PUNJAB MASSTRANSIT AUTHORITY
GOVERNMENT OF THE PUNJAB

BIDDING DOCUMENTS

(Procurement of Services)

(Single Stage Two Envelope)

REPAIR & MAINTENANCE OF CIVIL WORKS FOR PAKISTAN METROBUS SYSTEM (PMBS) FROM SADDAR TO FAIZABAD & PMA COMMAND AND CONTROL CENTER (C&CC) IN RAWALPINDI

FRAMEWORK CONTRACT

SEPTEMBER 2026
Tender No: PMA/PMBS/26/01

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Section-I: INVITATION TO BIDS

1.1 INVITATION TO BID

Date:

Bid Reference No. *PMA/PMBS/26/01*

BIDDING DOCUMENTS FOR REPAIR & MAINTENANCE OF CIVIL WORKS FOR PAKISTAN METROBUS SYSTEM (PMBS) FROM SADDAR TO FAIZABAD & PMA COMMAND AND CONTROL CENTER (C&CC) IN RAWALPINDI

1. Punjab Masstransit Authority, Government of the Punjab, **invites electronic bids from eligible bidders for the above stated tender registered with Pakistan Engineering Council** in at least **C-3 category** having any code relevant to Civil Works **renewed for the year 2026-27.**

2. E-bidding Document as per regulations, containing, conditions, specifications and requirements etc. are available for the registered bidders on Punjab **e-Procurement System at: https://ep.punjab.gov.pk/**.

3. The electronic bids, must be submitted by using Punjab e-Procurement System on or before **25-09-2026 at 1100 hrs.** Manual bids shall not be accepted. Electronic Bids will be opened on the same day at **1130 Hrs** in the presence of the bidder's designated representatives. The Bidding process will be conducted through NCB following the Bidding Procedures of Single Stage two envelope.

4. e-Bids will not be accepted on the after closing time. However, if any e-bid is submitted on the system after closing time due to some technical glitch in the Punjab e-Procurement System, in that case bid shall be declared late, rejected returned unopened to the Bidder.

5. As per Rule 12(2) and 12(3), this tender is being placed online at Punjab e-Procurement System, PMA's and PPRA's website, as well as being advertised in print media. The bidding document carrying all details can be downloaded from websites following websites;

https://ep.punjab.gov.pk/
https://www.pma.punjab.gov.pk
https://www.ppra.punjab.gov.pk

There shall be no tender fee for downloading bidding document or for submission of e-bids under the e-procurement system.

6. All interested bidders are required to register themselves by visiting the following link established by PPRA and become a register Service Provider under e-procurement system. https://ep.punjab.gov.pk/

7. Each bidder shall furnish a Bid Security of PKR. 02 Million/- (Rupees: 2,000,000/-) Bid Security must be submitted in favor of MASSTRANSIT AUTHORITY NON-FARE REVENUE (NFR) FUND ACCOUNT On Punjab E-Procurement System (Linked With BOP) Electronically In The Manner Prescribed y Punjab E-Procurement System. No Physical Financial Instrument Will Be Accepted.

8. The Service Providers / firms must be registered with **Securities and Exchange Commission of Pakistan (SECP)/AOP, Federal Board of Revenue (FBR)** and **Punjab Revenue Authority (PRA).** The Service Providers / firms must be **Active Taxpayer (ATL)** at the time of tendering.

9. The Bidder shall comply with all applicable Federal and Provincial taxes, duties, levies, and statutory requirements. The Bidder shall pay wages to all deployed personnel at rates not less than the minimum wages notified by the Government of Punjab, as amended from time to time. The quoted rates shall be deemed to include compliance with these requirements, and any non-compliant bid may be declared non-responsive.

Sr. No.	Description of services	Estimated Amount (PKR)	Remarks
1.	Repair & Maintenance of Civil Works for Pakistan Metrobus System (PMBS) From Saddar To Faizabad & PMA Command and Control Center (C&Cc) in Rawalpindi	82,862,263	Detail of essential materials, quantities enclosed with Bidding documents.

DIRECTOR PROCUREMENT

PUNJAB MASSTRANSIT AUTHORITY

5th Floor, Arfa Software Technology Park (ASTP)

346-B, Main Ferozepur Road, Lahore, Pakistan

Section-II: Instructions to Bidders (ITB)

2.1. Introduction

2.1.1 Scope of Bid

i) The Procuring Agency (PA), as indicated in the Bid Data Sheet (BDS) invites Bids for the provision of *[nature of services to be decided by the procuring agency*] as specified in the 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

i) The Procuring Agency named in the Bid Data Sheet has received budget from the Government of Punjab. 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 Service Providers i.e. association of firms/companies/sole proprietor/ JVs, registered with relevant Registration Authorities and Tax Departments/Authorities (Income Tax, Sales Tax & Punjab Sales Tax etc.) *[To be decided by the Procuring Agency]*, 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) In the case of a joint venture, consortium, or association, all members shall be jointly and severally liable for the execution of the Contract in accordance with the terms and conditions of the Contract. The joint venture, consortium, or association shall nominate a Lead Member as nominated in the BDS, who shall have the authority to conduct all business for and on behalf of any and all the members of the joint venture, consortium, or association during the Bidding process, and in case of award of contract, during the execution of contract.

[It is upon procuring agency to decide the participation of Bidders in J.V mode. The limit on the number of members of JV or Consortium or Association may be prescribed in BDS, in accordance with the guidelines issued by the PPRA].

vi) The appointment of Lead Member in the joint venture, consortium, or association shall be confirmed by submission of a valid Power of Attorney to the Procuring Agency.

vii) Any agreement that forms a joint venture, consortium or association shall be required to be submitted as part of the Bid and shall be attested.

viii) Any bid submitted by the joint venture, consortium or association shall indicate the part of proposed contract to be performed by each party and each party shall be evaluated or post qualified with respect to its contribution only and the responsibilities of each party and shall not be substantially altered without prior written approval of the Procuring Agency and in line with any instructions issued by the Authority.

ix) 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.

x) 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; however, this does not limit the participation of subService Providers in more than one Bid.

xi) 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 and Service Provider is blacklisted/ debarred by any international organization.

xii) 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.

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

xiv) 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 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

i) As per Rule 36A of Punjab Procurement Rules 2014, a Bidder shall submit only one Bid in the same bidding process, either individually as a Bidder or as a member in a joint venture or any similar arrangement.

ii) No Bidder can be a sub-Service Provider 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-Service Provider in any Bid, shall not submit bid for the same.

2.1.6. Work Plan/Deputation Plan

i) The Bidder shall be responsible for the provision of bids as per work plan/deputation 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 Documents

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

(a) Invitation to Bids

(b) Instructions to Bidders (ITB)

(c) Technical Specifications

(d) Bid Data Sheet

(e) General Conditions of Contract (GCC)

(f) Special Conditions of Contract (SCC)

(g) Schedule of Requirements

(h) Bid Form

(i) Bidder Profile Form

(j) General Information Form

(k) Affidavit

(l) Bid Security Form

(m) Technical Bid Form

(n) Contract Form

(o) Financial Bid Form / Price Schedule

(p) Performance Guarantee Form

(q) Check List

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 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 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 Invitation to Bid/ Tender Notice/ Advertisement. 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) 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.** However, this clause shall not apply in case of alternate methods of Procurement.

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.

vii) Minutes of the pre-Bid meeting, if applicable, including the text of the questions asked by Bidders, including those during the meeting (without identifying the source) and the responses given, together with any responses prepared after the meeting will be transmitted promptly to all prospective Bidders who have obtained the Bidding Documents. Any modification to the Bidding Documents that may become necessary as a result of the pre-Bid meeting shall be made by the Procuring Agency exclusively through the use of an Addendum pursuant to ITB 2.2.3. Non-attendance at the pre-Bid meeting will not be a cause for disqualification of a Bidder.

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 manner similar to the original advertisements, 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

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 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

i) The Bidder shall complete the Bid Form and the appropriate Price Schedule (Financial Bid) furnished in the Bidding documents, indicating the simple services/janitorial services/security services/repair and maintenance/any other services etc. etc. to be provided.

2.3.3. Bid Prices

i) The Bidder shall indicate on form 8.10 the unit prices (where applicable) and total Bid price of the person/guard *[to be decided by the procuring agency]* the services of which it proposes to provide under the contract.

ii) Prices indicated on the Price Schedule shall be item wise/ package wise *[to be decided by the Procuring Agency on form 8.10]*

iii) The Bidder's separation of price components in accordance with ITB Clause 2.3.4(i) above 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 **Pak Rupees** 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) or Banker's cheque valid for (___) Days, beyond the validity of Bid. *[to be decided by the Procuring Agency keeping in view the time to be taken till award of contract or signing of contract agreement and chances of extension in Bid validity if any. The number of days will be expressed in word and figures].*

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 but not later than …. (   ) days *[to be inserted by the Procuring Agency in word and figures]* 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, Service Provider 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 prepare an original and the number of copies of the Bid indicated in the Bid Data Sheet, clearly marking each "ORIGINAL BID" and "COPY OF BID," as appropriate. In the event of any discrepancy between them, the original shall prevail.

ii) The original and the copy or copies of the Bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the contract. All pages of the Bid, shall be initialed by the person or persons signing the Bid.

iii) Any interlineation, erasures, or overwriting shall be valid only if they are initialed by the person or persons signing the Bid.

iv) The original and the copy or copies of the Bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to sign on behalf of the Bidder. This authorization shall consist of a written confirmation as specified in the **BDS** and shall be attached to the Bid. The name and position held by each person signing the authorization must be typed or printed below the signature. All pages of the Bid, shall be initialed by the person or persons signing the Bid.

v) Any interlineations, erasures, or overwriting shall be valid only if they are signed by the person or persons signing the Bidder.

vi) The Bidder shall furnish information as described in the Form of Bid on commissions or gratuities, if any, paid or to be paid to agents relating to this Bid and to contract execution if the Bidder is awarded the contract.

2.3.9. Minimum Wage rates/all applicable taxes

i) 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.

2.4. Submission of Bids

2.4.1 Sealing and Marking of Bids

i) As per Rule 24, the Bidder shall seal the original and each copy of the Bid in separate envelopes, duly marking the envelopes as "ORIGINAL" and "COPY." The envelopes shall then be sealed in an outer envelope.

ii) The inner and outer envelopes shall:

a. be addressed to the Procuring Agency at the address given in the Bid Data Sheet; and
b. bear the title of procurement Activity indicated in the Bid Data Sheet, the Invitation to Bids (ITB) title and number indicated in the Bid Data Sheet, and a statement: "DO NOT OPEN BEFORE….. (time and date)," *[to be completed with the time and the date specified in the Bid Data Sheet, pursuant to ITB Clause 2.4.2.]*

iii) The inner envelopes shall also indicate the name and address of the Bidder to enable the Bid to be returned unopened in case it is declared "late".

iv) If the outer envelope is not sealed and marked as required by ITB Clause 2.4.1 (i), the Procuring Agency will assume no responsibility for the Bid's misplacement or premature opening.

v) In case of Single Stage One Envelope Procedure, the Bidder shall seal the original and each copy of the Bid in separate envelopes, duly marking the envelopes as "ORIGINAL" and "COPY." The envelopes shall then be sealed in an outer envelope securely sealed in such a manner that opening and resealing cannot be achieved undetected.
Note: The envelopes shall be sealed and marked in accordance with the bidding procedure adopted as referred in Rule-38 of PPR-2014, which shall have precedence.

vi) The inner and outer envelopes shall:

a) be addressed to the Procuring Agency at the address given in the **BDS**; and
b) bear the title of the subject procurement or Project name, as the case may be as indicated in the **BDS**, the Invitation to Bids (ITB) title and number indicated in the **BDS**, and a statement: "DO NOT OPEN BEFORE," to be completed with the time and the date specified in the **BDS**, pursuant to **ITB 2.4.2.**

vii) In case of Single Stage Two Envelope Procedure, The Bid shall comprise two envelopes submitted simultaneously, one called the Technical Proposal and the other Financial Proposal. Both envelopes to be enclosed together in an outer single envelope called the Bid. Each Bidder shall submit his bid as under:

a) Bidder shall submit his TECHNICAL PROPOSAL and FINANCIAL PROPOSAL in separate inner envelopes and enclosed in a single outer envelope.

b) ORIGINAL and each copy of the Bid shall be separately sealed and put in separate envelopes and marked as such.

(c) The envelopes containing the ORIGINAL and copies will be put in one sealed envelope and addressed / identified as given in BDS.

viii) The inner and outer envelopes shall:

a) be addressed to the Procuring Agency at the address provided in the BDS;

b) bear the name and identification number of the contract as defined in the BDS; and provide a warning not to open before the time and date for bid opening, as specified in the BDS, pursuant to ITB 2.4.2;

c) In addition to the identification required in Sub- Clause (b) hereof, the inner envelope shall indicate the name and address of the Bidder to enable the bid to be returned unopened in case it is declared "late" pursuant to ITB.2.4.3.

ix) If all envelopes are not sealed and marked as required by **ITB 2.4.1** or incorrectly marked, the Procuring Agency will assume no responsibility for the misplacement or premature opening of Bid.

2.4.2 Deadline for Submission of Bids

i) Bids must be received by the Procuring Agency at the address specified under BDS no later than the time and date specified in the Bid Data Sheet.

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.

iii) Bids shall be received by the Procuring Agency at the address specified under **BDS** no later than the date and time specified in the **BDS.**

2.4.3. Late Bids

i) Any Bid received by the Procuring Agency after the deadline for submission of Bids prescribed by the Procuring Agency pursuant to ITB Clause 2.4.2 will be rejected and returned unopened to the Bidder.

ii) The Procuring Agency shall not consider for evaluation any Bid that arrives after the deadline for submission of Bids.

iii) Any Bid received by the Procuring Agency after the deadline for submission of Bids shall be declared late, recorded, rejected and returned unopened to the Bidder.

2.4.4. Modification and Withdrawal of Bids

i) The Bidder may modify or withdraw its Bid after the Bid's submission, provided that written notice of the modification, including substitution or withdrawal of the Bids, is received by the Procuring Agency prior to the deadline prescribed for submission of Bids.

ii) The Bidder's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of Clause (i) A withdrawal notice may also be sent by email, but followed by a signed confirmation copy, postmarked not later than the deadline for submission of Bids.

iii) No Bid may be modified after the deadline for submission of Bids.

iv) No Bid may be withdrawn in the interval between the deadline for submission of Bids and the expiration of the period of Bid validity specified by the Bidder on the Bid Form. Withdrawal of a Bid during this interval may result in the Bidder's forfeiture of its Bid security (along with other remedies available under PPR-14), pursuant to the ITB Clause 2.3.7 (vii).

v) A Bidder may withdraw its Bid after it has been submitted, provided that written notice of the withdrawal of the Bid, is received by the Procuring Agency prior to the deadline for submission of Bids.

vi) Revised bid may be submitted after the withdrawal of the original bid before the deadline for submission of Bids.

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, 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 as proof of their attendance.

ii) First, envelopes marked "WITHDRAWAL" shall be opened and read out and the envelope with the corresponding bid shall not be opened, but returned to the Bidder. No bid withdrawal shall be permitted unless the corresponding Withdrawal Notice contains a valid authorization to request the withdrawal and is read out at bid opening.

iii) Second, outer envelopes marked "SUBSTITUTION" shall be opened. The inner envelopes containing the Substitution Bid shall be exchanged for the corresponding Original Bid being substituted, which is to be returned to the Bidder unopened. No envelope shall be substituted unless the corresponding Substitution Notice contains a valid authorization to request the substitution and is read out and recorded at bid opening.

iv) Next, outer envelopes marked "MODIFICATION" shall be opened. No Technical Proposal and/or Financial Proposal shall be modified unless the corresponding Modification Notice contains a valid authorization to request the modification and is read out and recorded at the opening of the Bids. Any Modification shall be read out along with the Original Bid except in case of Single Stage Two Envelope Procedure where only the Technical Proposal, both Original as well as Modification, are to be opened, read out, and recorded at the opening. Financial Proposal, both Original and Modification, will remain unopened till the prescribed financial bid opening date.

v) Other envelopes holding 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 and of any alternative Bid (if alternatives have been requested or permitted), any discounts, 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.

vi) 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` designated representatives who choose to attend and other parties with a legitimate interest in the Bid proceedings. The Financial Proposals will remain unopened and will be held in custody of the Procuring Agency until the specified time of their opening.

vii) The envelopes holding the Technical Proposals shall be opened one at a time, and the following read out and recorded: (a) the name of the Bidder; (b) whether there is a modification or substitution; (c) the presence of a Bid Security, if required; and (d) Any other details as the Procuring Agency may consider appropriate.

viii) Bids not opened and not read out at the Bid opening shall not be considered further for evaluation, irrespective of the circumstances. In particular, any discount offered by a Bidder which is not read out at Bid opening shall not be considered further.

ix) Bidders are advised to send in 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.

x) 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).**

xi) 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.

xii) 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. A copy of the record shall be distributed to all the Bidders.

xiii) A copy of the minutes of the Bid opening shall be furnished to individual Bidders upon request.

