, the bidder shall be declared as <b>non-responsive</b>.</p> <p>a) The Bidder shall be a Three Star Hotel legally registered under the Pakistan Hotels and Restaurants Act, 1976 &amp; Rules framed thereunder/their authorized agents (provision of authorization letter from the Principal/Hotel) with the formal intent to enter into an agreement. The Bidder shall provide the documentary proof from relevant authorities/ departments/ institutions in this regard.</p> <p>b) The Bidder must be an active tax payer and must provide last three years FBR tax return.</p> <p>c) The Bidder must have active National Tax Number (NTN), Punjab Sales Tax (PST) Number with documentary proof.</p> <p>d) The Hotel must have a valid registration/ license issued by the Punjab Food Authority.</p> <p>e) Bidder shall submit an affidavit to the effect that:</p> <ul style="list-style-type: none"> <li>• <i>Bidder is not blacklisted by the procuring agency / <b>PPRA</b>.</i></li> <li>• <i>The documents/photocopies provided with Bid are authentic. In case of any fake/bogus document found at any stage, the Bidder shall be blacklisted as per Law/ Rules.</i></li> <li>• <i>The provided information is correct.</i></li> </ul> <p>f) <b>The copy of the Bidding Document shall be duly signed, stamped on each page, uploaded by the bidder.</b></p> <p>g) <b>The bidder must provide proof of satisfactory past performance of the Hotel.</b></p> <p>h) <b>The Hotel must have:</b></p> <ul style="list-style-type: none"> <li>• <b>Alternate source of electricity like Generator/UPS and uninterrupted source of</b></li> </ul>

		<p>internet.</p> <ul style="list-style-type: none"> <li>• Good quality sound system along with microphone for speakers.</li> <li>• Security and emergency exit/fire fighting and disaster management plan.</li> <li>• Overall hygiene/waste management plan.</li> <li>• Parking plan.</li> </ul>
14	2.1.1	e-Bids shall be submitted on online e-PADS Portal
15	2.4.2	The deadline for e-Bids submission; <b>29-01-2026 till 11:00 AM.</b>
17.	2.6.2	Amount of Performance Guarantee is <b>01%</b> of the contract amount.
18.	2.3.6	<b>Estimate Contract Price is PKR 4,000,000 (04 Million)</b> <b>There is No Bid Security for this Tender</b>
19.	2.3.7	Bid validity period after opening of the Bid is: 180 Days
20.	2.3.8	Not Applicable
<b>E. OPENING AND EVALUATION OF BIDS</b>		
21.	2.5.1	The e-Bids submitted on online e-PADS Portal will be opened on <b>29-01-2026 at 11:30 AM</b> Address: Punjab Pharmacy Council 169-A, Ahmad Block, New Garden Town Lahore
22.	2.3.4	Not applicable
<b>G. Award of Contract</b>		
24.	2.6.5	Percentage for quantity increase or decrease is: <b>15%</b>
25.	2.6.2	The Performance Guarantee shall be: <b>01%</b> of the Contract Amount
26.	2.6.2	The Performance Security (or guarantee) shall be in the form provided in the Bidding documents



## Section-V: General Conditions of Contract

### 1. Definitions

1.1 In this Contract, the following terms shall be interpreted as indicated:

- (a) **“The Contract”** means the agreement entered into between the Procuring Agency and the Service Provider, 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 Service Provider 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 Service Provider is required to perform event management services for the training of Pharmacists etc. under the Contract.
- (d) **“The Services”** means those services *{as provided in Scope of Services by the Procuring Agency as per its requirements}* and other such obligations of the Service Provider covered under the Contract
- (e) **“GCC”** means the General Conditions of Contract contained in this section.
- (f) **“SCC”** means the Special Conditions of Contract.
- (g) **“The Procuring Agency”** means the organization purchasing the Services, as named in SCC
- (h) **“The Procuring Agency’s country”** is the country named in SCC.
- (i) **“The Service Provider”** means the Bidder or firm supplying the 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

