



Government of Pakistan
DRUG REGULATORY AUTHORITY OF PAKISTAN
Ministry of National Health Services, Regulations and Coordination

TENDER DOCUMENTS

For

SUPPLY/ INSTALLATION OF PHOTOCOPIERS

Closing Date & Time	November 03, 2020 at 12:00 PM
Opening Date & Time	November 03, 2020 at 12:30 PM

Financial Year 2020-21

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No. F. 11-6/2020/Admin-II
DRUG REGULATORY AUTHORITY OF PAKISTAN
Ministry of National Health Services, Regulations & Coordination
T.F. Complex, 7-Mauve Area, G-9/4, Islamabad

INVITATION TO BID
(For Procurement of Photocopiers)

Drug Regulatory Authority of Pakistan, is an autonomous body of the Federal Government established under the DRAP Act, 2012, invites sealed bids from suppliers registered with Income Tax and Sale Tax Departments and are on Active Taxpayers List of FBR, for the supply of Photocopier to meet the requirement of Drug Regulatory Authority of Pakistan (DRAP), Islamabad. Single stage two envelope procedure under the PPRA rules shall be followed for submission of bids. Bidding documents containing terms & conditions, instructions and specifications can be obtained from the office of undersigned (Admin-II Section) First Floor, T.F. Complex G-9/4, Islamabad during office hours on payment of Rs.1,000/- through pay order in favor of Drug Regulatory Authority of Pakistan, Islamabad as non-refundable bid documents fee or can be downloaded free of cost from DRAP website www.dra.gov.pk & PPRA Website www.ppra.org.pk. The bids complete in all respect should reach the office of the undersigned by **November 03, 2020 at 12:00 PM**. Bids will be opened on the same day at **12.30 PM** at DRAP Office Islamabad.

(ULFAT RASOOL)
Assistant Director (ADMIN-II)
Ph. 051-9107406

1. Invitation to Bid

Drug Regulatory Authority of Pakistan, is an autonomous body of the Federal Government established under the DRAP Act, 2012, invites sealed bids from suppliers registered with Income Tax and Sale Tax Departments and are on Active Taxpayers List of FBR, for the supply of photocopiers to meet the requirement of Drug Regulatory Authority of Pakistan (DRAP), Islamabad.

1.1. Rules to be followed

Public Procurement Rules, 2004 shall be followed, which can be obtained from PPRA website i.e. www.ppra.org.pk. In this document, unless otherwise mentioned to the contrary, "Rule" means a Rule under the PPRA Rules, 2004 as amended till date.

1.2. Mode of Advertisement

As per Rule 12(2) & Rule 12(3) of PPRA Rules, 2004, the tender notice has been published accordingly.

1.3. Type of Open Competitive Bidding

As per Rule 36(b) of PPRA Rules, 2004, single stage – two envelope procedure as detailed below shall be followed:

(b) Single stage – two envelope procedure.-

- (i) The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal;
- (ii) The envelopes shall be marked as "FINANCIAL PROPOSAL" and "TECHNICAL PROPOSAL" in bold and legible letters to avoid confusion;
- (iii) Initially, only the envelope marked "TECHNICAL PROPOSAL" shall be opened;
- (iv) The envelope marked as "FINANCIAL PROPOSAL" shall be retained in the custody of the procuring agency without being opened;
- (v) The procuring agency shall evaluate the technical proposal in a manner prescribed in advance, without reference to the price and reject any proposal which does not conform to the specified requirements;
- (vi) The technical proposals shall be evaluated for compliance to technical requirement of this document, without reference to the price and reject any proposal which does not conform to the specified requirements as listed in said Sections.
- (vii) During the technical evaluation no amendments in the technical proposal shall be permitted;
- (viii) The financial proposals shall be opened publicly after the evaluation and approval of the technical proposal by the procuring agency on same day or at a time within the bid validity period of the technically accepted bids only.
- (ix) The financial proposal of bids found technically nonresponsive shall be returned un-opened to the respective bidders; and
- (x) The bid found to be the lowest evaluated bid shall be accepted.

In accordance with these rules, interested companies (hereinafter referred to as "Bidders") applying for bids should submit their **Technical Bid and Financial Bid in two separate envelopes** duly marked as per instructions.

2. Instructions to bidders

2.1. All bids must be accompanied with the Tender Security in favor of "**Drug Regulatory Authority of Pakistan, Islamabad**". The bids along with tender security, Tender Forms, Affidavits, etc., must be delivered into the Tender Box, placed at reception of Drug Regulatory Authority of Pakistan, Islamabad on or before the closing date and time as mentioned in tender notice. The Technical bids will be publicly opened in the Committee Room of Drug Regulatory Authority of Pakistan, Telecom Foundation (T.F) Complex, 7-Mauve Area, G-9/4, Islamabad on date & time as mentioned in the tender notice.

