



LAHORE COLLEGE FOR WOMEN UNIVERSITY

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No: 198

Date: 27-10-2023

CORRIGENDUM

This is with reference to advertisement made in "Daily Jang", "Daily The Nation" Daily On Record", IPL # 8670 Advertisement Dated 20 & 19-10-2023, PPRA Web site Dated 23-10-2023 "Purchase of "Campus Management System" (CMS), the technical specifications are updated by including detailed rfp. The last date for submitted of bids remains same, i-e; 07-11-2023.

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LAHORE COLLEGE FOR WOMEN UNIVERISTY, LAHORE

BIDDING DOCUMENTS FOR

PURCHASE OF "CAMPUS MANAGEMENT SYSTEM (CMS)"

Tender No. LCWU/Tender/2023-24/11

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Section-I: Invitation to Bids

1.1 INVITATION TO BIDDERS

Tender Notice

Bid Ref No. LCWU/Tender/2023-24/11

BIDDING DOCUMENT FOR THE PURCHASE OF "CAMPUS MANAGEMENT SYSTEM (CMS)"

Sealed Bids on **package wise basis** are invited from Bidders i.e. firms/companies/sole proprietor/ engaged in trading, registered with relevant Registration Authorities and Tax Departments/ Authorities (Income Tax & Sales Tax). The Bids shall be received as per **two stage two envelope procedures PPRA Rule 2014 [38(2)(c)]**.

Bidding Document, in the English language, can be purchased by the interested Bidders on the submission of a written application to the addressee below and upon payment of a non-refundable fee of **Pak Rs.2,000/-** which should be deposited in **NBP Bank Account No. 3001023017 LCWU Miscellaneous Receipt, BOP 6510047285400469 LCWU Miscellaneous Receipt Lahore College for Women University, Lahore. OR P.O/Bankers Cheque (Vice Chancellor Lahore College for Women University, Lahore)**

S#	Tender #	Tender Name	Description	Estimated Amount (Rs)	4% CDR amount of estimated Cost (Rs.)	Closing Date & Time	Opening Date & Time
1.	LCWU/23-24/11	Purchase of Campus Management System (CMS)	Campus Management System (CMS) Student Life Cycle (SLC) 1. Admission Management System. 2. Fee Management System 3. Learning Management System. 4. Examination Management System. 5. Feedback Management System. Enterprise Resource Planning (ERP) 1. Employee Management System. 2. Financial Management System. 3. Inventory / Assets Management System.	50 M	2 M	07-11-2023 till 12:00 PM	07-11-2023 at 12:30 PM

Bids must be delivered to the addressee below on or before **the closing date/time**. All Bids must be accompanied by a Bid Security of 4% of the estimated price in the form of CDR/ Demand Draft / Pay Order in favor of "Vice Chancellor Lahore College for Women University, Lahore". Late Bids shall be rejected. The Bids will be opened in the presence of the Bidders' representatives who may choose to be present at the address below. Interested eligible Bidders may obtain further information from the Purchase Section of Lahore College for Women University, Lahore at the address given below. Bid Validity will be 90 days.

Bidding Documents are immediately available after date of publication. Lahore College for Women University, Lahore will not be responsible for any cost or expense incurred by Bidders in connection with the preparation or delivery of Bids. **In case of official holiday on the day of submission, next day will be treated as closing date.** The Bidding document carrying all details can also be downloaded from <https://www.lcwu.edu.pk/> and website of Punjab Procurement Regulatory Authority <http://ppra.punjab.gov.pk>.

Convener Purchase Committee
Lahore College for Women University, Lahore
Ph.042-99206301-09, Ext. 286/210 www.lcwu.edu.pk
Email: purchase@lcwu.edu.pk

Section-II: Instructions to Bidders (ITB)

2.1. Introduction

- 2.1.1 Scope of Bid**
- i) Lahore College for Women University, Lahore invites Bids for the provision of Goods as specified in the **Section-IV Bid Data Sheet (BDS)** and **Section III - Technical Specifications & Section VII- Schedule of Requirements**. The successful Bidders will be expected to deliver, install/ commissioning) the goods within the specified period and timeline(s) as stated in the BDS.
- 2.1.2 Source of Funds**
- i) Lahore College for Women University, Lahore has available Budget from own sources. The University 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 companies/sole proprietor/ registered with relevant Registration Authorities and Tax Departments/ Authorities (Income Tax & Sales Tax & Punjab Sales Tax etc.)
 - 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 Lahore College for Women University to provide consultancy services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods to be purchased under this Invitation to Bids [if applicable].
 - 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 any Government department/other Procuring Agency or by Punjab Procurement Regulatory Authority (PPRA). During the Procurement Process / execution of the Contract, if the firm/ bidder is blacklisted by any Government department/other Procuring Agency or by Punjab Procurement Regulatory Authority (PPRA), if such blacklisted bidder wants to execute the contract awarded after its blacklisting, the bidder/ firm shall provide 100% Bank Guarantee against the awarded

Contract value and in case the bidder regret to do so then the Procuring Agency may proceed with second lowest evaluated bidder.

v) A Bidder shall not have a conflict of interest. All Bidders found to have a conflict of interest shall be Non-Responsive. 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 for the procurement of the goods to be purchased under this Invitation for Bids, 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.

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

xii) **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 established against such Bidder

involving an order suspending payments and which may result, in accordance with the national laws, in a declaration of bankruptcy or in any other situation entailing the total or partial loss of the right to administer and dispose of the property;

(d) The Bidder is convicted, by a final judgment, of any offence involving professional conduct;

(e) The Bidder is debarred and blacklisted due to 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, supplier and contractor is blacklisted/ debarred by any international organization.

xiii) 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.

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

2.1.4. Eligible Goods and Services

i) All goods and related services to be supplied under the Contract shall have their origin in eligible source countries, defined in the *Bid Data Sheet (BDS/Technical Specification)*,

ii) For purposes of this clause, "origin" means the place where the goods are mined, grown, or produced, or the place from which the related services are supplied. Goods are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially-recognized product is obtained that is substantially different in basic characteristics or in purpose or utility from its components.

iii) The origin of goods and services is distinct from the

nationality of the Bidder. *In any case, the requirements of Rules 10 & 26 of PPR-14, shall be followed.*

2.1.5. Cost of Bidding

- i) The Bidder shall bear all costs associated with the preparation and submission of its Bid, and the **Lahore College for Women University, Lahore** 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.

2.1.6. 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 individually as a Bidder.

2.2. The Bidding Documents

2.2.1. Content of Bidding Documents

- i) The goods required, Bidding procedures, and contract terms are prescribed in the Bidding documents. The Bidding documents, inter alia, include:
 - (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 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 uploaded on the website of procuring agency on given date and forwarded to identified Prospective Bidders through an expeditious identified source of communication, e.g.: e-mail etc., including a description of the inquiry, but without identifying its source.
- v) Should the Procuring Agency deem it necessary to amend the Bidding Documents as a result of a clarification, it shall do so following the procedure under **ITB 2.2.3**.
- vi) If indicated **in the BDS**, the Bidder's designated representative is invited at the Bidder's cost to attend a pre-Bid meeting at the place, date and time mentioned **in the BDS**. During this pre-Bid meeting, prospective Bidders may request clarification of the schedule of requirement, the Evaluation Criteria or any other aspects of the Bidding Documents.

2.2.3. Amendment of Bidding Documents

- i) At any time prior to the deadline for submission of Bids, but **not later than three (3) days before the closing date of the submission of Bid**, the Procuring Agency, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, may modify the Bidding documents by amendment. Any such change/amendment in the Bidding documents shall be provided in a timely manner, preferably through electronic means also, not later than three (3) days, and on equal opportunity basis as per Rule-25(3) OR Rule 25(4) of PPR-14 as the case may be.
- ii) 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 goods to be supplied, a brief description of the goods, their country of origin, quantity, and prices.
- 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 goods it proposes to supply under the contract.
 - ii) Prices indicated on the Price Schedule shall be item wise.
 - iii) The Bidder's separation of price components in accordance with ITB Clause 2.3.3(ii) 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**.
- 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, and production capability necessary to perform the contract;
 - (b) that the Bidder meets the qualification criteria listed in the Bid Data Sheet.

2.3.6. Documents Establishing Goods' Eligibility and Conformity to Bidding Documents

- i) Pursuant to ITB Clause 2.1.4, the Bidder shall furnish, as part of its Bid, documents establishing the eligibility and conformity to the Bidding documents of all goods and related services which the Bidder proposes to supply under the contract.
- ii) The documentary evidence of the eligibility of the goods and services shall consist of a statement in the Price Schedule/Financial Bid Form of the country of origin of the goods and services offered which shall be confirmed by a **Certificate of Origin** issued at the time of shipment.
- iii) The documentary evidence of conformity of the goods and services to the Bidding documents may be in the form of **literature, drawings, data and shall consist of:**
 - (a) a detailed description of the essential technical and performance characteristics of the goods;
 - (b) an item-by-item commentary on the Procuring Agency's Technical Specifications demonstrating **responsiveness** of the goods and services to those specifications, or a statement of deviations and exceptions to the provisions of the Technical Specifications.
- iv) For purposes of the commentary to be furnished, the Bidder shall note that **standards for workmanship, material, and equipment, as well as references to brand names or catalogue numbers** designated by the Procuring Agency in its Technical Specifications, are intended to be descriptive only and not restrictive.
- v) Where a sample(s) is required by a procuring agency, the sample shall be:
 - (a) submitted as part of the bid, in the quantities, dimensions and other details requested in the **BDS**;

- (b) carriage paid;
 - (c) received on, or before, the closing time and date for the submission of bids; and
 - (d) Evaluated to determine compliance with all characteristics listed in the **BDS**.
- vi) The Procuring Agency may retain the sample(s) of the successful Bidder till the successful delivery of the goods. A Procuring Agency may reject the Bid if the sample(s)-
 - (a) do(es) not conform to all characteristics prescribed in the bidding documents; and
 - (b) is/are not submitted within the specified time clearly mentioned in the Bid Data Sheet.
 - vii) Pursuant to the requirements as indicated in ITB 2.3.6, the Bidder shall furnish, as part of its Bid, all those documents establishing the eligibility in conformity to the terms and conditions specified in the Bidding Documents for all goods and related services which the Bidder proposes to deliver.
 - viii) The required documents and other accompanying documents must be in English.