[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.]

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. In case of Single Stage Two Envelope Procedure, no change in the prices or substance of the Bid shall be sought, offered, or permitted. Whereas in case of Single Stage One Envelope Procedure, only the correction of arithmetic errors discovered by the Procuring Agency in the evaluation of Bids should be sought in accordance with ITB Clause 2.5.6.

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 services etc. 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, pursuant to ITB Clause 2.5.5. 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), and **Taxes and Duties** (GCC Clause 32) & mandatory Registrations/ Renewals will be deemed to be a material deviation. The Procuring Agency's determination of a Bid's responsiveness is to be based on the contents of the Bid itself without recourse to extrinsic evidence.

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

i) As per rule 32(2) of PPR-14, to facilitate evaluation and comparison, the Procuring Agency will convert all Bid prices expressed in the amounts in various currencies in which the Bid prices as follows:

For the purposes of comparison of bids quoted in different currencies, the price shall be converted into a single currency specified in the bidding documents. The rate of exchange shall be the selling rate, prevailing on the date of opening of bids specified in the bidding documents, as notified by the State Bank of Pakistan on that day.

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 Bids which have been determined to be substantially responsive, pursuant to ITB Clause 2.5.5.

iv) The **financial evaluation** of a Bid will be on the basis of form of Price Schedules/ Financial Bid Form 8.10 to be decided by the Procuring Agency which must include clear cut instruction regarding evaluation inclusive of all prevailing taxes, duties, fees along with observance of minimum wages 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 grievance to the notice of the Procuring Agency, it should 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 GRC 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 GRC 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 envelope 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 for obtaining/ receiving grievance petitions from the prospective bidders (if any).

v) In case, the complaint 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.

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.

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, pursuant to ITB Clause 2.3.7 (v).

2.6.2. Performance Guarantee

i) Within fifteen (15) *[to be decided by the procuring agency]* 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, or in another form acceptable to the Procuring Agency.

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 or will issue the purchase order *[as the case may be]*.

ii) Under rule-63 of PPR-14, where the Procuring Agency requires formal signing of contract, within seven (07) 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

i) 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.

2.6.5. 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 *simple services/janitorial services/security services/repair and maintenance/any other services 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. However, the Authority (i.e. PPRA) may call from the Procuring Agency the justification of those grounds.

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 requires that Bidders, Service Providers, and Service Providers 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 Service Provider 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.

Substantial Requirements & Procedure for Blacklisting & Debarment:

per 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 Service Provider from participating in any public procurement process of the procuring agency, if the bidder or Service Provider indulges in corrupt practice or any other prescribed practice.*

(2) *The Managing Director may, in the prescribed manner, debar a bidder or Service Provider 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 Service Provider from participating in any public procurement process of the procuring agency, if the bidder or Service Provider 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 Service Provider 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 Service Provider for procurement of all procuring agencies.

(3) The Managing Director may debar a bidder or Service Provider 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 Service Provider 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 Service Provider.*
2. *The show cause notice shall contain:*

(a) precise allegation, against the bidder or Service Provider;

(b) the maximum period for which the procuring agency proposes to debar the bidder or Service Provider 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 Service Provider from participating in public procurements of all the procuring agencies.

3. The procuring agency shall give minimum of seven days to the bidder or Service Provider for submission of written reply of the show cause notice.

4. In case, the bidder or Service Provider fails to submit written reply within the requisite time, the procuring agency may issue notice for personal hearing to the bidder or Service Provider/ authorize representative of the bidder or Service Provider 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 Service Provider 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 Service Provider for personal hearing.

6. The procuring agency shall give minimum of seven days to the bidder or Service Provider 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 Service Provider, 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 Service Provider the order of debarring the bidder or Service Provider from participating in any public procurement with a statement that the bidder or Service Provider 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 Service Provider 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 Service Provider 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."*

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.

Section-III.
Scope of Services

Technical Specifications

There are 10 Metrobus Stations along with 8.45 Km long Corridor and 7 Story PMA Building Command & Control Center (CCC). The Service Provider will provide the Repair & Maintenance of Civil Works services at 10 Metrobus Stations including corridor from Saddar to Faizabad and PMA Building Command & Control Center (CCC). Among the 10 stations, all are elevated while two have basement in trench configuration (Chandni Chowk & 6th Road). The average height of the PMBS stations is approximately 35 feet, while the corridor and pedestrian bridges have average heights of approximately 45 feet and 30 feet, respectively.

The prospective bidders are urged to study the scope of services & BOQ/Price Table of RFP and carry site visits to actually assess resource requirements.

The Service Provider shall Perform the repair & maintenance and full replacement where required of civil works, as outlined in the document. Works to be executed by the Service Provider are listed below: -

i) Aluminum Composite Panel (ACP) works

ii) Paint works

iii) Aluminum Louvers works

iv) Structural Glazing Works

v) Tuff tiles, Underpasses floor and stair tiles and hand holes

vi) False ceiling and supporting frame

vii) Station signage

viii) Three-Seater Stainless Steel Benches

ix) Steel structure of stations, Steel Corridor Fences and Aluminum windows with glass

x) Ticketing booths

xi) Docking rubbers, road marking and other road furniture

xii) Handling of scrap for PMA stores

xiii) Periodic maintenance of facilities

xiv) Any other work as instructed by the Client.

Aluminum Composite Panel (ACP) Works

(i) ACP sheets are installed at platforms and pedestrian bridges. These are installed to provide protection against rain and other weather conditions to equipment's and commuters. Service Provider shall be fully responsible for the repair & maintenance including strengthening and waterproofing of the existing ACP.

(ii) Supply, fixing/installation of 4mm thick Aluminum Composite Panel (0.5 mm thick aluminum sheets from both sides cover with polyethylene core) of approved color, riveted with 25mm x 50mm x 1.6 mm aluminum sub frame fixed over steel frame (A-36) of appropriate section welded with

Main structural members including red oxide paint over steel frame, all aluminum joints sealed with silicone sealant, up to any height, according to required shape with incidentals to complete the job in all respects as per drawing, approved and directed by the Engineer In-Charge (ALUOBOND, ALPOLIC, ALUWEDO or approved make).

Paint work

Paints shall be applied at stations structures, data cabin, ticketing booth, doors, washrooms, water tanks stand, electrical distribution panels, Generators canopies transformers, fences and washrooms and etc. Paint work shall be done according to the following specifications/methods:

i. Polyurethane paint and Weather shield paint
ii. Preparing surface and painting with Matt/Glossy high chemical resistant/ hardwearing Poly urethane paint (Epoxy Paint) by sprayer/Brush i/c the cost of Primer coat, all material and labor complete in all respects as approved and directed by the Engineer in charge.
iii. Providing and applying weather shield paint of approved quality on external surface of building including preparation of surface, application of primer complete in all respect as approved and directed by the Engineer in charge.
iv. Assessment of existing paint condition and submission of report to client for decision.
v. Removal of all corrosion and paints from structure. Cleaning of old paint, Oil, grease and other contaminants shall be removed in accordance with procedures from Steel Structures Painting Council specification SSPC like SSPC-SP 1 SSPC-SP 2 or SSPC-SP 3
vi. New paint should meet the existing standards of paint. Service Provider shall seek approval of paint from client before the execution of work.
vii. The Service Provider shall provide all labor, materials, tools, supplies, equipment, transportation, crane, scaffolding, ladders and supervision necessary to perform work.
viii. Use paint colors which have already been applied at structure. Before execution of work Service Provider shall take approval of color and quality from the client.
ix. PMA may recommend paint test to assess the quality of paint and associated cost shall have borne by the Service Provider.

Aluminum Louvers work

(i) Supply & Installation of Electrostatic Oven cured Powder coated / extruded anodized rectangular / Square aluminum louver duly fixed in frame of specified thickness for intake / Exhaust air with fine finishing as approved and directed by Engineer In-charge.

(ii) Repair and maintenance of existing louvers including all necessary hardware, tools, labor, machinery, ladders, scaffolding etc. for proper fixing complete in all respect and directed by Engineer In-charge.

Structural Glazing Work

(i) Providing and fixing in position structural glazing comprising of 12mm & 8mm clear tempered glass fixed with stainless steel point fitting assembly with main structural member, including stainless steel spacer, rubber gaskets, imported bolts, silicon sealants, including all incidentals to complete the job in all respects as per drawing. (AGC-Europe, GUARDIAN-USA, PILKINGRON-UK or equivalent or approved make)

• Note: Strengthening / jointing arrangements of old sheets as per requirement of PMA

(ii) Providing and fixing in position structural glazing comprising acrylic glass 4mm fixed with Aluminum Foil, Rubber Gaskets & Silicon Sealants, including all incidentals to complete the job in all respects as per drawing.

Tuff tiles, Underpasses/Platforms floor and stair Tiles

Tuff tiles paver:

(i) Rehabilitation works shall be required for damaged tiles which may be in form of leveling of tuff tiles or re-fixing of tiles. Rehabilitation works shall be done in following manners: -

• Prepare the surface with sand cushion and lay the availed tuff pavers in slope.

(ii) In case of new tuff Service Provider shall provide and lay the pavers having crushing strength of 7000 PSI over 2"to3"sand cushion.

(iii) Stacking and transportation of debris from site to disposal site.

(iv) Service Provider shall be liable to provide material labor and machinery.

Marbles and tiles

Marble and tiles are fixed for underpasses floor, stairs and platform floors etc. For this work shall be performed or executed in according to the following specifications: -

(i) Removal of damaged tiles and preparing and leveling of surface with cement sand plaster or adhesive bond.

(ii) Stacking and transportation of debris from site to disposal site.

(iii) Precautionary measures for protection of exiting tiles against any damaged.

(iv) Providing and laying superb quality Porcelain/Ceramic tile floors of specified size, Glossy/Matt/Texture of approved Color and Shade as per approved design with adhesive bond, over 3/4" thick (1:2) cement sand plaster i/c the cost of sealer for finishing the joints i/c cutting grinding complete in all respects and as approved and directed by the Engineer In-charge.

(v) Dismantling of existing damaged marbles for stairs & platforms and providing and laying of Marbles tiles (type Boti-Cena) (thickness to be specified by the manufacturer) with mortar (1:3) complete in all respects specification should be meet or exceed the existing tiles specifications.

(vi) Providing and laying 3/4" thick Pre-Polished Granite of specified thickness and shade of full width of approved quality laid with adhesive bond over 3/4"thick (1:2) cement sand mortar bed, complete in all respect as approved and directed by the Engineer In-charge.

(vii) Providing and laying 1" thick terrazzo tile for specified color & size full body, best quality with minimum 5000 PSI in approved design with adhesive bond over 3/4" thick 1:3 cement plaster i/c the cost of sealer for finishing the joints i/c cutting, grinding, rubbing, filling complete in all respect as approved and directed by the Engineer In-charge.

Station signage

(i) Service Providers shall be fully responsible for the repair & maintenance of the existing sign board's inventory which installed at stations and corridors.

(ii) Lettering and printing of signage/direction boards/road delineators of any color by machine i/c cost of Digital Lettering, Lamination & pasting etc. complete in all respect.

a) High Intensity Prismatic (HIP) Tape
b) Diamond Grade Tape

(iii) Providing, fabrication and fixing Vertical Post comprising of medium quality G.I Pipe of specified diameter, including the cost of clamping arrangements, top cover, hold fasts, PCC 1:2:4 footing of specified depth and excavation etc. complete in all respect, as approved and directed by the Engineer In-charge.

a) 3-inch diameter (footing 1.5' x 1.5' x 5')

Three-Seater Stainless Steel Benches

(i) Supply, Fixing / Installation of 3-Seater Stainless Steel Waiting Benches, 32 Kg Chromed, High Quality, Water Proof, Strong and Durable, Silver color, Comfortable Seats of approved quality as directed by the Client.

(ii) Repair & Maintenance of the existing stainless-steel benches including welding works, fixing of arms, legs, base plates, chairs, polishing, painting, leveling etc. including all necessary tools, nut bots, washers, welding rods, and other material for proper maintenance works.

Manhole Covers & drain water channel

(i) Supply, fixing and installation including repair & maintenance of manhole covers (stainless steel, Mild Steel, G.I Sheets as per site requirement) of specified size complete in all respect as per site requirements.

(ii) Repair & maintenance of drain water channels of corridor and stations' complete in all respect as per site requirements.

Stations Steel structure, SS works, station/corridor Fences, Iron Gates and Shutter Works

Service Provider shall be responsible for the repair and maintenance including but not limited to the existing structure, Stainless steel railings, fences installed at stations and corridors, entry/exit gates, emergency gates, iron gates installed pedestrian bridges, shutters, manhole covers and trenches etc. which includes and upon requirement new installation structures in all respects as per the given below mentioned scope and according to the price table: -

i. Installation of new GI sheets for station platform drainage along the platform edges.
ii. Provide and installation of corrugated GI sheet for protection against wind and rain.
iii. Supply and installation of Checker plate grade A30 embossed tread of thickness 5mm for bridges floor.
iv. Installation of new stair railing and repairing of damaged railing. Fixing must be done with 3" long screw. and wall mounted hand rail
v. Supply and installation of Aluminum windows frame and glass.
vi. Supply and installation of the SS pipes of 0.5", 1", 2" and 3" dia or as per the site requirement.
vii. Repair & maintenance of corridor entry/exit gates.
viii. Welding and fixing of damaged iron, SS pipes and fences panels.
ix. Supply and installation of Aluminum windows and glass.
x. To fix doors installed for the generators area.
xi. To repair SS free gates installed near turnstiles
xii. To prevent water leakages and rusting of steel structures by using appropriate measure like silicon and other epoxies.
xiii. Any other repair work as per the requirement of sites related to the steel/iron.

Rehabilitation of docking rubbers / Rubber Guard Edge Beam

(i) Docking rubbers are installed alongside the platform for buses. Service Provider shall be responsible for installation of new docketing rubbers and also make ensure maintenance/repairing of damaged rubber if possible.

(ii) Installation of Gates/Grill/ Fencing.

(iii) Supply/installation/fixing of new MS Sliding/fixed Gates at the entrance points of Metro bus stations as identified by the Client including polyurethane paints complete in all respects.

Scope of Services

There are 10 Metrobus Stations along with 8.45 Km long Corridor and 7 Story PMA Building Command & Control Center (CCC). The Service Provider will provide preventive and corrective maintenance for complete Civil Works including the required works outlined in the Bill of Quantities/BOQ at 10 Metrobus Stations including corridor from Saddar to Faizabad and PMA Building Command & Control Center (CCC).

