



**MINISTRY OF DEFENCE THROUGH THE PROJECT DIRECTOR OF ITS
GREEN – AI PROJECT MANAGEMENT UNIT (“PROCURING AGENCY”)**

**DESIGN, FURNISHING, PARTITIONING, AND COMPLETE ELECTRICAL SETUP OF A
VALUE CHAIN LABORATORY & DISPLAY CENTRE AT PMAS-ARID AGRICULTURE
UNIVERSITY RAWALPINDI
GREENAI-VALUECHAIN-LAB-05/2025**

FOR

**PSDP APPROVED PROJECT TITLED “DEVELOPMENT OF ICT AND ARTIFICIAL
INTELLIGENCE (AI) BASED PRECISION AGRICULTURE SYSTEMS UTILIZING DUAL USE
AEROSPACE TECHNOLOGIES - GREENAI”**

Issue Date: 25 April, 2025

1. The procuring agency invites sealed bids from Firms, companies, distributor/suppliers registered with Income Tax and Sales Tax Department for the design, furnishing, partitioning, and complete electrical setup of a Value Chain Laboratory & Display Centre at PMAS-Arid Agriculture University Rawalpindi.
2. A complete set of bidding documents, containing detailed terms and conditions are available for the interested bidders at Project GreenAI NASTP, Alpha-3, Old Airport Road, Rawalpindi. Price of bidding documents is Rs.1000/- (if required). Bidding documents may also be downloaded from PPRA's website. Bids prepared in accordance with instructions in the bidding document must reach at following address on or before **13 May, 2025 at 02:00 pm**. Bids will be opened on same day **13 May, 2025 at 02:30 pm**. in presence of bidders or their authorized representatives. The advertisement along with bidding document is also available on PPRA web address www.ppra.org.pk

Project Director
GreenAI, NASTP
Alpha-03, Old Airport Road, Rawalpindi
Email: sm_scm@greenai.org.pk

Date:- 25 April, 2025

PLEASE READ CAREFULLY

- Participating bidders are required to submit bids according to instructions mentioned in bidding documents. These bids should meet the requirements/criteria illustrated in bidding documents along with fulfillment of other terms and conditions of tenders.
- According to rule 31 of Public Procurement Rules, 2004 ("PPR 2004") no bidder is allowed to alter or modify his bids after the bids have been opened. Moreover, as per rule 36 (b)(vi) of PPR 2004, no amendment in the technical proposal is permitted during technical evaluation. Therefore, in the light of prevailing Govt. procedures, requests for amendments in quotations and clarifications leading to change of substance of bid after opening of bids cannot be accepted and bids not conforming to tender requirements are liable to be rejected.
- Participating bidders are therefore requested to read the bidding documents thoroughly and submit their quotes accordingly without any condition in conformance to all tender requirements including Down Payment, bid validity, provisioning of original quotation from foreign principal, Bank Guarantee confirmation etc., for consideration of bid. Bid found non-conforming to tender requirements is liable to be rejected on tender opening date.
- **Participating firms are requested to provide particulars of their reps on Cell No 0324-4411999 at least 01 day prior to a tender opening Date.**

HBL ISLAMIC BANKING		Deposit Slip Customer Copy	
Branch:	Date: 11/04/2025		
Account Title: Public Procurement Regulatory Authority Islamabad			
IBAN: PK H A B B 0 0 0 4 5 4 0 0 1 3 1 0 0 7 0 1			
Currency: <input type="checkbox"/> PKR <input type="checkbox"/> USD <input type="checkbox"/> EURO <input type="checkbox"/> GBP <input type="checkbox"/> JPY <input type="checkbox"/> Others	Account Type: <input type="checkbox"/> Current <input type="checkbox"/> Savings		
Credit Card No.			
<input type="checkbox"/> CASH	AMOUNT		
BANK / BRANCH	CHEQUE/INSTRUMENT NO. 13656934	90,500/-	
	TOTAL AMOUNT	90,500/-	
Total Amount in Words: NINETY Thousand only-			
Depositor's Name: Omer Alam			
Contact No. 0306-5182453			
Depositor's CNIC No. 61101-8559166-3			
Depositor's Account No.			
<div style="text-align: center;">  <p>10/04/2025 03:26 pm</p> </div>			
Received By: 21079903	Depositor's Signature		
(As per Terms & Conditions on reverse) (Not official unless validated)			

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**MINISTRY OF DEFENCE THROUGH THE PROJECT DIRECTOR OF
ITS GREEN – AI PROJECT MANAGEMENT UNIT (PMU)
GENERAL INSTRUCTIONS TO BIDDERS
(SINGLE STAGE TWO ENVELOPE BASIS)
(D.D.P. IN PAK RUPEES)**