2.3.7. 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 2.3.8. (vii).
- iii) The Bid security shall be in Pakistan Rupees and shall be in one of the following forms:
- iv) **Bank Guarantee, Bank call-deposit (CDR), Demand Draft (DD), Pay Order (PO) or Banker's cheque** valid for 3(three) months beyond the validity of bids.
- v) Any Bid not secured in accordance with ITB Clauses 2.3.8 (i) and (ii) may be rejected by the Procuring Agency as non-responsive.
- vi) Unsuccessful Bidders' Bid security will be discharged or returned as promptly as possible but not later than 7 (seven) days **after the expiration of the period of Bid validity prescribed by the Procuring Agency pursuant to ITB Clause 2.3.8 (ii)** or along with unopened financial proposal as per rule 38(2)(a)(vii) of PPR-14, which shall take precedence, and

is as under:

- vii) 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.
- viii) 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. If the blacklisting proceedings under Section-17A of PPRA Act, 2009 read with Rule-21 of PPR-14 are initiated and the bidder is declared blacklisted after due process of law.

2.3.8. 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 2.3.8 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.

2.3.9. Format and Signing of Bid

- i) The Bidder shall prepare an original Bid.
- ii) The Bidder shall authorize a person/ person for signing, submission and further correspondence with Procuring Agency on behalf of bidder. Authority letter must be part of bid. However, in case of any issue bidder shall be responsible for all consequences.

- iii) The Bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person duly authorized to bind the Bidder to the contract. All pages of the Bid, shall be signed and stamped by the authorized person.
- iv) Any interlineation, erasures, or overwriting shall be valid only if they are initialed by the authorized person for signing the Bid.
- v) The Bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person 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 signed and stamped by the authorized person.
- vi) Any interlineations, erasures, or overwriting shall be valid only if they are signed by the person or persons signing the Bidder.
- vii) 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.

2.4. Submission of Bids

2.4.1 Sealing and Marking of Bids

- i) As per Rule 24, the Bidder shall seal the bid.
- ii) The envelope 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) The 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**.

- vi) **two stage two envelope** bidding method shall be used for procurement where alternative technical proposals are possible, such as certain types of machinery or equipment or manufacturing plant and the procedure shall be:

First stage (i) the bid shall comprise a single package comprising two separate envelopes containing the financial proposal and the technical proposal;

(ii) the envelopes shall be marked as "Financial Proposal" and "Technical Proposal";

(iii) in the first instance, the envelope marked "Technical Proposal" shall be opened and the envelope marked as "Financial Proposal" shall be retained unopened in the custody of the procuring agency;

(iv) the technical proposals shall be discussed with the bidders with reference to the procuring agency's technical requirements;

(v) those bidders willing to meet the requirements of the procuring agency shall be allowed to

revise their technical proposals following these discussions; and

(vi) bidders not willing to conform to the technical proposal as per revised requirements of the procuring agency shall be allowed to withdraw their respective bids without forfeiture of their bid security;

Second stage

(i) after agreement between the procuring agency and the bidders on the technical requirements, bidders who are willing to conform to the revised technical specifications and whose bids have not already been rejected shall submit a revised technical proposal and supplementary financial proposal, according to the technical requirement;

(ii) the revised technical proposal along with the original financial proposal and supplementary financial proposal shall be opened at a date, time and venue announced in advance by the procuring agency: Provided that in setting the date for the submission of the revised technical proposals and supplementary price proposals a procuring agency shall allow sufficient time to the bidders to incorporate the agreed changes in the technical proposal and to prepare the required supplementary financial proposal; and

(iii) the procuring agency shall evaluate the whole proposal in accordance with the evaluation criteria and the lowest evaluated bid shall be accepted.

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 2.3.8 (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/attendance sheet 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.

In case of Two Stage Two Envelope Procedure, the procuring agency shall evaluate the whole proposal in accordance with the evaluation criteria and the lowest evaluated bid shall be accepted.

**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 to determine its reasonability. **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.**
- 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 work or specifications;
 - 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 Supplier 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 responsiveness of each Bid to the Bidding documents, pursuant to ITB Clause 2.5.5. For purposes of these Clauses, a 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 2.3.8), Applicable Law (GCC Clause 30), 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 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 and ITB 2.1.4;
 - 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 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 III-Technical Specifications, 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 2.3.8.**

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:

2.5.8. Post-Qualification & Evaluation of Bids

i) 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, pursuant to ITB Clause 2.3.6, 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 responsive, pursuant to ITB Clause 2.5.5, as per Technical Specifications required.

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 item wise or package wise evaluation inclusive of prevailing taxes, duties, fees 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 Procuring Agency well before the proposal submission deadline.

- iii) Any party can file its written complaint against the eligibility parameters or any other terms and conditions prescribed in the bidding documents found contrary to provision of Rule 34 and the same shall be addressed by the Procuring Agency well before the proposal submission deadline.
- iv) Any Bidder feeling aggrieved by any act of the Procuring Agency after the submission of his Bid may lodge a written complaint concerning his grievances not later than ten days after the announcement of the Final evaluation reports. In case of single stage - two 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 and Procuring Agency for obtaining/ receiving grievance petitions from the prospective bidders (if any).
- v) In case, the complaint/grievance is filed after the issuance of the final evaluation report, **the complainant cannot raise any objection on technical evaluation of the report.**
- 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 and 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 2.3.8 (v).

2.6.2. Performance Guarantee

- i) **Within Fifteen (15)** 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 Purchase Order

- i) At the same time as the Procuring Agency notifies the successful Bidder that its Bid has been accepted, the Procuring Agency will send the Bidder the Contract Form provided in the Bidding documents, incorporating all agreements between the parties.
- ii) Under rule-63 of PPR-14, where the Procuring Agency requires formal signing of contract, within Seven (7) 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.

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 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

- i) The Procuring Agency reserves the right at the time of contract award to increase or decrease the quantity of goods and services originally specified in the Schedule of

Time of Award Requirements without any change in unit price or other terms and conditions, on the analogy of rule-59 (c)(iv) of PPR-14 (not more than 15%).

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

ii) The Bidders shall be promptly informed about the rejection of the Bids, if any

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

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

2.6.8. Corrupt or Fraudulent Practices i) The Procuring Agency Bidders, Suppliers, and Contractors observe the highest standard of ethics during the procurement and execution of contracts.

“Corrupt practices” in respect of procurement process, shall be as given in S-2 (d) of PPRA, Act, 2009,;

ii) Blacklisting & Debarment:

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

Requirements & Procedure for Blacklisting & Debarment will be

As per as per S-17A of PPRA, Act, 2009 and *rule 21 and sub-rule (6) of rule 21 of PPR-14*

Section-III. Technical Specifications

3.1. Technical Specifications

- Completion time (Business Process Re-engineering, Development, Customization, Implementation, Configuration, Integration, Testing, Change Management, Deployment, etc.) of all modules is 06 Months (extendable with mutual consent of LCWU and successful bidder).
- Any fees / charges for licensing / hosting (active for at least 03 years after final deployment of complete CMS) shall be part of the bid. Reference may be made with the following information:
 - Total number of Campuses: 01 (Lahore)
 - Total number of Colleges: 04 (03 Affiliated Colleges + 01 LCWU Intermediate College)
 - Total number of students: 25000 (10% increase per year)
 - Total number of faculty and staff: 1700 (05% increase per year)
 - Total number of financial users: 12 (10% addition per year)
- The CMS solution shall be based on cloud paradigm with minimum on-campus hardware / software requirements. Any such hardware / software requirements shall be part of the bid. Any personal computers / mobile devices / printers / scanners / etc. for end users shall not be part of the bid.
- The CMS solution shall preferably be based on open source tools and technologies.
- The CMS solution shall provide fully responsive environment for desktop machines / mobile & smart devices.
- The CMS solution shall include backup plans, data redundancy strategies, data privacy and protection mechanisms, and data export / migration schemes.
- The CMS solution shall be modular, scalable, integratable and role based.
- The successful bidder shall provide free of cost onsite support services (excluding any change request) for one year after final deployment of complete CMS.
- The successful bidder shall provide training to the end users and system managers.
- The successful bidder shall provide a comprehensive manual of complete CMS.
- The successful bidder shall provide complete Source Code of CMS and shall train 02 persons, designated by LCWU, on Source Code.
- The successful bidder shall depute
 - At least one full time technical personnel fully conversant with requirement gathering phases and capable of developing exact computer doable requirement specifications including functional and non-functional requirements during the development of CMS.
 - At least one full time technical personal fully conversant with deployment and implementation phases during the development of CMS.
 - At least one full time technical personnel capable of providing after-delivery support services for a period of one year after final deployment of complete CMS.
- Following are the required modules of CMS.

Student Life Cycle (SLC)	Enterprise Resource Planning (ERP)
--------------------------	------------------------------------

SN	Modules	SN	Modules
1.	Admission Management System	1.	Employee Management System
2.	Fee Management System	2.	Financial Management System
3.	Learning Management System	3.	Inventory / Asset Management System
4.	Examination Management System		
5.	Feedback Management System		

LCWU Campus Management System (rfp)
Student Life Cycle (SLC)
Requirements Document (Draft)

1. Admissions Management System (Registrar Office)

a. Online Admissions System

- In nature of admission, only relevant merit type should be displayed e.g., selecting of Pharm-D admission there is only shown related fields of Pharm-D category whereas other fields like sports, overseas or other province quota should NOT be shown.
 - When select any discipline, eligibility criteria should be shown automatically against respective discipline.
 - Departmental admission coordinators should have access of module for uploading of prospectus department data. In the module, different options will be available like Edit, Add or Remove every year. When the admission coordinator select relevant department then only respective department details should be shown.
 - In academic information, text should not be entered in numerical fields and vice versa.
 - Reserved seats details and fee structure.
 - Fee structure of all disciplines is invisible.
 - Test and interview pattern / format.
 - Automatically select / reject eligibility criteria according to relevant degree / subject.
 - Pic / document pixels.
 - Blur document should not be accepted.
 - If the applicant can apply the specific discipline in which test or interview required then it should be informed through SMS and email alongwith schedule of test or interview should be sent to applicant.
 - A pop up must be shown describing all fields of admission queries and online admission admissions. (Just like PU admission portal)
- Add Personal, Educational, Experience, Publication Information & then Upload Educational Documents.
 - Do Final Submission. (*Note: After Final Submission you will not be able to edit your entered information*)
 - Choose your desired program from Offered list.

- Fee Challan will be generated for selected Admission Program, take printout using ***Print Challan*** & deposit fee in any branch of NBP or BOP bank.
- After depositing fee, you need to ***Generate Application*** by uploading picture of Deposited Fee evidence.
- **General Instructions:**
 - While filling the form, You can move to Previous Tabs (Steps) by clicking on desired tab (e.g. Personal Info.), if needed to Change/Update/View any information but before Final Submission.
 - Remember, once you have applied on a program, you will not be able to apply again on that program for changing quota. So be very careful.
 - **In case any candidate who is found at any time to have obtained admission by making any miss-statement in the Admission Forms or by willful concealment of any material fact, (particularly about marks, division, previous admission to the Department/Institute/Center/College or employment, expulsion, conviction etc., and fails to fulfill the eligibility criteria, her admission shall stand as cancelled and all fees or other dues paid by her.**

Note: *LCWU reserves the right to cancel the Application at any stage, in-case of In-Eligibility, False Information or Missing/Incomplete information/document(s) etc. without any intimation.*

- **Form Steps:**
 - Personal Information (*For Biographical Details*).
 - Educational Information (*For Academic Qualification Details*).
 - Apply (*For final submission of above information & Admission Program Applications*).