Specific Requirements: **-**

i. The Service Provider shall perform repair, maintenance and full replacements of civil works of Metro bus stations and corridor of Pakistan Metro Bus System (PMBS) in all respect including but not limited to structural glazing comprising of 8mm & 12mm clear tempered glass, structural glazing comprising acrylic glass 4mm, vinyl flooring 4mm, aluminum composite panel (ACP) 4mm, paintworks, corridor & Station fences, false ceiling, stainless steel stair railing, handholds, 3-seater stainless steel waiting benches, sign boards, signage, lettering and printing of signage/direction boards, tuff tiles, pre-polished granite/marble, floor tiles, fiber sheets, ticketing booths, steel structure of stations, underpasses tiles drainage system for corridor and bridges/stations, emergency doors, louvers, data cabin, station iron gates, shutters and any other works as deemed necessary to be executed.

ii. The Service Provider shall perform corrective and preventive maintenance as per the scope of work and as per the schedule approved/provided by Client. Maintenance reports will be submitted as per the schedule provided in table at 10.1.

iii. The Service Provider shall be responsible to ensure the timely completion of work as per the deadline given or specified by the Client in work order. However, in case of delay penalty shall be invoked as per the penalty mechanism.

iv. In case of work to be executed other than the items specified in the price table, Client may issue a work order to the Service Provider. For issuance of work orders, the Service Provider shall upon Client's directions submit a cost proposal along with any other particulars that may technically apply. The Client shall on receipt of such proposal, evaluate, review and approve the cost and other particulars through a work order issued to the Service Provider, to procure such contents stipulated in the proposal with/without any modifications thereof, subject to mutual agreement between both Parties. The Client shall reimburse the cost of Service Provider for the works executed through work orders upon submission of invoice with valid evidences to establish cost by the Service Provider.

v. Goods/materials specification must compliance with the existing works/items or equivalent. Inferior quality work and items shall not be acceptable.

vi. The Service Provider shall provide well trained personnel/team for execution of maintenance works.

vii. Written permit shall be required to the Service Provider for work in corridor and stations from Client. The Service Provider shall provide the names of its personnel and the registration details of its vehicles to the Engineer In-Charge for obtaining entry permits. No personnel or vehicle shall be allowed access to the Corridor or Stations without valid entry permission issued for the specified period. The Service Provider shall be responsible for obtaining, maintaining, and renewing such permits, as required, throughout the Contract period.

viii. The Service Provider shall immediately inform to the Client if there is any change in the schedule / work plan / work force etc.

ix. The Service Provider shall maintain an adequate inventory list of all items which are not readily available in the market. Inventory list shall be on demand base.

x. The Service Provider shall be responsible for carrying out painting and repainting activities for the Pakistan Metro Bus System (PMBS) in all respects, including but not limited to the overall steel structures and its components inside and outside, at grade level and at elevated sections up to the required height of Metro Bus Stations, corridor fences, grills, containers, louvers, doors, windows, shutters, cemented surfaces & concrete surfaces (interior & exterior), and any other structures or surfaces where painting is required, as specified and directed by the Client.

xi. The specifications of all goods and materials supplied under this Contract must strictly comply with the specifications provided herein (in technical specification section 3.1). In the event that no specifications are provided for a particular item or work, the goods or materials shall conform to the standards of similar works or items previously executed at the site, subject to the Client's approval. Inferior quality work and items shall not be acceptable.

xii. Service Provider / Successful Bidder shall be responsible to provide all material, labor and machinery for the execution of works i.e Ladders, Scaffoldings, Lifter, bucket truck, etc as per the site requirement up to any height.

xiii. All safety precautions and measures will be taken to protect station assets, equipment, and the safety of passengers during the painting process. Workers will be trained and equipped with the necessary safety gear.

xiv. The Service Provider shall be responsible for obtaining all necessary permissions from the relevant local government authorities for the safe use of public roads for deployment of ladders, scaffolding, lifters, bucket cranes, or any other required equipment prior to commencement of the activity, wherever required.

xv. The Service Provider shall be responsible for providing, at its own cost, appropriate uniforms to all personnel deployed under the Contract. The design, colour, material, and overall appearance of the uniforms shall be subject to the prior approval of the Client. The Service Provider shall ensure that all deployed personnel wear the approved uniform while performing their duties at the site.

xvi. Due to ongoing operational activities, the Service Provider shall be responsible for providing the required services during and, where necessary, after bus operational hours. The Client shall determine and notify the Service Provider of the activities to be carried out during daytime and those to be performed after bus operational hours, based on operational and site requirements. The Service Provider shall be bound to comply with such instructions and shall ensure timely execution of the assigned activities without disrupting bus operations.

xvii. The Scope of Services and Service Requirements (3.2.3) specified herein shall be applicable to all Corrective and Preventive Maintenance activities and shall also govern the items and requirements specified in the Bill of Quantities (BoQ) / Price Table for "B" under Form FIN-3.

xviii. Appoint at least one Maintenance Engineer as Team Leader has DAE Civil Engineer degree to supervise all maintenance teams.

xix. In addition, one Service Provider's representative will remain available in the Control Room during office timing (General Shift)/or as demanded by the Engineer Incharge. Person must be graduated from relevant field. The Service Provider shall remain fully responsible for all contractual requirements and in case a need emerges for additional resources, the Service Provider shall deploy the same to meet the gap. The Service Provider may withdraw/re-deploy field/Control room staff over and above the minimum requirement with prior approval of the Client.

xx. Skilled workers & Helpers shall be deployed only with the prior approval of the Engineer In-Charge. The Service Provider/service provider shall deploy the required number and category of skilled workers as and when demanded by the Engineer In-Charge, based on the operational requirements at the site. Such deployment shall be made immediately upon demand and maintained for the duration specified by the Engineer In-Charge.

xxi. The Client may call the teams at any time on an emergency or need basis and may change the shifts, merge the shifts, or revise the shift timings as per operational requirements. The Service Provider shall comply with such instructions promptly.

xxii. All necessary machinery and equipment for corrective & preventive maintenance activities shall be arranged by the Service Provider. Mainly equipment/machinery will be the welding plant along with MS/SS rods complete in all respect and appropriately sized lifter/crane, Scaffoldings and ladders, Heavy duty Hilti Drill machine/ as per site requirement, and as needed in performing the corrective & Preventive maintenance etc.

xxiii. Service Provider will ensure the minimum wage rate for aforementioned HR as mentioned in MRS - Rawalpindi (Labor Rates) as updated time to time throughout the entire period of this contract and will furnish valid salary disbursement evidence in next proceeding.

xxiv. The Service Provider/Service Provider shall not deploy or utilize the corrective and preventive maintenance field team (monthly manpower specified under Clause 10.5) for the execution of any work covered under the BOQ/Price Table. All BOQ/Price Table items shall be executed using separate manpower, and no additional payment or claim shall be admissible for such manpower or additional tools, as the BOQ rates are composite in nature.

xxv. The Service Provider shall provide, at its own cost, a suitable computer system/laptop to its Control Room Representative for the performance of all duties and services required under the Contract. The system/laptop shall be of adequate specification and capacity to efficiently perform the assigned tasks and shall remain available and operational throughout the contract period.

xxvi. The penalties shall be recorded/marked in ITMIS, upon which the Service Provider shall be bound to submit its response and take necessary corrective measures for resolution within the stipulated time.

xxvii. The Control Room Representative will be responsible for including but not limited to the following duties:

a. Establishing and maintaining close liaison and coordination with the Client's Control Room staff.

b. Reporting maintenance issues related to stations and corridors promptly.

c. Submitting daily reports on issues, problems, and their resolutions.

d. Preparing and submitting maintenance schedules and mobilization plans for the repair and maintenance team.

e. Communicating instructions and coordinating closely with field staff.

f. Monitoring and tracking the progress of maintenance activities.

g. Ensuring compliance with safety and quality standards.

h. Coordinating with the Client to address any urgent or unexpected issues.

i. Maintaining accurate records of maintenance activities and resource utilization.

j. Providing updates and status reports to the Client as required.

k. Fully complying with any additional instructions provided by the Client.

l. Format for various reports shall be finalized by the Client.

m. Maintenance team shall be responsible for all type of maintenance activities pertain to scope of work.

GENERAL REQUIREMENTS OF SERVICES

i. Take all necessary safety measures during repair works to prevent any accident. In case of any injury/death caused due to negligence in such measures during or after the construction, a penalty of 25% of the bid value shall be levied. In addition, the Service Provider shall bear all legal claims and court actions, if any, solely on his own. Disputes in this regard, if any, shall be dealt according to the Arbitration Act 1940.

ii. Deploy adequate number of suitably skilled and well-equipped staff for the execution of the works. The Service Provider shall ensure and be entirely responsible for the safety of his working staff and for the safety of other personnel inside the work- zone.

iii. The Service Provider shall perform the required Services 24 hours a day, 7 days a week, and 365 days a year, ensuring uninterrupted service throughout the Contract period. The Service Provider shall maintain adequate backup manpower at all times to ensure continuity of services during weekly off-days, leave, absenteeism, emergencies, replacement of personnel, or any other circumstances that may affect the availability of the deployed staff. No interruption or degradation of the Services shall be permitted due to the unavailability of the Service Provider's personnel.

iv. Conduct all activities such as mobilization, extraction, removal, dismantling and reinstallation in safe manner.

v. Be responsible for security of material/equipment/machinery during execution of work at a particular construction site. PMA shall not be responsible for any kind of theft or damage during work execution. In such an eventuality, the damage recovery shall be on part of Service Provider. All access material shall be removed from the site immediately within one day after the completion of works.

vi. Transport scrap if any to designated PMA store.

vii. All the payments will be made as per actual work performed by the Service Provider.

viii. Be liable to compensate the Client for any damage caused to the property or daily operations of PMBS, or for any damage caused to any other service provider that is directly attributable to the repair Works/Services or for damage caused by any employee of the Service Provider or otherwise. In such case the damage cost shall be assessed by the Client and his verdict shall be final.

ix. Seek appropriate approvals, schedules and permissions from the Client for working inside the corridor and stations including but not limited to carrying any work force / material /equipment / machinery.

x. Be responsible for contract termination, barring from participation in the next tenders and forfeiture of defect liability amount in case of continuous negligence in meeting the time lines, for non- serious behavior of Service Provider towards work or for causing unreasonable delays. In such case PMA shall have the right to terminate the contract for default and engage another Service Provider for completion of works.

xi. The Service Provider shall be liable to pay damages as per actual specification for any loss incurred or any damage caused to movable or immovable property of the Client, on account of sub- standard, deficient or inadequate Services, or Services for reasons directly and solely attributable to the Service Provider.

xii. The Client shall not accept any responsibility of the designated personnel in the event of death, injury, disablement or illness that may take place while performing/executing the contract. Any compensation, expenditure and legal liability towards the treatment of such injury or loss of life shall be the sole responsibility of the Service Provider.

xiii. The Service Provider will be responsible to secure the work area by erecting appropriate barriers, including caution tape and a clearly visible signboard indicating that work is in progress. Violation may result in a penalty.

xiv. Be responsible for penalty in case of any non-compliance to the scope of work other than the liquidated damages according to service level given in below table.

xv. The Service Provider shall be responsible for furnishing all labor, uniforms & equipment for proper discharge of duties & services.

xvi. The Service Provider shall ensure that none of its personnel neither report to duty nor perform duty under the influence of alcoholic beverages or intoxicating substances etc.

xvii. The Service Provider's whole staff shall, at all times, be polite, courteous, respectful and responsive to passengers, Authority officers, other service providers etc.

xviii. The Service Provider agrees to ensure that employee is present and performing their duties as outlined in the Scope of Work on all scheduled workdays, unless otherwise authorized by the client.

xix. The Service Provider shall facilitate the client to inspect its services at any time. Further, the Service Provider shall furnish staff list containing detail of maintenance team with their basic information (Name, CNIC, Designation, Mobile Number etc.) and registration of vehicle used for maintenance works whenever required.

xx. The Service Provider shall agree to remove from site, whenever required to do so by client, any employee considered by the client to be unsatisfactory or undesirable, with respect to the provision of repair & maintenance contract.

xxi. The Service Provider shall agree to remove from site, whenever required to do so by client, any employee considered by the client to be unsatisfactory or undesirable, with respect to the provision of repair & maintenance contract.

xxii. Penalties shall be levied solely due to inadequate maintenance/negligence/fault on part of the Service Provider.

xxiii. Whenever maintenance issues or fault occurs in at stations and corridor of Metrobus station, MA control room representative will inform to service provider. Service provider will resolve the complaint and inform back to PMA control room representative. Penalties will be calculated delay in to resolution time noted by PMA control room representative. Complaint log book format will be decided by Client.

xxiv. Maximum penalty shall not exceed 25% of the monthly services/maintenance price. However, payment to HR shall be calculated separately as per their attendance record and there shall be no capping.

xxv. Serve a defect liability period depend on manufacturer recommendation which start from the issuance of completion certificate from the Client. However, where defect liability period is not available then the defect liability will be six (6) months. Any non-compliance observed during the defect liability period / warranty period shall be addressed immediately in accordance with the timeline mentioned in the work order from the Client. Failure to do so shall result in deduction of withheld amount according to the following rule: -

Penalty per instance in PKR = Delay in number of days x 1000

xxvi. Work orders will be issued by Client on demand or as per the requirement of site and their payment will be paid after the completion of work or subject to the field verification. The Engineer In charge may, at his discretion, extend the time frame considering site conditions and operational necessities. Furthermore, the Client shall not be bound or obligated to issue the full quantities listed in the Bill of Quantities (BOQ) during the entire duration of the Contract. The defect liability period for work done against each work order will be the warranty period or (06) six months whichever is later. Ten percent (10%) amount from each work order will be withheld on account of defect liability/warranty period.

xxvii. The Service Provider shall be obligated to execute the quantities specified in the Work Orders issued from the Price Table. Failure to comply with the assigned quantities may result in forfeiture of the Performance Bank Guarantee and imposition of penalties in accordance with the applicable penalty mechanism of the Contract outlined in General Requirements.

xxviii. If the Service Provider delays the completion of the quantities specified in the issued Work Orders without any valid justification or approved extension event, the Client reserves the right to withhold the Service Provider's monthly service invoice until satisfactory progress or completion of the assigned works is achieved, in accordance with the terms and conditions of the Contract.

xxix. The above-mentioned scope may include design services if required by the Client.

xxx. Work execution and Supply items should compliance with the existing works/items. Inferior quality work and items shall not be acceptable.

xxxi. Report all missing and damaged goods/material during maintenance at PMBS stations and corridor.

xxxii. The Service Provider shall provide name of personnel and registration details of vehicles, used for maintenance and otherwise essential for the execution of services, requiring access to

Metrobus corridor during non-operational hours. The Service Provider shall immediately inform to the Client if there is any change in the schedule / work plan / work force etc.

xxxiii. Also provide complete existing inventory list and identify /mark/tag all replaced/ existing items/ equipment as per directions by PMA.

xxxiv. With reference to Bill of Quantities, the Client shall issue Work Orders in accordance with its priorities and operational requirements. The Service Provider shall be responsible for completing the assigned quantities of work within the stipulated time frame specified by the Client. The Engineer In charge may, at his discretion, extend the time frame considering site conditions and operational necessities. Furthermore, the Client shall not be bound or obligated to issue the full quantities listed in the Bill of quantities during the entire duration of the Contract.

xxxv. The Service Provider shall mobilize and deploy the full required manpower and commence the Services in full strength within ten (10) calendar days from the date of signing of the Contract. Upon commencement of the Services, the Service Provider shall submit a formal Letter of Commencement of Services to the Client. In the event of failure to commence the Services in full strength within the stipulated period, the Service Provider shall be liable to pay Liquidated Damages at the rate of PKR 5,000 (Pak Rupees Five Thousand only) per day for each day of delay until full deployment and commencement of the Services.