1. **Bid Reference No.** CASE No GREENAI-VALUECHAIN-LAB-05/2025
2. **Procuring Agency.** Ministry of Defence through the Project Director of its GreenAI Project Management Unit.
3. **Invitation of Bid.** Procuring Agency invites sealed bids for Procurement for the design, furnishing, partitioning, and complete electrical setup of a Value Chain Laboratory & Display Centre at PMAS-Arid Agriculture University Rawalpindi. The facility, measuring 58 feet (width) x 28 feet (length) x 12 feet (height), requires a functional and aesthetically designed workspace to support research, innovation, and industry collaboration. The scope of work is attached as **Annexure “G”**.
4. **Last Date & Time of Submission of Bid.** 13 May, 2025 (02:00 pm).
5. **Bid Opening Date & Time.** 13 May, 2025 (02:30 pm).
6. **Bid Opening Address.** Project GreenAI, NASTP, Alpha 03, Old Airport Road, Rawalpindi. Tel: **0324-4411999** Email: sm_scm@greenai.org.pk,
7. **Condition Governing Contracts.** The “Contract” made as a result of this Tender Inquiry shall mean the agreement entered into between the parties i.e. the “Purchaser” (Procuring Agency) and the “Seller” (M/s -----) in accordance with the law of Contract Act, 1872 and those contained in Procuring Agency purchase procedures and other special conditions that may be added to give contract for the supply of Procuring Agency stores specified therein.
8. **Delivery of Tender.** The procuring agency is adopting a ‘single stage-two envelope’ bid procedure as specified in rule 36(b) of PPRA 2004. The details are as follows:-
 - (a) **Technical Offer:** It shall contain all relevant specifications along with essential literature / brochure in **duplicate** in a separate envelope and clearly marked “**Technical Offer without prices**”, tender number and date of opening. Partial Bids offering any subset of required items are acceptable. **Bid Security** shall be in a separate sealed envelope clearly marked **Bid Security** and Tender Number.
 - (b) **Commercial Offer:** It shall contain Financial Proposal Form **Annexure “F”** filled and dully signed in a separate sealed envelope clearly marked on the face “**Financial Proposal with prices**”, tender number.
 - (c) Both the “**Envelops**” of Technical and Commercial offers should be enclosed in one cover, properly sealed and bear the address of Procuring

Agency with tender number and opening date.

(d) The procuring agency reserves the right to verify the letters, documents or information provided by any bidder from issuing parties and may (together with its advisers) visit and hold meetings with them which shall be facilitated by the bidder. Furthermore, failure to provide the Financial Proposal in the form required under this RFP document may also result in disqualification of the Bid.

(e) Annexure "F" duly filled-in are to be returned with the offer duly signed by the authorized signatory person of bidding firm.

9. **Single / Multiple Offers:** Only one offer can be made in relevant currency for same item. Multiple rates, if quoted, may be rejected. Multiple quotations against the tender may also be rejected.

10. **Date & Time for Receipt of Tender:** The tender must reach Procuring Agency by the date and time specified in the **Schedule to Tender**. Tenders received after the prescribed date and time will, NOT be entertained. The appointed time will, however fall on next working day in case of closed /forced holiday. Telegraphed/Faxed/Telexed bids will be rejected unless specifically asked for. Tender can also be sent through mail courier. However, to avoid misplacement of the quotations, all firms are required to intimate this office **via email** diritcgreenai@outlook.com, regarding dispatch of their quotation through courier giving details of the courier through email, so that courier service may be tracked to ensure your participation in the competition. In case tender is dispatched by courier then same should reach Procuring Agency at least 01 day prior to tender opening date. You or your representative may also attend the proceeding (Name / Designation of attendees" along with copy of CNIC will be required 01 working day prior to tender opening date for arranging their entry).

11. **Tender Opening:** Technical offer i.e. without prices will be opened on the date and time mentioned at Annexure "F" of tender in the presence of bidders' representatives who choose to attend. The bidder's representatives who are present shall sign a tender opening register / form evidencing their attendance. However, time and date for opening of Commercial offers of all those firms whose technical offers are accepted will be intimated later. Commercial offers of firms, which are not technically accepted will be returned to the firms un-opened. No unauthorized person will be allowed to attend the financial bid opening other than technically qualified bidders.

12. **Delivery Period / Time of Completion:** The design, furnishing, partitioning, and complete electrical setup of the Value Chain Laboratory & Display Centre is to be completed within minimum possible delivery period but not later than **45 Days** after signing of the Letter of Acceptance. Offers with minimum delivery period are likely to be preferred. However, delivery period is to be factual as no extension will be subsequently granted except under unavoidable circumstances beyond control of SELLER or under Force Majeure for which intimation with full justification / evidences is to be dispatched well in advance for consideration.

13. **Rights Reserved:** Procuring Agency reserves the right to accept or reject any tender and to annul the tendering process and reject all tenders at any time prior to contract award as per rule 33 of PPRA 2004 without there by incurring any liability to the affected Bidder. Moreover, past performance of the firms may also be considered.

14. **Addition and Deletion of Store / Services:** The purchaser has the right to increase or decrease the quantity of any item / scope of work (up to 18% the amount

of initial tender) and cancellation of the contract without any financial repercussion on either side without assigning any reason within 30 working days of signing the contract. Such information will be passed on to the supplier /seller through the fastest means e.g. telephone, telegram or fax etc.