3.1. All Services supplied under the Contract shall have their origin in Pakistan.

#### **4. Standards**

4.1. The services supplied under this Contract shall conform to the standards mentioned in the Scope of Services.

#### **5. Use of Contract Documents and Information; Inspection and Audit by the procuring agency.**

5.1. The Service Provider shall not, without the Procuring Agency's prior written consent, disclose the Contract, or any provision thereof, or information furnished by or on behalf of the Procuring Agency in connection therewith, to any person other than a person employed by the Service Provider 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 Service Provider shall not, without the Procuring Agency's prior written consent, make use of any document or information enumerated in GCC except for purposes of executing the Contract.

5.3. Any document, other than the Contract itself, enumerated in GCC shall remain the property of the Procuring Agency and shall be returned (all copies) to the Procuring Agency on completion of the Service Provider's performance under the Contract if so required by the Procuring Agency.

5.4. The Service Provider shall permit the Procuring Agency to inspect the Service Provider's accounts and records relating to the performance of the Service Provider and to have them audited by auditors appointed by the Procuring Agency.

#### **6. Performance Guarantee**

6.1. Within Seven (07) days of receipt of the notification of Contract award, the successful Bidder shall furnish to the Procuring Agency the Performance Guarantee in the amount specified in SCC/Bid Data Sheet & ITB.

6.2. The proceeds of the Performance Guarantee shall be payable to the Procuring Agency as compensation for any loss resulting from the Service Provider's failure to complete its obligations under the Contract.

6.3. As per Rule-56 of PPR-14, the performance guarantee shall be denominated in the currency of the Contract acceptable to the Procuring Agency and shall be in one of the following forms:

- (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the Procuring Agency's country, in the form provided in the Bidding documents or another form acceptable to the Procuring Agency;

6.4. The performance guarantee will be discharged by the Procuring Agency and returned to the Service Provider not later than thirty (30) days following the date of completion of the Service Provider's performance obligations under the Contract, including any warranty obligations, unless specified otherwise in SCC.

**7. Incidental material**

7.1. The Service Provider may be required to provide any of the incidental material if any, specified in SCC.

**8. Payment**

8.1. The method and conditions of payment to be made to the Service Provider under this Contract shall be specified in SCC.

8.2. The Service Provider's request(s) for payment shall be made to the Procuring Agency in writing, accompanied by an invoice describing, as appropriate, Services performed, and by documents submitted and upon fulfillment of other obligations stipulated in the Contract.

8.3. As per rule-62 of PPR-14, payments shall be made promptly by the Procuring Agency, but in no case later than thirty (30) days after submission of an invoice or claim by the Service Provider, provided the work is satisfactory.

8.4. The currency of payment is as specified in BDS/SCC

**9. Prices**

9.1. Prices charged by the Service Provider and Services performed under the Contract shall not vary from the prices quoted by the Service Provider in its Bid, with the exception of any price adjustments authorized in SCC / BDS.

**10. Change Orders**

10.1. The Procuring Agency may at any time, by a written order given to the Service Provider, make changes within the general scope of the Contract, only if required for the successful completion of the job.

10.2. If any such change causes an increase or decrease in the cost of, or the time required for, the Service Provider's performance of any provisions under the Contract, an equitable adjustment shall be made in the Contract Price, or both, and the Contract shall accordingly be amended. Any claims by the Service Provider for adjustment under this clause must be asserted within thirty (30) days from the date of the Service Provider's receipt of the Procuring Agency's change order. But, in no case, the overall

impact of the change should exceed 15% of the contract cost and no provisions of PPR-14 should be violated.