Section-IV

4.1. Bid Data Sheet

The following specific data for the required services shall complement, supplement, or amend under the provisions provided in the Instructions to Bidders / Service Providers (ITB). Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

A. Introduction		
BDS Clause Number	**ITB Number**	**Amendments of, and Supplements to, Clauses in the Instruction to Bidders / Service Providers**
1.	**2.1.1**	**Name of the Procuring Agency:** **PUNJAB MASSTRANSIT AUTHORITY (PMA)**
2.	**2.1.2**	**Financial year:** 2026-27 **Name and identification number of the Contract:** BIDDING DOCUMENTS FOR REPAIR & MAINTENANCE OF CIVIL WORKS FOR PAKISTAN METROBUS SYSTEM (PMBS) FROM SADDAR TO FAIZABAD & PMA COMMAND AND CONTROL CENTER (C&CC) IN RAWALPINDI **Tender No:** PMA/PMBS/26/01
3.	**2.1.3 (iv)**	Joint Ventures, Consortium, or Associations are strictly non-permissible for this Contract
B. Bidding Documents		
4.	**2.2.1**	**Any request for clarification regarding the Bidding Documents shall be submitted through the Punjab e-Procurement System seven (07) days prior to deadline for submission of bids.**
5.	**2.2.2**	**Pre-bid meeting shall take place at following date, time and place:** **Date: September 15, 2026** **Time: 1100 hrs.** **Venue: Office of Punjab Masstransit Authority 5th Floor, Arfa Software Technology Park (ASTP) 346-B, Main Ferozepur Road, Lahore.** **Contact # 03056585378**

6.	2.2.3	All the interested bidders are directed to apply through Punjab e-Procurement System online **https://ep.punjab.gov.pk/** as per procedure laid down in the Rules/Regulations of PPRA. **SINGLE STAGE TWO ENVELOPE-** **Note:** No hard copy required.
C. Bid Price, Currency, Language and Country of Origin		
7.	2.3.1	Language of the bid – **English** All correspondence exchange shall be in **English** language.
8.	2.3.2	Price adjustment is **allowed**
9.	2.3.3	The price shall be in **Pak Rupees**
D. Preparation and Submission of Bids		
10.		**EVALUATION CRITERIA:** **Eligibility Criteria: (Mandatory Requirements):** To be declared the **Lowest Evaluated Bidder**, the bidder must: 1. Fulfill all the **Mandatory Requirements**; 2. Pass the **Evaluation Criteria;** and 3. Offer the **Lowest Financial Rates.** The bidder has to fulfil all **Mandatory Requirements** (Table 01) & **Evaluation Criteria** (Table 02) detailed below, in order to **Technically Qualify** for the second stage of procurement i.e., **Financial Bid opening.** The bidder is required to provide **documentary evidence** for each mandatory requirement as part of their submission:

Table 01: Mandatory Requirements

Sr.#	Description	Yes /No
1.	**Legal Status of the bidder(s)** (Signed & stamped) i.e., Must be registered as Sole Proprietor/AOP/SECP firm.	

		2.	Registration of the Bidder with PEC in at least C3 category with code of specialization related to Civil Works.	
		3.	Copy of Valid Income Tax Registration (NTN) with active status	
		4.	Copy of Valid General Sales Tax/Punjab Sales Tax (GST/PST) [Whichever is applicable] with active status	
		5.	Bid Security on Punjab e-Procurement system	
		6.	Affidavit (Signed & stamped) **[Form 8.6]** on E-stamp paper of PKR. 300/-.	
		7.	Attached fully complied & verified audited financial Statements and Tax Returns of last three years.	
		8.	**Bank Statements:** Submission of official bank account statements covering the last three (03) consecutive years.	
		9.	**Relevant Experience:** Applicant must have executed at least one framework contract (as per Punjab PPRA 2014) of minimum 100 million in last five years in any Govt / Semi Govt. institute /Authority. Proof of agreement to be attached.	
		10.	**Joint Venture:** Joint Venture Not Allowed	

Note: The bidder will not be evaluated further, if could not qualify the mandatory requirements.

Table 02: Evaluation Criteria				
Sr. no.	Description	Max Points	Details of points	Evidence Required
A	**ORGANIZATIONAL PROFILE**			
1	Years of operations (From registration with SECP/PEC)	10	• One (01) mark for each year of experience • Maximum marks may be awarded, if the firm has 10 years or more experience. (No Marks shall be awarded if firm has less than 5 years of experience)	• SECP/AOP/Sole Proprietorship registration certificate and completion certificates or any kind of proof of years of experience.

	Sub-total	**10**		
B	**EXPERIENCE RECORD**			
1	Total worth of the projects in PKR millions, of similar nature i.e. Civil Works, completed in last 05 Years	15	• Each project equal to or greater than PKR 80 million: 10 Points • Each project equal to or greater than PKR 50 million and less than PKR 80 million: 05 Points • Maximum points will be awarded if the firm has two (02) or more projects in the PKR 80 million category. • Maximum points will be awarded if the firm has three (03) or more projects in the PKR 50 million to less than PKR 80 million category. • Projects less than PKR 50 million: 0 Points	• Form 8.4 part (b) mentioning each Project details to establish total worth of the project. Use additional forms in case projects are more than 1. • Completion Certificate/ Work Order of projects must be attached issued by executing agency, provided, in case of failure to comply with foregoing condition project shall not be considered for evaluation.
2	General Work Experience	15	• Three 03 mark for each project/ assignment • Maximum marks may be awarded, if the firm has 5 projects/assignments or more.	• Form 8.4 part (b) mentioning each Project details. Use additional forms in case projects are more than 1. • Completion Certificate of projects must be attached issued by executing agency, provided, in case of failure to comply with foregoing condition project shall not be considered for evaluation.
	Sub-total:	**30**		
C	**PERSONNEL CAPABILITIES**			
1	Number of Graduate Civil Engineers	10	• Two or more Engineers: 10 Points • Less than 2: 0 Points	• Form 8.4 part (c) mentioning each Engineer details. Use additional forms if required. • Valid PEC registration of each Engineer. • Appointment Letter from the firm against each Engineer. • Firm shall provide proof that Engineer is working with firm on e-Stamp paper worth PKR 300/-
2	Years of relevant experience of Graduate Civil Engineers (Lead Engineer)	4	• More than 5 Years: 4 Points • Less than 5 years: 0 Points	• Detail CV of each Engineer showing qualification and complete experience.
3	Number of Diploma holders (DAE / B. Tech) Civil	8	• 4 or more Civil Diploma Holders: 8 Points (Each Person 2 Points) • Less than 2: 0 Points	• Form 8.4 part (c) mentioning each Diploma Holder details. Use additional forms if required.

	in Employment of the Firm			• Appointment Letter from the firm against each Engineer. • Firm shall provide proof that Diploma Holder is working with firm on e-Stamp paper worth PKR 300/-
4	Years of relevant experience of Diploma holder (DAE / B. Tech) Civil (Lead Supervisor).	3	• Three or more years: 3 Points • Less than three years: 0 Points	• Detail CV of each Engineer showing qualification and complete experience. • Firm shall provide proof that Diploma Holder is working with firm on e-Stamp paper worth PKR 300/-
	Sub-total:	**25**		
D	**FINANCIAL SOUNDNESS**			
1	Average Annual Turnover in millions for last 3 years	25	• Greater than PKR 90 million= 25 Points • More than PKR 70 Million and less than PKR 90 million= 20 Points • More than PKR 60 million and less than or equal to PKR 70 million= 15 Points • Equal to PKR 50 million and up to PKR 60 million= 10 Points • Less than PKR 50 million= 0 Points	Copy of Tax Returns and Audited Financial Statements for the last three years. The financial statements must include: - 1. Income Statement 2. Balance Sheet 3. Statement of Cash Flows
	Sub-Total	**25**		
E	**EQUIPMENT**			
1	Jackhammer	10	02 Marks for each equipment will be awarded.	Firm will provide valid proof, Book of Registration /or rent agreement, in case of failure no mark will be given.
2	Bucket Lifter,			
3	Concrete Cutter			
4	Plate Compactor			
5	Generator			
	Sub-Total	**10**		
	Total	**100**		

Note: The bidder must obtain **minimum 50% score** in each of the above criterion and minimum **65 out of 100 marks cumulatively**, in order to technically qualify for the tender.

- Applicant must provide all the required documents as evidence against each evaluation criteria

		Failure to meet **at least one** of the above requirements and not providing the necessary supporting documents may result in **disqualification** from the bidding process. Ensure that all documentation is accurate, complete, and submitted before the deadline.
11.	**2.4.1**	All the interested bidders are directed to apply through Punjab e-Procurement System online https://ep.punjab.gov.pk/ as per procedure laid down in the Rules/Regulations of PPRA.
12.	**2.4.2**	**Deadline for Submission of bid not later than**: Date: 25th September 2026 Time: 1100 Hrs. However, in case of said bid opening/ closing date, the office is closed due to public holiday etc. the next working day shall be considered as the bid opening date and there would be no change in the time as provided above.
13.	**2.4.3**	**Time, Date, and Place** for **Bid Opening:** Date: 25th September 2026 Time: 1130 Hrs. Place: PMA Office.
14.	**2.4.4**	**Amount of Performance Guarantee: 10%** of the Awarded Contract Value. **Performance Guarantee** must be submitted **in favor of "MASSTRANSIT AUTHORITY NON-FARE REVENUE (NFR) FUND ACCOUNT"** on Punjab e-Procurement System (Linked with BOP) electronically in the manner prescribed by Punjab e-Procurement System. No physical financial instrument will be accepted.
15.	**2.4.5**	**Amount of Bid Security:** Bid Security is **PKR. 2,000,000/-..** **Estimated Cost: PKR 82,862,263/-** [inclusive of all Taxes and duties levied by Government except GST & PRA which shall be added by the Client over and above the offered amount] The estimated cost includes Services Component and Parts/ Equipment Component for a period of 24 months. The total quoted value for the Services Component shall not exceed twenty-five percent (25%) of the total estimated cost. Bid Security must be submitted **in favor of "MASSTRANSIT AUTHORITY NON-FARE REVENUE (NFR) FUND ACCOUNT"** on Punjab e-Procurement System (Linked with

		BOP) electronically in the manner prescribed by Punjab e-Procurement System. No physical financial instrument will be accepted.
16.	**2.4.6**	Bid validity period after opening of the Bid is: **180 Days**
	E. Opening and Evaluation of Bids	
17.	**2.5.1**	The Bid Opening shall take place at: Punjab e-Procurement System online https://ep.punjab.gov.pk/ as per procedure laid down in the Rules/Regulations of PPRA.
18.	**2.5.2**	The currency that shall be used for Bid evaluation and comparison purposes to convert all Bid prices expressed in various currencies is: Pak Rupees
19.	**2.5.3**	The Contract shall be signed for a period of **(02) years** under Framework arrangement. The Procuring Agency/ competent authority reserve the right, at its sole discretion, to extend the duration of the Contract for an additional period of up to two (2) years.
20.	**2.5.4**	**Payment Mechanism**: Payment shall be made against invoice and satisfactory note issued by PMA/Authorized representative of PMA.

Note:

1. The submission of a bid, along with the bidding documents, shall be considered as the bidder's agreement to all terms and conditions outlined in the bidding document.
2. Original CNIC, in case the owner of the firm/company and the valid authorization letter & CNIC from the Bidders / Service Providers to its representative is required in order to attend the pre-bid or bid opening meeting on Bidders / Service Providers / behalf.
3. Supporting Evidence shall be provided for each criterion (where applicable/ required)
4. PMA has right to delete / add / review / any terms and condition or item / quantity or scope of work at its own level at any time in accordance with applicable laws and call/require the sample(s) offered by the Bidders / Service Providers(s) for its inspection and confirmation at any time.
5. Quantities mentioned in the financial schedule are purely tentative for evaluation purposes only, and the procuring agency reserves the right to issue Call-off Orders with varying quantities as per requirement.

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 supply to the Procuring Agency under the Contract.

(d) "The Services" means those services {detail to be provided 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 *[where applicable]*	3.1. All Services supplied under the Contract shall have their origin in the countries and territories eligible under the rules, as further elaborated in the SCC. 3.2. The origin of Goods and Services is distinct from the nationality of the Supplier. In any case, the requirements of rules 10 & 26, PPR-14, shall be followed.
4. Standards	4.1. The Services supplied under this Contract shall conform to the standards mentioned in the Technical Specifications/work plan/deputation plan.
5. Use of Contract Documents and Information; Inspection and Audit by the procuring agency.	5.1. The Contractor shall not, without the Procuring Agency's prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the Procuring Agency in connection therewith, to any person other than a person employed by the Contractor 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 Contractor shall not, without the Procuring Agency's prior written consent, make use of any document or information enumerated in GCC Clause 5.1 except for purposes of executing the Contract. 5.3. Any document, other than the Contract itself, enumerated in GCC Clause 5.1 shall remain the property of the Procuring Agency and shall be returned (all copies) to the Procuring Agency on completion of the Contractor's performance under the Contract if so required by the Procuring Agency. 5.4. The Contractor shall permit the Procuring Agency to inspect the Supplier's accounts and records relating to the performance of the Contractor and to have them audited by auditors appointed by the donors, if so required by the donors.
6. Performance Guarantee	6.1. Within seven (07) days of receipt of the notification of Contract award, the successful Bidders shall furnish to the Procuring Agency the Performance Guarantee in the amount specified in SCC/Bid Data Sheet & clause 2.6.2 of ITB.

6.2. The proceeds of the Performance Guarantee shall be payable to the Procuring Agency as compensation for any loss resulting from the Supplier'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 issued by a reputable bank located in the Procuring Agency's country, in the form provided in the Bidding documents; or

(b) a Bank Guarantee, Bank call-deposit (CDR),

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

7. Incidental Services & 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 Contractor under this Contract shall be specified in SCC.

8.2. The Contractor's request(s) for payment shall be made to the Procuring Agency in writing, accompanied by an invoice describing, as appropriate, the] Services performed, and by documents submitted pursuant to GCC Clause 10, 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 Contractor, provided the work is satisfactory subject to availability of funds.

8.4. The currency of payment is PKR.

9. Prices

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

10. Change Orders

10.1. The Procuring Agency may at any time, by a written order given to the Contractor pursuant to GCC Clause 23, 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 Contractor's performance of any provisions under the Contract, an equitable adjustment shall be made in the Contract Price or delivery schedule, or both, and the Contract shall accordingly be amended. Any claims by the Supplier for adjustment under this clause must be asserted within thirty (30) days from the date of the Supplier's receipt of the 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 the mutual consent through written amendment signed by the parties

12. Assignment

12.1. The Contractor shall not assign the whole of contract to anybody else. However, some parts of contract or its obligations may be assigned to sub-contractors with the prior written approval of the procuring agency.

13. Sub-Contracts

13.1. The Service Provider shall notify the Procuring Agency in the Bid of all subcontracts to be assigned under this Contract. Such notification, in the original Bid or later, shall not relieve the Service Provider from any liability or obligation under the Contract.

13.2. Subcontracts must comply with the provisions of GCC Clause 12.

14. Delays in the Contractor's Performance

14.1. Performance of Services shall be made by the Contractor in accordance with the time schedule of Requirements/ /Work Plan/ Deputation Plan prescribed by the Procuring Agency in the Schedule of Requirements.

14.2. If at any time during performance of the Contract, the Supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the Goods and performance of Services, the Supplier shall promptly notify the 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 Supplier's notice, the Procuring Agency shall evaluate the situation and may at its discretion extend the Supplier's time for performance, with or without liquidated damages, in which case the extension shall be ratified by the parties by amendment of Contract.

14.3. Except as provided under GCC Clause 17, a delay by the Supplier in the performance of its delivery obligations shall render the Supplier liable to the imposition of liquidated damages pursuant to GCC Clause 15, unless an extension of time is agreed upon pursuant to GCC Clause 14.2 without the imposition of liquidated damages.

15. Liquidated Damages

15.1. Subject to GCC Clause 9, if the Contractor fails to deliver any or all of the Goods or to perform the Services 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 delivered price of the delayed Goods or unperformed Services for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of the percentage specified in SCC. Once the maximum is reached, the Procuring Agency may consider termination of the Contract pursuant to GCC Clause 16 along with other remedies available under PPR-14.

16. Termination for Default

16.1. The Procuring Agency, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Contractor, may terminate this Contract in whole or in part:

(a) if the Contractor 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 Contractor fails to perform any other obligation(s) under the Contract; or

(b) if the Contractor, 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.

"Corrupt practices" in respect of procurement process, shall be as given in S-2 (d) of PPRA, Act, 2009:
(d) "corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official, Bidders 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 / Service Providers (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, pursuant to GCC Clause 16.1 or any other clause, the Procuring Agency may procure, upon such terms and in such manner as it deems appropriate, Goods or Services similar to those undelivered, and the Supplier shall be liable to the Procuring Agency for any excess costs for such similar Goods or Services. However, the Supplier 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 Supplier 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 Supplier and not involving the Supplier’s fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the Procuring Agency in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes. Both, the Procuring Agency and the Supplier, 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 Supplier 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 Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. 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 Supplier if the Supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Procuring Agency.

19. Termination for Convenience

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

19.2. The Goods that are complete and ready for shipment (if applicable) within thirty (30) days after the Supplier’s receipt of notice of termination shall be accepted by the Procuring Agency on the Contract terms and prices. For the remaining Goods, the Procuring Agency may choose:

(a) to have any portion completed and delivered at the Contract terms and prices; and/or
(b) to cancel the remainder and pay to the Supplier an agreed amount for partially completed Goods and Services and for materials and parts previously procured by the Supplier.

