

BIDDING DOCUMENT

Directorate General Protocol Punjab



FRAMEWORK CONTRACT FOR SUPPLY OF SHAWLS

TENDER # DGP (GIFT) 4-47 / 2022

Note: Procurement to be done by DG Protocol in line with PPRA Rules 2014



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1. INVITATION TO BIDS

FRAMEWORK CONTRACT FOR SUPPLY OF SHAWLS

1. E-Bids are invited from Bidders i.e., firms/companies/sole proprietor/general order Service Providers/ (JVs, if applicable) etc. engaged in trading, registered with relevant Registration Authorities and Tax Departments/ Authorities (Income Tax, Sales Tax & Punjab Sales Tax etc.). The E-bids shall be received as per single stage two envelope procedures under Framework Contract (PPRA 2014) for a period of one year (extendable) upon satisfactory performance.
2. All E-bids must be accompanied by a Bid Security of the estimated price, as mentioned in the Table below, in the name of "Director General Protocol Punjab, S&GAD, Government of the Punjab", and in the form of CDR/Demand Draft/Pay Order.
3. **The complete E-bids must be submitted online on e-Procurement System (EPADS) website i.e., <https://punjab.eprocure.gov.pk> as per the following schedule:**

Sr. No.	Description	Estimated Cost	@ 2% Bid Security (Fixed)
1.	SUPPLY OF SHAWLS	4.85 million	0.097 million
Total		4.85 million	0.097 million

E-bid Submission Date & Time	02 July, 2026 @ 11:00 AM
E-bid Opening Date & Time	02 July, 2026 @ 12:00 PM
Place	Directorate General Protocol Punjab, 25 Zaman Park, Lahore

4. **Original Bid Security Instrument must be submitted in an envelope clearly marked with the Bidding Document Number and Title, before the E-bid Submission deadline at:**

Procurement Office

Directorate General Protocol Punjab, 25 Zaman Park, Lahore.

Bidders are advised to ensure uploading the Bid on E-PADS Portal, well before the submission deadline, and not wait for the last date and time to upload the bid. Bid submission on E-PADS Portal shall entirely be the responsibility of the bidder. Directorate General Protocol Punjab shall not be held responsible for any issues thereof. For any assistance regarding E-PADS Portal, system support email and phone numbers are provided hereunder:



Directorate General Protocol Punjab



حکومت پنجاب

پنجاب پروکیورمنٹ ریگولیٹری اتھارٹی
فری رجسٹریشن پیپرا ای پروکیورمنٹ سسٹم



پبلک نوٹس

ای پروکیورمنٹ سسٹم میں مفت اندراج

پنجاب PPRA نے پروکیورمنٹ کے عمل کو مکمل طور پر منظم کرنے کیلئے ایک جامع سافٹ ویئر تیار کیا ہے جسے (EPADS) ای پاک ایکویزیشن ڈسپوزل سسٹم کہا جاتا ہے۔ اس نظام کے تحت منصوبہ بندی سے لے کر معاہدہ کے اختتام تک کے عمل کو احسن طریقے سے مکمل کیا جاسکتا ہے۔ یہ سافٹ ویئر پنجاب میں بہت جلد لاگو کر دیا جائے گا۔ اس نظام میں شمولیت اختیار کرنے کیلئے تمام بڈرز، وینڈرز، سپلائرز، انفرادی کنسلٹنٹس، فرمز کو مطلع کیا جاتا ہے کہ وہ اپنی رجسٹریشن کے عمل کو دیے گئے لنک (www.punjab.eprocure.gov.pk) پر مکمل کریں۔ رجسٹریشن کے مراحل کے بارے میں معلومات کے لیے پیپرا پنجاب کی ویب سائٹ (ppra.punjab.gov.pk/e-procurement) اور یوٹیوب چینل (<http://tiny.cc/punjabppra>) سے رہنمائی حاصل کریں۔ رجسٹریشن کے دوران دشواری کی صورت میں پیرتا جمعہ 10:00am سے 04:00pm تک درج ذیل ای میل ایڈریس اور نمبرز پر رابطہ کیا جاسکتا ہے۔