Instructions for Online Admissions Form

OFFERED PROGRAMS LIST

- **Admission Form is divided into following steps (Tabs):**
 - Personal Information (*For Biographical Details*).
 - Educational Information (*For Academic Qualification Details*).
 - Experience/Publications (*For Job Experience & Publication Details*).
 - Apply (*For final submission of above information & Admission Program Applications*).

"Applying Procedure for the Offered Program:

- Add Personal, Educational, Experience, Publication & then Upload Educational Documents.
- Do Final Submission. (*Note: After Final Submission you will not be able to edit your entered information*)
- Choose your desired program from Offered list.

- After depositing fee, you need to *Generate Application* by uploading picture of Deposited Fee evidence.

Applicants are Advised to fill their complete information in the form as the same will be used for further admission process.
Please note that, your application will not be entertained unless you do "Generate Application" step, after depositing fee challan.

- **Special Notes:**

- While filling the form, You can move to Previous Tabs (Steps) by clicking on desired tab (e.g. Personal Info.), if needed to Change/Update/View any information but before Final Submission.
- Remember, once you have applied on a program, you will not be able to apply again on that program for changing quota. So be very careful.
- **In case any candidate who is found at any time to have obtained admission by making any miss-statement in the Admission Forms or by willful concealment of any material fact, (particularly about marks, division, previous admission to the Department/Institute/Center/College or employment, expulsion, conviction etc., and fails to fulfill the eligibility criteria, her admission shall stand as cancelled and all fees or other dues paid by her.**

Note: LCWU reserves the right to cancel the Application at any stage, in-case of In-Eligibility, False Information or Missing/Incomplete information/document(s) etc. without any intimation.

OK, I have read above instructions

The system must be able to provide the interface for prospect/student to apply programme/courses online but not limited to functions & features below:

- The system must be able to allow the prospects to create own account to register as applicant. An account confirmation email should be sent at the applicant's email.
- The system must be able to allow prospects to submit application supporting document online including such as transcript, certification, Bank deposit challan and etc.
- The system must be able to upload image.
- The system must be able to allow prospect to download and print filled admission application form, fee challan and **roll** number slip for internal test from the portal.
- The system must be able to allow prospect to provide submitted challan information with soft copy.
- The system must be able to provide the interface for administration and academic department to manage student admission processes online.
- The system must be able to provide the interface for administration and academic department to manage online test of applicants.

- The system must provide the dashboard for personnel of Admission Section and students for self-service support according to their role & permissions.
- For PhD programs, HEC qualifying criteria needs to be implemented automatically on the basis of entered marks by the Applicant and should be visible to the PhD Admission Coordinators
- Admin panel should enable approval and rejection of applications and includes
 - Filling, submission, scrutiny, verification, approval or rejection of online application.
 - Prospect Students can apply to multiple programs at BS level.
 - Manage Entry Test and Interviews
 - Manage Merit Lists Program Wise
 - Manage Merit Lists Department Wise
 - Manage printing and display of Merit Lists
 - Student Records Searching
 - Student Records Correction/Update
 - Provision of adding new student by DEO
 - Student Records Verification by the coordinator
 - Any other relevant requirement

Departmental Admissions Coordinators should have access of admin in panel to manage the admission applications using secured logins. Creation of Login and Passwords of respective admissions coordinators. After creation of Login & Password following steps are required;

1. Verification of Students
2. Eligibility criteria verification
3. Creation of Merit List (Test/Interview/Merit List)
4. Auto generation of Student Registration Number/ Roll Number on Admitted list.

B. Student academic record, registration / enrollment management

The proposed solution must be able to provide the interface to administration but not limited to functions & features below:

- a) The proposed solution must be able to support student Profile creation.
- h) The proposed solution must be able to support both manual and auto programmed / course registration through Student Portal.
- c) The proposed solution must be able to support termination/freeze of current programme and register to new program.
- d) The proposed solution must be able to support add and drop programme/course handling by students through student portal.

- e) The proposed solution must be able to support add and drop subject handling.
- f) The proposed solution must be able to support withdrawn subject handling.
- g) The proposed solution must be able to support defer subject handling.
- h) The proposed solution must be able to support next semester auto enrolment upon current semester completed.
- i) The proposed system must be able to apply different checks before joining like the validity of degree duration, enrolment in a single degree program.
- j) The proposed system must be able to support readmission cases.
- k) The proposed system must be able to cancel, suspend student admission based on the rule defined in the system such as low GPA, misconduct, non-payment of dues etc.
- l) The proposed system must be able to close enrolment of student at the completion of study programs.
- m) The proposed solution must be able to subscribe students to library services.
- n) The solution must provide the dashboard for personnel of Admission Section and students for self-service support according to their role & permission.
 - Only Authorized access
 - Define Rules for Registration and Roll Numbers
 - Issuance of New Students registration numbers
 - Issuance of New Students Roll Numbers
 - Correction of registration related data for existing students
 - Any other relevant requirement

c. Student Program Transfer Management

- The proposed solution must be able to support allow exceptional scenario, example: transfer
- from programme A to B and from B to C and from C back to A.
- Only Authorized access
- Change student program with the approval of concerned authority
- Update roll number according to new program
- Any other relevant requirement

d. Enrolled Students Records Management

- **Enrolled Students** Records Management
- Prospected Students Records Management
- Prospect Students Transfer to Enrollment

- Custom Reports for Existing and Enrolled Students
- Student Reports' Management
- Management of registration Registers
- Management of Registration Cards
- Student Search Features
- Student Profile Management
- Student Attendance Management
- Time Table Management
- Admitted student lists
- Any other relevant requirement

2. Fees Management System– (Treasurer Office)

- Prospect Students Fee Challan
- Enrolled Students Fee Challan
- Provision of Multiple Challan Types (Full Fee, Installments, Scholarship)
- Print of Challan for multiple banks option
- Provision of Challan Clearance
- Installment of Fee Option
- Print of Fee Demand Register
- Printing of Fee Reports
- Any other relevant requirement
- Student Fee Ledger
- Integration with payment apps
- Integration / posting in GL under relevant head of A/c in financial system

3. Learning Management System– (Director Academics)

a. Student Portal

1. Student Dashboard with User friendly Interface
2. Student Complete Profile with Photo, Course, Subjects, Semester etc.
3. Enrolled Program Road Map (Schemes of study)
4. Student Course Enrollment Request (For Re-enrollment)
5. Class Timetable
6. Downloads Section for Assignments/Quiz
7. Notice Board, News and Events

8. System should facilitate to maintain the status of pending assignments of a student and show all pending (un-submitted) assignments on student dashboard. Assignments and Quizzes with randomization and custom timing functions. These are also chapter/topic-wise.
9. Assessment results preferably generated and share on student portals along with print option. Facilitate to conduct the examination or Quizzes and Student can view result
10. Student should click to join online class and related features. Class Attendance of online students with time stamp/duration
11. The system should check the Paid Fee, Hostel and Transport dues (where applicable) status and Result of the student before promoting to next semester on CMS Portal.
12. Alerts/Messages should be enabled on Student dashboard as set by the Teacher/Departmental Coordinator and Student Discussion Board

b. Teacher Portal

1. Course Lesson Planner Creation and Update. Course contents which are required by almost all accreditation councils.
2. Teacher can upload week-wise topic and course learning and helping material.
3. The system should facilitate to upload video links to make it more interactive.
4. The system should provide downloading material facility, available in different file formats like word, excel, jpeg and pdf.
5. Complete Faculty Profile Management with Photo.
6. Allotted Course and Class Student View
7. Submission of question papers
8. Attendance, Share Lectures with students
9. Notice Board for the Class.
10. System should have the facility to take the picture of student at the time of downloading of the paper. Also take the picture at the time of uploading of paper. It should be time based.
11. System should facilitate to enter results of examination and quizzes. Also, there should be facility of automatic sharing of results along with certificates on student portals.
12. System should facilitate the Teacher to create group-wise assignment and share attachments related to assignment. Teacher can define the deadlines for assignment submission and have the facility to receive the assignments after due date.

c. Online Class Room

1. Video Streaming
Video features as per details given below:

- Online Class/Lecture
 - System should facilitate instructors to create Class/Lecture only to permitted users.
 - System should facilitate to allot Instructor & students to the online class.
 - System should facilitate the permitted instructor and students to join the online class.
 - System should facilitate the attendees of the online class/lecture to view video stream of the instructor. In addition, facility to communicate with each other's through audio.
 - System should facilitate the Instructor of the online class/lecture can control/allow/disallow the attendee's video and audio streaming.
 - Screen Sharing
 - System should facilitate the Instructor of the online class/lecture to share screen with other attendees.
2. White Board Sharing
 - System should facilitate the Instructor of the online class/lecture can share white board with the attendees which enables the instructor to draw if needed.
 3. Lecture recording
 - System should facilitate to record the lecture with Institute's water mark logo in the background.
 - System should facilitate to upload the recorded lectures through instructors.
 4. Historic Lectures
 - System should facilitate the attendees to view any historic lecture on the portal.
 - System should facilitate to control the visibility of the lecture through the permitted user/Administrator.

d. Departmental Coordinator Portal

1. Academic Programs
2. Program Enrollments
3. Sections Manager
4. Term Registration
5. Remove Students Terms Wise
6. Re allocation of Courses to the students who want to improve the grades

e. Online Assessment/Quizzes:

Student Dashboard:

The proposed solution should facilitate prospect student to receive examination notification on their dashboard. Following features should be available in proposed solution:

1. The online assessment or Quizzes can be conducted through this student

- portal.
2. Assignments and Quizzes with randomization and custom timing functions. These are also chapter/topic-wise.
 3. Assessment results are automatically generated and share on student portals along with certificates.

f. Online Assignment Submission

The proposed solution facilitate teacher to create an assignment and assign it to specific (group) or all students and also share attachments related to assignment.

The proposed solution should show all pending (un-submitted) assignment on student dashboard so prospect student can easily upload assignment from there portal.