20. Resolution of Disputes	20.1. After signing the contract or issuance of purchase order, The Procuring Agency and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract. 20.2. If, after thirty (30) days from the commencement of such informal negotiations, the Procuring Agency and the Supplier have been unable to resolve amicably a Contract dispute, either party may require that the dispute be referred for resolution to the formal mechanisms specified in SCC. These mechanisms may include, but are not restricted to, conciliation mediated by a third party, adjudication in an agreed and/or arbitration 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. Supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Goods & Services to the Procuring Agency. In case of imposition of new taxes/duties or concession thereof after the deadlines for the submission of bids the effect thereof shall be discussed between the parties and shall be decided in accordance with applicable law by the Procuring Agency. However, in any case PMA shall not liable or responsible for any type of tax it shall be deducted from the Contractor's payment/taxes/securities.
25. Extension in Contract period {where applicable)	25.1 Initially the contract will be for a period of .....-year approximately. However, the same may be extended by the competent authority, on the satisfactory performance by the contractor for further, 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-VI. Special Conditions of Contract

Special Conditions of Contract

The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the General Conditions of Contract. The corresponding clause number of the GCC is indicated in parentheses.

1. Definitions (GCC Clause 1)

GCC 1.1 (g)—The Procuring Agency is: Punjab Masstransit Authority represented by

GCC 1.1 (i)—The Service Provider is:

2. Country's Origin (GCC Clause 3)

GCC 3.1--------------------The Procuring Agency's Country is: Pakistan.

3. Performance Guarantee (GCC Clause 6)

Amount of Performance Guarantee, shall be: 10% of Accepted Contract Price for the period of Contract. which shall be valid 30 days beyond the Term of the Contract. This security must be provided in the form of an unconditional, irrevocable, and non-recourse bank guarantee from a scheduled bank in Pakistan operating within Punjab, strictly following the template included in the Bidding Documents. The successful Bidder must provide the guarantee to PMA within seven (7) working days following the issuance of the Letter of Award.

4. Payment (GCC Clause 8)

(i) GCC 8.1—

1.1 The payment shall be made in Pakistani Rupees after deduction of all applicable taxes,

1.2. The Price specified in *the* ***price schedule*** is all-inclusive amount charged to PMA. The Service Provider shall be responsible for the payment of all taxes, duties, revised taxes/ duties/ levies etc. assessed on it in connection with this Contract.

1.3. PMA shall have the right, without prejudice to any other remedies, to suspend, withhold, or defer payment of all or any portion of any invoice if the services are deemed unsatisfactory, until such services are fully performed and accepted by the Client.

Monthly Invoice

The Service Provider shall be paid on a monthly basis against the invoice submitted for the services rendered during the previous month. Each invoice shall be accompanied by comprehensive supporting documentation as proof of service delivery and compliance with contractual requirements.

The procedure for payments to Service Provider shall be as under:

a. The Service Provider shall submit monthly Application for Payment (Invoice) to the Client; within first Ten (10) working days of the following month, The Application for Payment shall include the invoices for services and/or goods supplied by the Service Provider. The payments of goods supplied will be subject to completion of taking over process by the Client after due on-site verifications. The Application for Payment shall be accompanied by such invoices, receipts or other documentary evidence (if any) and as the Client may require; state the amount claimed; and set forth in detail, in the order of the Price Schedule,

Particulars of the Services provided, up to the date of the Application for Payment and subsequent to the period covered by the last preceding Certificate of Payment, if any.

b. The Client shall issue a Certificate of Payment, in the prescribed form, with a copy to the Service Provider, verifying the amount due, within seven (07) working days of receipt of an Application for Payment. The Client may withhold a Certificate of Payment on account of defects/shortcomings in the Application for Payment or services provided.

c. The Client shall pay the amount verified in the Certificate of Payment within twenty-one (21) working days after issuance of Certificate of Payment. Payment shall not be made in advance.

Payments shall only be processed after **verification and validation** of the claimed services and supporting documentation by PMA's authorized representative(s) or/and an independent Third Party. Any discrepancies or incomplete documentation may result in **withholding or adjustment of payment** until resolution.

5. Prices (GCC Clause 9)

Price adjustment is applicable as follows

Services Component:

Cost paid in local currency pursuant to the rates set forth in Price Schedule shall be adjusted every 12 months (and, for the first time, with effect from the remuneration earned in the 13th calender month after the date of contract signing)by applying the following formula:

RI = RIo x II / IIo
Where

Rl is the adjusted remuneration;
Rlo is the remuneration payable on the basis of the remuneration rates in local currency;
Il is the official index for salaries in the Client's country for the first month for which the adjustment is to have effect; and
Ilo is the official index for salaries in the Client's country for the month of contract signing………..
Official Index shall be Consumer Price Index (CPI) (National) – General issued by the Federal Bureau of Statistics, Government of Pakistan.

Parts / Material Component:

Actual Cost Basis: Parts / Material costs shall be payable for items utilized, substantiated by valid supporting documentation and verification.

MRS Item Adjustments: All Market Rates System (MRS) items quoted in the bid shall be adjusted in accordance with the applicable MRS rate for the specific biannual period in which the items are utilized, applying the exact rebate/premium percentage offered by the Service Provider at the time of bidding, where applicable.

Non-MRS Item Rates: Rates for all non-MRS items shall be determined based on rate analysis and must be formally approved in writing by the Authorized Representative of the PMA.

6. Liquidated Damages (GCC Clause 15)

GCC 15.1—Applicable rate:

Maximum deduction
[Applicable rate shall not exceed 25% of monthly invoice), and the maximum shall not exceed ten (10) percent of the Contract Price after that Procuring Agency may proceed for the termination of contract along-with other remedies available under PPR-14.]

7. Resolution of Disputes (GCC Clause 20)

Dispute Resolution
i. If any dispute of any kind whatsoever shall arise between the Authority and the Service Provider in connection with or arising out of the Contract, including without prejudice to the generality of foregoing, any question regarding its existence, validity, termination and the execution of the Project

etc. – whether during developing phase or after their completion and whether before or after the termination, abandonment or breach of the Contract – the parties shall seek to resolve any such dispute or difference by mutual diligent negotiations in good faith within 14 (fourteen) days following a notice sent by one Party to the other Party in this regard.

ii. In case of failure of negotiation, the dispute may be resolved through mediation and mediator shall be appointed with the mutual consent of the both parties.

iii. In case of failure of mediation to resolve the dispute relating to this Contract, the dispute shall finally be resolved through Arbitration by sole arbitrator in accordance with this Contract and the Arbitration Act, 1940. The arbitrator shall be appointed by mutual consent of the both parties. The Arbitration shall take place in Lahore, Pakistan and proceedings will be conducted in English language.

iv. The cost of the mediation and arbitration shall be shared by the parties in equal proportion. Both parties shall bear their own costs and lawyer's fees regarding their own participation in the mediation and arbitration. However, the Arbitrator may make an award of costs upon the conclusion of the arbitration making any party to the dispute liable to pay the costs of another party to the dispute.

v. Arbitration proceedings as mentioned in the above clause regarding resolution of disputes may be commenced prior to, during or after completion of the Contract.

Notwithstanding any reference to the arbitration herein, the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree.

Arbitrator's fee:
The fee shall be specified in Pak Rupees as agreed by both parties.

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 executed in accordance with the laws applicable in the jurisdiction of the province of Punjab.:

10. Notices (GCC Clause 23)

The addresses for notice purposes are:
Procuring Agency:
PMA Authorized Representative Address…………………………………………..with Email

Service Provider:
Service Provider Authorized Representative Address…………………………..with Email

The following is added as a new Sub-Clause 23.3 to the General Conditions:

- If the Service Provider intends to claim any extension of time, additional payment, or relief under this Contract, the Service Provider shall issue a formal notice to the Client describing the event or circumstance giving rise to the claim.
- The notice shall be delivered as soon as practicable, and in any event no later than twenty-eight (28) days after the Service Provider became aware, or reasonably should have become aware, of the event or circumstance.

Failure by the Service Provider to provide the required notice within the strict twenty-eight (28) day time-bar period shall result in the absolute forfeiture of any entitlement to the claim, time extension, or relief.

11. Extension in Contract period (GCC Clause 26)

(a) Commencement Date: The Service Provider shall mobilize and commence the services under this Contract with effect from [Insert Exact Date, e.g., …………] (hereinafter referred to as the "Commencement Date"), following the issuance of the Notice to Proceed or Letter of Acceptance by the Procuring Agency.
The contract will be for an initial duration of Two (02) years commencing from the Commencement Date, unless terminated earlier in accordance with the termination provisions set forth in the General Conditions. Upon satisfactory performance and mutual written consent, the Procuring Agency may extend the Contract for an additional period of up to Two (02) years.

Schedule of Requirements Work Plan/ Deputation Plan

1. Schedule of Requirements (Deliverables & Timelines)

i. This table outlines all mandatory task deliverables, reporting schedules, and compliance targets across the contract lifecycle. Service Provider will perform complete preventive and corrective maintenance of 10 PMBS stations and associated corridor schedule of preventive maintenance and corrective maintenance is given as below:

Sr. No.	Description	Preventive/Schedule Maintenance	Corrective Maintenance	Corrective Maintenance Resolution Time
1	Louvers & L-Clamp Pole/Expansion Joints MS/G.I Sheet Fixing	Once a month	As per the Requirement	24 hours
2	ACP sheet	Once a month	As per the Requirement	24 hours
3	Signs boards	Once a month	As per the Requirement	24 hours
4	Cleaning & Minor Repair of Expansion joints	Once a month	As per the Requirement	24 hours
5	Docking rubbers	Once a month	As per the Requirement	24 hours
6	Ticketing booth (any sheet repairing leakage etc.)	Once a month	As per the Requirement	24 hours
7	Corridor & station fences	Once a month	As per the Requirement	24 hours
8	Benches	Once a month	As per the Requirement	24 hours
9	Fixing & Cleaning of drain pipes of Whole structure	Once a month	As per the Requirement	As per Scenario (Client Decision)

10	Tightening & fixing of Glass including fittings/spiders and Silicone etc	Once a month	As per the Requirement	As per Scenario (Client Decision)
11	Oiling / Greasing of shutters, gates	Once a month	As per the Requirement	48 hours
12	SS Pipes / railing	Once a month	As per the Requirement	48 hours
13	Free gates/Ticketing booth door/generator door etc.	Once a month	As per the Requirement	48 hours
14	Doors locks and hinges	Once a month	As per the Requirement	24 hours
15	RCC slabs adjustment	Once a month	As per the Requirement	24 hours
16	Water Proofing	Once a month	As per the Requirement	24 hours
17	Any other issue communicated by the Client	As per the Requirement	As per the Requirement	As per Client Directions

ii. *Corrective Maintenances of above-mentioned works is only limited to the repairing, fixing, welding and alignment etc. However, if the Client fails to hand over the site or equipment to the Service Provider for the performance of repair and maintenance activities, an adjustment to the resolution time will be made or the timeline may be deferred accordingly. In the event that the Service Provider's team is engaged in the execution of any other assigned task, the Service Provider shall submit a revised timeline for completion of the required rectification/maintenance work. Such timeline shall be subject to the approval of the Engineer In-Charge.*

iii. *In case of new installation, work order shall be issued by the Client as per the specification and rate given in price table. In the event that any material required for the above-mentioned corrective and preventive maintenance, as identified by the PMA team, is not included in the BOQ/Price Table, or where the use of a welding plant, the Service Provider shall submit a detailed list of the required materials, along with the proposed rectification/repair methodology and the timeline for completion, within the time stipulated by the Engineer In-Charge. The utilization of the materials provided shall be duly verified by the PMA Field Team, and the relevant record/documentation shall be submitted to the Client for verification and record.*

iv. *The Client shall have the right, at its sole discretion and as per operational requirements, to modify, revise, or change the preventive maintenance schedule, execution plan, and/or deployment of monthly Human Resources. The Service Provider shall comply with such directions and implement the required changes without any additional cost or claim, subject to the terms and conditions of the Contract.*

2. Comprehensive Work Plan & Execution Methodology

Phase 1: Mobilization & Administrative Setup (Days 01 – 15)

- **Performance Security & Permits:** Submit 10% Performance Guarantee. Obtain NOCs/Permits from **Local Government & RDA** wherever required to perform the activities.
- **Security Clearances:** Submit list of all personnel (CNICs, designations) and maintenance vehicle registration details to PMA for issuing Corridor/Station access passes.
- **Control Room & ITMIS Setup:** Deploy the Control Room Coordinator to establish liaison with PMA representatives and initialize logging protocols on the **ITMIS software**.

Phase 2: Comprehensive Initial Audit & System Rectification (Days 15 – 45)

- **100% Asset Inspection:** Execute complete audit across 10 Stations, 8.45 Km Corridor, and 7-Story PMA CCC Building.
- **Audit Report Submission:** Within **15 days** after commencement of services, submit the comprehensive report outlining all required materials and issuance of work orders etc. Thereafter, the audit report shall be furnished to the Client whenever required.
- **Immediate System Stabilization:** Rectify all issues under Client supervision/work orders.

Phase 3: Operations, Preventive Maintenance (PM) & Corrective Maintenance (CM)

- **Routine Preventive Operations:** Execute PM as per defined schedules without disrupting Metrobus operations.
- **Night Shift Corridor Works (11:00 PM – 05:00 AM):** Execute all those works which could not be carried out in day shift of Corrective & Preventive Maintenance.
- **Emergency & Corrective Maintenance (24/7/365):** Rapid response to emergency works identified or notified by the Client shall be undertaken by the Service Provider on an urgent basis to ensure the safety of commuters, pedestrians, road users, personnel, and to prevent damage to equipment, infrastructure, and other assets. The Service Provider shall mobilize the required manpower, tools, equipment, and materials promptly and shall execute such emergency works without undue delay, as directed by the Client/Engineer-In-Charge. Items found to be beyond repair shall be reported with technical justification for replacement through an approved Work Order.

3. Human Resource Deployment & Deputation Plan

A. Organizational Hierarchy & Role Matrix

POST	EDUCATION	EXPERIENCE	Role Matrix
Control Room Representative	BSc in Civil Engineering/DAE in Civil	One Year Relevant Experience for BSc Three Years Relevant Experience for DAE	Primary liaison between PMA and Service Provider; ITMIS complaint logging, monitoring work orders, invoices, submitting daily/monthly reports/ outlined in the scope of services.

Field Engineer/ Maintenance Engineer	DAE in Civil Engineering	At least 03 years of experience in relevant field.	The Maintenance Engineer shall lead and supervise the field team and shall maintain close liaison with the PMA field team and the Control Room representative. The Maintenance Engineer shall also be responsible for execution of civil works, conducting field verification and inspection of the works on the prescribed formats provided by the PMA.
Supervisor	Preferably Matric with Vocational Training	At least 05 years of experience with specific experience in Welding/Construction, Steel Structure etc.	Direct field supervision, safety enforcement, material control, quality check of work at stations and PMA building.
Skilled Workers	Preferably Matric with Vocational Training	At least 3 years of experience in relevant field.	Skilled workers shall carry out the necessary civil works as identified under the Corrective and Preventive Maintenance requirements and as assigned or directed by the PMA Field Team.
Helper		At least 3 months of experience in relevant field	Helpers will help the skilled workers in order to perform the civil works.

B. Territorial Deployment & Shift Schedule

The 8.45 Km corridor and 10 stations are divided into **01 Zones**.

Shift Timings

General Shift: 09:00 AM – 05:00 PM

Night Shift: 10:00 PM – 06:00 AM *(Corridor & Heavy Maintenance)*

Team Allocation Table

Maintenance Team	Assigned Sector / Operational Jurisdiction	Shift	Team Structure per Shift	Total Personnel
Team I	PMA Building (CCC) & Saddar to Faizabad	Saddar to Faizabad	1 Skilled Worker + 1 Helper (General) 1 Skilled + 1 Helper (Night)	1 Skilled Worker & 1 Helper 1 Skilled Worker + 01 Helper

Total Deployment	**Complete Corridor (18.45 Km) & PMA CCC**	**10 Stations + 7-Story Building**	**All Shifts Active**	

Control Room Representative: General Shift 09:00 AM to 05:00 PM

Maintenance Engineer/Field Team Leader: General Shift 09:00 AM to 05:00 PM (In Field)

Supervisors: As per the demand of the client.