**11. Contract Amendments**

11.1. Subject to GCC Clause 10, no variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties.

**12. Assignment**

12.1. The Service Provider shall not assign the whole or any part of the contract to anybody else.

**13. Subcontracts**

Subcontracting is not allowed

**14. Delays in the Service Provider's Performance**

14.1. Performance of Services shall be made by the Service Provider in accordance with the Schedule of Requirements/Work Plan/ Deployment Plan as prescribed by the Procuring Agency in Section VII.

14.2. If at any time during performance of the Contract, the Service Provider encounter conditions impeding timely performance of Services, the Service Provider shall promptly notify the Procuring Agency in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Service Provider's notice, the Procuring Agency shall evaluate the situation and may at its discretion extend the Service Provider's—time for performance, with or without fines and penalties.

14.3. Except as provided under GCC Clause 17, a delay by the Service Provider in the performance of its contractual obligations shall render the Service Provider liable to the imposition of fines and penalties.

**15. Liquidated Damages**

15.1. Subject to GCC Clause 17, if the Service Provider fails to start providing the Services as per requirement/ within the period(s) specified in the Contract, the Procuring Agency shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the percentage specified in SCC of the unperformed Services for each week or part thereof of delay until actual performance, up to a maximum deduction of the 05% of the contract price. Once the maximum is reached, the Procuring Agency may consider termination of the Contract pursuant to GCC Clause 16 along with other remedies available under PPR-14.

**16. Termination for**

16.1. The Procuring Agency, without prejudice to any other remedy

## Default

for breach of Contract, by written notice of default sent to the Service Provider, may terminate this Contract in whole or in part:

- (a) if the Service Provider fails to deliver any or all of the services within the period(s) specified in the Contract, or within any extension thereof granted by the Procuring Agency pursuant to GCC Clause 14;
- (b) if the Service Provider fails to perform any other obligation(s) under the Contract; or
- (c) if the Service Provider, in the judgment of the Procuring Agency has engaged in corrupt practices in competing for or in executing the Contract. For the purpose of this clause, corrupt practices will be defined as per Section-2 (d) of The PPRA Act, 2009.
- (d) *“Corrupt practices” in respect of procurement process, shall be as given in S-2 (d) of PPRA, Act, 2009:*

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

- i. *coercive practice by impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence the actions of a party to achieve a wrongful gain or to cause a wrongful loss to another party;*
- ii. *collusive practice by arrangement between two or more parties to the procurement process or Contract execution, designed to achieve with or without the knowledge of the procuring agency to establish prices at artificial, noncompetitive levels*

*for any wrongful gain;*

- iii. *offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the acts of another party for wrongful gain;*
- iv. *any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;*
- v. *obstructive practice by harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a Contract or deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements before investigators in order to materially impede an investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or acts intended to materially impede the exercise of inspection and audit process.*

16.2. In the event, the Procuring Agency terminates the Contract in whole or in part, the Procuring Agency may procure, upon such terms and in such manner as it deems appropriate, Services similar to those undelivered, and the Service Provider shall be liable to the Procuring Agency for any excess costs for such similar Services. However, the Service Provider shall continue performance of the Contract to the extent not terminated.

## **17. Force Majeure**

17.1. Notwithstanding the provisions of GCC Clauses 14, 15, and 16, the Service Provider shall not be liable for forfeiture of its Performance Guarantee, liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

17.2. For purposes of this clause, "Force Majeure" means an event

beyond the control of the Service Provider and not involving the Service Provider's fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the Procuring Agency in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes. Both, the Procuring Agency and the Service Provider, may agree to exclude certain widespread conditions e.g.: epidemics, pandemics, quarantine restrictions etc. from the purview of "Force Majeure".

17.3.If a Force Majeure situation arises, the Service Provider shall promptly notify the Procuring Agency in writing of such condition and the cause thereof. Unless otherwise directed by the Procuring Agency in writing, the Service Provider 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. Any difference of opinion concerning "Force Majeure" may be decided through means given herein below.

**18. Termination for Insolvency**

18.1.The Procuring Agency may at any time terminate the Contract by giving written notice to the Service Provider if the Service Provider becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Service Provider, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Procuring Agency.