2.2. Queries of the Bidders (if any) for seeking clarifications regarding the specifications of the tender items must be received in writing to the Purchaser within the first ten days from the date of Tender advertisement at ulfat.rasool@yahoo.com. Any query received after that period shall not be entertained.

2.3. All bidders must read the tender documents before submission of bid proposal.

2.4. Bidders are also required to state, in their proposals, the name, title, fax number and e-mail address of the bidder's authorized representative through whom all communications shall be directed until the process has been completed or terminated.

2.5. The Purchaser will not be responsible for any costs or expenses incurred by bidders in connection with the preparation or delivery of bids.

2.6 The bidder can apply for any item.

2.6. The Purchaser reserves the right to cancel the tender, accept or reject one or all bids under Rule 33 of the PPRA Rules, 2004.

2.7. Failure to supply required items/services within the specified time period will invoke penalty as specified in this tender document. However, in care of unavoidable circumstances delivery period can be extended.

3. Definitions

In this document, unless there is anything repugnant in the subject or context:

3.1. "Authorized Representative" means any representative appointed, from time to time, by the Client, the Purchaser or the Contractor.

3.2. "Availability and Reliability" means the probability that a component shall be operationally ready to perform its function when called upon at any point in time.

3.3. "Authority" means Drug Regulatory Authority of Pakistan (DRAP)

3.4. "Bidder" means the Firm/Company/Supplier/Distributors/Partner/Reseller fulfilling the eligibility criteria and participating in the tender for provision of relevant services as per provision of tender document/ contract.

3.5. "Contractor" means the person/firm/company whose Tender has been accepted and awarded letter of intent followed by the Contract by the Purchaser.

3.6. "Purchaser" means the Drug Regulatory Authority of Pakistan (DRAP), Islamabad, or any other person for the time being or from time to time duly appointed in writing by it to act on its behalf for the purposes of the Contract.

3.7. "Contract" means the agreement entered into between the Purchaser and the Contractor, as recorded in the Contract Form signed by the parties, including all Schedules and Attachments thereto and all documents incorporated by reference therein.

3.8. "Commencement Date of the Contract" means the date of signing of the Contract between the Purchaser and the Contractor.

3.9. "Contract Price" means the price payable to the Contractor under the Contract for the full and proper performance of its contractual obligations.

3.10. "Contract Value" means that portion of the Contract Price adjusted to give effect to such additions or deductions as are provided for in the Contract which is properly apportion-able to the Goods or Services in question.

3.11. "Defects Liability Period" means the warranty period following the taking over, during which the Contractor is responsible for making good, defects and damages in Goods and Services provided, under the Contract.

3.12. "Defects Liability Expiry Certificate" means the certificate to be issued by the Client to the Contractor, in accordance with the Contract.

3.13. "Day" means calendar day.

3.14. "Force Majeure" means an event beyond the control of the Contractor and not involving the Contractor's fault or negligence and not foreseeable. Such events may include, but are not restricted to, wars, revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

3.15. "Goods" means equipment, machinery, and/or other materials which the Contractor is required to supply to the Purchaser under the Contract.

3.16. "Services" means installation, configuration, deployment, commissioning, testing, training, support, after sale service, etc. of Goods and other such obligations which the Contractor is required to provide to the Purchaser under the Contract.

3.17. "Prescribed" means prescribed in the Tender Document.

3.18. "Origin" shall be considered to be the place where the Goods are produced or from where the Services are provided. Goods are produced when, through manufacturing, processing or assembling of components, a commercially recognized product results that is substantially different in basic characteristics or in purpose or utility from its components. The origin of Goods and Services is distinct from the nationality of the Contractor.

3.19. "Supplier" means distributor/dealer/reseller/partner authorized by Original Manufacturer.

3.20. "Taking-Over Certificate" means the certificate to be issued by the Client to the Contractor, in accordance with the Contract.

3.21. "Works" means work to be done by the Contractor under the Contract.

3.22. "Inventory List" means a list of equipment/ supplies bearing details of make/ model/quantity/unit price/warranty/location of supply/ installation/ manufacturer/authorized workshop, duly signed by the Contractor and verified by the Client.

4. Tender scope

4.1. Drug Regulatory Authority of Pakistan (DRAP), (hereinafter referred to as "the Purchaser" invites/ requests proposals, hereinafter referred to as "the Tenders") for supply, installation, testing and commissioning of equipment including but not limited to the following:

4.1.1. Supply/ installation/ deployment/ testing/ commissioning of hardware as per technical specifications (**Annexure-A**) and terms and conditions of tender.

4.1.2. The Contractor will provide the support services for the offered product(s) even the support for the same product would have been discontinued by the OEM (original equipment manufacturer).