Operational Note: The shift timings and territorial deployment may be revised or adjusted in accordance with the site requirements. The Service Provider shall be bound to comply with such changes as directed by the Engineer-In-Charge/Client from time to time.

4. Minimum Tool & Equipment Allocation Schedule

Each maintenance section must maintain full-time availability of essential safety and operational gear.

Equipment / Tool Description	Specification Details	Min. Quantity Required	Availability Protocol
Safety PPE Kits	Safety Helmets, Shoes, Gloves, Work Uniforms	15 Sets	Mandatory at all times

Annexure-A: Sample Daily Corrective & Preventive Maintenance Log Sheets/Reports

DAILY CORRECTIVE MAINTENACE REPORTS/LOG SHEETS AS PER SCHEDULE REQUIREMENS AT SECTION 7 (1)

DAILY CORRECTIVE COMPLAINT / INCIDENT LOG BOOK										
Sr. No.	Station	Reporting Date	Reporting Time	Incident Detail	Resolve Date	Resolve Time	Total Downtime	Reported By (PMA)	Remarks by Service Provider	Verified/Remarks by PMA
1										
2										

MONTHLY PREVENTIVE MAINTENACE REPORTS/LOG SHEETS AS PER SCHEDULE REQUIREMENS AT SECTION 7.1.1

<table>
<tr><th colspan="10">MONTHLY CONSOLIDATED PREVENTIVE MAINTENANCE (PM) REPORT PERFORMED BY THE MONTHLY HR</th></tr>
<tr><td colspan="3">Service Provider:</td><td colspan="5">Reporting Month:</td><td>Station Name:</td><td></td></tr>
<tr><td>Sr. No.</td><td>Maintenance Activity/Description</td><td>Frequency</td><td>Log Entries / Locations</td><td>PM Completed</td><td>PM Requirements</td><td>Pending PM Works</td><td>Compliance %</td><td>Service Provider Remarks</td><td>PMA Field Inspector Remarks</td></tr>
<tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr>
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<tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td>TOTAL</td><td></td><td></td><td>0</td><td>0</td><td>0</td><td>0</td><td></td><td></td><td></td></tr>
<tr><td colspan="10">Service Provider Certification:
It is certified that the above preventive/scheduled maintenance activities have been carried out at the required frequency and corrective maintenance requirements have been attended in accordance with the contract. Supporting records/photos may be attached where required.

Prepared by Service Provider: Checked by PMA FI: Verified by Engineer Incharge:</td></tr>
</table>

Annexure-B: Minimum Inventory/Tools

Important Note: With regard to the minimum inventory/tools required to perform the scope of services in this document, the Service Provider shall be solely responsible for arranging, providing, and maintaining, at its own cost, all tools, equipment, machinery, instruments, consumables, and other resources necessary for the proper, timely, and satisfactory execution of the Services under this Contract, including all Price Table Works and Corrective & Preventive Maintenance Works. The Service Provider shall ensure that such tools and equipment are readily available at the site whenever required and shall not be entitled to any additional payment or compensation on account of their provision, mobilization, operation, maintenance, or replacement.

Annexure-C: Standard Monetary Deductions for Default/Non-Performance of Services

(i) Penalties shall be levied solely due to inadequate maintenance/negligence/fault on part of the service provider.

(ii) Resolution time of a fault is defined as time between intimation of fault by PMA to the Service Provider and the Service Provider's confirmation of resolution of fault to PMA. This process will be documented in the log register. Resolution time to be considered against each fault category is mentioned in the table below; however, in case of faults requiring supply of new items through issuance of work order from PMA, an appropriate resolution time along with fault category will be mentioned on work order.

(iii) If the required items are not supplied and the assigned work is not completed within the specified time frame as per the work order, the corresponding amount for each item will be deducted from the O&M invoice, and the work will be executed through an alternate service provider.

(iv) The monthly accumulated penalty against each category of the Penalty Table shall not exceed 25% of the invoiced amount.

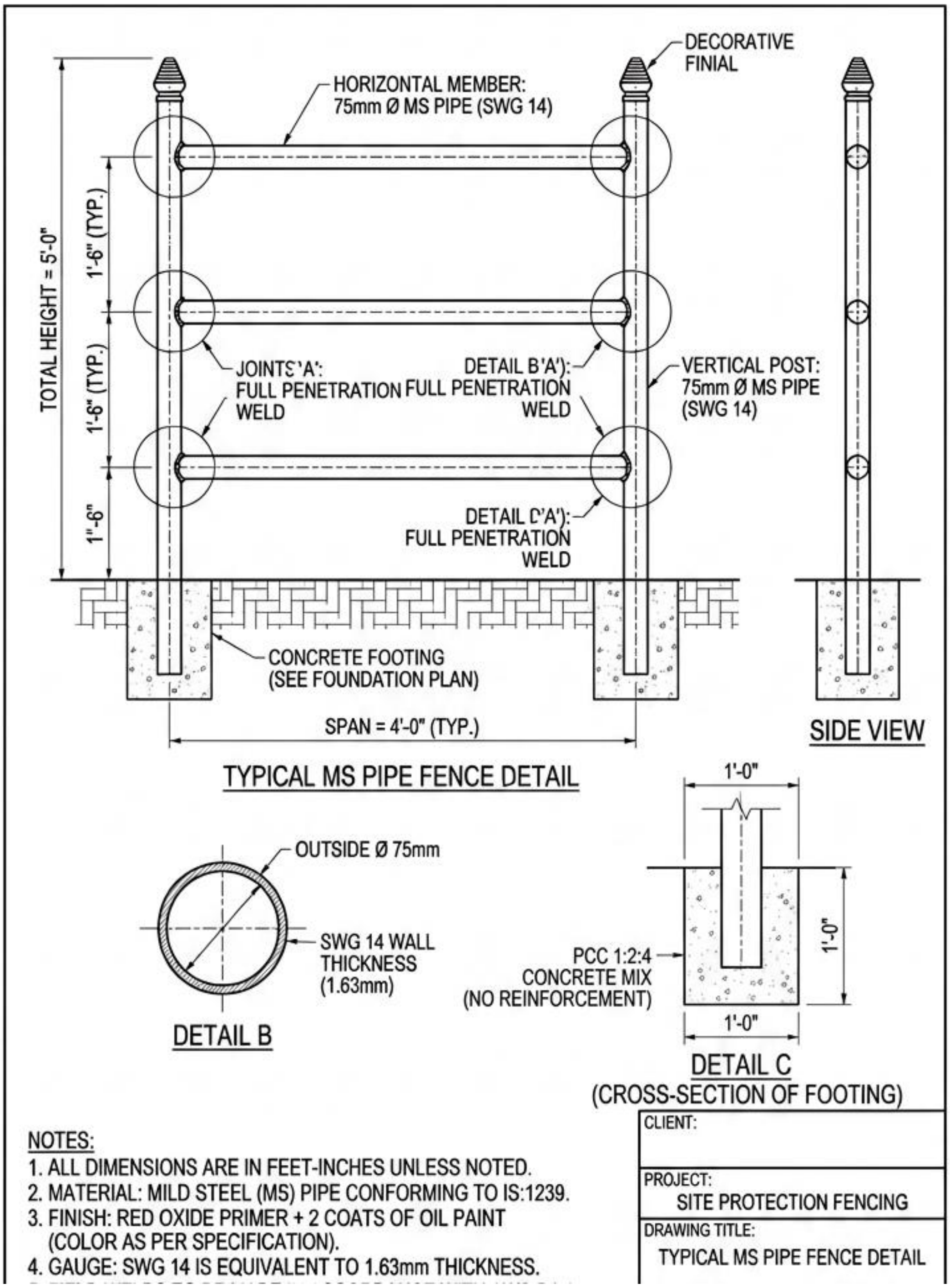
Sr. No.	Fault Categories	Fine at the end of Month (PKR)
1	Response time (24 hours) exceed as mentioned in table at Section VII (1) for corrective Maintenance.	Penalty per Incident = 2000 x N N = No. of exceeded day(s) from given timeline
2	Work order of BOQ/Price Table completion time exceeds from the given timeline.	Penalty = 3000 x N N = No. of exceeded day(s) from given timeline
3	Delay in Schedule maintenance as per the deadline mentioned in table at Section VII (1).	Penalty per Incident = 2000 x N N = No. of exceeded day(s) from given Timeline

4	Carrying-out repair and maintenance works without seeking any permission from PMA	1,000/- Per Instance
5	Staff found absent from duty	Penalty per Incident = 1500 x N x No. of person absent from duty N= No. of day(s)
6	Damage to PMA Property solely on part of the Service Provider.	10,000/- (To be replaced / repaired by Service Provider as per original specifications and timelines issued by PMA. Delay in timelines will be subjected to additional penalties from PKR 1000/- to 20,000/- as per Client's decision)
7	Falsification of Facts and Information or breach of confidentiality of information/documents	5,000/- per instance
8	Replaced / Installed parts are of inferior quality than specified in the procurement contract.	10,000/- (In addition, immediate replacement with parts as per specifications of the procurement contract and timelines defined by PMA. Delay in timelines will be subjected to additional penalties from PKR 1000/- to 20,000/- as per Client's decision)
9	Drunkenness during the duty	10,000/-
10	Free travel	Challan + 1,000/-
11	Misbehavior with any Service Provider/vendor representative or staff members or with passengers	10,000/- + withdrawal from the system if found guilty, decision of Client will be final.
12	To cause an accident due to irresponsible behavior	10,000/- + withdrawal from the system
13	Injury caused to any person or passengers or workers or any staff members due to not following safety standards	100,000/- + withdrawal from the system which may lead to the termination of contract
14	Damages to the PMA Property	5,000/- x No of days delayed to repair damaged property

15	Failure to follow or acknowledge instructions issued by the Control Center or the engineer which is non-conforming to the Authority's Rules/Regulations/ Contract, not covered in other sections where A = 1 to 100 (depending upon sensitivity of event)	5,000/- x A
16	Response time to remove defect during defect liability period is more than 3 working days	10,000/- x No of days delayed
17	No sign/guide boards or speed breakers or improper cordon off the construction site.	5,000/-
18	Failure to clear site from construction debris or dump construction debris at specified landfills/location	5,000/-
19	Failure to provide results of Testing of material, the approval of the sample and workmanship if required by the client.	5,000/-
20	Failure to follow PPE's (Personal Protective Equipment) as per contract e.g. safety jackets, helmets, etc.	5,000/- per person
21	Workers/visitors or any person entering or exiting in the work zone area other than specified entry/exit points	1,000/- per instance
22	Vehicle enter in corridor during operational hours	10,000/- per instance + 5 days vehicle in custody & challan
23	Obstruction to Bus Operation due to workers, machinery or material or due to any reason	25,000/- per instance
24	Failure to get permission e.g. electricity connection, water usage from station etc.	5,000/- + Not allowed to work
25	Improper shirt i.e. without Company's logo Or Not wearing ID (ID must be in display) on employees	2,000/- per occurrence
26	Preventive Maintenance not performed in the specified time/Schedule defined in the contract	Per Occurrence = A x 1,000 Where Factor A can be increased based on the sensitivity of the case as per decision of the Client

27	Preventive Maintenance reports are not submitted as per format and schedule defined by PMA.	=5000/- x A Where A is the number of missed reports

ANNEX-D DRAWING



ANNEX-E FIELD VERIFICATION PROFROMA SAMPLE FOR SERVICE PROVIDER

The following proforma for field verification shall be duly verified by the relevant PMA representatives and submitted along with the respective invoice as supporting documentation.

PUNJAB MASSTRANSIT AUTHORITY (PMA)

No. ______________

Dated: ______________

FIELD VERIFICATION COMPLIANCE REPORT

1. Contract Name/Work title ______________
2. Work Order No./Requisition No ______________
3. Contractor/Service Provider Name ______________
4. System Name ______________
5. Location of Work ______________

Note: *This field verification is only to the extent of quantitative measurements and qualitative assessment of the works executed on the site.*

Sr No.	Item Description	Unit	Verified Quantity	Quality of work as per Specifications (YES/NO)	Remarks (If any)
	Add rows where necessary				

6. Pictorial evidences of work Before and After (Required: To be Attached as Annex-A)
7. Test reports (Where applicable: To be Attached as Annex-B)
8. Details of measurement sheets (Where applicable: To be Attached as Annex-C)

Contractor Representative	Client/ PMA Representative Verified by
Name: ______________	Name: ______________
Designation: ______________	Designation: ______________
Sign & Stamp: ______________	Sign & Stamp: ______________

Assistant Director

Deputy Director (if any)

Director Operation (Technical)

PMA Office, 5th Floor, Arfa Software Technology Park (ASTP), 346-B, Ferozpur Road, Lahore.
Landline: + 92 42 9902 8000, Fax: + 92 42 9923 2541

Section-VIII

8.1 Technical Proposal Submission Form

{Location, Date}

To: *[Name and address of Procuring Agency]*

Dear Sirs:

We, the undersigned, offer to provide the services for {Insert title of assignment} in accordance with your Request for Proposal dated {Insert Date} and our Proposal. *[Select appropriate wording depending on the selection method stated in the RFP]* We are hereby submitting our Proposal, which includes this Technical Proposal and a Financial Proposal sealed in a separate envelope

We hereby declare that:

(a) All the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification by the Procuring Agency.

(b) Our Proposal shall be valid and remain binding upon **for a period of 180 days from the date fixed for Bid opening**

(c) In competing for and, if the award is made to us, in executing the Contract, we undertake to observe the laws against fraud and corruption, including bribery, in force in the Province of the Procuring Agency.

(d) Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.

We undertake, if our Proposal is accepted and the Contract is signed, to initiate the Services related to the assignment no later than the date indicated in letter of award

We understand that the Procuring Agency is not bound to accept any Proposal that the Procuring Agency receives.

We remain,

Yours sincerely,

Authorized Signature {In full and initials}: ______________________________
Name and Title of Signatory: ______________________________
Name of Service Provider {Company's name or JV's/ Consortium name}:
In the capacity of: ______________________________

Address: ______________________________
Contact information {phone and e-mail}: ______________________________

8.2 Undertaking

I ____________________________S/O ____________________________CNIC #____

resident of ________________________________on behalf of (*Name of Bidders / Service Providers/Service Provider/JV/Consortium*) *address* being_______________________________________ its _________________________________(*designation*) declares solemnly on oath that all the information/ documents deposited/ attached with the bidding documents are true and genuine.

The Bidders / Service Providers / undersigned has read and understand all the terms & conditions of the bidding document/ amendments etc. and accept each and every condition thoroughly.

The Bidders / Service Providers /company/ undersigned has no objection on any term & conditions of the entire bidding documents and shall never challenge these term & conditions after submitting of our before any court/forum. I/ we / undersigned shall follow the instructions of PMA regarding this bidding process till the completion of this assignment.

All above contents are true and fair to the best of my knowledge and behalf. Notarized this ________________________________day of 20_________

Signature: _______________________ Stamp: _____

Note: Need to be (filled) signed & stamped.

8.3. Bidders's JV Members Information Form

Not Applicable

{To be reproduced and signed & stamped by the lead partner and all JV members on their letter Pad, to be attached with Technical Bid in addition to the JV agreement}

{The Service Provider shall fill in this Form in accordance with the instructions indicated below. The following table shall be filled in for the Service Provider and for each member of a Joint Venture}.

Date: *[insert date (as day, month and year) of Bid submission*] RFB No.: *[insert number of RFB process]*

Alternative No.: *[insert identification No if this is a Bid for an alternative]*

Page ____________of_ ________pages

1. Bidders / Service Providers Name: *[insert Bidders / Service Providers's legal name]*
2. Bidders / Service Providers Member's name: *[insert JV's Member legal name]*
3. Bidders / Service Providers JV Member's country of registration: *[insert JV's Member country of registration]*
4. Bidders / Service Providers JV Member's year of registration: *[insert JV's Member year of registration]*
5. Bidders / Service Providers JV Member's legal address in country of registration: *[insert JV's Member legal address in country of registration]*
6. Bidders / Service Providers JV Member's authorized representative information Name: *[insert name of JV's Member authorized representative]*   Address: *[insert address of JV's Member authorized representative]*   Telephone/Fax numbers: *[insert telephone/fax numbers of JV's Member authorized representative]*   Email Address: *[insert email address of JV's Member authorized representative]*
7. Attached are copies of original documents of *[check the box(es) of the attached original documents]*   ☐ Articles of Incorporation (or equivalent documents of constitution or association), and/or registration documents of the legal entity named above, in accordance with ITB 4.4.   ☐ In case of a state-owned enterprise or institution, documents establishing legal and financial autonomy, operation in accordance with commercial law, and that they are not under the supervision of the Service Provider.   8. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.