Note:

- i. LMS should be best suitable Module complying with all HEC & PEC regulations
- ii. LMS Features should preferably be managed/incorporated in Online Portals (Department, Teacher and Student Portals)

g. Class Timetable Management

The proposed solution must be able to configure and support not limited to features below:

1. The proposed solution must be able to support and configure auto time table generation.
2. The proposed solution must be able to create block, Room # along with accessories, Floor, Institute time, Duration of lecture.
3. The proposed system must allow the role based access and should use the resources as defined in proposed system for scheduling in the time table software.

h. Customized Reports

1. ALL LMS related reports
2. Faculty, Department and program Wise Enrolled Students
3. Export List of Students options (Excel, pdf)
4. All Teachers Details and Export list option (Excel, pdf)
5. All Courses details and Export list option (Excel, pdf)
6. Enrollment Reports (Total Students, Total Teachers, Workload of teacher student and Courses etc)

4. Examination Management System – (Controller of Examination)

Sr No.	CMS Requirement
1	Provide ability to transmit the complete data of admitted students to Office of Controller of Examinations after due verification as per metric certificate, i.e. name, fathers name, DOB, CNIC, Contact details etc. along with Roll Number, Regd. No., picture of student etc.
2	Provide ability to automatically update student profile in case of name correction, record correction etc.
3	Provide ability to add Faculties, Institutes, Departments, Affiliated Institutions, Sub Campus etc
4	Provide ability to add session, program, courses offered etc
5	Provide ability to lock the offered courses and incase of change/ addition etc, permission of admin shall be required
6	Provide ability to add required attendance percentage for each course/ program
7	Provide ability to add pass percentage for each course/ program
8	Provide ability for students to enroll for course/s in case of Summer Semester/ Report Courses/ Re-admission etc.
9	Provide ability to enroll students in different courses/ programs
10	Provide ability to generate attendance sheets for each course
11	Provide ability to generate list/notification of Eligible and Not Eligible students for each course on the basis of attendance percentage requirement
12	Provide ability to generate attendance sheet for individual student
13	Provide ability to import grades from a spreadsheet (e.g. Excel).
14	Provide ability to evaluate the performance using different system e.g. semester, tri-semester, annual, integrated, modular.

15	Provide ability that admin can define grading scheme for programs/ courses
16	Provide ability to define the valid grades permitted for each course within a specific grading mode (credit, progress, normal, audit, withdraw, incomplete, Repeat, Improve etc.).
17	Provide ability to define the effect of each grade on credit hours attempted, earned and completed, and grade point average.
18	Provide ability to define grades (including +/- grades) and associated grade values (including fractions).
19	Provide ability to the teacher to define assessment criteria for each course with weights for each assessment type during the semester
20	Provide ability to enter summative assessment and formative assessment as per examination/assessment scheme of integrated system
21	Provide the ability that concerned faculty member can add the marks/ results of their concerned course/s
22	Provide ability to verify that Final Result have been submitted.
23	Provide ability to give facility of saving the feeded result before its final submission
24	Provide ability to lock the submitted result and in case of changes/ modification permission of admin shall be required
25	Provide ability to generate detail marks record of individual student, mentioning marks obtained in each course of a semester along with grade, % , GPA etc.
26	Provide the ability to calculate grades for each course on the basis of criteria defined by University
27	Provide ability to calculate and display Semester and Cumulative GPA, or any other evaluation criteria as per University Regulations
28	Provide ability to calculate and/or recalculate GPA, or any other evaluation criteria, upon marks being entered or changed upon users request
29	Provide ability to control rounding or truncation of GPA, or any other evaluation criteria, on transcript and other reports.
30	Provide ability to calculate and store course attempted, course completed, grade points, GPA, or any other evaluation criteria, progress probation and academic probation by level and campus.
31	Provide ability to restart cumulative GPA, or any other evaluation criteria, and have separate GPA, or any other evaluation criteria, for multiple student levels when student moves from certificate course/ diploma/ undergraduate to professional or graduate student.

32	Provide ability to maintain student GPA, or any other evaluation criteria, by program level (grad, professional or undergrad), by faculty, by degree program and batch wise.
33	Provide ability to capture a separate GPA, or any other evaluation criteria, for each degrees (e.g. student graduated and is admitted again for a second degree).
34	Provide ability to make deletions/reinstatements retroactive to any semester with the permission of admin
35	Provide ability to perform grade related and academic standing recalculations upon marks changes, e.g. repeats, probation/suspension with the permission of admin
36	Provide ability to update grades and appear in chronological/ alphabetical order
37	Provide ability to input and update student grade changes online real-time mode
38	Provide ability to display online audit trails showing all course, grade option, grade, or credit hour changes made to a student academic record.
39	Provide ability to record an unlimited number of grade changes for a student enrollment
40	Provide ability to control which office/campus/individuals can process grade changes and makeups and other grades related information.
41	Provide ability to record and validate all marks for a section online.
42	Provide ability to record nothing or a withdrawal grade if course is dropped prior to the no penalty drop date.
43	Provide ability to maintain user log of result entry, updation, changes ect.
44	Provide ability to lock the result.
45	Provide ability to restrict teacher from changing of results after submission to exam department
46	Provide facility to generate provisional and final result notification.
47	Provide ability to update the Dash Board regarding announcement of results etc.
48	Provide ability to route student query to the concerned section of Controller Office (requests regarding issuance of certificates, verification of academic documents etc.)

49	Provide ability to transfer/export data from system to excel spread sheets
50	Provide ability and flexibility to support integrated/modular/Annual/semester/trimester
51	Provide ability to prepare analysis of grades, CGPA, student performance (subject Wise, Faculty wise, Semester wise, batch wise etc.)
52	Provide ability to add credit of exempted courses.
53	Provide ability for online submission of examination admission forms (Annual System)
54	Provide ability to generate admit cards for examination as per policy rules and regulations (Roll Number Slips, Cut Lists etc.)
55	Provide ability to generate list of candidates who are not eligible to appear in exam (due to shortage of attendance, fee defaulters etc.)
56	Provide ability to review/moderate/normalize the result as and when required.
57	Provide ability to enter marks of supplementary exam in integrated system
58	Provide ability to upload questions in question bank.
59	Provide ability to perform post exam analysis.
60	Provide ability to generate different types of reports for passout students for Degree printing and Convocation
61	Provide ability to generate lists of graduates (who have completed degree) for the purpose of Distinction award as per Examination Regulations
62	Provide ability for online Convocation Registration of students at the time of Convocation.
63	Provide ability to generate date sheets as per subject combinations and examination schedule
64	Provide ability to generate examination plan as per date sheet and availability of examination centers
65	Provide ability to store information related to Research allocated to students of different programs, like Title of Thesis, Name of Supervisor/ Co-Supervisor, Names of Examiners etc.

66	Provide ability to record data related to PhD students. Like dates of ASRB, GAT/ Entry Test result, Course Work/ Comprehensive result, record of departmental presentation, publication, Plagirism Test, Clearance from concerned quarter etc.
67	Provide ability to record panel of Examiners approved for PhD students
68	provide ability to generate the quarterly progress report of research students
69	Provide ability to record extensions granted to PhD students normal/ extraordinary etc.
70	Provide ability to record the extensions granted to Research students of all programs
71	Provide ability to generate letters to be sent for evaluation of Thesis/ Dissertations etc.
72	Provide ability to generate payment bills for examiners on the basis of No. of evaluated answer scripts and rates defined by University
73	Provide ability of add CNIC No., Bank Details/ mode of payment for the Examiners (Internal/ External) for payment of remuneration and tax
74	Provide ability to generate payment bills for examiners for Thesis evaluation
75	Provide ability to store Transcripts Number and Degree Number attached with each student
76	Provide ability to generate list of candidates eligible to receive Degrees
77	Provide ability to add special chances given to students for repeating a course/ appearing in Internal/ Final Examinations
78	Provide ability to maintain inventory of different stationary items, i.e. Answer Scripts, Transcripts, Degrees etc.
79	Provide ability to maintain the record of consumption and balance of Answer Scripts, Transcripts, Degrees, Certificates as per their serial numbers.
80	Provide ability to exclude all non-credit classes from transcripts.
81	Provide ability to include Semester/Term statistics (GPA, Hours Earned, etc.) as well as Cumulative statistics.
82	Provide ability to include withdrawn or dropped courses in total attempted hours

83	Provide ability to identify courses completed without a grade
84	Provide ability to allow semester abroad participation to be printed on transcripts
85	Provide ability to flag repeated courses.
86	Provide ability to print transcripts with semester totals.
87	Provide ability for option to print student data on transcript (student registration no, address, birth date, etc.)
88	Provide ability for option to print student data on certificate/ degree (student registration no, Roll No., CGPA, Program etc.)
89	Provide ability to support charging additional fees for special services (e.g. TCS, FedEx)
90	Provide ability to accept credit card/ online payments for processing fees in person, via mailed/faxed request and through student self-service online.
91	Provide ability to define an unlimited number of holds.
92	Provide ability to certain users to track any holds overridden to release transcript/ certificate/ degree without clearing the hold.
93	Provide ability to select transcripts/ certificates/ degrees to print by batch, student request, special populations or transcript/ degree type.
94	Provide ability to print official transcripts/ certificates/ degree on-demand on a laser printer.
95	Provide ability to customize multiple transcript print formats to user specifications (e.g. official, unofficial, etc.).
96	Provide ability to print official transcripts/ certificates/ degrees in batch on a laser printer.
97	Provide ability to support printing of attempted and earned credit hours on transcript with remarks as per regulations.
98	Provide ability to support printing of transcript by choosing semester or by courses with remarks as per regulations.
99	Provide ability for option to print transcript with different page size

100	Provide ability to define roles/authorization/rights to access/print, transcript/ certificate/ degree
101	Provide the ability to maintain the user log of printing of transcript / certificate/ degree
102	Provide facility to generate transcript with marks and percentages on required basis.
103	Provide ability to print the picture of student on Transcript
104	Provide ability to print additional information about student/ University/ Program etc on Transcript
105	Provide ability to print semester wise inventory of results in the form of progress report
106	provide ability to print certificates of different types, like Medium of Instruction, Bonafide, Diploma, Distinction Certificates etc
107	Provide ability to link the final results with University website for online verification of academic records by different agencies

5. Feedback Management System – (Director QEC)

The system should support surveys whenever required like

- i. Students Course Evaluation
- ii. Faculty course Review Report Performa
- iii. Survey of Graduating Students Performa
- iv. Research student progress review form
- v. Faculty Satisfaction survey
- vi. Survey of department offering Ph.D Program, Performa
- vii. Alumni survey
- viii. Employers survey
- ix. Faculty resume form
- x. Teacher Evaluation Form

All kind of surveys mentioned above are mandatory for online feedback mechanism along with the option of customization. It will be better if analysis reports of the surveys are generated and analysis report of surveys provide the results in form of Key Performance Indicators. Further some pertinent points are added in required information related to dashboard.

The system should be able to provide the results of surveys and analysis to the Director QEC and the competent authority maintain confidently.