4.1.4. The drivers support CD/media must be provided for hardware equipment compatible with the respective OS.

5. Tender Eligibility

5.1. Eligible Tenderer is a Tenderer who fulfil the mandatory requirement and following terms:

5.1.1. has a registered office in Pakistan;

5.1.2. has required relevant experience;

5.1.3. has the required relevant qualified personnel and enough strength to fulfill the requirement of assignment.

5.1.4. is manufacturer of Goods / provider of Services or authorized dealer/supplier agent/reseller/partner of original manufacturer of Goods / provider of Services.

5.1.5. Conforms to the clause of "Responsiveness of Bid" given hereunder in this tender document.

5.1.6. Goods and Services can only be supplied / sources / routed from "origin" in "eligible" member countries.

5.1.6.1. "Eligible" is defined as any country or region that is allowed to do business in Pakistan by the law of Government of Pakistan.

5.1.6.2. "Origin" shall be considered to be the place where the Goods are produced or from where the Services are provided. Goods are produced when, through manufacturing, processing or substantial and major assembling of components, a commercially recognized product results that is substantially different in basic characteristics or in purpose or utility from its components.

6. Tender Cost

The Tenderer shall bear all costs / expenses associated with the preparation and submission of the Tender(s) and the Purchaser shall in no case be responsible / liable for those costs / expenses.

7. Joint Venture

Joint venture firms are not eligible for this tender. Only those firms which are validly registered with sales tax and income tax departments and having sound financial strengths can participate in the tender.

8. Examination of the Tender Document

The Tenderer is expected to examine the Tender Document, including all instructions and terms and conditions.

9. Clarification of the Tender Document

The prospective bidders may solicit clarification of the Tender Document at ulfat.rasool@yahoo.com, within 10 days of issuance of tender in writing. The clarification and its replies will be shared with all prospective bidders through their official emails. Late and irrelevant queries will not be entertained.

10. Amendment of the Tender Document

10.1. The Purchaser may, at any time prior to the deadline for submission of the Tender, at its own initiative or in response to a clarification requested by the Bidder(s), amend the Tender Document, on any account, for any reason. All such amendment(s)/ addendum(s) shall be deemed part of the Tender Document and binding on the Bidder(s).

10.2. The Purchaser shall notify the amendment(s)/ addendums in writing to the prospective Tenderers.

10.3. The Purchaser may, at its exclusive discretion, amend the Tender Document to extend the deadline for the submission of the Tender, in which case all rights and obligations of the Purchaser and the Tenderers previously subject to the deadline shall thereafter be subject to the deadline as extended.

11. Preparation / Submission of Tender

11.1. The Tender and all documents relating to the Tender, exchanged between the Tenderer and the Purchaser, shall be in English. Any printed literature furnished by the Tenderer in another language shall be accompanied by an English translation which shall govern for purposes of interpretation of the Tender.

11.3. The Tender shall be filed in / accompanied by the prescribed Forms, annexes, Schedules, Charts, Drawings, Documents, Brochures, Literature, etc. which shall be typed, completely filled in, stamped and signed by the Tenderer or his Authorized Representative. In case of copies, photocopies may be submitted.

11.4. The Tender shall be in two parts i.e. the technical proposal and the financial proposal. In the event of any discrepancy between the original and the duplicate, the original shall govern.

11.5. The Technical Proposal shall comprise the following, without quoting the price:

11.6. Technical Proposal Form (**Annexure-B**)

11.7.1. Undertaking (All terms & conditions and qualifications listed anywhere in the tender document have been satisfactorily vetted and agreed) (**Annexure-C**)

11.7.2. Covering letter duly signed and stamped by authorized representative. (**Annexure-D**)

11.7.3. Authorization Certificate / Document from the Original Manufacturer.

11.7.4. Evidence of eligibility of the Tenderer and the Goods

11.7.5. Evidence of conformity of the Goods / the Services to the Tender Document

11.7.6. Undertaking and Evidence that the quoted Goods are genuine, brand new, non- refurbished, unaltered in any way, of the most recent / current model, imported through proper channel, and incorporate all recent improvements in design and materials; and that the rates quoted are best , competitive (**Annexure-G**).

11.7.7. Technical Brochures / Literature

11.7.8. Details of Warranty and After-Sale Service

11.7.9. The statement must be signed by the authorized representative of the Bidder

11.7.10. Valid Registration Certificate for Income Tax & Sales Tax

11.7.11. Power of Attorney, if an authorized representative is appointed

11.8. The Financial Proposal shall comprise the following:

11.8.1. Financial Proposal Form (**Annexure-E**)

11.8.2. Price Schedule (**Annexure-F**)

11.8.3. Tender Security 3% of Tender Value (shall be separate for Each Item)

11.9. The Tenderer shall seal the Technical Proposal in an envelope duly marked as under

Technical Tender for

Tender Name. [Number of Tender]

Item(s) No.