8.4. Bidders Profile Form

Need to be (filled) signed & stamped.

Sr.#	Particulars
1.	Name of the company:
2.	**Registered Office:**
Address:	
Office Telephone Number:	
Fax Number:	
3.	**Contact Person:**
Name:	
Personal Telephone Number:	
Email Address:	
4.	**Local office if any:**
Address:	
Office Telephone Number:	
Fax Number:	
5.	**Registration Details:**

a) Audited Financial Statement Attachment (Last 3 years)

Information from Balance Sheet: for the last Fiscal Year	
(1) Total Assets	
(2) Current Assets	
(3) Total Liabilities	
(4) Current Liabilities	
Information from Income Statement: Total Revenue for last three (03) applicable Fiscal Years	
(5) First Year	
(6) Second Year	
(7) Third Year	
Current Ratio (2) / (4)	
Debt Ratio (3) / (1)	
Average Annual Turnover [(5) + (6) + (7)] / 3	

b) Details of Experience

Bidder has to fill this form for each project completed and in hand as required in Technical Evaluation Criteria

1	Name of Contract
2	Name of Employer
3	Employer Address …………………………………………………………………………
4	Nature of works and special features relevant to the contract ………………………………………………………………………… …………………………………………………………………………
5	Contract Role (Tick One) (a) Lead Firm (b) Partner in a Joint Venture
6	Total value/ amount of the contract price at completion, or at date of award for current contract……………………………… Relevant Firm value/amount of share in the Contract price………………
7	Date of Award
8	Date of Completion
9	Contract Duration (Years and Months) _____Years _______Months

c) Human Resource Details

Bidder has to fill this form for each staff claimed as required in Technical Evaluation Criteria

<table>
<tr><td colspan="2">Position</td><td></td><td>Candidate [Tick appropriate one]

☐Prime ☐ Alternate</td></tr>
<tr><td colspan="2" rowspan="2">Candidate Information</td><td>1. Name of Candidate</td><td>2. Date of Birth</td></tr>
<tr><td>3. Professional Qualification & Registration Details</td><td>4. Mobile No.</td></tr>
<tr><td colspan="2">Month/ Dates/Years</td><td colspan="2" rowspan="2">Company / Project / Position / Relevant technical and management experience</td></tr>
<tr><td>From</td><td>To</td></tr>
<tr><td></td><td></td><td></td><td></td></tr>
<tr><td></td><td></td><td></td><td></td></tr>
<tr><td></td><td></td><td></td><td></td></tr>
</table>

8.5. General Information Form

Need to be (filled) signed & stamped.

	Particulars					
Company Name						
Abbreviated Name						
Business Type	☐ Sole Proprietor		☐ Company		☐ Partnership Firm	
National Tax No.			**Sales Tax Registration No**			
PRA Tax No.						
No. of Employees			**Company's Date of Formation**			

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

8.6. Affidavit

*[To be printed on **PKR. 100 Stamp Paper**, duly attested by oath commissioner. To be attached with Technical Bid]* **Name: ____________________________** *(Applicant)*

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 employer if the Employer, 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 *[name of Procuring Agency]* of the Punjab deemed necessary to verify this statement regarding my (our) competence and general reputation.

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

(i) The firm is neither currently blacklisted by any Department nor any litigation is pending before PPRA/Competent Authority/Procuring Agency or any other court of law competence in this regard against any such blacklisting order.

(ii) The documents/photocopies provided with Bid are authentic. In case, any fake/bogus document was found at any stage, the firm shall be blacklisted as per Law/ Rules.

(iii) Affidavit for correctness of information.

(iv) The Bidders / Service Providers/firm has never been punished by any Procuring Agency/PPRA/ Court on the ground of non-fulfilment of the contract/ obligations or its bid security/ performance guarantee has been forfeited or LD imposition and in case of any punishment undersigned has already stated in my bid specifically where required.

(v) The Bidders meets the Eligibility Criteria *clause 2.1.3- Eligible Bidders / Service Providers of the bidding document.*

[Name of the Service Provider/ Bidders / Service Providers/ 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: ____________________________

8.7. Performance Guarantee Form [Sample]

[*Client Address*]
WHEREAS *[name of Service Provider]* (hereinafter called "the Service Provider") has undertaken, in pursuance of Contract No. *[Reference number of the contract]* dated ______________ 20_______ to supply *[description of services] (*hereinafter called "the Contract").

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

AND WHEREAS we have agreed to give the Service Provider a guarantee:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Service Provider, up to a total of *[amount of the guarantee in words and figures],* and we undertake to pay you, upon your first written demand declaring the Service Provider to be in default under the Contract and without cavil or argument, any sum or sums within the limits of *[amount of guarantee]* as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the ______day of ___________20_____.

Signature and seal of the Guarantors

____

[Name of bank or financial institution]

____

[Address]

____

[Date]

8.8. Financial Proposal Submission Form

{Location, Date}

To: {Name and address of Procuring Agency}

Dear Sirs:

We, the undersigned, offer to provide the services for {Insert title of assignment} in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal.

Our attached Financial Proposal is for the amount of {Indicate the corresponding to the amount(s) currency (ies)} {Insert amount(s) in words and figures}, "including" inclusive of all Taxes and duties levied by Government on goods and Services except PRA i.e PST which shall be added by the Client over and above the offered amount, as applicable/required under the relevant Tax Laws, to arrive at the Contract Price. Accordingly, the Contract Price shall be subject to adjustments for change in rate of Sales Tax on Services as and when applicable.

Our Financial Proposal shall be valid and remain binding upon us, subject to the modifications resulting from Contract negotiations, For a period of 180 days from the date fixed for Technical Bid opening

Commissions and gratuities paid or to be paid by us to an agent or any third party relating to preparation or submission of this Proposal and Contract execution, paid if we are awarded the Contract, are listed below:

Name and Address of Agents	Amount and Currencyor Gratuity	Purpose of Commission
____________________	______________	___
____________________	______________	___

{If no payments are made or promised, add the following statement: "No commissions or gratuities have been or are to be paid by us to agents or any third party relating to this Proposal and Contract execution."}

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

We remain,

Yours sincerely,

Authorized Signature {In full and initials}: ____________________________________
Name and Title of Signatory: ____________________________________
In the capacity of: ____________________________________
Address: ____________________________________
E-mail: ______________________

8.9. Contract Form [Sample]

THIS AGREEMENT made on the ________ day of ____________ 20______ between *PUNJAB MASSTRANSIT AUTHORITY* (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 certain goods and ancillary services, viz., *[brief description of goods and services]* and has accepted a Bid by the Service Provider for the supply of those goods and services in the sum of *[contract price in words and figures]* (hereinafter called "the Contract Price").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.

2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:

(a) the Bid Form and the Price Schedule submitted by the Bidders / Service Providers;
(b) the Schedule of Requirements;
(c) the Technical Specifications & 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) Contract agreement
(h) Complete Bidding document
(i) The clarifications provided to the Service Providers

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 goods and services and to rectify defects therein in conformity with all respects in accordance with the provisions of the Contract.

4. The Procuring Agency hereby covenants to pay the Service Provider in consideration of the provision of the goods and services and the rectification of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with applicable laws in Punjab/Pakistan the day____________ and year____ mentioned above and the court at Lahore shall has the exclusive jurisdiction to adjudicate upon any matter arising out during this contract.

Signed, sealed, delivered by ________________the ___________________(for the Procuring Agency)

Signed, sealed, delivered by _______________the ___________________(for the Service Provider)

8.10. Financial Bid Form/Price Schedule

[To be signed & stamped by the Bidders and may be reproduced on the letterhead. To be attached with Financial Bid]

SUMMARY OF COSTS

Item	Cost PKR
(1) Services Component:	
(2) Parts / Material Component:	
Total Cost of the Financial Proposal:	

SERVICES COMPONENT:

(1) Sr. No.	(2) Designation	(3) Charge Rate/Month	(4) Months	(5=3x4) Total Cost
1	Maintenance Engineer/Field Team Leader		24	
2	Supervisor		24	
3	Control Room Representative		24	
4	Skilled Workers (2 Nos.)		24	
5	Helper (2 Nos.)		24	
Grand Total				

Service Provider's Representations Regarding Costs and Charges
(Model Form I)

(Expressed in {insert name of currency*})

Personnel		1	2	3	4	5	6
Name	Position	Basic Salary Rate per Working Month	Social Charges[1]	Overhead[1]	Subtotal	Profit[2]	Proposed Rate per Working Month

1.Expressed as percentage of 1
2.Expressed as percentage of 4

Note:

1. The service provider shall pay basic salary to the staff.
2. Provide evidences for the salaries disbursements (Salary slips & banks transactions).
3. The Service Provider shall also provide a monthly salary disbursement certificate for the preceding month and ensure compliance with the minimum wage requirements of the Government of Pakistan, as notified and required from time to time.
4. The factors listed in the table for social charges and overhead are based on the firm's average cost experiences for the latest three years as represented by the firm's financial statements; and
5. said factors for overhead and social charges do not include any bonuses or other means of profit-sharing.

Parts/ Material Component:

Sr No	ITEMS DESCRIPTIONS	UNIT	QTY (A)	RATE (B)	AMOUNT (PKR) C = A x B
1	**ALUMINUM COMPOSITE PANEL (ACP) WORKS**				
1.1	Supply, fixing / installation of 4mm thick Aluminum Composite Panel (0.5 mm thick aluminum sheets from both sides cover with polyethylene core) of approved color, riveted with 25mm x 50mm x 1.6 mm aluminum sub frame fixed over steel frame (A-36) of appropriate section welded with Main structural members including red oxide paint over steel frame, all aluminum joints sealed with silicone sealant, up to any height, according to required shape with incidentals to complete the job in all respects as approved and directed by the Engineer In-charge (ALUOBOND, ALPOLIC, ALUWEDO or approved make)	SFT	1000		
2	**DATACABIN ROOF WORKS**				
2.1	Supply, fabrication, installation and fixing of 14 SWG G.I. Sheet with M.S. frame fabricated from 1.5" x 1" M.S. square pipe on the top roof of the data cabins/ticketing booths, including proper welding, anti-rust primer, paint, and all necessary fittings, fixtures, labour and materials, complete in all respects, as approved and directed by the Engineer-in-Charge	Kg	2000		
3	**PAINT WORKS UPTO THE REQUIRED HEIGHT OF STRUCTURE**				
3.1	Scraping, brushing and removing old paint from metal surface.	sft	2000		

3.2	Preparing surface and painting with Matt/Glossy high chemical resistant/hard wearing Polyurethane paint (Epoxy Paint) by sprayer / Brush i/c the cost of Primer coat, all material and labour complete in all respects as approved and directed by the Engineer Incharge. (ii) Each and subsequent Coat	sft	30000		
3.3	Painting old surfaces with Enamel Paint:- Painting guard bars, gates of iron bars, gratings, railing (including standards, braces etc.) and similar open work:- i) first coat ii) each subsequent coat	sft	10000		
3.4	Painting old surfaces with Enamel Paint:- Painting corrugated surfaces, patent roofing, etc. with oil paint. i) first coat ii) each subsequent coat	sft	10000		
3.5	Painting new surface:- Preparing surface and painting corrugated surface, patent roofing, etc. i) Priming coat. ii) Each subsequent coat of paint.	sft	1000		
3.6	Removing paint or varnish from wall.	sft	5000		
3.7	Providing and applying wall putty of 2mm thickness over plastered surface (new surface) to prepare the surface even and smooth complete in all respect.	SFT	5000		
3.8	Providing and applying weather shield paint of approved quality on external surface of building including preparation of surface, application of primer complete in all respect: b) old surface:	SFT	15000		
3.9	Preparing surface, removing rust and applying Deco Paint on stainless steel benches of approved quality and color including its fixtures complete in all respect as directed by the Engineer In-charge.	SFT	3000		
4	**3-SEATER STAINLESS STEEL WAITING BENCHES**				

4.1	Supply, Fixing / Installation of 3-Seater Stainless Steel Waiting Benches, 32 Kg Chromed, High Quality, Water Proof, Strong and Durable, Silver color, Comfortable Seats of approved quality as directed by the Engineer In-charge.	NO	2		
4.2	Supply and installation of legs for existing 32 kg, high-quality chrome-plated steel waiting benches, including all necessary fittings, complete in all respects, as approved and directed by the Engineer In-Charge.	NO	60		
4.3	Supply and installation of arms for existing 32 kg, high-quality chrome-plated steel waiting benches, including all necessary fittings, complete in all respects, as approved and directed by the Engineer In-Charge.	No	30		
5	**RUBBER/VINYL FLOORING WORK**				
5.1	Supply and fixing of 4 mm thick heavy-duty anti-slip rubber flooring, grey colour, manufactured from high-quality vulcanized natural/synthetic rubber, complete with approved adhesive, surface preparation, cutting, jointing, trimming, and finishing, including all necessary materials, labour, tools, and accessories, complete in all respects as approved by and directed by the Engineer In-Charge.	SFT	3000		
6	**WOOD WORK**				
6.1	Dismantling plank or wooden flooring, and dispose of to designated place.	SFT	200		
6.2	Supply and installation of 18 mm thick high-quality waterproof plywood sheet, complete in all respects, as approved and directed by the Engineer In-Charge.	SFT	100		

6.3	Supply and installation of 4mm thick plywood including lamination sheets of approved quality and color, dismantling of existing, complete in all respect as directed by the Engineer In charge.	SFT	300		
7	**STRUCTURAL GLAZING WORK UPTO THE REQUIRED HEIGHT**				
7.1	Providing and fixing in position 12mm clear tempered glass of required size as per site requirement, including approved high-quality structural silicone/sealant for fixing, joint filling and sealing, complete in all respects as approved and directed by the Engineer In-Charge. (AGC-Europe, GUARDIAN-USA, PILKINGTON-UK or equivalent or approved make).	SFT	3000		
7.2	Providing and fixing 12 mm Tempered Glass Door frameless comprising of aluminium H-section (D48) at bottom, H-type S.S framless handles both side (approved), top pivot hinges, bottom concealed floor machine hinges, s.s patch fitting, D glass door lock (approved) and all the cost of using approved standard fittings, accessories etc., and hardware any required, as shown on drawings, complete in all respect as per Specifications, as approved by the Engineer.	SFT	200		
7.3	Providing and fixing 8-inch radius stainless steel SS 304 four armed spider fittings for tempered glass, complete in all respects, including all necessary accessories, fasteners, drilling, alignment, installation, at the required height, as approved by and to the satisfaction of the Engineer-in-Charge.	No	200		

7.4	Providing and fixing 4 mm thick clear acrylic sheet at the required location and height, complete in all respects, including cutting, drilling, edge finishing, necessary fixtures, fasteners, and all allied accessories, as per approved specifications and to the satisfaction of the Engineer-in-Charge.	SFT	2000		
7.5	Providing and fixing 12 mm glass stainless steel door lock (127 mm length x 100 mm width x 50 mm thickness) for swing/push/sliding glass doors, complete with keys, fittings, and all accessories, as approved and directed by the Engineer In-Charge.	NO.	20		
7.6	Providing and fixing 8-inch stainless steel (SS-304/SS-201) pull handle for glass door, complete with back-to-back glass mounting fittings, screws, gaskets, and all necessary accessories, including alignment with existing hole centers, complete in all respects as approved and directed by the Engineer In-Charge.	NO.	20		
7.7	Providing and fixing heavy duty 3 mm thick SS Plate, die-cast metal automatic hydraulic operated door stopper (Concealed floor hinge) embedded in floor i/c the cost of Top pivot hinge, hardware, cutting of floor and making it good complete in all respect as approved and directed by the Engineer In-charge.	NO.	15		
7.8	Providing and fixing heavy-duty SS-304 top patch fitting with top pivot assembly for 10-12 mm thick frameless toughened glass door, complete with rubber gaskets, clamping plates, stainless steel fasteners and all accessories, as approved and directed by the Engineer In-Charge.	NO.	5		