The system for QEC should have its own dashboard where QEC admin can be

- Able to access information about registered students, department wise and categorically semester wise.
- Able to view faculty information from its own interface including their personal data as well as their course allocated.
- Able to view data of enrollment related to students from both fall & spring semester wise.
- Able to view the foreign students and Quota students also required semester wise enrollment with required details of name, Roll #, and semester enrolled.
- View of data or number of students getting scholarship of all types
- Time Table management system is also required in which we can easily see number of courses allocated along with details of classrooms building wise.

Need access to the following data for Ranking Purpose.

Calendar year requirements

- Number of academic staff male/female & permanent/visiting separately (department wise)
- Number of academic staff international /overseas origin male/female & permanent/visiting separately (department wise)
- Number of visiting international Faculty Staff (Inbound/Outbound)
- Number of staff with Ph.D degree (Faculty/ Administration)
- Total number of Faculty (BPS-TTS)
- Total number of students BS/MS/Ph.D separately (department wise)
- Number of undergraduate/Graduate/Postgraduate International Students(Department wise)
- Number of undergraduate/Graduate/Postgraduate Exchange Students(Department wise)
- Undergraduate Students 1st Year
- Student Retention rate (BS/MS/Ph.D)
- Student Continuation Rate (BS/MS/Ph.D)
- Graduate completion Rate
- Total Students nationalities country (department wise)
- First generation learners
- Number of BS/MS/Ph.D degrees awarded (department wise)
- Number of research doctorate & professional doctorate degree awarded.
- Research income
- Research Income from industry & Commerce
- Undergraduate, graduate & post graduate fee (International/domestic)
- Student Teacher Ratio (STR)
- Student Dropout rate
- Number of students migrated (department wise)
- Number of accredited programs
- Total number of academic programs offered along with credit hours & their time duration.

- Total number of applications received & total number of actual enrollment.
- Estimated amount of Financials Aid given to the Students from Institutional Fund.
- Endowment asset per student = $\frac{\text{Amount of Endowment}}{\text{Total number of fulltime equivalent students}}$
- Total expense per students = $\frac{\text{Educational \& General Expense}}{\text{Total number of fulltime equivalent students}}$

LCWU Campus Management System (rfp)
Enterprise Resource Planning (ERP)
Requirements Document (Draft)

1. Employee Management System - (Registrar Office)

a) Personnel Administration

The system should maintain the employee contact address details. This includes:

- Residence contact address (residence telephone, pager, mobile phone,
- Work contact address (site, location, building, floor, room, extension, Dependent details)
- The system should facilitate printing of all forms with contents pre-filled (as much as possible) based on the information available in the Database.
- The system should provide Admin. With the employee up-to-date data details regarding work location, contact address, e.g. Telephone Directory.

In the system, the employee Profile Actions include:

- New Appointment (from recruitment)
- Deputation in/ out
- Promotion
- Transfers
- Study Leave
- Resignation
- Termination
- Dismissal
- Suspension
- Increment
- Annual Leave
- Service/ Salary Certificates
- Medical Scheme administration

- Education allowance administration
- Loan Applications
- Salary advance requests

b) Contract Management, Monitoring & Control

System should be able to define and maintain contracts for permanent/ Contract employees.

c) Leave Administration

- The system should have the facility to define and configure rules, procedures, workflow and policies for all kind of leaves based on grades.

For example annual, sick (with pay, half-pay and without pay), Hajj, Maternity, etc.

- The system should have the facility to maintain/ enter date of resumption from leave to trigger future payments to the employee.
- The system should have the facility to accrue leave as of date.
- The system should have the facility to provide information regarding available leave as of any date.
- Flexibility to not consider late for an employee on a particular date in case of special situations
- Leave accruals and leave administration can be processed without Time and Attendance feature.
- Leave Plans can be configured for a lump sum accrual on an annual basis.
- System should support unlimited types of leave.
- Ability to track the approved date when the employee's leave of absence is expected to start and alert the relevant users on user defined rules.
- Maintains of leave of absence history.
- Employees should be able to request Leave/ leave.
- Head of Departments should be able to view pending employee Leave/ leave requests.
- Head of Departments should be able to request Leave/ leave.
- Workflow approval processes must be included for Leave/ leave requests initiated by employees or managers.

d) TTS MANAGEMENT

TTS Management System / HR Software for the following tasks: -

- All matters related to the Human Resource Management System e.g. employees profile, experience, education, leaves

record, ACRs, trainings, seminars, workshops, research publications, previous experience history, research projects, research grants etc.

- Computerized diary and dispatch system.
- Inventory Management System (for Stationary and Store of Registrar's Office).
- Stock Management System (for items issued to the employees of Registrar's Office).
- All Establishment related matters of faculty members working on TTS.
- Advanced Studies & Research Board (ASRB) Meetings Management System (e.g. Letters, Working Paper, Minutes, Notifications, Office Orders etc.)
- All the matters related to HEC Tenure Track System (TTS) as per Model Tenure Track Process Statutes, Document Version 2.0, HEC, Islamabad like;
- APRs (Annual Performance Reports).
- Self-Assessment Reports for Mid Term Review and Final Term Review.
- TRP (Technical Review Panel).
- DTRC (Departmental Tenure Review Committee) meetings and TTS Standing Committee Meetings Management System (e.g. Letters, Working Paper, Minutes, Notifications, Office Orders etc.)
- TTS Promotion Board, TTS Selection Board, grant of Tenured Status to the TTS Employees.
- HEC endorsements of Faculty Members.
- Rules, Regulation, Notifications, Orders issued by HEC / LCWU etc.

The following column are also required in addition to personal administration (employee management system):

- 1. Name of the employee**
- 2. Father name**

3. Religion
4. Gender
5. Domicile
6. Date of joining
7. Qualification
8. Department
9. Faculty
10. Mobile number
11. Nationality
12. EOL
13. Casual leaves
14. Lien
15. Cadre

LCWU CAMPUS MANAGEMENT SYSTEM
ENTERPRISE RESOURCE PLANNING (ERP)
EMPLOYEE MANAGEMENT SYSTEM

In addition to mentioned fields, following fields are also required for ERP System of Establishment Branch (E-I).

Personnel Administration:

Sr. No.	Fields
1.	Name
2.	Father's name
3.	Husband's name/ Wife's name
4.	Domicile
5.	DOB
6.	E-mail
7.	CNIC
8.	NTN
9.	Religion
10.	Marital Status
11.	Nationality
12.	Gender

13.	Qualification (from Matric to onward with name of institute/ university and year of completion)
14.	Mobile No.
15.	Permanent Address
16.	Correspondence Address

Employee Profile:

Sr. No.	Fields
1.	Date of 1 st entry in University
2.	All appointment / promotion dates from recruitment till onward
3.	Relieving date from previous institute/ university (optional)
4.	Designation
5.	Scale
6.	Job status (Regular, TTS, Contract, IPFP, Visiting)
7.	Visiting/ Contract period
8.	Retirement Date
9.	Resignation date
10.	Removal / Dismissal date
11.	Suspension period/ date
12.	Selection / Promotion Board dates of all appointments
13.	Syndicate meeting dates of all appointments
14.	Department
15.	Institute / Faculty
16.	Campus
17.	ACR's detail
18.	Seniority determination
19.	Deputation period (if availed)
20.	Additional Charge (if any) availed, availing
21.	Look after charge (if any) availed, availing
22.	Adhoc period
23.	Detail of post on which the employee is working (statutory/ non-statutory and in which Syndicate it is created with date)

Leave Administration:

Sr. No.	Fields
1.	Leave Account balance
2.	Study leave
3.	Earned leave
4.	Maternity leave
5.	Paternity leave
6.	Casual leave
7.	Ex-Pakistan leave
8.	EOL
9.	Iddat leave
10.	Medical leave

11.	The system should have the facility to track and alert about the ending dated of leaves
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2. Financial Management System - (Treasurer Office)

a. Finance and Accounting

Financial management is a critical business function. LCWU ERP systems should help manage accounts payable, accounts receivable, fixed assets, risks and taxes. Automate various accounting functions, including payments processing, expense management and more. It should improve bookkeeping accuracy and processing times, reducing the burden on staff and their working hours.

The following key features but not limited to should be addressed

- Accounting Dashboard
- Bank Account Reconciliation
- Cash Management and Cash Forecasting
- Collections Management
- Budget Creations
- Credit Limit Verification
- Deferred Revenue Accounting
- Amortization Calculation Depreciation
- Expense Management
- Financial Audit
- General Ledger
- Global Transaction Taxes
- Invoicing
- Multi-Company Accounting
- Multi-Currency Support
- Payment Management
- Journal Entry Postings
- Project Accounting
- Pension Management System
- Endowment Fund Management
- Revenue Management
- Financial Aid Management
- Investment Management system
- Reporting as per Govt. chart of classification

b. Payroll Management System

Pay Fixation/Compensation & Benefits Administration

- The system should be able to define the compensation elements, allowances, associated benefits, remunerations and other facilities

based on employee grade/ any other criteria.

- System should allow definition of additional compensation elements, new grade e.g. BPS, TTS, MP grade allowances, associated benefits, remunerations and other facilities to the defaults specified for a employee grade
- The system should allow creation and maintenance of separate policies for each of the different types of allowances based on grade, employee status, place of work, etc. as described earlier. Allowances' parameters are subject to change, based on Management approval.
- The system should have the facility to provide salary position of all employees within the salary range i.e. by quartile, midpoint, blocked, etc.
- The system should have the facility to administer salary increase programs based on specific criterion.
- The system should have the facility to generate transactions for the payroll system for those cases, where the allowances are paid on a monthly basis through payroll.
- The system should be able generate detailed and summary reports of allowances paid during a month/year, based on grade, organization unit etc. Keep the history and trends of such reports on allowances.

Data & Validation

- The system must allow changes to be made in any of the following type of data before payroll processing:
 - a. Personal
 - b. Service
 - c. Salary
- The system must allow entry and processing of temporary (one time) changes of payments and deductions.
- The system must confirm the referential data integrity at the time of entry, edit, or deletion of any transaction into the

system.

- The system must be enabled with calculating and processing allowances and deductions automatically if the allowance or deduction is based on Basic Pay Scale, percentage of current Basic, or formula.
- Automatic calculation of tax according to prevailing slabs.
- The system must be enabled with recording details of loans and advances disbursed to the employees of LCWU.
- The system must be enabled with making recoveries against different loans and advances disbursed to LCWU employees.
- The system must be integrated with the General Ledger system, in order to post the information regarding the salaries of the employees.
- The system must be enabled with maintaining the recoveries on loans and their balances like principal amount, paid to-date and outstanding balance and also number of installment paid.
- The system must be enabled with handling unlimited allowances, deductions, and loans for each employee.
- The system must be enabled with searching an employee based on a combination of multiple fields.
- The system must be enabled with automatically stopping the salary of Ad-hoc/Contractual/ project employees and also handle any other period specific transactions (allow effective and end date).
- System must calculate salary arrears
- The system must be enabled with calculating partial or prorated salaries based on defined periods.
- The system must be enabled with deducting GP Fund contribution from the salaries as per rules of Government of Punjab.
- System should perform/facilitate data integrity check, and reconciliation after processing of monthly salary before its disbursement.
- The system must be enabled with updating the GP Fund ledger

records with the relevant transactions generated from the processing of monthly salary after successful data integrity check.