ای میل: info.eprocurement@pitb.gov.pk
رابطہ نمبرز: 0300-5970303، 051-9205728، 042-99202491
پنجاب پروکیورمنٹ ریگولیٹری اتھارٹی، T-304 تھرڈ فلور الفلاح بلڈنگ دی مال روڈ لاہور۔

5. Bidding Documents are immediately available after date of publication. Directorate General Protocol Punjab, will not be responsible for any cost or expense incurred by Bidders in connection with the preparation or delivery of E-bids. In case of official holiday on the day of submission, next day will be treated as closing date. The Bidding document carrying all details can be downloaded from Punjab Procurement Regulatory Authority <http://ppra.punjab.gov.pk>.

DEPUTY DIRECTOR PROTOCOL
Directorate General Protocol Punjab
25 Zaman Park, Lahore



2. INSTRUCTIONS TO BIDDERS (ITB)

Note: All the procurement procedures shall be conducted in accordance with Punjab Procurement Authority Act-2009 and Punjab Procurement Rules-2014. In case of any conflict between the provision of this document and PPRA Act-2009/ PPRA Rules2014, the later shall prevail.

2.1. Introduction		
2.1.1. Scope of Bid	i)	The Procuring Agency i.e. Directorate General Protocol Punjab, invites Bids for the provision of Shawls as specified in the Technical Specifications.
2.1.2. Source of Funds	i)	The Procuring Agency has got the requisite funds. The Procuring Agency intends to apply the provided funds/ a portion of this budget to make eligible payments under the contract for which the Invitation to bids has been issued.
2.1.3. Eligible Bidders	i)	The Invitation to Bids is open to all suppliers i.e., association of firms/companies/sole proprietor/ general order suppliers / (JV, if applicable), registered with relevant Registration Authorities and Tax Departments/ Authorities (Income Tax, Sales Tax & Punjab Sales Tax etc.), and registered on eProcurement System (EPADS), except as provided hereinafter.
	ii)	Government-owned enterprises may participate only if they are duly/legally authorized in this regard by the respective/relevant competent forum/authority.
	iii)	Bidders shall not be under a declaration of blacklisting by the Procuring Agency.
	iv)	The invitation for Bids is open to all prospective Supplier, Manufacturers or Authorized Agents/Dealers/Distributors subject to any provisions or licensing/regulatory requirements issued by the respective National/ Provincial Professional Statutory Body established for that particular trade or business.
	v)	A Bidder may be ineligible if –
		<ul style="list-style-type: none"> 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 established 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



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		<p>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.</p> <p>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.</p> <p>g) The firm, supplier or contractor is blacklisted/debarred by any international organization.</p>
	vi)	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	i)	The Bidder shall bear all costs associated with the preparation and submission of its E-bid, and 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	i)	As per Rule 36A of Punjab Procurement Rules 2014, a Bidder shall submit only one Bid in the same bidding process.
	ii)	No Bidder can be a sub-contractor while submitting a Bid individually or as a member of a joint venture in the same Bidding process.
	iii)	A Bidder, if acting in the capacity of sub-contractor in any Bid, shall not submit bid for the same.
2.2 The Bidding Documents		
2.2.1. Content of Bidding Documents	i)	The goods required, Bidding procedures, and contract terms are prescribed in the Bidding documents. The Bidding documents, inter alia, include: <ul style="list-style-type: none"> a) Invitation to Bids b) Instructions to Bidders (ITB) c) Technical Specifications d) Technical Evaluation Criteria e) Mandatory Criteria f) Financial Bid Form/Price Schedule
	ii)	The Bidder is required to examine all instructions, forms, terms, and specifications in the Bidding documents. Failure to furnish all information as required by the Bidding documents or to submit a Bid not 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)	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 Bidding 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