**19. Termination for Convenience**

19.1.The Procuring Agency, by written notice sent to the Service Provider, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Procuring Agency's convenience, the extent to which performance of the Service Provider under the Contract is terminated, and the date upon which such termination becomes effective.

19.2.The Services that are complete (if applicable) within thirty (30) days after the Service Provider's receipt of notice of termination shall be accepted by the Procuring Agency on the Contract terms and prices.

**20. Resolution of Disputes**

20.1.After signing the contract, the Procuring Agency and the Service Provider 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.

20.2.If, after thirty (30) days from the commencement of such informal negotiations, the Procuring Agency and the Service Provider have been unable to resolve amicably a Contract dispute, either party may require that the dispute be referred for resolution to the formal mechanisms specified in SCC. These mechanisms may include, but are not restricted to, conciliation mediated by a third party, adjudication in an agreed and/or arbitration as per rule 68 of PPR-14 and in accordance with Arbitration Act-1940.

**21. Governing Language**

21.1.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.

**22. Applicable Law**

22.1.The Contract shall be interpreted in accordance with the laws of Punjab (Pakistan) unless otherwise specified in SCC.

**23. Notices**

23.1.Any notice given by one party to the other pursuant to this Contract shall be sent to the other party in writing or by any information technology mean for the time being in use and acceptable in ordinary course of business to the other party's address specified in SCC.

23.2.A notice shall be effective when delivered or on the notice's effective date, whichever is later.

**24. Taxes and Duties**

24.1.Service Provider shall be entirely responsible for all taxes, duties, license fees, etc., incurred until provision of the contracted Services to the Procuring Agency.

**25. Change in minimum wage rate**

25.1. If during the continuation of the service contract, minimum wage rate is revised by the competent authorized forum, then the ongoing contract shall be revised as per percentage increased in minimum wages declared for such category.

**26. Extension in Contract period**

Extension in the contact agreement shall be the discretion of the procuring agency and the service provider has no right to claim further extension as a matter of right in the contract. The Extension of Contract shall be as specified in SCC.



## Section-VI. Special Conditions of Contract

### 1. Definitions (GCC Clause 1)

GCC 1.1 (g)—The Procuring Agency is: **Punjab Pharmacy Council, Lahore**

GCC 1.1 (h)—The Procuring Agency's country is: Pakistan

GCC 1.1 (i)—The Service Provider is: \_\_\_\_\_

### 2. Performance Guarantee (GCC Clause 6)

GCC 7.1—As per rule 56 of PPR-14, the amount of Performance Guarantee, as a percentage of the Contract Price, shall be: 01% of the Contract Amount.

### 3. Incidental Materials (GCC Clause 7)

GCC 7.1—Incidental materials to be provided as in Scope of Services

### 4. Payment (GCC Clause 8)

GCC 8.1—The method and conditions of payment to be made to the Service Provider under this Contract shall be as follows:

**Payment for Services provided:**

- i. Payment will be made in Pak. Rupees.
- ii. The Invoice of the Service Provider shall be submitted as follows;

Invoice Checklist (to be attached with invoice)			
Sr.	Description	Annexure	Attached
1.	Request of the Service Provider on Covering Letter	A.	
2.	Original Invoice/Bill(s)	B.	
3.	Separate Corrected Invoice, if required.	C.	
4.	Any other document if required for processing of payments.	D.	
<b>Note:</b> <ol style="list-style-type: none"><li>a) The Service Provider must submit the Invoice in proper File Cover so that the documents to be attached by PPC Administration are not spoiled and disintegrated.</li><li>b) Satisfactory Performance Certificate signed by PPC Administration.</li><li>c) The page numbering of the whole Invoice must be done adequately and documents must be attached in the same sequence / order as mentioned in the table.</li></ol>			

## **5. Prices (GCC Clause 9)**

GCC 9.1—Prices shall be fixed and shall not be adjusted. However, in case of change in taxes through official notification; the taxes shall be adjusted, as decided by the Procuring Agency.