- The system must be enabled with automatically generating the transactions for communicating the monetary information regarding salaries paid during the month to the GL system according to the relevant account head as per the Chart of Accounts.

The system must be enabled with reconciling the monthly figures of loans and advances with the corresponding figures available in General Ledger systems.

- The system must be enabled with calculating and disbursing the final settlement to the employee in case of superannuation, retirement, resignation, dismissal, invalidity or death.
- The system must be enabled with calculating the negative settlement and generating an advice for recovery at the time of final settlement, if recovery is required from the employee instead of payment (in case of advance salary, loans etc.)
- The system must be enabled with retaining historical records of payments and deduction of each employee for a specified period of time (e.g. 5 years).
 - a. The system must be enabled with postponing recovery of any advance/loan for a specific period of time.
 - b. System must have capability to execute the multiple payroll runs for any department / region / division (e.g. earlier payroll run for Christian employees on Easter Christmas).
 - c. Also it should be able to import all the data from previous month for making the salary of the current month.
 - d. The system must be enabled with generating the salary slips.
 - e. There should be an option of sending the salary slip to the employees via email/Portal.
 - f. Generation of pay sheet which should have breakup of

- all allowances/deductions/component details that make up gross salary
- g. Non-Management employees should get gross salary without breakup
 - h. System should support multiple types of employee loans e.g. car loan, bike Loan, cash Loan
 - i. Ability to deduct salary advances from the next month's salary
 - j. Configurable loan approval hierarchy before the disbursement of loan to employee
 - k. Ability to process zero interest based loan.

3. Inventory/Asset Management System – (Senior Estate Officer)

Asset management systems should balance an asset's fees, risks and growth possibilities and acknowledge performance to make better monitoring and control. This system should track barcodes and QR codes for every asset for better tracking. Inventory management system should track to see items locations at all times and should manage product IDs, descriptions, categories, units of measure and other details in one centralized system. It should perform valuations with standard, specific, average, first-in-first-out (FIFO) and other methods. Following key features but not limited to are highly desirable

- Asset Audits
- Asset Downtime Tracking
- Create and View Asset Hierarchies
- Develop Asset Profiles
- Asset QR and Barcode Assets
- Linear Asset Management
- Multi-Site Asset Management
- Capture Inventory Details
- Cycle Counting
- Inventory Adjustments
- Inventory Traceability Via Lot and Serial Numbers
- Inventory Valuation
- Kitting and Disassembly
- Multiple Return Payment Methods
- Replenishment
- Returned Products Management
- Returns Processing

- Stock Reservation
- Suppliers/ vendors profile
- Categorization of inventory (Buildings, Furniture & Fixtures, Electricity, Electronics, Sanitary, Plumber, Paint and Carpenter, General items, Dead Stock, Repair and maintenance, Refreshment etc.)
- In and out history.

Section-IV: Bid Data Sheet

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

A. Introduction		
BDS Clause Number	ITB Number	Amendments of, and Supplements to, Clauses in the Instruction to Bidders
1.	2.1.1	Name of Procuring Agency: Lahore College for Women University, Lahore. The subject of procurement is: Purchase of CAMPUS MANAGEMENT SYSTEM (CMS) Period for delivery of goods: 06 Months Commencement date for delivery of Goods: After Issuance of Letter of Acceptance (Award Letter/Purchase Order/Work Order)
2.	2.1.2	Financial year for the operations of the Procuring Agency: 2023-2024 Name of Project/ Grant (Development or Non-Development): Non-Development Name of financing institution: Own Sources of Lahore College for Women University, Lahore
3.		Ineligible country(s) : NA
4.	2.3.6(iii)	Demonstration of authorization by manufacturer: Not Required
B. Bidding Documents		
5.	2.2.2	The address for clarification of Bidding Documents: Convener Purchase Committee, Lahore College for Women University, College Road Township, Lahore
6.	2.2.2	Pre-bid meeting will not be held
C. Bid Price, Currency, Language and Country of Origin		
8	2.3.1	<i>Language: English</i>
10	2.3.4	The price quoted shall be Inclusive of all applicable Taxes
11.	2.3.4	The price shall be fixed

12.	2.1.4 (ii)	Country of origin: NA
D. Preparation and Submission of Bids		
13.	2.1.3	<p>Qualification Criteria/Knock down criteria</p> <p>i. Registration with relevant tax authority i.e. FBR/PRA etc. as active tax payer (Sales Tax and Income Tax).</p> <p>ii. Affidavit to the effect that:-</p> <ul style="list-style-type: none"> • Bidder is neither currently blacklisted from any government department nor is any litigation pending in this regard. • The documents/photocopies provided with Bid are authentic. In case of any fake/bogus document found at any stage, the Bidder shall be blacklisted as per Law/ Rules. • The provided information is correct.
14.	2.3.6&2.3.7	Spare parts required for of operation. (N/A)
15.	2.2.2	<p>Bid shall be submitted to:</p> <p>Diary Dispatch Section, Lahore College for Women University, Lahore</p> <p>Street address: Jail Road Near WAPDA Flats, Lahore</p> <p>Building/Plot No. Bushra Mateen Building</p> <p>Floor/Room No.: Room No. S16 2nd Ground Floor</p> <p>City/Town: Jail Road, Lahore</p>
16.	2.4.2	<p>The deadline for Bid submission is</p> <p>a) Day : Tuesday</p> <p>b) Date: 07-11-2023 Time: 12:00 PM</p>
17.	2.5.1	<p>date/ Month/ Year/Time, and place for Bid opening.</p> <p>07-11-2023 Time: 12:30 PM</p> <p>At the Office of The Convener Purchase Committee, Lahore College for Women University, Jail Road, Lahore</p>
18.	2.6.2	Amount of Performance Guarantee is: 10%

19.	2.3.8	Estimated Contract Price: Rs. 50.00 Million Amount of Bid security is @4% of the Estimated Cost LOT #1: Rs. 2,000,000/-
20.	2.3.9	Bid validity period after opening of the Bid is: 90 days.
21.	2.3.9	Number of copies of the Bid to be provided are: Only One.
E. Opening and Evaluation of Bids		
22.	2.5.1	The Bid opening shall take place at: Lahore College for Women University, Jail Road, Lahore Building/Plot No.: Bushra Mateen Building Floor/Room No: City/Town: Lahore 07-11-2023 Time: 12:30 PM At the Office of Convener Purchase Committee
23.	2.3.5	The currency that shall be used for Bid evaluation and comparison purposes to convert all Bid prices expressed in various currencies is: PKR
24.	2.5.8	F. Bid Evaluation Criteria Only the Bids securing minimum 50% marks would be declared technically accepted and Evaluation Criteria is given below:

- The technical evaluation (Stage 1) will be made on following parameters with respective scores. The qualifying score is 35.

SN	Technical Parameters	Technical Score (70)
1.	Age of the bidding company (starting from company registration date)	Max: 05 (01 points for each Year, no fractions)
2.	Annual turnover (financial) of the bidding company in Millions	Max: 10 (01 point for each Million, no fractions)
3.	Total number of qualified staff (At least graduates in relevant filed and full time employee of the bidding company for at least past 02 years)	Max: 15 (01 point for each such staff)
4.	Total number of such UMS / CMS / MIS / SLC developed and deployed at educational institutions of Pakistan, having worth not less than 05 Million	Max: 15 (05 points for each)
5.	Total number of ERPs developed and deployed in Pakistan, having worth not less than 05 Million	Max: 15 (05 points for each)
6.	Demo / presentation of the proposed / similar CMS	Max: 10 (05 points for user friendliness, 05 points for completeness)

- The technical evaluation (Stage 2) will be made on following parameters with respective scores.

SN	Technical Parameters	Technical Score (70)
1.	Demo / presentation of the proposed / similar CMS	Max: 70 (35 points for user friendliness, 35 points for completeness)

- The final technical evaluation score will be calculated according to following formula.

$$Technical\ Score = \frac{Technical\ Score_{Stage\ 1} + Technical\ Score_{Stage\ 2}}{2}$$

- The weightage of technical and financial bids will be 70% and 30%, respectively. Technical score will be calculated as mentioned above. Financial score will be calculated according to following formula.

$$Financial\ Score = \frac{Amount\ quoted\ in\ lowest\ bid}{Amount\ quoted\ in\ financial\ bid\ being\ evaluated} * 30$$

$$where, Amount\ quoted\ in\ lowest\ bid = Amount\ quoted\ in\ lowest\ bid_{Stage\ 1} + Amount\ quoted\ in\ lowest\ bid_{Stage\ 2}$$

$$and, Amount\ quoted\ in\ financial\ bid\ being\ evaluated = Amount\ quoted\ in\ original\ financial\ bid\ of\ the\ bidder_{Stage\ 1} + Amount\ quoted\ in\ supplementary\ financial\ bid\ of\ the\ bidder_{Stage\ 2}$$

- The bidder obtaining highest “Overall Score” by summing up both the Technical and Financial scores will be awarded the contract. In case multiple bidders obtain the equal score, then the lowest bidder (out of these) in financial bids (Original + Supplementary) will be awarded the contract.

G. Award of Contract

2.6.5	Percentage for quantity increase or decrease is: 15%
2.6.2	The Performance Guarantee shall be: 10%
2.6.2	The Performance Security (or guarantee) shall be in the form of: Bank Guarantee or CDR

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 **Lahore College for Women University, Lahore** and the Supplier, 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 Supplier 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 Supplier is required to supply to the Procuring Agency under the Contract.
- (d) "The Services" means those services ancillary and related to the supply of the Goods, such as transportation and insurance, and any other incidental services, such as installation, commissioning, provision of technical assistance, training, maintenance & repair and other such obligations of the Supplier 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 **Lahore College for Women University, Lahore**
- (h) "The Procuring Agency's country" is Pakistan

- (i) "The Supplier" means the Bidder or firm supplying the Goods and Services under this Contract.
- (j) "The Project Site," where applicable, means the place or places named in SCC.
- (k) "Day" means calendar day.

2. Application

2.1. These General Conditions shall apply to the extent that they are not superseded by provisions of other parts of the Contract.

3. Country of Origin

3.1. All Goods and Services supplied under the Contract shall have their origin in the countries and territories eligible under the rules.