[Name of the Purchaser]

[Address of the Purchaser]

[Name of the Tenderer]

[Address of the Tenderer]

[Phone No. of the Tenderer]

11.10. The Tenderer shall follow the same process for the Financial Tender.

11.11. The Tenderer shall again seal the sealed envelopes of Technical Proposal and the Financial Proposal in an outer envelope, duly marking the envelope as under:

Tender for

Tender Name. [Name of Tender]

Item No.

Strictly Confidential

Open on [Last Date of submission of the Tender]

[Name of the Purchaser]

[Address of the Purchaser]

[Name of the Tenderer]

[Address of the Tenderer]

[Phone No. of the Tenderer]

11.12. This is made obligatory to affix authorized signatures with official seal on all original and duplicate (copies) documents, annexures, copies, certificates, brochures, literature, drawings, letters, forms and all relevant documents as part of the bids submitted by the tenderer.

12. Tender Price

12.1. The quoted price shall be:

12.1.1. Best / final / fixed and valid until completion of all obligations under the Contract i.e. not subject to variation / escalation, fluctuation in currency;

12.1.2. In Pak Rupees;

12.1.3. Inclusive of all taxes, duties, levies, insurance (if necessary), and freight, etc.

12.2. If not specifically mentioned in the Bid(s), it shall be presumed that the quoted price is as per the above requirements.

12.3. Where no prices are entered against any item(s), the price of that item shall be deemed to have been distributed among the prices of other items, and no separate payment shall be made for that item(s).

12.4. In case of locally produced Equipment/Service, the price shall include all customs duties and sales and other taxes already paid or payable on the components and raw materials used in the manufacture or assembly of the item.

13. Tender Security

13.1. The Tenderer shall furnish the Tender Security as under:

13.1.1. Tenderer security should be in the form of pay order issued by a scheduled bank operating in Pakistan, in the name of the Drug Regulatory Authority of Pakistan and enclosed in financial bid envelope, failing which will cause rejection of bid.

13.1.2. for a sum equivalent to 3% of the Total Tender Price/value;

13.1.3. Separate Tender Security for Each item.

13.1.4. Denominated in Pak Rupees;

13.2. The proceeds of the Tender Security shall be payable to the Purchaser, on the occurrence of any /all of the following conditions:

13.2.1. If the Tenderer withdraws the Tender during the period of the Tender validity.

13.2.2. If the Tenderer does not accept the corrections of his Total Tender Price; or

13.2.3. If the Tenderer found of making any false statement in the tender to influence/ mislead the Purchaser.

13.2.4. If the tenderer fails to supply the items according to specifications and warranty.

13.2.5 If the Tenderer, having been notified of the acceptance of the Tender by the Purchaser during the period of the Tender validity, fails or refuses to furnish the Performance Security, in accordance with the Tender Document.

13.3. The Tender security shall be returned to the technically unsuccessful Tenderer with unopened/sealed financial bid.

13.4 The tender security of unsuccessful financial bidders shall also be returned. Whereas, the Tender Security of successful bidder shall be retained until he provides performance security as per tender document.

13.4. Tender Security of successful shall be returned after completion of project, satisfactory performance and Warranty. The tender security must be valid till warranty period.

14. Tender Validity

The Tender shall have a minimum validity period of ninety days from the last date for submission of the Tender. The Purchaser may solicit the Tenderer's consent to an extension of the validity period of the Tender. The request and the response thereto shall be made in writing. If the Tenderer agrees to extension of validity period of the Tender, the validity period of the Tender security shall also be suitably extended.

15. Modification / Withdrawal of the Tender

15.1. The Tenderer may, by written notice served on the Purchaser, modify or withdraw the Tender after submission of the Tender, prior to the deadline for submission of the Tender.

15.2. The Tender, withdrawn after the deadline for submission of the Tender and prior to the expiration of the period of the Tender validity, shall result in forfeiture of the Tender Security and may also blacklisting of the firm.

16. Opening of the Tender

16.1. Tenders shall be opened, at the given place at tender notice, time and date, in the presence of the Tenderer(s) for which they shall ensure their presence without further invitation.

16.2. The Tenderer's name, modifications, withdrawal, security, attendance of the Tenderer and such other details as the Purchaser may, at its exclusive discretion, consider appropriate, shall be announced and recorded.

17. Clarification of the Tender

The Purchaser shall have the right, at his exclusive discretion, to require, in writing, further information or clarification of the Tender, from any or all the Tenderer(s). No change in the price or substance of the Tender shall be sought, offered or permitted except as required to confirm the corrections of arithmetical errors discovered in the Tender. Acceptance of any such correction is sole discretion of the Purchaser.