15. **Validity of Quotation:** The quotation must be valid for **90** days.

16. **Technical Literature, Specifications and Interchangeability:** Offers are to be submitted in duplicate supported by brochures and technical literature in original. Offers must conform to tender specifications. A certificate of complete interchangeability must be endorsed on the quotation for all substitute or in-lieu items, otherwise the same are likely to be rejected. A copy of relevant page of publication must be attached to prove correctness of offered / interchangeable / in-lieu item. Prices of master, substitute and in-lieu items must be quoted separately.

17. **Deviation from Specifications:** Stores received at consignee, if found not conforming to the contract specifications will be rejected and replacement in accordance with contractual specifications against rejected stores would be provided to consignee as per delivery schedule laid down in the contract. The replacement will be provided without any additional cost. In case stores are rejected after delivery schedule of the contract, replacement is to be provided at the earliest or by the date advised by Procuring Agency. The required services for the design, furnishing, partitioning, and complete electrical setup of a Value Chain Laboratory & Display Centre at PMAS-Arid Agriculture University Rawalpindi would be acceptable as per the scope of work defined in this RFP.

18. **Restriction of Export / Import License:** Offer subject to restriction of Import/Export License will not be entertained.

19. **Application of Official Secrets Act 1923:** All matters connected with this inquiry and subsequent actions arising there after fall within the scope of the Pakistan Official Secrets Act 1923 which forbids providing contractual information to unauthorized/ un-concerned person/ organization. It is therefore, requested to ensure complete secrecy regarding documents and stores concerned with the inquiry to limit the number of employees having accesses to this information.

20. **Quoting of Prices:** Prices are to be quoted as follows:-

(a) **DDP** price of the stores (Line Item Wise) and the services as per scope of work in **Pak Rupees Only inclusive of all applicable taxes, duties, levies and charges.**

(b) Percentage of agent commission (on Ex-Factory price) is to be inclusive of quoted price, if applicable. Principal must indicate if agent commission is not applicable.

(c) The prices must be stated for each item separately both in figures and words. Additional information if any must be linked with entries on the Schedule to Tender (Annexure-‘F’).

(d) Principal is to endorse following certificate on the original quotation:-

“Certified that stores offered are factory new and from latest

production and prices quoted are not more than the international market prices and also not more than those being charged from other buyers”.

(e) Shelf /installation life of each item (if applicable) is to be mentioned separately.

(f) **Transportation:-** Equipment and supplies will be delivered up to the place of installation / final destination by the bidder at his cost and mode of transportation including loading /unloading.

(g) **Custom Clearance:-**Equipment and supplies will be cleared (from airport/seaport) customs department by the supplier and charges/duty/taxes if any will be paid by the supplier.

21. **Disqualification:-** Offers are liable to be rejected if:-

(a) There is a deviation from any instruction described in this invitation to tender.

(b) Offers are found conditional or incomplete in any respect.

(c) Multiple quotations against the tender.

(d) Multiple rates are quoted against one item.

(e) Manufacturer relevant brochure is not attached (in case of equipment or major assemblies of equipment).

(f) All Annexures are duly filled in and signed by the Bidders are not received with the offer.

(g) Offer received later than appointed date and time.

(h) Technical specification if not conforming to the requirement in tender document. In case of equipment/ major assemblies manufacturer's brochures shows specifications different from that given intender.

(i) Offer subject to restriction of Export License.

(j) Over writing / erasing in prices.

(k) Change in prices by the supplier after opening of commercial offers unless asked by Procuring Agency.

(l) Validity of offer is not quoted as required in tender document or made subject to confirmation later.

(m) Bid Security of required amount not provided.

(n) Offer without certification of OEM.

(o) Offer with Prior sale condition.

22. **Payment:-** For payment of goods / services supplied / rendered following procedure will be adopted:-

- (a) Submission / Payment of Bills.
- (b) No advance payments will be made.
- (c) Payment for the supply of Goods and Services as per the Scope of Work, after deduction of the applicable taxes and duties, shall be made within thirty (30) days upon receipt of error free invoice from Supplier.
- (d) Bank charges incidental to the withdrawal of payment shall be borne by the Supplier.
- (e) The delivery of the goods and services would be evaluated against scope of work and signing of No Demand Certificates by the Supplier and End User as per **Annexure 'H' and Annexure 'J'**

23. **Sequence of Quotation:** Quotation must be prepared according to the item serial No and required services as per the Scope of Work (Annexure "G").

24. **Warranty / Guarantee of Store:** The Warranty/Guarantee shall remain valid for a period of twelve (12) months from the date of Completion Certificate.

25. **Country of Origin and Mode of Shipment:** Following details must be provided in your offer / quotation and Performa invoice:-

- (a) Country of origin, place of manufacture of store and beneficiary should be mentioned.
- (b) Name of port where from the store will be shipped. Mode of shipment is to be by air sea and road. However, preference will be given to **by air shipment**.