[where applicable]

4. Standards

4.1. The Goods supplied under this Contract shall conform to the standards mentioned in the Technical Specifications, and, when no applicable standard is mentioned, to the authoritative standards appropriate to the Goods' country of origin. Such standards shall be the latest issued by the concerned institution.

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

5.1. The Supplier 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 Supplier in the performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.

5.2. The Supplier shall not, without the 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 Supplier's performance under the Contract if so required by the Procuring Agency.

5.4. The Supplier shall permit the Procuring Agency to inspect the Supplier's accounts and records relating to the performance of the Supplier and to have them audited by auditors appointed by the donors, if so required by the donors.

6. Patent Rights

6.1. The Supplier shall indemnify the Procuring Agency against all

third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof in the Procuring Agency's country.

7. Performance Guarantee

7.1. Within **fifteen (15) days** of receipt of the notification of Contract award, the successful Bidder shall furnish to the Procuring Agency the Performance Guarantee in the amount specified in SCC/Bid Data Sheet & clause 2.6.2 of ITB.

7.2. 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.

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

- (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the Procuring Agency's country, in the form provided in the Bidding documents or another form acceptable to the Procuring Agency; or
- (b) a Bank Guarantee, Bank call-deposit (CDR), Demand Draft (DD), Pay Order (PO) or Banker's cheque cashier's or certified cheque or CDR.

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

8. Inspections and Tests

8.1. The Procuring Agency or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Contract specifications at no extra cost to the Procuring Agency. SCC and the Technical Specifications shall specify what inspections and tests the Procuring Agency requires and where they are to be conducted. The Procuring Agency shall notify the Supplier in writing, in a timely manner, of the identity of any representatives nominated for these purposes.

8.2. The inspections and tests may be conducted on the premises of the Supplier or its subcontractor(s), at point of delivery, and/or at the Goods' final destination. If conducted on the premises of the Supplier or its subcontractor(s) (if so allowed by the Procuring Agency), all reasonable facilities and assistance, including access to drawings and production

data, shall be furnished to the inspectors at no charge to the Procuring Agency.

8.3. Should any inspected or tested Goods fail to conform to the Specifications, the Procuring Agency may reject the Goods, and the Supplier shall either replace the rejected Goods or make alterations necessary to meet specification requirements free of cost to the Procuring Agency.

8.4. The Procuring Agency's right to inspect, test and, where necessary, reject the Goods after the Goods' arrival in the Procuring Agency's country Site shall in no way be limited or waived by reason of the Goods having previously been inspected, tested, and passed by the Procuring Agency or its representative prior to the Goods' shipment from the country of origin the site of the Supplier.

8.5. Nothing in GCC Clause 8 shall in any way release the Supplier from any warranty or other obligations under this Contract.

9. Packing

9.1. The Supplier shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the Contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit.

9.2. The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the Procuring Agency.

10. Delivery and Documents

10.1. Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in the Schedule of Requirements. The details of shipping and/or other documents to be furnished by the Supplier are specified in SCC.

10.2. Upon delivery, the Procuring Agency shall give receiving certificate to the supplier with the statement that, "completion certificate along with satisfactory report shall be issued after due inspection as per clause-8 of GCC, which will enable the supplier to put up the bill".

10.3. Documents to be submitted by the Supplier are specified in SCC.

11. Insurance Not Required

*[If required and
decided by the
Procuring Agency]*

12. Transportation 12.1. The Supplier is required under the Contract to transport the Goods to a specified place of destination within the Procuring Agency's country, insurance and storage, as shall be specified in the Contract, and related costs shall be included in the Contract Price.

13. Incidental Services Not Required

*[If required and
decided by the
Procuring Agency]*

14. Spare Parts 14.1. The Supplier will make sure that the spare parts of the quoted Model/Brand are available in the market for at least 5 years.

15. Warranty 15.1. The Supplier warrants that the Goods supplied under the Contract **are new, unused, of the most recent or current models selected by the Procuring Agency**, and that they incorporate all recent improvements in design and materials unless provided otherwise in the Contract. The Supplier further warrants that all Goods supplied under this Contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the Procuring Agency's specifications) or from any act or omission of the Supplier, that may develop under normal use of the supplied Goods in the conditions prevailing in the country of final destination.

15.2. **This warranty of Equipment as per tender term and condition** after the Goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the Contract.

15.3. The Procuring Agency shall promptly notify the Supplier in writing of any claims arising under this warranty.

15.4. Upon receipt of such notice, the Supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective Goods or parts thereof, without costs to the Procuring Agency.

15.5. If the Supplier, having been notified, fails to rectify the defect(s) within the period specified in SCC, within a reasonable period, the Procuring Agency may proceed to take such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Procuring Agency may have against the Supplier under the Contract/relevant provision of PPR-14 including Blacklisting.

16. Payment

16.1. The method and conditions of payment to be made to the Supplier under this Contract shall be specified in SCC.

16.2. The Supplier's request(s) for payment shall be made to the Procuring Agency in writing, accompanied by an invoice describing, as appropriate, the Goods delivered and Services performed, and by documents submitted pursuant to GCC Clause 10, and upon fulfillment of other obligations stipulated in the Contract.

16.3. 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 Supplier, provided the work is satisfactory.

16.4. The currency of payment is PKR

17. Prices

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

18. Change Orders

18.1. The Procuring Agency may at any time, by a written order given to the Supplier pursuant to GCC Clause 31, make changes within the general scope of the Contract, only if required for the successful completion of the job, in any one or more of the following:

- (a) drawings, designs, or specifications, where Goods to be furnished under the Contract are to be specifically manufactured for the Procuring Agency;
- (b) the method of shipment or packing;

(c) the place of delivery; and/or

(d) the Services to be provided by the Supplier.

18.2. If any such change causes an increase or decrease in the cost of, or the time required for, the Supplier's performance of any provisions under the Contract, an equitable adjustment shall be made in the Contract Price or delivery schedule, or both, and the Contract shall accordingly be amended. Any claims by the Supplier for adjustment under this clause must be asserted within thirty (30) days from the date of the Supplier's receipt of the 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.

19. Contract Amendments

19.1. Subject to GCC Clause 18, 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. No variation in finalized brands/ makes/models shall be allowed except in special conditions where the manufacturer has stopped producing or suspended that model or the latest model of similar series or version has been launched by the manufacturer or non-availability due to international mergers of the manufacturers or similar unavoidable constraints.

20. Assignment

20.1. The Supplier 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.

21. Sub-contracts

21.1. The Supplier 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 Supplier from any liability or obligation under the Contract.

21.2. Subcontracts must comply with the provisions of GCC Clause 20.

22. Delays in the Supplier's Performance

22.1. Delivery of the Goods and performance of Services shall be made by the Supplier in accordance with the time schedule prescribed by the Procuring Agency in the Schedule of Requirements:-

22.2. 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.

22.3. Except as provided under GCC Clause 25, 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 23, unless an extension of time is agreed upon pursuant to GCC Clause 22.2 without the imposition of liquidated damages.

23. Liquidated Damages

23.1. Subject to GCC Clause 25, if the Supplier fails to deliver any or all of the Goods or to perform the Services within the period(s) specified in the Contract, the 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 24 along with other remedies available under PPR-14.

24. Termination for Default

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

- (a) if the Supplier fails to deliver any or all of the Goods within the period(s) specified in the Contract, or within any extension thereof granted by the Procuring Agency pursuant to GCC Clause 22;
- (b) if the Supplier fails to perform any other obligation(s) under the Contract; or
- (c) if the Supplier, 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.

24.2. In the event the Procuring Agency terminates the Contract in whole or in part, pursuant to GCC Clause 24.1, 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.

25. Force Majeure

25.1. Notwithstanding the provisions of GCC Clauses 22, 23, and 24, 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.

25.2. 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".

25.3. 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.

26. Termination for Insolvency

26.1. 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.

27. Termination for Convenience

27.1. 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.

27.2. 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.

28. Resolution of Disputes 28.1. 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.

28.2. 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.

29. Governing Language 29.1. 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.

30. Applicable Law 30.1. The Contract shall be interpreted in accordance with the laws of Punjab (Pakistan) unless otherwise specified in SCC.

31. Notices 31.1. 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.

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

32. Taxes and Duties 32.1. 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 borne or availed by the procuring agency as the

case may be.

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: Lahore College for Women University, Lahore
Supplier is :

2. Country of Origin (GCC Clause 3)

All Goods and Services supplied under the Contract shall have their origin in the countries and territories eligible under the rules.

3. Performance Guarantee (GCC Clause 7)

GCC 7.1—As per rule 56 of PPR-14, the amount of Performance Guarantee, as a percentage of the Contract Price, shall be: **10%**

GCC 7.4—the Performance Guarantee shall be retained for to cover the Supplier's warranty obligations or defect liability period in accordance with Clause GCC 15.2 after delivery and installation of items.

4. Inspections and Tests (GCC Clause 8)

Inspection will be conducted after the delivery of items at LCWU Lahore

5. Packing (GCC Clause 9)

GCC 9.2— Individual Unit Packing with a list of Serial Numbers of items

6. Delivery and Documents

Delivery of items will be made in LCWU, Lahore

7. Insurance

(GCC Clause 11) Not Applicable

8. Incidental Services (GCC Clause 13)

GCC 13.1—Incidental services to be provided are: Not Required

9. Spare Parts

(GCC Clause 14) : Market availability of spare parts for at least five Years

GCC 14.1—Additional spare parts requirements are: NA

10. Warranty

(GCC Clause 15): As per tender term and condition

11. Sample provision

NA

GCC 15.4 & 15.5—The period for correction of defects in the warranty period is as per mentioned in specific column

12. Payment (GCC Clause 16)

GCC 16.1—The method and conditions of payment to be made to the Supplier under this Contract shall be as follows:

Payment for Goods supplied:

Payment may be made in Pak. Rupees in the following manner:

Lump sum modality.

13. Prices (GCC Clause 17)

GCC 17.1—Prices shall be fixed inclusive of all applicable taxes and shall not be adjusted.

14. Liquidated Damages (GCC Clause 23)

GCC 23.1—Applicable rate: **Maximum 10 Percent**

Maximum deduction: Applicable rate shall be **one-half (0.5) percent per week**, 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.]