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		Invitation to Bid/ Tender Notice/ Advertisement or on the eProcurement System (EPADS). The Procuring Agency will respond in writing to any request for clarification of the Bidding documents which it receives no later than seven (07) days prior to the deadline for the submission of Bids. The Procuring Agency's response (including an explanation of the query but without identifying) will be uploaded on the e-Procurement System (EPADS) for clarity of bidders.
	ii)	A prospective Bidder requiring any clarification of the Bidding Documents may notify the Procuring Agency through eProcurement System (EPADS).
	iii)	Copies of the Procuring Agency's response will be uploaded on e-Procurement System (EPADS), including a description of the inquiry, but without identifying its source.
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 date 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, through e-Procurement System (EPADS), not later than three (3) days, and on equal opportunity basis as per Rule-25(3) OR Rule 25(4) of PPR-14 as the case may be.
	ii)	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.
	iii)	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.
2.3. Preparation of Bids		
2.3.1. Language of Bid	i)	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 English language. Supporting documents and printed literature furnished by the Bidder may be in same language.
2.3.2. Bid Form	i)	The Bidder shall complete the Financial Bid Form furnished in the Bidding documents, indicating the goods to be supplied, a brief description of the goods, their country of origin, quantity, and prices.
2.3.3. Bid Currencies	i)	Prices shall be quoted in Pak Rupees.
2.3.4. Documents Establishing Goods' Eligibility and Conformity to Bidding Documents	i)	Where a sample(s) is required by a procuring agency, the sample shall be: <ul style="list-style-type: none"> a) submitted as part of the E-bid, in the quantities, dimensions; b) carriage paid; c) received on, or before, the closing time and date for the submission of E-bids; and



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		d) Evaluated to determine compliance with all characteristics. <i>{However, the procuring agency may also opt to ask for samples after submission of technical bids (where required)}</i>
	ii)	The Procuring Agency may retain the sample(s) of the successful Bidder till the successful delivery of the goods. A Procuring Agency may reject the E-bid if the sample(s)- a) do(es) not conform to all characteristics prescribed in the bidding documents; and b) is/are not submitted within the specified time clearly mentioned in the bidding document.
	iii)	Where it is not possible to avoid using a propriety article as a sample, a Bidder shall make it clear that the propriety article is displayed only as an example of the type or quality of the goods being Bided for, and that competition shall not thereby be limited to the extent of that article only.
	iv)	Samples made up from materials supplied by a Procuring Agency shall not be returned to a Bidder nor shall a Procuring Agency be liable for the cost of making them.
	v)	All samples produced from materials belonging to an unsuccessful Bidder may be kept by the Procuring Agency till thirty (30) days from the date of award of contract or exhaust of all the grievance forums (including those pending at Authority's Level or in some Court of Law).
	vi)	The required documents and other accompanying documents must be in English. In case any other language than English is used the pertinent translation attested by the embassy in country of manufacturer into English shall be attached to the original version.
2.3.5. Bid Security	i)	The Bidder shall furnish, as part of its E-bid, a Bid security in the amount specified in the bidding documents.
	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.
	iii)	The Bid security shall be in Pakistan Rupees and shall be in one of the following forms: a) Bank call-deposit (CDR), Demand Draft (DD) or Pay Order (PO).
	iv)	Unsuccessful Bidders' Bid security will be discharged or returned as promptly as possible but not later than Thirty (30) days after the expiration of the period of Bid validity prescribed by the Procuring Agency.
	v)	The Bid security may be forfeited: a) If a Bidder withdraws its E-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 2.6.2; or