26. **Integrity Pact:** For all procurements exceeding Rs. 10.00 Million, it is mandatory for the Supplier to submit, an Integrity Pact at the time of contract as per clause 7 of PPRA Rules-2004.

27. **Bid Security:** Bid security amounting to Pakistani Rupees 100,000/- will be submitted in the shape of pay order / demand draft in favor of "Project Director GreenAI, Alpha 03, Old Airport Road, NASTP, Rawalpindi". Bid security shall be attached with the technical proposal otherwise proposal will not be accepted.

- (a) Bids without required Bid security will be rejected without any right of appeal.
- (b) The bid security shall be forfeited in case of occurrence of any one of the following:-
 - (i). If a bidder withdraws its bid during the period of bid validity specified in this RFP document; or
 - (ii). In the case of successful bidder, if it fails:-
 - To furnish performance guarantee in accordance with the RFP document; and

A. To sign the contract.

(c) Bid security of technically disqualified bidders will be returned to them before financial opening. Bid securities of technically and financially qualified bidders will be returned upon the award of contract to successful bidder, and after furnishing of the performance guarantee.

28. **Performance Security.** The Performance Security shall be of an amount equal to **five percent (05%)** of the Contract Price in the currency of the Contract at the option of the bidder, in the form of unconditional and irrevocable **Bank Guarantee** from any Scheduled Bank in Pakistan or Cash Deposit Receipt (CDR). The said security shall be furnished by the successful bidder within Thirty (30) days of signing of contract (s) in favor of "Project Director GreenAI, Alpha 03, Old Airport Road, NASTP, Rawalpindi". The format of Bank Guarantee is attached in contract form.

29. **Evaluation Process.** The evaluation of bid will be carried out as per following:-

(a) The procuring agency intends to exercise the most advantageous bid in conformance with PPRA 2004.

(b) The Bid shall comprise a single package containing two (02) separate envelopes. Each envelope shall contain separately the technical proposal and the financial proposal.

(c) The envelopes shall be marked clearly as "**TECHNICAL PROPOSAL**" and "**FINANCIAL PROPOSAL**" in bold and legible letters to avoid confusion.

(d) Initially, only the envelope marked "TECHNICAL PROPOSAL" shall be opened.

(e) The envelope marked as "FINANCIAL PROPOSAL" shall be retained in the custody of the procuring agency without being opened.

(f) Procuring agency shall evaluate the technical proposal, without reference to the price and reject any proposal which does not conform to the specified requirements.

(g) During the technical evaluation no amendments in the technical proposal shall be permitted, however, purchaser can seek clarification / additional specifications of submitted bids.

(h) Financial bids of only the technically qualified bidders shall be opened.

(i) The bid sum as submitted and read out during financial bid opening shall be absolute and final and shall not be the subject of correction, adjustment or amendment in any way by any person or entity except that if the Bid is substantially responsive, the procuring agency shall handle only the undermentioned errors on the following basis:

(i) Bidders shall be notified of any correctable error detected in their bid during the notification of award.

(ii) Any arithmetic errors in the submitted bid arising from a miscalculation of unit price, quantity, subtotal and total bid price shall be rectified on the following basis:

(iii) If there is a discrepancy between words and figures, the lowest

amount, either in words or figures, shall be considered.

- (iv) If there is discrepancy between the unit price and the total price which is obtained by multiplying the unit price and quantity, or between sub- total and the total price, the unit or sub-total price shall prevail, and the total price shall be corrected.
- (v) In case of discrepancy between sub-total price obtained by adding various prices in the schedule and the sub-total price indicated for that particular schedule, the sub-total obtained by addition of various arithmetically corrected prices would be considered for evaluation
- (vi) In case of any discrepancy in the applicable rates or calculation of applicable taxes discussed, agreed and added to the contract amount in separate lines, as needed, corrections in item and subtotal prices may be allowed as per applicable Govt rates / rules.
- (vii) The procuring agency shall be entitled to award the contract to the most advantageous bidder after applying permissible arithmetic / tax corrections in the bid proposal sheets. If the bidder does not accept the correction of the errors as above, his bid will be rejected.
- (j) Work will be awarded to the bidder offering most advantageous bid evaluated as the highest ranked bid based on cost and quality.
- (k) Prior to the expiration of the period of bid validity, procuring agency will notify the successful bidder in writing of its intent to award the contract. The contract will be executed subject to satisfactory discussion of the terms and conditions of the contract. The discussion shall be in accordance with PPRA rules 2004 of Pakistan.

30. **End User Certificate (EUC):** EUC if required at any stage may be mentioned in the quotation.

31. **Withdrawal of Offer:** If the firm withdraws its offer or backs out from providing items won by the firm within validity period at any stage of contract finalization, the Competent Authority may place such firm under Embargo for a period of six months, which may extend up to one year and forfeit the earnest money.