7.9	Adjusting and aligning existing 12 mm thick frameless toughened glass door, including necessary adjustments to floor spring, top pivot, patch fittings and all existing hardware to ensure smooth operation, complete in all respects as approved and directed by the Engineer In-Charge.	NO.	10		
9	**TUFF TILES, FLOOR TILES AND STAIRS TILES FOR UNDERPASSES, PLATFORMS AND STATIONS**				
9.1	Restoration of existing Tuff Paver including grouting with sand in joints i/c finishing to require slope complete in all respect as directed by the Engineer In-charge.	SFT	500		
9.2	Providing and laying Tuff Pavers, having 7000 PSI, crushing strength of approved manufacturer, over 2" to 3" sand cushion i/c grouting with sand in joints i/c finishing to require slope Complete in all respect. A) 50 mm thick	SFT	500		
9.3	Providing and laying superb quality Porcelain glazed tiles flooring of Master/ Stile brand or approved equivalent manufacturer of specified size in approved design, Color and Shade with adhesive/bond over 3/4" thick (1:3) cement plaster i/c the cost of sealer for finishing the joints i/c cutting grinding complete in all respect as approved and directed by the Engineer In-charge.(a) Full body Glazed tiles (iii) 600mm x 600 mm (24"x24")	SFT	3000		
9.4	Providing and laying superb quality Porcelain mat tiles flooring of Master/ Stile brand or approved equivalent manufacturer of specified size in approved design, Color and Shade with adhesive/bond over 3/4" thick (1:3) cement plaster i/c the cost of sealer for finishing the joints i/c cutting grinding complete in all respect as approved and directed by the Engineer In-charge.	SFT	300		

9.5	Providing and laying of specific thickness full width Prepolished Marble slab for Vanities / Shelves / Treads/Window Cills, having Uniform texture (Spotless) with adhesive bond over 3/4" thick (1:2) cement sand mortor i/c the cost of matching sealer complete in all respects as approved and directed by the Engineer In-charge. iii) 3/4" thick Granite	SFT	500		
9.6	Providing and laying Travertine cladding stone (Pre-Finished) of required size and specified thickness, laid over pre-plastered surface with adhesive bond and matching sealer, complete in all respect, as approved and directed by the Engineer In-charge. i) 1/2" thick (4"x12"/ 6"x12")	SFT	200		
10	**SIGNS BOARD WORK**				
10.1	Supply, fixing, lettering and printing of signage/direction boards for Station, of any color by machine i/c cost of Digital Lettering, Lamination & pasting etc. complete in all respect (Diamond Grade Tape).	SFT	1000		
10.2	Providing, fabrication and fixing pole mounted Direction Board / road delineator of any shape and size, with specified Sheet and thickness, supported with G.I Channel, (excluding the cost of vertical post and painting) etc. complete in all respect. ii) RECTANGULAR SHAPE (A) G.I Sheet 14 SWG (a) 12 -48 sft	SFT	50		
10.3	Providing, fabrication and fixing Vertical Post comprising of medium quality G.I Pipe of specified diameter, including the cost of clamping arrangements, top cover, hold fasts, PCC 1:2:4 footing of specified depth and excavation etc. complete in all respect, as approved and directed by the engineer in-charge. (c) 4 inch diameter (footing 1.5'x1.5'x3')	RFT	50		

10.4	Providing, fabricating and fixing 4 mm thick Aluminium Composite Panel (ACP/Alucobond) sign board of specified shape and size, manufactured from approved quality material, complete with necessary aluminium framing/stiffeners, suspended from roof structure using heavy-duty galvanized iron (G.I.) wire/chain with suitable clamps, anchor fasteners and all fixing accessories, including cutting, drilling, fabrication and installation, complete in all respects as approved and directed by the Engineer In-Charge.	SFT	500		
11	**WORKS RELATED TO THE NEW INSTALLATION AND REPAIRING OF THE STATION STEEL/IRON STRUCTURE**				
11.1	Fabrication of heavy steel / Iron work, with angle, tees, flat iron round iron and sheet iron for making trusses, girders, tanks, etc., including cutting, drilling, revitting, handling, assembling and fixing, but excluding erection in position. (A36)	KG	5000		
11.2	Erection and fitting in position iron trusses, staging of water tanks, etc.	KG	1000		
11.3	Providing and fixing 2" Stainless Steel non magnet Pipe of specified required length as approved and directed by Engineer In-charge.	RFT	200		
11.4	Providing and fixing 1" Stainless Steel non magnet Pipe of specified required length as approved and directed by Engineer In-charge.	RFT	200		
11.5	1/2" Stainless Steel Pipe non magnet	RFT	200		

11.6	Repair and maintenance of existing mild steel (MS) rolling shutters, including the supply and replacement of all necessary components such as shutter covers, springs, pulleys, bearings, guide channels, locking arrangements, fasteners, lubrication, welding, alignment, adjustments, and all other incidental materials and works required to restore the shutters to proper working condition at designated Metrobus stations, complete in all respects, as approved and directed by the Engineer In-Charge.	No	10		
11.7	Providing and fixing 4 mm thick Grade 304 stainless steel tactile strips, 11" long x 1" wide, of approved design, shape and finish, matching the existing tactile layout, fixed with approved epoxy adhesive and/or stainless-steel anchors, including all necessary materials, labour, tools, and accessories, complete in all respects as approved and directed by the Engineer In-Charge.	No	1000		
11.8	Providing and fixing 4 mm thick Grade 304 stainless steel tactile studs round shape having dia. 1" (1 inch), of approved design, shape and finish, matching the existing tactile layout, fixed with approved epoxy adhesive and/or stainless steel anchors, including all necessary materials, labour, tools, and accessories, complete in all respects as approved and directed by the Engineer In-Charge.	No	1000		
11.9	Providing and fixing 1/8" (3 mm) thick 3" (75 mm) wide aluminium strip on horizontal and vertical expansion joints in walls, columns, ceilings and floors etc., including cost of clips/screws etc., complete in all respects:-(a) On interior surface (without mastic strip)	Rft	300		

11.10	Refixing of existing L-shaped clamp sheet on New Jersey (NJ) barrier of flyover, drilling, alignment, tightening, and all necessary materials/bolts, labour, tools, and incidental works, complete in all respects as approved and directed by the Engineer In-Charge.	Sft	1000		
11.11	At Bridges Expansion Joint portions of NJ Barrier (Outer side at height of 45 ft): Providing and fixing L- Clamp fabricated from flat G.I sheet of 2.0 mm thickness, including necessary fixtures, stainless steel (SS) rawl bolts of 16 mm diameter, up to bridge height, complete in all respects as approved and directed by the Engineer In-Charge.	Sft	500		
12	**DRAIN PIPES FOR DRAINAGE OF ROOF OF STATIONS & CORRIDOR (Upto the Height of 45 ft), DOCKING RUBBER WORKS**				
12.1	Providing, fixing, testing and commissioning of µ-PVC(Unplasticized Polyvinyl Chloride) Nikasi/ SWV pipe, Dadex / Popular/ Beta or approved equivalent manufacturer, plain / Bell Ended /Z - Joints conforming to BS 4514 / BS 5255 - EN 1329 including the costof specials and Solvents complete in all respects, as per drawings &specifications and / or as approved and directed by the EngineerIncharge. (v) 110 mm	Rft	20000		
12.2	Providing and installing 4" i/d (125 mm) P.V.C. bends, of B.S.S.	EACH	2000		
12.3	Providing and installing 4" i/d (125 mm) P.V.C. tees, of B.S.S.	EACH	2000		
12.4	Providing and installing 4" i/d (125 mm) P.V.C. sockets, B.S.S.	EACH	2000		

12.5	Supply and Installation of Rubber Guards on edges of Platforms as per already installed quality/specs complete in all respects as per Engineer in charge.	RM	500		
13	**RCC, PCC, REINFORCEMENT, BRICK WORKS**				
13.1	Cement concrete brick or stone ballast 1 1/2" to 2" (40 mm to 50 mm) gauge, in foundation and plinth:- (b) Ratio 1: 4: 8	CFT	200		
13.2	Cement concrete plain including placing, compacting, finishing and curing complete (including screening and washing of stone aggregate): (c) Ratio 1: 1 1/2: 3	CFT	2000		
13.3	Pacca brick work in foundation and plinth in:- i) Cement, sand mortar:- Ratio 1:3	CFT	300		
13.4	Cement plaster 1:3 up to 20' (6.00 m) height:- b) 1/2" (13 mm) thick	SFT	5000		
13.5	Removing cement or lime plaster.	SFT	5000		
14	**MISC. WORKS**				
14.1	Waterproofing of ACP (Aluminum Composite panels) sheets' joints etc with proper sealant/multipurpose rubberised waterproofing/higher including all required accessories up to any height complete in all respects as approved and directed by the Engineer In charge.	SFT	100000		
14.2	Tightening and fixing of existing glass fittings, including adjustment, alignment, replacement of damaged screws, bolts, rubber gaskets and other necessary accessories, complete in all respects as approved and directed by the Engineer In-Charge.	No	100		

14.3	Providing and applying approved quality imported silicone sealant for filling joints in ACP/ Cladding sheets, tempered glass joints, and other areas as required, including cleaning of surfaces, application, finishing, complete in all respects as per site requirements and as directed by the Engineer In-Charge.	RFT	1000		
14.4	P/F Ejector Pump of specified Suction and Delivery heads, coupled with Single Phase Seimen Electric Motor of required rating for water supply i/c the cost of connection charges, necessary wire, PVC pipes etc. complete in all respect as approved and directed by the Engineer Incharge. ii) G-IV (2- 1/2"x2") with 2.5 HP Electric Motor, 38-Mtr Suction and 38-M delivery head, which will remain property of the Client at the end of the Contract.	No	1		
14.5	Reinforced Crystal Pipe of internal dia. 3".	RFT	150		
14.6	Refixing of existing aluminium louvers, including adjustment, alignment, replacement of damaged brackets, fasteners, anchors and other necessary materials, complete in all respects as approved and directed by the Engineer In-Charge.	No	25		
14.7	Providing and fixing good-quality Mild Steel (MS) welding electrodes/rods, classified in accordance with AWS A5.1 standards, including E6013 for general fabrication works and E7018 for high-strength structural works, as approved by and used as directed by the Engineer In-Charge, complete in all respects.	Kg	100		
14.8	Providing and fixing good-quality Stainless Steel (SS) welding electrodes/rods, conforming to applicable AWS A5.4/A5.9 standards, including E308L-16 for welding SS 304/304L and E316L-16 for welding SS 316/316L, as approved by and used as directed by the Engineer In-Charge, complete in all respects.	Kg	100		

14.9	Providing of bucket crane as per the requirement of the Client.	Hours	150		
14.10	Providing, fabricating and fixing of fence panels having dimensions 5'-0" × 4'-0", fabricated from MS pipes of 14 SWG thickness and 3" diameter, including 1'-0" × 1'-0" × 1'-0" PCC 1:2:4 concrete footing as per the drawing at **Annex-D**, excavation for footing, alignment, leveling, fixing, and all necessary materials, labour, tools and equipment, complete in all respects as approved and directed by the Engineer In-Charge.	No	25		
14.11	Supply and Fixing of Perforated Aluminum Cladding (0.8mm thick High-grade aluminum alloy) False Ceiling, including fixtures and maintenance of existing frames complete in all respects as approved and directed by Engineer Incharge.	SFT	200		
15	**ROAD WORKS**				
15.1	Providing and laying bituminous tack coat, using 5 lbs. of bitumen per 100 Sft (0.27 Kg of bitumen per sq.m.)	SFT	7000		
15.3	Providing and laying plant premixed bituminous carpet, with 4.2% Bitumen including compaction and finishing to required camber, grade and density. Including filling of potholes	CFT	2000		

15.4	Providing and cutting of asphalt pavement using an asphalt cutter including the removal of debries complete in all respects as directed and approved by the Engineer In-Charge	RFT	500		
				TOTAL AMOUNT	-

Note:

1. **<u>Lowest Evaluated Bid Price</u>** shall be considered to Financially Evaluate the bid.
2. The bidder shall be declared **<u>Lowest Evaluated Bidder</u>** if it **<u>qualified technically</u>** as per <u>'Table 01 (Mandatory Requirements) & Table 02 (Evaluation Criteria)</u>" and **<u>lowest financially</u>** subject to fulfilment of all other terms & conditions.
3. In case of difference between unit price and total price, unit price shall prevail and total price shall be "final". *(Please refer ITB clause 2.5.6).*
4. In case of difference between amount in "words" and amount in "figures", amount in "words" shall be considered final.
5. The Bidders/Service Provider is required to complete the price schedule carefully and in case of any discrepancy or multiple price, the bid shall not be considered.
6. Alternative or other than this Performa or incomplete Performa shall not be acceptable.
7. In case of abnormal bid, PMA may demand additional performance guarantee/undertaking for completion of work.
8. Client/PMA has the right to change in the quantities of the required item or cancel the bid at any point of time
9. The Payment shall be made as per actual services and after the issuance of satisfactory delivery note/certificate from the concerned officer of PMA.

Date ______________________

Signature of authorized person Name: ____ (Company Seal)

____

In the capacity of Duly authority by

Note: No cutting or overwriting is allowed. Any cutting, overwriting, or incomplete informatory request will lead to rejection of this bid/offer (financial).

8.11. Bid Security Form

Whereas *[name of the Bidders / Service Providers* (hereinafter called "the Bidders / Service Providers") has submitted its Bid dated *[date of submission of Bid]* for the supply of *[name and/or description of the goods]* (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 unto *[name of Procuring Agency]* (hereinafter called "the Procuring Agency") in the sum of 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 Bidders / Service Providers withdraws its Bid during the period of Bid validity specified by the Bidders on the Bid Form; or

2. If the Bidders / Service Providers, 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 / Service Providers;

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.

____

[Signature of the bank]

Section IX- Check List

The provision of this checklist is essential prerequisite along with submission of tenders (with technical proposal).

Note: ***Write "Not Applicable" (N/A) where it does not apply***

Sr. #	Detail	Responsive	Non-responsive
1	Must be registered as Sole Proprietor/AOP/SECP firm		
2	Registration of the Bidder with PEC in at least C3 category with code of specialization related to Civil Works		
3	Active Registration with Income Tax Authorities (National Tax Number NTN) i.e FBR		
4	Copy of active Registration with Sales Tax Authorities (STRN) i.e PRA		
5	Bid Security: of the required amount On Punjab E-Procurement System (Linked With BOP) Electronically In The Manner Prescribed By Punjab E-Procurement System. No Physical Financial Instrument Will Be Accepted		
6	Fill **Form 8.1,** Technical Proposal Submission Form (Signed & Stamped)		
7	Fill **Form 8.2,** Undertaking (Signed & Stamped)		
8	Fill **Form 8.3**, Bidder's JV Members Information Form (Not Applicable)		
9	Fill **Form 8.4,** Bidder Profile Form with 8.4 (a) Audit Statements 8.4 (b) Detail of Experiences 8.4 (C) Human Resource Detail		
10	Fill **Form 8.5,** General Information Form (Signed & Stamped)		
11	Affidavit (as per **Form 8.6**) on non-judicial E-Stamp Paper of Rs. 300/- (Signed & Stamped)		
FINANCIAL PROPOSAL CHECKLIST (To be submitted in a separate sealed envelope)			
1	Fill **Form 8.8** Financial Proposal Submission Form (Signed & Stamped)		
2	Fill **Form 8.10** Financial Bid Form/Price Schedule (Signed & Stamped) including Summary of Cost, Services Component, Model Form I, Parts / Material Component		

Note:

This Checklist is made only for the use of Bidders to check/ confirm its/

their documents attachment, which is not the part of the bidding documents. In case of any conflict between checklist and bidding documents the words or figures/ statement given in bidding documents shall prevail.

Note: The submission of a bid, along with the bidding documents, shall be considered as the bidder's agreement to all terms and conditions outlined in the bidding document.

Stamp & Signature of Bidders ________________________