15. Resolution of Disputes (GCC Clause 28)

GCC 28.2—The dispute resolution mechanism to be applied pursuant to GCC Clause 28.2 shall be as follows:

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

16. Governing Language (GCC Clause 29)

GCC 29.1—The Governing Language shall be: English

17. Applicable Law (GCC Clause 30)

GCC 30.1-The Contract shall be interpreted in accordance with the laws applicable in the jurisdiction of the province of Punjab (Pakistan):

18. Notices (GCC Clause 31)

GCC 31.1—Procuring Agency's address for notice purposes: Convener Purchase Committee Lahore College for Women University, Jail Road, Lahore

—Supplier's address for notice purposes:

Section-VII. Schedule of Requirements

7.1 Schedule of Requirements

Number	Description	Quantity	Delivery schedule (shipment) in weeks
1	Complete CMS	01	06 Months from the issuance of Letter of Acceptance

NOTE: Delivery period is 06 Months from issuance of Letter of Acceptance

Delivery and installation of items at LCWU Lahore

Section-VIII: Sample Forms

Notes on the Sample Forms

The Bidder shall complete and submit with its Bid the **Bid Form** and **Price Schedules** pursuant to ITB Clause 2.2.3 & 2.3.4 and in accordance with the requirements included in the Bidding documents.

When requested in the Bid Data Sheet, the Bidder should provide the **Bid Security**, either in the form included hereafter or in another form acceptable to the Procuring Agency, pursuant to ITB Clause 2.3.8

The **Contract Form**, when it is finalized at the time of contract award, should incorporate any corrections or modifications to the accepted Bid resulting from price corrections pursuant to ITB Clause 2.5.6 and GCC Clause 17, acceptable deviations e.g., payment schedule pursuant to GCC 16, spare parts pursuant to ITB Clause 2.3.6 & 2.3.7, or quantity variations pursuant to ITB Clause 2.6.5. The Price Schedule and Schedule of Requirements, deemed to form part of the contract, should be modified accordingly.

The **Performance Guarantee** and **Bank Guarantee for Advance Payment** forms should not be completed by the Bidders at the time of their Bid preparation. Only the successful Bidder will be required to provide Performance Guarantee and bank guarantee for advance payment in accordance with one of the forms indicated herein or in another form acceptable to the Procuring Agency and pursuant to GCC Clause 7.3 and SCC 10, respectively.

The **Manufacturer's Authorization** form should be completed by the Manufacturer, as appropriate, pursuant to ITB Clause 2.3.6(iii).

8.1 Bid Form

[To be signed & stamped by the Bidder and reproduced on the letter head. To be attached with the Bid, in case of Single Stage One Envelope Procedure and with the Financial Bid, in case of Two Stage Two Envelope Procedure]

Date: _____

**To: Convener Purchase Committee
Lahore College for Women University, Lahore**

Gentleman:

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

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we will obtain the guarantee of a bank in a sum equivalent to 10 percent of the Contract Price for the due performance of the Contract, in the form prescribed by the Procuring Agency.

We agree to a Bid by this Bid for a period of 90 days from the date fixed to Bid opening under Clause 2.3.9 of the Instructions to Bidders, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

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

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

Technical bid includes the following:-

- a) Complete bidding document (without filling) signed and stamped by the bidder
- b) All the forms relevant to the technical bid, to be reproduced on the letter head of the bidder as indicated on each individual form.

- c) Copy of bid security form along with copy of financial instruments *[to be decided by the procuring agency i.e. Bank Guarantee / Bank call-deposit (CDR) / Demand Draft (DD) / Pay Order (PO) or Banker's cheque]* valid for 90 Days, beyond the validity of Bid in the manner as prescribed on the bid security form **8.10**.
- d) Any other document required by the procuring agency not inconsistent with PPR-14.

Financial bid includes the following:-

- a) Original Bid form (as per **form 8.1** of Bidding documents) on letter head of the firm, duly signed and stamped.
- b) Price schedule / financial form (as per **form 8.10**) to be reproduced on the letter head of the bidder duly signed and stamped.
- c) Original Bid security form (as per **form 8.11**) along with Original financial instrument *[to be decided by the procuring agency i.e. Bank Guarantee / Bank call-deposit (CDR) / Demand Draft (DD) / Pay Order (PO) or Banker's cheque]* valid for 90 Days, beyond the validity of Bid.
- d) *Any other document required by the procuring agency not inconsistent with PPR-14.*

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of goods provider	Amount and Currency
------------------------------------	---------------------

(if none, state "none")

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

Dated this _____ day of _____ 20_____.

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____

8.4. Bidder Profile Form

[To be signed & stamped by the Bidder and reproduced on the letter head. To be attached with Technical Bid]

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 (Annual turnover)/Income Tax Returns (Last ____ years)

Yes	No
-----	----

b) Details of Experience

(i)	Similar Project (Agency/Department)	Item Name
(ii)	Value of total Projects/Tenders/POs	Amount

c) Staff Detail and last month Payroll

Yes	No
-----	----

8.5. General Information Form

[To be signed & stamped by the Bidder and reproduced on the letter head. To be attached with Technical Bid]

	Particulars			
Company Name				
Abbreviated Name				
National Tax No.			Sales Tax Registration No	
PRA Tax No.				
No. of Employees			Company's Date of	
			Formation	

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

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

[The Procuring Agency should formulate General Information Form in accordance with PPR-14 keeping in view its requirements, nature of procurement i.e. Bulk/Framework, item wise/package wise and form of contract to be adopted (i.e. DDP, CIF, C&F, FOR, FOP etc. if applicable). However, for a standard procurement/contract, contents of a generalized General Information Form may be as provided above.]

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 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) Contractor/firm is not blacklisted or subject to any pending litigation with any Government or Public Department

[Name of the Contractor/ Bidder/ Supplier] 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

[To be signed & stamped by the Bidder and reproduced on the letter head. To be attached with Technical Bid]

To,

[name and address of the Procuring Agency]

WHEREAS (Name _____ of _____ the Contractor/ _____ Supplier) _____ hereinafter called "the Contractor" has undertaken, in pursuance of "INVITATION TO BID FOR THE "PROVISION OF _____" procurement of the following:

1. ***[Please insert details]***.

(Here in after called "the Contract").

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

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

THEREFORE WE hereby affirm that we are Guarantor and responsible to you, on behalf of the Contractor, up to a total of _____ (Amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the Contractor to be in default under the Contract, and without cavil or argument, any sum or sums as specified by you, within the limits of _____ (Amount of Guarantee) as aforesaid without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until _____ day of _____, 20__, or _____ [insert number of days] after the rectification of the Defects, whichever is later.

[NAME OF GUARANTOR]

Signature _____

Name _____

Title _____

Address _____

Seal _____

Date _____

8.8. Technical Bid Form

[To be signed & stamped by the Bidder and reproduced on the letter head. To be attached with Technical Bid]

Sr. No.	Module Description and details	Module Status (Developed / Customized / Under Development / Etc.)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		

Stamp & Signature of Bidder _____

8.9. Contract Form

[To be signed & stamped by the Bidder and reproduced on the letter head. To be attached with Technical Bid]

THIS AGREEMENT made on the ____ day of _____ 20____ between *[name of Procuring Agency]* of *[country of Procuring Agency]* (hereinafter called "the Procuring Agency") on the one part and *[name of Supplier]* of *[city and country of Supplier]* (hereinafter called "the Supplier") 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 Supplier 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 Bidder;
 - (b) the Schedule of Requirements;
 - (c) the Technical Specifications;
 - (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
3. In consideration of the payments to be made by the Procuring Agency to the Supplier as hereinafter mentioned, the Supplier 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 Supplier 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 their respective laws the day and year mentioned above.

Signed, sealed, delivered by _____ the _____ (for the Procuring Agency)

Signed, sealed, delivered by _____ the _____ (for the Supplier)

8.10. Financial Bid Form/Price Schedule

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

HOME ECONOMICS DEPARTMENT				
Sr. #	Item (CMS)	Quantity (01)	Unit Rate With GST	Total Amount with GST
1.				

Total Bid value (against which a Bid shall be evaluated) in figure.

Total Bid value (against which a Bid shall be evaluated) in words.

Note:

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).*

In case of difference between amount in "words" and amount in "figures", amount in "words" shall be considered final.

Stamp & Signature of Bidder _____

8.11. Bid Security Form

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

Whereas *[name of the Bidder]* (hereinafter called "the Bidder") has submitted its Bid dated *[date of submission of Bid]* for the supply of *[name and/or description of the 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 Bidder withdraws its Bid during the period of Bid validity specified by the Bidder on the Bid Form; or
2. If the Bidder, having been notified of the acceptance of its Bid by the Procuring Agency during the period of Bid validity:
 - (a) fails or refuses to execute the Contract Form, if required; or
 - (b) fails or refuses to furnish the Performance Guarantee, in accordance with the Instructions to Bidders;

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

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

[Signature of the bank]

[The Procuring Agency may alter or modify the details of this form in accordance with PPR-14 keeping in view its requirements, nature of procurement i.e. Bulk/Framework, item wise/package wise and form of contract to be adopted (i.e. DDP, CIF, C&F, FOR, FOP etc. if applicable) However, for a standard procurement/contract contents of a generalized this Form may be as provided above.]

Section IX- Check List

[To be signed and stamped and presented on Bidder's letter head pad]

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

Sr. #	Detail	Responsive	Non-responsive
1	Original receipt for purchase of tender/ Deposit Slip along with Standard Bidding Documents.		
2	2% Bid Security of estimated cost of articles / items given by the department. The Bid security must be submitted with technical proposal.		
3	Active Registration with Income Tax Authorities (National Tax Number NTN) at least three years old		
4	Copy of active Registration with Sales Tax Authorities (STRN)		
5	Copy of active Registration (Professional Tax Certificate)		
6	Technical Bid Form (as per form 8.8 of Bidding documents) on letter head of the firm duly signed and stamped.		
7	Financial Bid Form (as per form 8.10 of Bidding documents) on letter head of the firm, duly signed and stamped.		
8	Bid Security Form (as per form 8.11 of Bidding documents) on letter head of the firm, duly signed and stamped.		
9	Performance Guarantee Form (as per form 8.7 of Bidding documents) on letter head of the firm, duly signed and stamped.		
10	General Information Form (as per form 8.5 of Bidding documents) on letter head of the firm duly signed and stamped.		
11	<p>Affidavit(as per form 8.6) on non-judicial Stamp Paper of Minimum Rs. 100/-</p> <ul style="list-style-type: none"> (i) The firm is not blacklisted from any Department. (ii) The documents/photocopies provided with Bid are authentic. In case of any fake/bogus document look at any stage. They shall be black listed as per Rules / Laws. (iii) Affidavit for correctness of information. (iv) Contractor/firm is not blacklisted or subject to any pending litigation with any Government or Public Department. <p>Affidavit for correction of information Form (as per form of Bidding documents) on letter head of the firm, duly signed and stamped.</p>		

12	<ul style="list-style-type: none"> i. Work order / supply order / purchase order of previous relevant experience. ii. Company profile. Staff list along with location and address <i>[where applicable]</i>. iii. Income Tax Returns/Audited Financial Statement, National tax number Certificate, General Sale Tax Number Certificate (last 03 year). iv. Bidders profile Form (as per form of Bidding documents) on letter head of the firm, duly signed and stamped. 		
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Stamp & Signature of Bidder _____