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		ii. If the blacklisting proceedings under Section-17A of PPRA Act, 2009 read with Rule-21 of PPR-14 are initiated and the bidder is declared blacklisted after due process of law.
2.3.6. Period of Validity of Bid	i)	Bids shall remain valid for ninety (90) days after the date of Bid opening prescribed by the Procuring Agency.
2.4. Submission of E-Bids		
2.4.1 Sealing and Marking of Bids	i)	N/A The complete Bids must be submitted online on e-Procurement System (EPADS) website i.e., https://punjab.eprocure.gov.pk .
2.4.2 Deadline for Submission of E-bids	i)	E-Bids must be submitted on the e-Procurement System (EPADS) no later than the time and date specified in the bidding documents. Physical Bids received through courier services or delivered by the bidder, shall not be accepted.
	ii)	The Procuring Agency may, at its discretion and as per rule 29 of PPR-14, extend this deadline for the submission of Bids 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 Procuring Agency and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.
2.5. Opening and Evaluation of E-Bids		
2.5.1 Opening of E-bids by the Procuring Agency	i)	The Procuring Agency will open all e-Bids, 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 bidding documents. The Bidders' representatives present shall sign a register/attendance sheet as proof of their attendance.
	ii)	E-Bids shall be opened on the e-Procurement System (EPADS) one at a time, in case of Single Stage One Envelope Procedure, the Bidders names, the Bid prices, the total amount of each E-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 on the e-Procurement System (EPADS) the Technical Proposals in public at the address, date and time specified in the bidding documents in the presence of Bidders' designated representatives who choose to attend and other parties with a legitimate interest in the Bid proceedings. The Financial Proposals will remain unopened on the e-Procurement System (EPADS) until the specified time of their opening.
	iv)	Technical e-bids shall be opened 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 in a representative with the knowledge of the content of the e-Bid who shall verify the information read out from the submitted documents. Failure to send a representative or to point out any un-read



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		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 e-Bid.
	vi)	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.
	vii)	Minutes of the Financial Bid Opening shall be recorded and uploaded by the procuring agency on its website or shared to all bidders through on the e-Procurement System (EPADS).
2.5.2. 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 complaint on the eProcurement System (EPADS), 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 complaint on the e-Procurement System (EPADS), 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 e-Bid may lodge a complaint on the e-Procurement System (EPADS), concerning his grievances not later than ten (10) days after the announcement of the Final evaluation reports. In case of single stage – two envelope bidding procedure any bidder feeling aggrieved from technical evaluation may file a grievance within five (05) 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 envelope bidding procedure is adopted.
	vi)	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.



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2.6. Award of Contract		
2.6.1. Notification of Award		Prior to the expiration of the period of Bid validity, the Procuring Agency will notify the successful Bidder in writing by registered letter or through e-Procurement System (EPADS) that its e-Bid has been accepted.
2.6.2. Signing of Contract/ Issuance of Purchase Order	i)	At the same time as the Procuring Agency notifies the successful Bidder that its E-bid has been accepted, the Procuring Agency will send the Bidder the Contract Form, incorporating all agreements between the parties or will issue the purchase order <i>[as the case may be]</i> .
	ii)	Under rule-63 of PPR-14, where the Procuring Agency requires formal signing of contract, within fifteen (15) days of issuance of the notification of Contract award/Letter of Intent (LOI) , 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.
2.6.3. Procuring Agency's Right to Vary Quantities at Time of Award	i)	The Procuring Agency reserves the right at the time of contract award to increase or decrease the quantity of goods and services originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions, on the analogy of rule-59(c)(iv) of PPR-14 (not more than 15%).
2.6.4. Procuring Agency's Right to Accept or Reject All E-bids	i)	As per rule 35 of PPR-14, the Procuring Agency reserves the right to accept or reject all E-bids or proposals (and to annul the E-bidding process) at any time prior to the acceptance of any E-bid or proposal, without thereby incurring any liability towards the Bidders.
	ii)	The Bidders shall be promptly informed about the rejection of the E-bids, if any
	iii)	The Procuring Agency shall upon request communicate to any Bidder, the grounds for its rejection of all E-bids or proposals, but shall not be required to justify those grounds.
2.6.5. Re-Bidding	i)	If the Procuring Agency rejects all the E-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.
2.6.6. Blacklisting		<p>1) <i>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:</i></p> <ul style="list-style-type: none"> a) <i>acted in a manner detrimental to the public interest or good practices;</i> b) <i>consistently failed to perform his obligation under the Contract;</i> c) <i>not performed the Contract up to the mark; or (d) indulged in any corrupt practice.</i> <p>2) <i>If a procuring agency debars a bidder or Contractor under sub-rule (1), the procuring agency:</i></p> <ul style="list-style-type: none"> a) <i>shall forward the decision to the Authority for publication on the website of the Authority; and</i> b) <i>may request the Authority to debar the bidder or</i>