18. Determination of Responsiveness of the Bid

18.1. The Purchaser shall determine the substantial responsiveness of the Tender to the Tender Document, prior to the Tender evaluation, on the basis of the contents of the Tender itself without recourse to extrinsic evidence. A substantially responsive Tender is one which:

- 18.1.1. meets the eligibility criteria for the Tenderer / the Goods / the Services;
- 18.1.2. meets the Technical Specifications for the Goods / the Services;
- 18.1.3. meets the delivery period / point for the Goods / the Services;
- 18.1.4. meets the rate and limit of liquidated damages;
- 18.1.5. offers fixed price quotations for the Goods / the Services;
- 18.1.6. is accompanied by the required Tender Security as part of financial bid envelope;
- 18.1.7. is otherwise complete and generally in order;
- 18.1.8. Conforms to all terms and conditions of the Tender Document, without material deviation or reservation.

18.2. A material deviation or reservation is one which affects the scope, quality or performance of the Goods or limits the Purchaser's rights or the Tenderer's obligations under the Contract.

18.3. The Tender determined as not substantially responsive shall not subsequently be made responsive by the Tenderer by correction or withdrawal of the material deviation or reservation. However, the Purchaser may waive off any minor non-conformity or inconsistency or informality or irregularity in the Tender.

19 TECHNICAL BID EVALUATION CRITERIA

19.1.1. The bids will be evaluated in two steps. The first step would ensure that mandatory requirements are met by the bidder. In the second step financial proposals of only those firms which are technically qualified will be evaluated.

19.2.2. The bids will be evaluated in a manner prescribed above, without reference to the price and reject any proposal which does not conform to the specified requirements as listed in said clauses. **DRAP reserves the right to verify all the provided documents from issuing authority, website of OEM. In case any discrepancy found in the documents i.e. provision of forged/tempered documents, bid security shall be confiscated and firm shall be blacklisted.**

19.3.3. Thereafter bidders with the lowest quote based on financial proposal will be declared successful. Bidder may apply for any item or multiple items but the proposal, and each item will be evaluated separately.

Category	Description	Requirement	Correspondence Page in Proposal
Eligibility Criteria	Valid Income Tax Registration (Status = Active with FBR)	Mandatory	
	Valid General Sales Tax Registration (Status = Active with FBR)	Mandatory	
	At least 03 years of experience in dealing with relevant business	Mandatory	
	An affidavit/statement stating bid/Tender security amounting to 3% without indicating the figure to be placed in financial proposal	Mandatory	
	Submission of undertaking on legal valid and attested stamp paper that the firm is not blacklisted by any of Provincial or Federal Government Department, Agency, Organization or Autonomous body anywhere in Pakistan or abroad.	Mandatory	
	Price Reasonability Certificate (As per Annexure-G)	Mandatory	
	Brochures of the quoted item, issued by the OEM	Mandatory	
	Certificate of Authorized Firm/Dealer/Distributor/Manufacturer/Partner/Supplier/ Reseller of the Company issued by the Original Manufacturer.	Mandatory	
	Undertaking (All terms & conditions and qualifications listed anywhere in the tender document have been satisfactorily vetted and agreed) (Annexure-C) as per clause 11.7.1.	Mandatory	

Note: Firm(s) meeting the above mentioned eligibility criteria will be declared technically responsive. (If any of the required document not provided by any of the firm will be declared technically non-responsive and no document after evaluation shall be accepted)

19(a). Correction of errors / Amendment of Tender

19.1. The Tender shall be checked for any arithmetic errors which shall be rectified, as follows:

19.1.1. If there is a discrepancy between the amount in figures and the amount in words for the Total Tender Price entered in the Tender Form, the amount which tallies with the Total Tender Price entered in the Price Schedule, shall govern. In case no total price of item is available, in such case amount in figures shall be considered.

19.1.2. if there is a discrepancy between the unit rate and the total price entered in the price Schedule, resulting from incorrect multiplication of the unit rate by the quantity, the unit rate as quoted shall govern and the total price shall be corrected, unless there is an obvious and gross misplacement of the decimal point in the unit rate, in which case the total price as quoted shall govern and the unit rate shall be corrected.

19.1.3. if there is a discrepancy in the actual sum of the itemized total prices and the total tender price quoted in the Price Schedule, the actual sum of the itemized total prices shall govern.

19.2. The Tender price as determined after arithmetic corrections shall be termed as the Corrected Total Tender Price which shall be binding upon the Tenderer.

19.3. Adjustment shall be based on corrected Tender Prices. The price determined after making such adjustments shall be termed as Evaluated Total Tender Price.