## **6. Liquidated Damages (GCC Clause 15)**

As per GCC 15.1

In addition to that, details of Fines and Penalties are attached as per **Annex-A**

## **7. Resolution of Disputes (GCC Clause 20)**

GCC 20.2—The dispute resolution mechanism to be applied pursuant to GCC Clause 20.2 shall be as follows:

As per rule-68 of PPR-14, in the case of a dispute between the Procuring Agency and the Service Provider, the dispute shall be referred for Arbitration in accordance with the Arbitration Act 1940.

## **8. Governing Language (GCC Clause 21)**

GCC 21.1—The Governing Language shall be English

## **9. Applicable Law (GCC Clause 22)**

GCC 22.1—The Contract shall be interpreted in accordance with the laws applicable in the jurisdiction of the province of Punjab (Pakistan):

## **10. Notices (GCC Clause 23)**

GCC 23.1—Procuring Agency's address for notice purposes:

**Punjab Pharmacy Council 169-A, Ahmad Block New Garden Town Lahore/ Procuring Agency**

Service Provider's address for notice purposes: **[Insert Address Of Service Provider]**

## **11. Duration of Contract (GCC Clause 26)**

GCC 26. The contract shall come in to force from the date of signing of contract or date of commencement of services whichever is earlier. Initially the contract will be for one (1) year. However, the same would be extended by the competent authority, on the satisfactory performance by the contractor for further a period of one year on the same rate & TORs. Extension in the contact agreement shall be the discretion of the procuring agency and the contractor has no right to claim further extension as a matter of right in the contract.

## Section-VII. Schedule of Requirements

- **Tentative No. of Event/Training Days are 10 with Tentative No. of 100 Participants/Day.**
- Punjab Pharmacy Council (PPC) shall inform the Service Provider **Seven Days** prior to any scheduled Event/Training of Pharmacists etc.
- **The** Event/Training of Pharmacists etc. may be scheduled on any day (including Sundays & Holidays) in Hotel's Indoor Vicinity.
- The Service Provider will be required to provide services as per **Schedule & Scope of Services intimated by the Punjab Pharmacy Council (PPC).**
- Service Provider will provide & ensure the availability of all the staff, essential equipment & arrangements necessary to complete the tasks as required by PPC as agreed scope of services.
- 20% Payment will be made in advance for every scheduled event/training by PPC. Remaining payment will be made to the Service Provider after the event/training as per the actual number of participants who attended the event/training.
- In case of cancellation of any scheduled training/event, complete/whole advance payment will be returned to PPC by the Service Provider.

## Section-VIII: Forms

### 8.1 Bid Form

*[To be signed & stamped by the Service Provider and reproduced on the letter head.]*  
*[To be attached with the Financial Bid]*

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

To

**Secretary**  
**Punjab Pharmacy Council,**  
**169-A Ahmad Block New Garden Town Lahore**

Having examined the Bidding documents including Addenda Nos. **[Insert Numbers]**, the receipt of which is hereby duly acknowledged, we, the undersigned, in conformity with the said Bidding documents for the sum of **[total Bid amount in words and figures]** or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, specified in the Schedule of Requirements.

If our Bid is accepted, we will obtain the guarantee of a bank in a sum equivalent to 01% of the Contract Price for the due performance of the Contract, in the form prescribed by the Procuring Agency.

We agree that our Bid will be valid for a period of 180 Days from the date fixed to Bid opening under Clause 2.3.7 of the Instructions to Bidders, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

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

The Composition of our bid consists on separate Technical and financial bids, detail of which is as follows:

**Technical bid includes the following:-**

All documents required in the Bidding Documents

**Financial bid includes the following:-**

- a) Original Bid form (as per form 8.1 of Bidding documents) on letter head of the firm, duly signed and stamped.