32. **Documents Required:** Following information / copies of document must be provided with Tender:-

- (a) Photocopies of National Tax number (NTN) and Sales Tax registration certificate. Foreign firms are required to provide copy of the company's valid Tax Compliance certificate issued by Revenue Authority of the domiciled country, valid as at the tender closing date.
- (b) Proof of Income Tax status in ATL is "Active" and GST status "Operative" issued by Tax Authorities.
- (c) A copy of letter showing firm's financial capability and Bank statement for last 06 Months to ascertain financial capability of firm.

(d) List of major clients and references (complete with names of contact persons, address and telephone numbers) of which the company has supplied similar items in the last 02 years. Number of years in the business or dealing in similar items may also be mentioned.

(e) Firm/Supplier name, complete address, contact numbers, and email addresses.

(f) Undertaking that their firm / company and their proprietors / directors have not been in litigation / blacklisted by any Govt./Semi-Govt./ Autonomous body (**Annexure D**).

(g) Any other document if required during procurement proceedings according to Rule 17 of PPRA rules 2004.

33. **Litigation.** In case of any dispute only Court of Jurisdiction at Islamabad Pakistan will have the Jurisdiction to decide the matter.

34. **Force Majeure.** "Force Majeure" means an exceptional event or circumstance, which is beyond a Party's control; which such Party could not reasonably have provided against before entering into the Contract; which, having arisen, such Party could not reasonably have avoided or overcome; and, which is not substantially attributable to the other Party.

The Supplier shall, within fifteen (15) days of its commencement, notify the Purchaser of any such event, act or circumstance which is relied upon by the Supplier for its inability to comply with its obligation. The Purchaser shall have the right to conduct investigations to satisfy itself about the genuineness of the "Force Majeure" event, act or circumstance. Non-availability of raw material for the manufacture of the Goods or export permit for the export of the Goods from the country of its origin shall not constitute "Force Majeure."

If by reason of "Force Majeure" the Goods are not delivered by the due date, then the Delivery Period may be extended appropriately for the purpose, provided the said Goods shall be ready to be delivered within one (1) month of the stipulated delivery date. If the said Goods are not ready to be delivered after the lapse of one (1) month as aforementioned, then the Purchaser shall have the right to cancel the Contract by informing the Supplier of the cancellation in writing. This, however, will not apply to consignments of Goods already accepted and delivered according to the terms of the Contract. The Supplier shall not be entitled to any compensation whatsoever as a result of this cancellation.

35. **Arbitration.** All matters of dispute or difference, except regarding rejection of stores / Services by the inspector and or cancellation of the contract by the Purchaser arising out of this contract between the parties hereto, shall be settled by mutual agreement, failing which they shall refer for Arbitration to Project Director Green AI who will be the sole arbitrator of the disputed matter and two representatives, one to be nominated by each party, will assist PD Green AI for decision. The award/decision of PD Green AI (The Sole Arbitrator) will be final and binding on all parties such as Supplier, Purchaser and related party (if any).

36. **Risk Purchase.** In the event of failure on the part of the Seller to comply with

the contractual obligations, the contract is liable to be cancelled at his risk and expense of Successful bidder.

37. **Termination of contract.** If at any time during the pendency of the Contract, the Purchaser decides to terminate the Contract for any reason whatsoever (other than for reason of failure to Deliver the Goods), it shall have the right to do so by giving the Supplier a notice to that effect. In that event, the Purchaser will accept delivery, at the itemized price and terms, of such of the Goods then in the actual possession of the Purchaser.

(a) In the case of remainder of the undelivered Goods, the Purchaser may select either:

(i) To have any part thereof completed and take the delivery thereof at the itemized prices, or

(ii) To cancel the residue and pay to the Supplier for the Goods or components thereof in the actual possession of Supplier at the prices to be determined by the Purchaser in which case Goods in the possession of Supplier shall be delivered by the Supplier.

(b) No payment shall, however, be made for any Goods not yet in the actual possession of Supplier on the date notice of termination is received.

38. **Late Delivery.** The Supplier shall Deliver the Goods to the Purchaser within the time frame specified in the Contract. If failure to Deliver the Goods within the specified time frame, shall not have arisen because of "Force Majeure" In case of Force Majeure, the Supplier shall, within fifteen (15) days of its commencement, notify the Purchaser of any such event, act or circumstances, the Purchaser shall be entitled at its option:

(a) To cancel the Contract and forfeit the Performance Guarantee; or

(b) To withhold any payment due to the Supplier until all the Goods have been Delivered and directly deduct or recover, where considered necessary, as liquidated damages the sum up to 2% but not less than 1% of the itemized prices of the un-Delivered Goods for each and every month, or part thereof thereafter, beyond the specified dates of Delivery during which these may not be delivered, subject to a maximum of 10% of the total Contract Price of the Goods; or

(c) To repurchase from elsewhere, at the risk and expense of the Supplier, other goods of the same or similar description as it thinks fit to make good this default to the extent necessary, by canceling the Contract, either wholly or for the un-Delivered balance and with or without intimation to the Supplier who shall be liable for any loss which the Purchaser may sustain due to repurchase but shall not be entitled to any gain on repurchase.