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	<p style="text-align: center;"><i>Contractor for procurement of all procuring agencies.</i></p> <ol style="list-style-type: none"> 3) <i>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.</i> 4) <i>Any person aggrieved by a declaration made under rule 20 or a decision under sub-rule (1) of this rule may, within thirty (30) 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.</i> 5) <i>Any person or procuring agency aggrieved by an order under sub-rule (3) or (4) may, within thirty (30) 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.</i> 6) <i>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.</i> <p><i>As per Schedule appended with PPR-14:</i></p>
	SCHEDULE
	see sub-rule (6) of rule 21
	BLACKLISTING MECHANISM OR PROCESS
	<ol style="list-style-type: none"> 1. <i>The procuring agency may, on information received from any resource, issue show cause notice to a bidder or Contractor.</i> 2. <i>The show cause notice shall contain:</i> <ol style="list-style-type: none"> a) <i>precise allegation, against the bidder or Contractor;</i> b) <i>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</i> c) <i>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.</i> 3. <i>The procuring agency shall give minimum of seven (07) days to the bidder or Contractor for submission of written reply of the show cause notice.</i> 4. <i>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.</i> 5. <i>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.</i> 6. <i>The procuring agency shall give minimum of seven (07)</i>



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		<p><i>days to the bidder or Contractor for appearance before the specified officer of the procuring agency for personal hearing.</i></p> <ol style="list-style-type: none"> 7. <i>The procuring agency shall decide the matter on the basis of the available record and personal hearing of the bidder or Contractor, if availed.</i> 8. <i>The procuring agency shall decide the matter within fifteen (15) 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.</i> 9. <i>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 (30) days, prefer a representation against the order before the Managing Director of the Authority.</i> 10. <i>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.</i> 11. <i>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.</i> 12. <i>The Authority shall immediately publish the information and decision of blacklisting on its website.</i> 13. <i>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.</i> 14. <i>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.</i> 15. <i>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.</i> 16. <i>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.</i> 17. <i>An effort shall be made for electronic communication of all the notices and other documents pursuant to this mechanism or process.”</i> <p>iii) Furthermore, Bidders must keep themselves aware of the provision stated in clause 5.4 and clause 24.1 of the General Conditions of Contract.</p>
<p>2.6.7. Quantity and volume of the</p>	<p>i)</p>	<p>While quoting the rate in a framework contract, the Bidder must consider the following facts:</p>



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goods to be considered in mind [Framework Contract Modality]		<ul style="list-style-type: none">a) Certain volume and quantity of the goods as prescribed in the bidding documents.b) The Bidder have to maintain the rates of the goods for one year.c) The Bidder should quote the rate as per Price Schedule/ Financial Bid form. In case of non-observance of prescribed format, Financial Bid may be rejected.
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Tender # DGP(Gift)4-47/2022

3. TECHNICAL SPECIFICATIONS

Technical specifications of the required Shawls are as under:

Sr. No.	PARTICULARS	SHAWL SIZE	Est. Req. Qty.	Estimated Unit Price (Incl. of all taxes in PKR)
1.	Authentic Pure Pashmina Handmade Sozanikar	1.5x2.5 meter	03	600,000
2.	Authentic Pure Pashmina Handmade Purmataan Jama	1.5x2.5 meter	03	415,000
3.	Authentic Pure Pashmina Handmade Sageenkar	1.5x2.5 meter	03	300,000
4.	Authentic Pure Pashmina Handmade All over Needle Work	1.5x2.5 meter	03	180,000
5.	Authentic Pure Pashmina Stool Embroidery Border	1.5x2.5 meter	03	120,000