19.4. The cost of making good any deficiency resulting from any acceptable, quantifiable variations and deviations from the terms and conditions of the Contract / Technical Specifications, shall be added to the corrected Tender Price for comparison purposes only. No credit shall be given for offering delivery period earlier than the specified period.

20. Rejection / Acceptance of the Tender

20.1. The Purchaser shall have the right, at his exclusive discretion, to increase / decrease the quantity of any or all item(s) without any change in unit prices or other terms and conditions, accept a Tender reject any or all tender(s), cancel / annul the process at any time prior to award of Contract, under PPRA Rules, 2004, and without thereby incurring any liability to the Tenderer and the decision of the Purchaser shall be final.

20.2. The Tender shall be rejected if it is:

20.2.1. Substantially non-responsive; or

20.2.2. submitted in other than prescribed manner, forms, annexes, schedules, charts, drawings, documents/ by other than specified mode; or

20.2.3. Incomplete, un-sealed, un-signed, partial, conditional, alternative, late; or

20.2.4. Subjected to interlineations / cuttings / corrections / erasures / overwriting; or

20.2.5. the Tenderer refuses to accept the corrected Total Tender Price; or

20.2.6. the Tenderer has conflict of interest with the Purchaser; or

20.2.7. the Tenderer tries to influence the Tender evaluation / Contract award; or

20.2.8. the Tenderer engages in corrupt or fraudulent practices during the whole process.

20.2.9. there is any discrepancy between bidding documents and bidder's proposal i.e. any nonconformity or inconsistency or informality or irregularity in the submitted bid.

20.2.11. the Tenderer submits any financial conditions as part of its bid which are not in conformity with tender document.

21. Award Criteria

21.1. At first step Tenderer fulfilling mandatory requirements and qualification criteria will stand qualified technically.

21.2. At second step financial proposals of technically qualified Tenderers will be evaluated for conformity to the technical specifications.

21.3. At third step technically qualified & successful tenderer will be selected on lowest cost quoted. The Purchaser has the right to place order for any item and withheld the procurement of other items without assigning any reason.

21.4. ***Selection should be made on lowest cost quoted for photocopier (item wise) without considering drum and tonner price. The price of Drum and Tonner shall be valid up to June 30, 2021.***

22. Acceptance Letter (Letter of Intent)

The Purchaser shall, send the Acceptance Letter (Letter of Intent) to the successful Tenderer, prior to the expiry of the validity period of the Tender, which shall constitute a contract, until execution of the formal Contract. However, the Purchaser reserves exclusive rights to cancel/annul or amend the Letter of Intent at any time without giving any reason thereof.

23. Performance Security

23.1 The successful Tenderer shall furnish Performance Security as under:

23.1.1 within ten working days of the receipt of the Acceptance Letter from the Purchaser **separately for each item;**

23.1.1. issued by a scheduled bank operating in Pakistan in the Drug Regulatory Authority of Pakistan

23.1.4. for a sum equivalent to 05% of the contract value;

23.1.5. Denominated in Pak Rupees;

23.1.6. have a minimum validity period equal to the tenure of expiry of warranty period, support period or termination of services, whichever is later.

23.2. The proceeds of the Performance Security shall be payable to the Purchaser, on occurrence of any/ all of the following conditions:

23.2.1. If the Contractor commits a default under the Contract;

23.2.2. If the Contractor fails to fulfill any of the obligations under the Contract;

23.2.3. If the Contractor violates any of the terms and conditions of the Contract.

23.3. If the Contractor fails to supply the ordered goods within the specified time period, the purchase order will be supposed to be canceled, performance guarantee will be confiscated and as the case may be shall be proceeded for blacklisting of Contractor and the purchase order will be placed to the next lowest bidder(s).

23.4. The Contractor shall cause the validity period of the performance security to be extended for such period(s) as the contract performance may be extended. The Performance Security shall be returned to the Tenderer within thirty working days after the expiry of its validity on written request from the Contractor.

24. Delivery Time

24.1 The successful bidder shall be required to deliver the photocopier within 04 Weeks positively after issuance of supply order.

25. Redressal of grievances by the procuring agency

25.1. All grievances shall be settled as per PPRA, Rules, 2004 by the Grievances Committee.

25.2. 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 bid evaluation report under rule 35 of PPRA Rules, 2004.