- b) Price schedule / financial form (as per **form 8.7**) to be reproduced on the letter head of the bidder duly signed and stamped.
- c) Original Bid Security Form (as per **form attached**) along with Original Bid Security (*Bank Guarantee / Bank call-deposit (CDR) / Demand Draft (DD) / Pay Order (PO)* ] valid for 180 Days.
- d) *Any other document required by the procuring agency not inconsistent with PPR-14.*

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

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
[signature]

\_\_\_\_\_  
[in the capacity of]

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_

## 8.2. General Information Form

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

*[To be attached with Technical Bid]*

PARTICULARS			
Hotel/Company Name			
Abbreviated Name			
National Tax No.		Sales Tax Registration No (if applicable)	
PRA Tax No.		Company's Date of Formation	
No. of Employees			

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

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

### 8.3. Affidavit

*[To be printed on PKR 100 Stamp Paper, duly attested by Oath Commissioner.]*

*[To be attached with Technical Bid]*

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

(Bidder)

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

The undersigned hereby authorize and request the bank, person, company or corporation to furnish any additional information requested by the [**Punjab Pharmacy Council Lahore**] deemed necessary to verify this statement regarding my (our) competence and general reputation.

The undersigned understands that we have to comply with the Minimum Wage Rate Notification of the Government of the Punjab and shall pay the personnel accordingly.

The undersigned understands and agrees that further qualifying information may be requested and agrees to furnish any such information at the request of the [**Punjab Pharmacy Council Lahore**]. The undersigned further affirms on behalf of the firm that:

- (i) We have not been blacklisted by the procuring agency.
- (ii) We have provided authentic documents/photocopies with our Bid. In case, any fake/bogus document is found at any stage, the firm shall be blacklisted as per Law/ Rules.
- (iii) We declare that information contained in our bid is correct.
- (iv) We are not blacklisted by procuring agency.
- (v) We shall have sufficient amount/bank balance to pay the salaries of our staff for a period of three months at least in case of delay of payment from the **PPC**.
- (vi)

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

*Signed by an authorized Officer of the company*

Title of Officer: \_\_\_\_\_

Name of Company: \_\_\_\_\_

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

## 8.4. Performance Guarantee Form

To,

*Secretary  
Punjab Pharmacy Council,  
169-A Ahmad Block New Garden Town Lahore*

**WHEREAS** (Name of the Service Provider) \_\_\_\_\_  
hereinafter called "the Service Provider" has undertaken, in pursuance of "INVITATION TO BID  
FOR THE "PROVISION OF EVENT MANAGEMENT SERVICES FOR TRAINING OF  
PHARMACISTS ETC. IN LAHORE BY PUNJAB PHARMACY COUNCIL LAHORE.

**AND WHEREAS**, it has been stipulated by you in the Contract that the Contractor shall furnish  
you with a bank guarantee by a scheduled bank for the sum specified therein as security for  
compliance with the Contractor's performance obligations in accordance with the Contract;

**AND WHEREAS**, we have agreed to give the Contractor a Guarantee;

**THEREFORE, WE** hereby affirm that we are Guarantor and responsible to you, on behalf of the  
Contractor, up to a total of \_\_\_\_\_(Amount of the guarantee  
in words and figures), and we undertake to pay you, upon your first written demand, and  
without cavil or argument, any sum or sums as specified by you, 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.