4. TECHNICAL EVALUATION CRITERIA

Sr. No.	Description	Allocated Marks
Company Relevant Experience & International Certifications if any		
I.	<p>Annual Turn Over</p> <ul style="list-style-type: none"> • Three million Rs. = 05 Marks • Four million Rs. = 10 Marks • Five million Rs. or above = 15 Marks <p>Copy of the last year's bank statement must be attached, otherwise, no marks shall be awarded.</p>	15 Marks
II.	<p>Relevant Experience</p> <p>Similar assignments/supplies over last 03 years.</p> <ul style="list-style-type: none"> • (One) similar Contract = 10 Marks • (Two) similar Contract = 15 Marks • (Three) or above similar Contracts = 20 Marks <p>Purchase orders/supply orders/completion certificates must be attached, otherwise, no marks shall be awarded.</p>	20 Marks
III.	<p>Working with the Government Institutes</p> <p>Supplies to the Govt. Institute</p> <p>Supply orders/completion certificates must be attached, otherwise, no marks shall be awarded.</p>	10 Marks
IV.	<p>Display Centre & Inspection</p> <p>It is mandatory that the bidder has display centre. Gift Purchase Committee of the O/o DG Protocol shall personally visit the display centre of every bidder for the inspection & authenticity of the shawls.</p> <p>Shawls must be according to their specifications mentioned in the bidding documents, If Committee found that shawl are not according to their specifications, otherwise, no marks shall be awarded.</p>	40 Marks
V.	<p>Briefly Interview</p> <p>Briefing by the Owner / Proprietor / Manager regarding the History / Manufacturing process of the shawls.</p>	15 Marks
Total Marks		100 Marks
<p>Only the bids securing 70 marks out of total marks i.e. 100 marks would be declared technically responsive. Subject to provision of mandatory required document mentioned below.</p>		



5. MANDATORY CRITERIA

Qualifying Criteria

- a. Copy of valid CNIC.
- b. Copy of NTN, PRA/GST.
- c. Copy of CDR/Demand Draft/Pay Order as per Bid Security.
- d. One Year Bank Statement.
- e. Undertaking on Stamp Paper for non-blacklisting from any govt. department or entity.
- f. Complete business Profile printed on letter head with signature of proprietor and stamped.
- g. Provide Outlet/Display Centre/Shop Address.

Note: Document with valid signatures of proprietor / authorized representative will only be accepted.



6. FINANCIAL PROPOSAL

Financial Bid Form/Price Schedule

Framework Contract for supply of Shawls

- Financial proposal on prescribed format attached having specification, estimated quantity and price, printed on letter head with signature of owner/proprietor and stamped.
- Original document as per Bid Security
- Each bidder will fill the Price Schedule completely for all items of interest, i.e., all columns against the items should be filled including details of all taxes.

Note: Document with valid signatures of proprietor / authorized representative will only be accepted.

SR. NO.	PARTICULARS	SHAWL SIZE	UNIT PRICE INCLUSIVE OF ALL TAXES IN PKR RUPEES
1.	Authentic Pure Pashmina Handmade Sozanikar	1.5x2.5 meter	
2.	Authentic Pure Pashmina Handmade Purmataam Jama	1.5x2.5 meter	
3.	Authentic Pure Pashmina Handmade Sageenkar	1.5x2.5 meter	
4.	Authentic Pure Pashmina Handmade All over Needle Work	1.5x2.5 meter	
5.	Authentic Pure Pashmina Stool Embroidery Border	1.5x2.5 meter	
Total Amount (Incl. of all taxes):			
Total Amount (in words):			