25.3. The committee shall investigate and decide upon the complaint within fifteen days of the receipt of the complaint.

25.4. Mere fact of lodging of a complaint shall not warrant suspension of the procurement process.

Contract Agreement

(To be executed at the time of Award of contract)

(On Stamp Paper)

This CONTRACT AGREEMENT (this “Contract”) made as of the [day] of [month], [year], between **Drug Regulatory Authority of Pakistan**(the “Purchaser”), on the one part,

and

[full legal name of Contractor] (the “Contractor”) on the other part severally liable to the Purchaser for all of the Contractor’s obligations under this Contract and is deemed to be included in any reference to the term “Contractor”

RECITALS

WHEREAS,

- a) Drug Regulatory Authority of Pakistan (Government of Pakistan) intends to spend a part of its budget / funds for making eligible payments under this contract. Payments made under this contract will be subject, in all respects, to the terms and conditions of the Contract in lieu of the consulting services as described in the contract.
- b) The Purchaser has requested the Contractor to provide certain supply of Goods/items as described in Tender Document; and
- c) The Contractor, having represented to the Purchaser that it has the required professional skills, and personnel and technical resources, has agreed to provide such services on the terms and conditions set forth in this Contract.

NOW THEREFORE, the Parties to this Contract agree as follows:

1. The Contractor hereby covenants with the Purchaser to supply the Goods and provide the Services and to remedy defects / damage therein, at the time and in the manner, in conformity in all respects with the provisions of the Contract, in consideration of the payments to be made by the Purchaser to the Contractor.
2. The Purchaser hereby covenants with the Contractor to pay the Contractor, the Contract Price or such other sum as may become payable, at the times and in the manner, in conformity in all respects with the provisions of the Contract, in consideration of supply of the Goods and provision of the Services and remedying of defects / damage therein.
3. The following shall be deemed to form and be read and construct as part of this Contract:
 - a. The Tender Document
 - b. Bidder’s Proposal
 - c. Terms and Conditions of the Contract
 - d. Special Stipulations
 - e. The Technical Specifications
 - f. Tender Form(s)
 - g. Price Schedule
 - h. Affidavit(s)
 - i. Authorized Dealership / Agency Certificate
 - j. Bid/Tender Security
 - k. Service Level Agreement (SLA) (if required)

- l. Non-Disclosure Agreement (if required)
- m. Delivery Time
- n. Any Standard Clause acceptable for Purchaser

4. This Contract shall prevail over all other documents. In the event of any discrepancy/inconsistency within the Contract, the above Documents shall prevail in the order listed above.

IN WITNESS whereof the Parties hereto have caused this Contract to be executed in accordance with the laws of **Pakistan** as of the day, month and year first indicated above.

For **[full legal name of the Purchaser]:**

Signature
Name

Witnessed By:

For **[full legal name of the Contractor]:**

Signature
Name

Witnessed By:

WITNESSES

Signature _____
 CNIC # _____
 Name _____
 Designation _____
 Address _____

Signature _____
 CNIC # _____
 Name _____
 Designation _____
 Address _____

(Technical Specifications)

(Item No. 01 PHOTOCOPIER)

6.1	Photocopier Machine (minimum required specifications)	Qty. 01
	Print Speed: 65 CPM black & white	
	Paper Capacity: 2500 Sheet	
	Max Paper Size: A3	
	Multiple Copies: 1-9999 with sorting i.e. Copies to be made in sets	
	RAM: 3GB minimum	
	Hard Disk Drive: 320 GB minimum	
	Duplex: DSDF Built-in with ADF	
	Photocopy Resolution: 1200 x 1200 dpi	
	Processor: 1.5 GHz minimum	
	Drum Life: 350000 minimum	
	Toner Life: 40000 Pages minimum	

(Item No. 02 PHOTOCOPIER)

6.1	Photocopier Machine (minimum required specifications)	Qty. 01
	Print Speed: 45 CPM black & white	
	Paper Capacity: 1000 Sheet	
	Max Paper Size: A3	
	Multiple Copies: 1-999 with sorting i.e. Copies to be made in sets	
	RAM: 3GB minimum	
	Hard Disk Drive: 250 GB minimum	
	Duplex: DSDF Built-in with ADF	
	Photocopy Resolution: 600 x 600 dpi	
	Processor: 1.3 GHz minimum	
	Drum Life: 250000 minimum	
	Toner Life: 35000 Pages minimum	

Note: Claim regarding specification shall be accepted only as per Brochure/information issued by Original Manufacturer. Photocopier must be imported through proper channel and genuine. No refurbished machine shall be accepted.

Technical Proposal Submission Form

[Location, Date]

To

Assistant Director (Admin-II)
DRAP, Islamabad

Dear Sir,

We, the undersigned, offer to provide the __Photocopier__ _ in accordance with your Request for Proposal/Tender Document dated _(insert date)_ our Proposal. We are hereby submitting our Proposal, which includes the Technical Proposal and the Financial Proposal sealed in two separate envelopes.

We undertake, if our Proposal is accepted, to provide supply of items related to the assignment.

We also confirm that the Government of Pakistan / Provincial Government have not declared us, or any Sub-Contractor for any part of the contract, ineligible on charges of engaging in corrupt, fraudulent, collusive or coercive practices. We furthermore, pledge not to indulge in such practices in competing for or in executing the Contract, and we are aware of the relevant provisions of the Tender Document.