**[NAME OF GUARANTOR]**

**Signature** \_\_\_\_\_  
**Name** \_\_\_\_\_  
**Title** \_\_\_\_\_  
**Address** \_\_\_\_\_  
**Seal** \_\_\_\_\_  
**Date** \_\_\_\_\_



### **8.5. Technical Bid Form**

*[To be signed & stamped by the Bidder and reproduced on the letter head]*

*[To be attached with Technical Bid]*

**Insert Details Of Technical Offer Here**

**Stamp & Signature of Bidder** \_\_\_\_\_

## 8.6. Contract Form

THIS AGREEMENT made on the \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ between **Punjab Pharmacy Council Lahore**, (hereinafter called “the Procuring Agency”) on the one part and [name of Service Provider] of [city and country of Service Provider] (hereinafter called “the Service Provider”) on the other part:

WHEREAS the Procuring Agency invited Bids for *Event Management Services for the Training of Pharmacists* at **Punjab Pharmacy Council Lahore** and has accepted a Bid by the Service Provider for the supply of those 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 Scope of Services;
  - (d) the General Conditions of Contract;
  - (e) the Special Conditions of Contract; and
  - (f) the Procuring Agency’s Notification of Award.
  - (g) the Performance Bank Guarantee
  - (h) Complete Bidding document
  - (i) Any other document deemed necessary by the Procuring Agency.
3. In consideration of the payments to be made by the Procuring Agency to the Service Provider as hereinafter mentioned, the Service Provider hereby covenants with the Procuring Agency to provide the services in accordance with the provisions of the Contract and as required under **Section VII** Schedule of Requirements/ Deployment Plan.
4. The Procuring Agency hereby covenants to pay the Service Provider in consideration of the provision of services, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

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

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Procuring Agency)

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Service Provider)

## 8.7. Financial Bid Form/Price Schedule

*[To be signed & stamped by the Bidder and reproduced on the letter head]*

*[To be attached with Financial Bid]*

**[Please follow the Minimum wage rate, which should be strictly adhered to as per prevailing rates in addition to Management Charges]**

{Location, Date}

To

**Secretary  
Punjab Pharmacy Council,  
169-A Ahmad Block New Garden Town Lahore**

We, the undersigned, offer to provide the services for tender of Procurement of Event Management Services for the Training of Pharmacists for **Offices of Punjab Pharmacy Council Lahore** in accordance with your Bidding Document dated **[Insert Date]** and our Technical Bid.

Our attached Financial Bid(s) are hereby submitted as per bid form for the accumulative amount {Indicate the corresponding amount(s) currency (ies)} **[Insert Amount(s) In Words and Figures]**, inclusive of all taxes. The estimated amount of taxes is **[Insert Currency]** **[Insert Amount In Words and Figures]**. Our Bid shall be binding upon us up to expiration of the validity period of the Bid.

No commissions or gratuities have been paid or are to be paid by us to agents or any third party relating to this Bid and Contract execution.

We understand you are not bound to accept any Bid you receive.

We remain,

Yours sincerely,

**Authorized Signature {In full and initials}: \_\_\_\_\_**

**Name and Title of Signatory: \_\_\_\_\_**

**In the capacity of: \_\_\_\_\_**

**Address: \_\_\_\_\_**

**E-mail: \_\_\_\_\_**

## **Financial Bid Form 8.7.2**

*[To be signed & stamped by the Bidder and reproduced on the letter head]*

*[To be attached with Financial Bid]*

### **PROVISION OF EVENT MANAGEMENT SERVICES FOR TRAINING OF PHARMACISTS ETC. IN LAHORE BY PUNJAB PHARMACY COUNCIL LAHORE**

Name of Bidder:

Mailing Address:

Income Tax Registration No.

PRA Registration No.

GST Registration No (if applicable).

PESSI/ IESSI Registration No.

EOBI Registration No.

Total Amount on monthly basis (PKR) as per Financial Bid Form 8.7.3:

Total Amount on annual basis (PKR) as per Financial Bid Form 8.7.3:

Sign:

Designation:

Stamp:

#### **Lowest Determination Factor**

Grant Total of Cost as described in Financial Bid Form 8.7.3

### Financial Bid Form 8.7.3

[To be signed & stamped by the Bidder and reproduced on the letter head]

[To be attached with Financial Bid]

#### BREAKDOWN OF COST

##### PART-I

Description	Tentative Number of Event/ Training Days (A)	Tentative No. of Participants in a Single Event/ Training day (B)	Rate in PKR (inclusive of all taxes) per person /day (C)	Total Cost in PKR (inclusive of all taxes) per day for 100 participants (D = B x C)	Total Cost in PKR (inclusive of all taxes) for total No. of tentative event/ training days (X = A x B x C)
<p><b>Rate in PKR (inclusive of all taxes) per person /day</b> This will include: -</p> <p>i. Tea/Coffee Break with One Snack</p> <p>ii. Lunch - One Dish (Including Chicken Biryani, Chicken Qorma, Naan/Rotee, Salaad, Raita, Sweet Dish (Kheer, Custard, Feerni, Green etc. &amp; Tea/Regular Tea etc.) &amp; Mineral Water. The menu may be changed as per prevailing market practice while remaining within the limits of approved rates)</p>	10	100			

##### PART-II

Description	Tentative Number of Event/ Training Days (E)	Rate in PKR (inclusive of all taxes) per day (F)	Total Cost in PKR (inclusive of all taxes) for total No. of tentative event/ training days (Y = E x F)
Rent of Conference/Training Hall including Sound System, Mic, Screen, Projector, Dice, Décor & Training Furniture etc. (for tentative 100 Participants) in PKR (inclusive of all taxes) per Event/Training Day	10		

**Grand Total Cost in PKR (inclusive of all Taxes) (Z) = X + Y =**

\_\_\_\_\_

**NOTE :**

- i. The lowest evaluated bidder will be determined on the basis of Grant Total Cost (Z).*
- ii. The Bidder shall quote the Cost on some rationale, which has to be justified before the procuring agency for its viability; otherwise, the bid shall stand rejected.*
- iii. Number of Event/Training Days may be increased or decreased as per requirement of the procuring agency. However, the approved prices shall remain the same. The quantity mentioned in the **Schedule of Requirement** will be used for evaluation purpose.*
- iv. The bidder shall have to abide by the circular / instructions issued by Punjab Procurement Regulatory Authority from time to time. Failing to comply with the said instructions will result in non-responsiveness of the bidder.*
- v. As per aforementioned PPRA circular and clarification letter of PPRA regarding Rules & Regulations of Labor Law vide No. L&M(PPRA)1-15(SOC)(AB)(LHR)(5)/2014/Com/P4 dated 17-08-2021, the Financial Bid(s) of the Bidder(s) will be declared Nonresponsive if the rates quoted by the bidder are not justified or do not include applicable taxes.*

## 8.8. Bid Security Form

*[To be signed & stamped by the Bidder and reproduced on the letter head]*

*[To be attached with Financial Bid]*

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

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

THE CONDITIONS of this obligation are:

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

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

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

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*[signature of the bank]*

## ANNEXURE – A

### FINES & PENALTIES

Sr.#	SUMMARY OF PENALTIES	PENALTIES IN PKR
1.	In case any (Public / General) complaint is received attributable to misconduct / misbehaviour, financial benefits of service provider's personnel & is assessed as true by <b>PPC</b> administration, (depending on the severity of the incidence) for each such incident shall be levied and the same shall be deducted from service provider's bill.	Rs 10,000/- will be charged per case
2.	In case of non-availability/ un-serviceable/ out of order Equipment as listed below. i. Mic/Sound System ii. Projector / Screen iii. Required Lighting & Décor for suitable ambience iv. Rostrum/Dice, Required Furniture v. Stationary (Ball Point, Note Pad etc.) vi. Air Conditioning System vii. Generator/UPS viii. Uninterrupted internet source	Rs. 1,000 will be charged per equipment per event day.  In case of non-availability of Projector, Screen, Mic & Sound System, Rostrum/Dice etc. Rs. 10,000 will be charged per event day.
3.	In case of unhygienic & unpleasant Foods reported & complained by participants at large (more than 70% of the participants)	Total Food Charges will be deducted from the bill.