(d) The Goods shall be deemed to have been delivered when repurchased Goods are delivered to the Purchaser.

(e) In the event of the contractor refusing to carry out the work, or leaving incomplete, at any time or after the commencement of work, the contractor shall pay as compensation an amount equal to, ten percent or such smaller amount as PD GreenAI NASTP(whose decision in writing shall be final) may decide, on the amount of the estimated cost of the whole work as shown in the BOQ, by notice in writing, rescind the contract in which case the whole of the security deposit of the supplier (whether paid in one sum or deducted by installments) shall stand forfeited and be absolutely at disposal of Project GreenAI and the same consequences shall ensure as if the contract has been rescinded under clause 37 hereof.

39. **Authority to Sign Documents:-** Tender must be accompanied by Letter of Authorization to sign the Tender on behalf of the Bidder. Bidder must prove that the person who signs this Tender is fully authorized to bind his establishment / company. Such proof shall be in the form of clear official documents fully legalized by designated authorities in respective countries.

40. **Bidding Clarifications to Tender:** In Case any clarification is required regarding tender, firm may contact on following address however, queries in regards to the tender shall only be entertained till one week prior to the deadline for submission of tenders.

Technical Clarification: - 0343-7886610

Bidding /Contracting Procedure: - 0324-4411999



Project Director

GreenAI, NASTP

Alpha 03, Old Airport Road, Rawalpindi

Email:-sm_scm@greenai.org.pk

Date:- 25 April, 2025

Annexure "A"

CHECKLIST TO BE FILLED IN BY BIDDER

Firm is required to provide confirmation of following points and in case of any change, same is to be highlighted in remarks column.

S No	Description	Yes / No	Remarks
1.	Whether stores offered conform to the specification and confirmation to this effect has been made in the quotation given in Form Annexure "G"		
2.	Whether deviation from the demanded specification is attached with Annexure "F"		
3.	Whether complete quotation has been submitted in duplicate .		
4.	Whether the prices are inclusive of taxes/duties.		
5.	Whether Annexures are duly filled in and signed by the Bidder have been returned in herewith.		
6.	Whether copy of valid registration / business authorization of firm have been enclosed herewith		
7.	Bid Security is sealed in separate envelope and placed in financial bid envelope.		
8.	Whether details of financial capability (Bank Statement etc.) and financial load of contracts outstanding against your firm have been provided.		
9.	It is confirmed that no Taxes / Duties & Dues payable to Pakistan Govt. are outstanding at the part of vendor / firm.		
10.	Copy of NTN, sales tax certificate OR Equivalent Tax compliance Certificate (for foreign firms) has been attached.		
11.	It is confirmed that firm and their proprietors have not been in litigation / blacklisted by any Govt./Semi-Govt. / Autonomous body		
12.	Valid, original agency agreement has been attached with quotation.		
13.	Unit Price has been provided against same unit of issue as mentioned in it. In case of change in unit of issue, price has been converted as per its unit of issue in a separate column along with conversion formula		
14.	Specimen of End User Certificate has been attached (If required)		
15.	Country of origin and port of shipment have been mentioned.		
16.	All requisite documents as per Para 32 of Invitation to tender have been attached.		
17.	5 % BG will be provided within 30 days of signing of contract		
18.	Warranty / Guarantee will be provided for required period		
19.	Letter of Authorization to sign Tender Documents on behalf of firm has been attached.		
20.	Incoterm is as per bidding document .i.e. FOR etc		
21.	Offer is without any condition		
22.	All terms and conditions mentioned in bidding documents are acceptable		
23.	Final price should be mentioned inclusive of all taxes & duties etc		
24.	Delivery of equipment must be Brand New		

Note: The Check list should be duly filled, signed, stamped and pasted on Technical Proposal envelop.

Dated:

(Signature of Bidder & Stamp)

Annexure “B”

UNDERTAKING FOR PRICES
(Fill in and Return)

To,

Project Director GreenAI

Dear Sir,

I/We hereby offer to supply to Procuring Agency the stores and services detailed in the Schedule to Tender as you may specify in the contract at the prices given in **Annexure “F”** and further agree that this offer will remain valid up to 90 days and will not be withdrawn or altered in terms of rates quoted and the condition stated therein on or before this date. I/We shall be bound by your communication of acceptance to be dispatched within the prescribed time.

I/We understood the instructions to Tenders and condition of contract as laid down in IT form and thoroughly examine specification / drawing and / or patterns quoted in the Schedule to Tender and am/are fully aware to the nature of the stores required and my/our offer is to supply stores strictly in accordance with the requirements.

Witness's Signature:

Name:
N.I.C No.
Address:
Date:

Signature of Bidder:

Name:
N.I.C No.
Capacity in which Signing:
Address:
Date:
Tel: Telex/Fax

SPECIAL INSTRUCTIONS

Under mentioned information must be provided along with quotation else your quotation may be rejected: -

S No	Description / Requirement	Remarks / Attached
1.	Delivery Period	
2.	Quotation Validity Period	
3.	Country Of Origin	
4.	Port of Shipment	
5.	Terms of Payment (As per bidding documents)	
6.	Warranty / Guarantee period offered by Firm	
7.	Beneficiary Details (Completed address along with contact No)	
8.	Complete Bank address and Account Details For Payment / Letter of Credit	
9.	Previous Experience (Nature of Business and No of Years in Business)	
10.	Signing Authority (Name, Designation, Contact Details)	
11.	Address of local firm along with contact No, email etc	
12.	Manufacturer and Brand Name (If applicable)	

**FORMAT OF AFFIDAVIT /
UNDERTAKING**

Bidder must submit following undertaking (on stamp paper of Rs.100), failing which the bid may be rejected at the discretion of procuring agency:

(a) I, Mr. S/o..... holding CNIC# from M/s Having Its business office at, do hereby solemnly affirm and declare as under;

(b) That M/s.....is not engaged, under investigation or offences or no proceedings are pending before FBR, Customs, NAB, any Judicial form, FIA or any other Govt. authority with respect to fraud, terror financing, money laundering etc.

(c) We also confirm that our firm has not been blacklisted by any National/International organization or forum and is entitled to carry out its business activities to the standard business ethics.

(d) That the Partner(s) / Officers of M/s..... have not been subject to financial crime. Nor they every compounded with their creditors in any capacity.

(e) The above statement is true to the best of my knowledge and belief and nothing has been concealed or is false.

Note: In case any bidder is found in the list of "Blacklisted Firms-Pakistan" or related links at <https://www.ppra.org.pk/> then its bid shall be rejected

Name: _____

Signature: _____

Stamp: _____

Annexure “E”

**NON-DISCLOSURE AGREEMENT (NDA) OF
CONFIDENTIAL INFORMATION**

Except as required to further the relationship between Procuring Agency and M/s xxxxxxxx or as expressly authorized in writing on behalf of Procuring Agency, M/s xxxxxxxx, its shareholders/partners, directors, advisors, officers, and employees shall not disclose, provide or share directly or indirectly by any mean (verbal, writing, social media), any Confidential Information (partial or complete) during the period of his /her relationship with Procuring Agency or any time after the termination of such relationship.

Signed
Purchaser
Dated

Signed
Seller
Dated

LIMITED SCHEDULE TO TENDER

1. Tender Inquiry No CASE No GREENAI-VALUECHAIN-LAB-05/2025
1. Tender Submission Time - Before 1400 Hrs. 13 May, 2025
2. Time and Date of opening Tender -1430 Hrs. 13 May, 2025
3. All Prices should be inclusive of all taxes
4. **No further extension in opening date will be granted except extreme circumstances.**

5. Cost of Goods / Items

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
Item No	Part No	Description	Specs	UI	Qty	Unit Price	Total Price	GST % (As applicable)	Total Price (incl GST)

6. Cost of Services

The bidder shall clearly and separately mention the cost of services required as per the Scope of Work (**Annexure ‘G’**).

7. **Total Cost : Including Cost of S No 5 and S No 6.**_____.
8. **Bid is Valid upto** _____.

Dated:-**(Signature of Bidder &Stamp)**

SCOPE OF WORK

The selected vendor shall provide the following services and installations:

1. Supply and installation of aluminum and glass partitions with two (2) doors to create designated sections for display center and staff working facility within the laboratory. The doors should be equipped with smart lock system (biometric). Outside windows and glass walls will be covered with foldable window blinds. The sizes of building envelop components (Windows/doors/partitions) will be measured by the firm/vendor during survey and before supplying of items.
2. Completion of all necessary electrical wiring, fittings, and installations. Integration of power supply systems for workstations desks, display units, and lighting etc. one point in kitchen area making sure it has ports for all electrical gadgets, two in office area along with each workstation has its own point for connecting computer/laptop and other necessary gadgets, three points in committee room for connecting laptop/printer or another electrical gadget. The AC and LED will be having separate power points.
3. Repainting of all painted surfaces (walls, doors and windows) and polishing of tiles to enhance aesthetics and durability.
4. Supply and installation of a PVC panel main display wall with racks and cabinets. The provision of wooden shield cabinets/holder on both side of LED on wall for showcasing project achievements/shields or certifications in Committee room.
5. Supply and installation of a round conference table with a seating capacity of 20 persons along with the provision of 20 imported revolving office chairs and complete accessories including conference desktop microphone system for online meetings. For proper sound system speakers along with digital webcam also be installed along with integration of 104-inch LED screen for digital display.
6. Installation of a large round display table for showcasing Products & 3D Model of Project.
7. Supply and installation of 16 workstations desks equipped with chairs and cabinets along with provision of complete accessories including drawers, stationery boxes, power points (along with extension leads and full installation services). Before buying desks, the vendor will visit the office place to get dimensions of workstations and round table according to available space.
8. Provision of a fully equipped tea corner having two water dispensers, 1 microwave oven (Pel or above), featuring a coffee machine, kettle, 24 tea cups, 1 dinner set with overhead storage cabinet, electric stove and all essential accessories, along with comfortable seating options (6persons) such as sofas and stools for a cozy and inviting ambiance. There should be exhaust fan to remove food or cooking odors. The provision of water connection from building water tank for washing sink in kitchen along with drainage pipe for draining water. The dimensions will be made by vendor during visit.

9. Installation of a wooden cabinet with partitioning for files and documents etc. Inclusion of all necessary storage accessories. Vendor will visit for necessary dimensions.
10. Provision of an outdoor seating area for foreigners and visitors, accommodating up to six persons. The setup will include weather-resistant tables and chairs, along with umbrellas for shade and comfort and artificial grass floor mat. Visit location for dimension of floor matt.
11. Branding of walls and pillars with fully aesthetics lights and vinyl sheets of project scope, including informative visuals and graphics, along with glass frosting for enhanced demonstration and a professional aesthetic.
12. Installation of a well-designed ceiling with integrated fans and lighting to ensure efficient ventilation, proper illumination, and a comfortable ambiance. The room will be furnished with ergonomics false ceiling having dimension 58*28 feet and number of false ceiling fans should be 18 or above in quantity according to area coverage. The minimum required light in the office is 500 lumens/sq.m or above.
13. Design, supply, and installation of 03 tower inverter AC (air conditioning system) to ensure optimal temperature control, enhanced air quality, and energy-efficient climate regulation for a comfortable and productive working environment.
14. Provision of high-speed internet facility (minimum of 100-150) mb/s for seamless connectivity. Installation of a wired and wireless networking system to support all workstations and devices. Setup of network infrastructure, including routers, switches, and cabling and booster setup for ethernet/Wi-Fi required for proper internet connectivity.
15. The vendor will visit and provide 2D layout with all the specifications, materials and dimensions along with submission of technical bid.
16. The UPS system also be installed for electricity backup of at least 4 hours for running all the lights and fans along with Wi-Fi routers for proper working under load shed condition.
17. The vendor/supplier is requested to make a detailed visit at the office location for making sure the item sizes such as windows, doors, partition walls, cabinets, outside area at terrace place, ceiling area coverage, fans installation points, electricity connection point and port point.

S No	Name of Items	Description
1	Smart lock system	Should be able to open the door by using finger print and keypad.
2	Conference Microphone System	The system should be well oriented for official meeting including online setup for unavailable persons. The proper setup including microphone for each chair and a webcam covering entire crew present in meeting/conference room. The speakers of high quality should also be installed.
3	LED screen	104-inch LED screen to support the online conference and meetings along with presentations.
4	Workstations Desks	The workstation should be encompassed with the keyboard rack. Drawers along with key lock. Stationery boxes, Power points plug (along with extension leads and full installation services).
5	Water Dispensers	The dispenser should be equipped with hot and cold-water feature along with mini refrigerator for storing food items.
6	Wooden cabinets	The wooden Cabinets should be equipped with key lock for security of official documents. The cabinet should be having proper partition.
7	Inverter AC	The stand type Inverter AC for ensuring optimal temperature control, enhanced air quality, and energy-efficient climate regulation for a comfortable and productive working environment
8	UPS	The UPS and battery should be having warranty of at least 3 years.

Notes:-

1. Items must be **Brand New** with valid **OEM warranty**. Refurbished/used items will not be acceptable. Vendor will be responsible for provisioning of valid **E-Warranty verifiable through OEM Website**.
2. Quotation must be submitted on “**D.D.P.**” basis only.
3. Payment will be made as per Procuring Agency procedure.
4. All technical publications / accessories (wherever applicable) to be provided free of cost to be included in the quote.
5. Supplier is responsible for warranty / guarantee of the items for the period mentioned against each item.
6. Price and Part catalogue be provided free of cost.
7. Inspection / acceptance of store as per Procuring Agency Quality Control Department.
8. Partial bid is not accepted.

Annexure 'H'

**ANNEXURE H: NO DEMAND CERTIFICATE
(Clause 18.9)**

I (a)

Late (b)

To the (c)

Is hereby acknowledge to have received payment in full from the Purchaser for all articles supplies and services rendered by me in connection with_____dated _____for the

supply of(d)

and certify that I have no further claims whatsoever against Purchaser in connection with, or arising out of, said contract which remain unadjusted.

Signature of Contractor,
defacing a stamp if executed in
Pakistan

Dated:

Signature of Two Witnesses (e)

(i) _____

(ii) _____

Annexure 'J'

ANNEXURE J : NO DEMAND CERTIFICATE BY THE USER

It is hereby certified that _____ having its registered office at _____ has completed all the obligations and delivered / submitted all the goods / services / documents in accordance with the contractual agreement dated [**Contract Date**] for _____.

We hereby acknowledge that _____ has fulfilled all its obligations and completed the contract to our satisfaction and further certify that we have no further claims whatsoever against consultant / vendor in Connection with, or arising out of, said contract which remain unadjusted.

SIGNATURE OF USER

defacing a stamp if executed in
Pakistan

Dated:

COUNTER SIGN