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

We remain,

Yours sincerely,

Authorized Signature
(In full and initials)
Name and Designation of Signatory
Name of Firm
Address

UNDERTAKING

(Acceptable only as per provided format)

It is certified that the information furnished here in and as per the document submitted is true and correct and nothing has been concealed or tampered with. We have gone through all the conditions of tender mentioned anywhere in the tender documents and is liable to any punitive action for furnishing false information / documents.

Dated this _____ day of _____ 20__

Signature

(Company Seal)

In the capacity of

Duly authorized to sign bids for and on behalf of:

Format for Covering Letter

To

Assistant Director (Admin-II)
Drug Regulatory Authority of Pakistan

Sub: Bids for Procurement of Photocopier

Dear Sir,

- a) Having examined the tender document and Appendixes we, the undersigned, in conformity with the said document, offer to provide the said items on terms of reference to be signed upon the award of contract for the sum indicated as per financial bid.
- b) We undertake, if our proposal is accepted, to provide the items/services comprise in the contract within time frame specified, starting from the date of receipt of notification of award from the client Department / Office.
- c) We agree to abide by this proposal for the period of validity i.e.90 days from the date of bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
- d) We agree to execute a contract in the form to be communicated by the Drug Regulatory Authority of Pakistan, incorporating all agreements with such alterations or additions thereto as may be necessary to adapt such agreement to the circumstances of the standard.
- e) Unless and until a formal agreement is prepared and executed this proposal together with your written acceptance thereof shall constitute a binding contract agreement.
- f) We understand that you are not bound to accept a lowest or any bid you may receive, not to give any reason for rejection of any bid and that you will not defray any expenses incurred by us in bidding.
- g) We would like to clearly state that we qualify for this work as our company meets all criteria indicated on your tender document.

Authorized Signatures with Official Seal

Financial Proposal Submission Form (Part of Financial Bid Envelope)

[Location, Date]

To

Assistant Director (Admin-II)
DRAP, Islamabad

Dear Sir,

We, the undersigned, offer to provide the _(Insert title of item(s))_ in accordance with your Tender Notice dated _(insert date)_ and our Technical Proposal. Our attached Financial Proposal is for the sum of _(insert amount in words and figures)_. This amount is inclusive of all taxes and fixed without any variation during validity period.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the tender proposal.

We also declare that the Government of Pakistan / Provincial Government have not declared us or any Sub-Contractors for any part of the Contract, ineligible on charges of engaging in corrupt, fraudulent, collusive, or coercive practices. We furthermore, pledge not to indulge in such practices in competing for or in executing the Contract, and are aware of the relevant provisions of the Tender Document.

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

Signed

In the capacity of:

Duly authorized to sign the proposal on behalf of the Applicant.

Date:

PRICE SCHEDULE/ FINANCIAL COST SHEET

All Columns Must be filled and only use the following format. (No other format shall be accepted)

Name of Bidder: _____ Applied for Item No. _____

Item Name	No of Units	Rate Per Unit (Including Tax)Rs
PHOTOCOPIER	01	

Total Bid Price (mention photocopier price only) Rs. _____ (In figures.)

_____ (In words)

Price Schedule of Consumable Items (To be valid Up to June 30, 2021)

Price of Drum: Rs. _____ (in words. _____)

Price of Developer. Rs. _____ (in words. _____)

Price of Tonner: Rs. _____ (in words> _____)

We hereby undertakes that the above quoted price is fixed with no variation during validity period.

Date _____

Place _____

Signature of authorized person Name:

(Company Seal)

In the capacity of

Duly authority by

Note: i. No cutting or overwriting is allowed. Any cutting or overwriting will lead to rejection of the financial bid. All entries should be preferably typed.

ii. Selection shall be made on lowest cost quoted for photocopier without considering drum, developer and tonner price.

iii. The price of Drum and Tonner shall be valid up to June 30, 2021.

iv. Price should be quoted in PKR on separate sheet for each item duly sealed in separate envelope mentioning item No. on envelope. Conditional financial bid shall be rejected.

Price Reasonability Certificate (Part of Technical Bid Envelope)

[Location, Date]

To

Assistant Director (Admin-II)
DRAP, Islamabad

Dear Sir,

We the ___(Supplier Name)_____ undertake that the quoted products are genuine, brand new, non-refurbished, unaltered in any way, of the most recent / current model, imported through proper channel, and incorporate all recent improvements in design and materials and in accordance with the specification required by the Drug Regulatory Authority of Pakistan; and that the rates quoted are best, competitive and reasonable, in case of any discrepancy, we hereby undertake to refund excess amount.

Signed & stamped

In the capacity of:

Duly authorized to sign the proposal on behalf of the Applicant.

Date: