Procurement Manual

Gomal Zam Dam - Command Area Development Project (GZD-CADP)

(MAY 2015)

Agriculture, Livestock and Cooperation Department
Government of Khyber Pakhtunkhwa
# TABLE OF CONTENTS

PREFACE ..............................................................................................................................................7

FOREWORD .........................................................................................................................................8

ACRONYMS .........................................................................................................................................9

DEFINITIONS .....................................................................................................................................10

1. INTRODUCTION ................................................................................................................................14
    1.1 GOMAL ZAM DAM COMMAND AREA DEVELOPMENT PROJECT ......................................................14
    1.2 OBJECTIVES ....................................................................................................................................15
    1.3 PURPOSE ......................................................................................................................................15
    1.4 SCOPE .........................................................................................................................................15

2. ORGANIZATIONAL STRUCTURE OF GZD-CADP ...........................................................................16

3. MANUAL OBJECTIVE ......................................................................................................................17
    3.1 RECTIFICATION/CLARIFICATION/UPDATING/AMENDMENT IN PROCUREMENT MANUAL ............17
    3.2 APPLICABILITY .............................................................................................................................17

4. CODE OF ETHICS, INTEGRITY PACT AND CORRUPT PRACTICES .................................................18
    4.1 CODE OF ETHICS AND INTEGRITY PACT .....................................................................................18
    4.2 CONFLICT OF INTEREST DECLARATION .....................................................................................18
    4.3 CONFIDENTIALITY .........................................................................................................................18
    4.4 GIFTS AND HOSPITALITY ............................................................................................................18
    4.5 CORRUPT PRACTICES ..................................................................................................................18

5. ANNUAL PROCUREMENT PLANNING ...............................................................................................19

6. PROCUREMENT COMMITTEES ..........................................................................................................20
    6.1 FORMATION OF PROCUREMENT COMMITTEE ............................................................................20
    6.2 FUNCTIONS OF PROCUREMENT COMMITTEES ............................................................................20

7. QUALIFICATION OF SUPPLIERS, CONTRACTORS AND CONSULTANTS .................................21
# Table of Contents

7.1 Pre-qualification of Suppliers/Contractors/Consultants ........................................... 21  
7.2 Post-qualification of Suppliers/Contractors/Consultants ........................................... 21  
7.3 Relaxation of Pre or Post Qualification Criteria ........................................................... 21  
7.4 Evaluation Criteria of Pre-qualification ..................................................................... 21  
7.5 Prequalification Process ............................................................................................ 21  
7.6 Additional Information ............................................................................................... 22  
7.7 Disqualification and Disbarment of Suppliers/Contractors/Consultants ..................... 22  
7.8 Blacklisting of Suppliers/Contractors/Consultants ..................................................... 22  
7.9 Evaluating the Pre-qualification System ................................................................... 22  
7.10 Review of Supplier’s Data ......................................................................................... 22  
7.11 Enlistment of Suppliers/Contractors/Consultants ...................................................... 22  
7.11.1 Enlistment Committee ......................................................................................... 23  

8. Procurement Procedures .............................................................................................. 24  
8.1 Single Stage Single Envelope, Bidding Process ......................................................... 24  
8.2 Single Stage, Two Envelops, Bidding Process ............................................................ 24  
8.3 Two Stage Single Envelope, Bidding Process ............................................................. 24  
8.4 Two Stage - Two Envelope, Bidding Process ............................................................. 25  

9. Procurement of Goods ................................................................................................. 27  
9.1 Introduction ................................................................................................................ 27  
9.1.1 General Principles of Public Procurement .......................................................... 27  
9.1.2 Approval Mechanism ............................................................................................ 27  
9.2 Initiation of Procurement Process .............................................................................. 27  
9.2.1 Procurement Requisition and Authorization ....................................................... 27  
9.2.2 Budgeting and Allotment of Funds ....................................................................... 28  
9.2.3 Deciding Procurement Method ............................................................................ 28  
9.2.4 Enlistment of Suppliers ....................................................................................... 28  
9.2.5 Prequalification of Suppliers ............................................................................... 28  
9.2.6 Post Qualification of Suppliers ............................................................................ 29  
9.3 Method of Procurement ............................................................................................ 29  
9.3.1 Open Tendering .................................................................................................... 29  
9.3.2 Request for Proposals .......................................................................................... 29  
9.3.3 Restricted Tendering ............................................................................................ 30  
9.3.4 Two-Stage Tendering ......................................................................................... 30  
9.4 Method of Advertisement ......................................................................................... 30  
9.4.1 Exceptions ........................................................................................................... 31  
9.5 Response Time ......................................................................................................... 31  
9.6 Bid Documents ......................................................................................................... 31  
9.6.1 Amendment of Bid Document ............................................................................... 31  
9.6.2 Dispatch of Bid Documents .................................................................................. 31  
9.7 Receipt and Opening of Bid ....................................................................................... 32  

Page 3 of 85
11. PROCUREMENT OF CONSULTING SERVICES.................................................................44

11.1 CONSULTING SERVICES ..................................................................................44
11.2 SYSTEM FOR SELECTION OF CONSULTANTS OR CONSULTANCY FIRMS .......44
11.3 CRITERIA FOR ELIGIBILITY OF CONSULTANTS .................................................45
11.4 PROCUREMENT REQUISITION FOR SERVICES ..................................................45
11.5 EXPRESSION OF INTEREST .............................................................................46
11.6 CRITERIA FOR SHORTLISTING OF CONSULTANTS .........................................46
11.7 REQUEST FOR PROPOSALS .............................................................................47
11.8 CLARIFICATION AND AMENDMENT OF REQUEST FOR PROPOSALS .............47
11.9 EXTENSION OF REQUEST FOR PROPOSALS ..................................................48
11.10 RECEIPT OF PROPOSALS ..............................................................................48
11.11 DEADLINE FOR SUBMISSION OF PROPOSALS .............................................48
11.12 MINIMUM TIME FOR BID SUBMISSION ........................................................48
11.13 OPENING OF TECHNICAL PROPOSALS .......................................................48
11.14 PRELIMINARY EXAMINATION .....................................................................48
11.15 EVALUATION OF PROPOSAL .........................................................................48
11.16 EVALUATION PROCESS ..................................................................................48

I. EVALUATION CRITERIA FOR CONSULTANCY SERVICES ......................................48

II. CRITERIA FOR EVALUATION OF TECHNICAL PROPOSAL ...............................49

III. TECHNICAL EVALUATION REPORT .................................................................49

IV. NOTIFICATION OF RESULTS OF TECHNICAL EVALUATION ............................49

V. FINANCIAL EVALUATION .....................................................................................49

11.17 SCOPE OF NEGOTIATIONS ............................................................................50

VI. PROCEDURE FOR NEGOTIATIONS ....................................................................50

VII. SELECTION PROCESS OF INDIVIDUAL CONSULTANTS ................................50

VIII. SELECTION PROCEDURE ...............................................................................50

11.18 INCONSISTENCY ..............................................................................................51

11.19 PROCEDURE FOR AWARD OF CONTRACT .......................................................51

11.20 PERFORMANCE GUARANTEE .........................................................................51

11.21 MONITORING AND EVALUATION OF PROJECT ............................................51

12. MISCELLANEOUS TOPIC OF PROCUREMENT MANUAL ....................................52

12.1 ACCEPTANCE LETTER .......................................................................................52
12.2 SIGNING OF CONTRACT ....................................................................................52
12.3 PAYMENT MECHANISM ...................................................................................52
12.4 UNSUCCESSFUL PROCEEDINGS .......................................................................52
12.5 GRIEVANCE REDRESSAL MECHANISM .................................................................................. 52

GOMAL ZAM DAM COMMAND AREA DEVELOPMENT PROJECT .............................................. 56

PRE-QUALIFICATION PROFORMA FOR SUPPLIERS/VENDORS/CONTRACTORS .................. 58

FOR CONSULTANCY SERVICES ........................................................................................................ 58

SAMPLE TEMPLATE FOR PURCHASE ORDER ............................................................................... 68

OPERATIONAL ACCEPTANCE TESTING (OAT) REPORT ............................................................. 69

OPERATIONAL ACCEPTANCE TESTING ....................................................................................... 69

(OAT) REPORT ................................................................................................................................ 69

PROCUREMENT RECORD .................................................................................................................. 70

LETTER TO FIRMS NOT CONSIDERED QUALIFIED FOR THE PROJECT .............................. 72

LETTER TO PREQUALIFIED FIRMS ............................................................................................. 73
PREFACE

It is a matter of immense pride and satisfaction to record the pioneering efforts of Government of Khyber Pakhtunkhwa under the directives of the President and the Prime Minister of Pakistan to undertake a holistic approach in developing the Gomal Zam Dam command area in D. I. Khan and Tank. This being forerunner of all such development projects of the country, is likely to usher in, an era of agricultural growth based on modern and scientific techniques involving improved irrigation model, with a view to introducing high value crops. Additionally, it will also give a quantum leap to livestock production ensuring value chain development, which will ultimately culminate in significant social and economic development of the area in general and the farmers in particular.

The Gomal Zam Dam Command Area Development Project presents an integrated development approach by focusing on building efficient tertiary irrigation system to support high value commercial agriculture production triggered by market demand. The project aims at achieving food security and generation of employment opportunities for an estimated 30,000 families in South Khyber Pakhtunkhwa.

No project can succeed without achieving synergies among human resource, which is always a vital asset of any organization. I am confident that the Project Management Unit’s efforts in developing ‘Human Resource Manual’ actively assisted by ASP-RSPN and USAID, shall contribute significantly in providing institutional tools for efficient utilization of professional expertise from diverse fields.

I wish to express my gratitude to the assistance provided by ASP – RSPN and USAID, both technical and financial, towards development of this Manual. A word of thanks for ASP-RSPN’s consultants for their untiring efforts in preparation of this Manual.

I sincerely hope that the Manual would serve as a useful guide and reference document for the entire organization.

Secretary,
Agriculture, Livestock and Cooperation
Government of Khyber Pakhtunkhwa
FOREWORD

Practically, all developing countries have an elaborate National Plan to hasten economic growth and further a range of social objectives. No project can effectively implement the plan at national, regional or local level without an effective Project Management Unit (PMU) to guide and steer the human resource to use their potential to optimum level, PMU requires Manual s to operationalize plans and follow specified functions of units.

The induction of technical and administrative staff at the Project Management Unit will be done through open competition to attract talented professionals from the public and private sectors. While public sector staff is regulated by a legal framework embodied in an establishment code, the personnel taken from the private sector require a comprehensive Manual, defining rules and regulations specific to their functions.

I am confident that efforts made in preparation of this Manual would help and assist the project personnel to perform their duties efficiently.

Any improvements in the content and format of the Manual shall remain a constant endeavor of Project Management Unit.

Project Director
GZD-CADP
Project Management Unit
Government of Khyber Pakhtunkhwa
<table>
<thead>
<tr>
<th>ACRONYMS</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>GZD-CADP</td>
<td>Gomal Zam Dam - Command Area Development Project</td>
</tr>
<tr>
<td>PARC</td>
<td>Pakistan Agriculture Research Council</td>
</tr>
<tr>
<td>OAT</td>
<td>Operational Acceptance Testing</td>
</tr>
<tr>
<td>TEC</td>
<td>Technical Evaluation Criteria</td>
</tr>
<tr>
<td>BOQ</td>
<td>Bill of Quantities</td>
</tr>
<tr>
<td>EOI</td>
<td>Expression of Interest</td>
</tr>
<tr>
<td>GoKP</td>
<td>Government of Khyber Pakhtunkhwa</td>
</tr>
<tr>
<td>GoP</td>
<td>Government of Pakistan</td>
</tr>
<tr>
<td>HR</td>
<td>Human Resource</td>
</tr>
<tr>
<td>IFB</td>
<td>Invitation for Bids</td>
</tr>
<tr>
<td>ITB</td>
<td>Instruction to Bidders</td>
</tr>
<tr>
<td>KP</td>
<td>Khyber Pakhtunkhwa</td>
</tr>
<tr>
<td>LCS</td>
<td>Least Cost Selection</td>
</tr>
<tr>
<td>NCB</td>
<td>National Competitive Bidding</td>
</tr>
<tr>
<td>NGO</td>
<td>Non-Governmental Organization</td>
</tr>
<tr>
<td>PEC</td>
<td>Pakistan Engineering Council</td>
</tr>
<tr>
<td>PRF</td>
<td>Procurement Requisition Form</td>
</tr>
<tr>
<td>PSC</td>
<td>Project Steering Committee</td>
</tr>
<tr>
<td>PO</td>
<td>Purchase Order</td>
</tr>
<tr>
<td>QBS</td>
<td>Quality Based Selection</td>
</tr>
<tr>
<td>QCBS</td>
<td>Quality and Cost Based Selection</td>
</tr>
<tr>
<td>RFP</td>
<td>Request for Proposals</td>
</tr>
<tr>
<td>RFQ</td>
<td>Request for Quotations</td>
</tr>
<tr>
<td>SBD</td>
<td>Standard Bidding Document</td>
</tr>
<tr>
<td>SOP</td>
<td>Standard Operating Procedure</td>
</tr>
<tr>
<td>TORs</td>
<td>Terms of Reference</td>
</tr>
</tbody>
</table>
DEFINITIONS

- **Act** means the Khyber Pakhtunkhwa Public Procurement Regulatory Authority Act, 2012.
- **Project** means Gomal Zam Dam Command Area Development Project.
- **Bid** means a tender, or an offer, in response to an invitation, by a person consultant, firm, company or an organization expressing his or its willingness to undertake a specified task at a certain price.
- **Bid Security** means a written guarantee from a third part guarantor usually a bank or an insurance company submitted to a client by a contractor or bidder with a bid.
- **Best Evaluated Bid** means the highest ranking fair bid in accordance with the evaluation criteria set forth in the bidding documents (in case for procurement of goods and services) and the lowest responsive evaluated bid will be the best evaluated bid (in case of procurement of works).
- **Bidding Documents** means the data, information and representation submitted by the bidder on the bid solicitation documents advertised and made available by the procuring entity.
- **Bidder** means a contractor, supplier, vender or consultant who offers his services for procurement of goods works, or services in response to bid solicitation by a GZD.
- **Bid solicitation documents** mean the documents prepared by the procuring entity on the format of standard bidding documents for solicitation of bids.
- **Bid Suppression**: one or more Vendors who otherwise would be expected to bid, or who have previously bid, agree to refrain from bidding or withdraw a previously submitted Bid so that the designated winning competitor’s Bid will be accepted.
- **Bribery** the act of unduly offering, giving, receiving or soliciting anything of value to influence the process of procuring goods, services or works or executing Contracts.
- **Corrupt practice**: refers to the offering, giving, receiving or soliciting (directly or indirectly) of anything of value to improperly influence the actions of another person. **Corruption in the procurement process** generally involves a fraudulent act such as bribery or a kickback. The list of definitions (Ref. clause 5.5 of this Manual) indicates the most common types of corrupt practices.
- **Consultants** mean a person, a firm, a company or an organization undertaking supply of services
- **Competent Authority** means an officer of the Procuring Entity empowered to exercise financial powers and approve the award of contract for procurement of goods works or services, as the case may be
- **Collusion or Bid Rigging**: a scheme of arrangement between two or more vendors, with or without the knowledge of the GZD-CADP, designed to establish prices at artificially non-competitive levels.
• **Eligible Bid**: A Bid that meets the basic eligibility criteria in a preliminary screening and then accepted for detail evaluation. Mandatory eligibility criteria may include registration of company possession of a business license and bid validity etc. A tender may also specify that a Bid Security for a specified amount and in a specified format be enclosed with the tender. If there is no Bid Security, the bid is “non-compliant” and therefore not “eligible” to go forward for detail evaluation.

• **Emergency**: A situation of unusual or compelling urgency exists which create threat to public health, welfare, property and safety. (Clause 9.15.4 of this Manual).

• **Extortion or Coercion**: The act of attempting to influence the process of procuring goods, services or works, or executing Contracts by means of threats of injury to person, property or reputation.

• **Fraudulent practice or fraud** means a misrepresentation of facts in order to influence a procurement or selection process or the execution of a contract to the detriment of a person(s), and includes collusive practices among bidders or consultants (prior to the submission of bids or proposals) designed to establish prices at artificial, non-competitive levels and to deprive other parties, including the organization of the benefits of free and open competition.

• **Grievance Redressal mechanism** means the regulations/guidelines providing for grievance redressal process (Ref. Section 12.5 of this Manual and Annexure-XVIII).

• **Lowest Evaluated Bid**: most closely conforming to evaluation criteria and other conditions specified in the bidding document; and having lowest evaluated cost;

• A bid most closely conforming to evaluation criteria and other conditions specified in the bidding document; and

• Having lowest evaluated cost

• **Non-consulting services** means the provision of independent expert advice of a quality at least equal to the applicable professional standards in relation to requisition of goods, services other than consulting services and works.

• **Procurement Committee**: A committee established as per KPPPR 2014 by the competent authority and duly notified to undertake all procurement actions including receiving, evaluation and recommend for approval all bids for procurement of goods works and services.

• **Procurement**: The formal process of acquisition of goods, works, or services.

• **Procuring entity** means:
  
  o A Department or any Office of Government including a project unit, or
  o any Board, Commission, Council or other bodies established by or under a provincial law, or
  o Semi-autonomous or autonomous bodies which are owned or controlled by Government.
• **Public Procurement** means acquisition of goods works or services temporarily or permanently or on lease, financial wholly or partly out of fund by any procuring entity.

• **Public Fund** means:
  - Provincial Consolidated Fund
  - Foreign assistance
  - All moneys standing in the Public Account
  - Funds of enterprises wholly or partly owned or managed or controlled by Government;

• **Request for Proposals**: the term request for proposal (RFP) is commonly used in bidding Process. RFP is issued at an early stage in a procurement process, where an invitation is presented for suppliers, and consultancy services often through a bidding process to submit a proposal for a specific commodity or services. (Ref. clause 10.6 of this Manual).

• **Responsive Bid**: A Bid that meets the technical requirements of a tender in the evaluation stage. Technically non-responsive bids do not go forward to the financial evaluation stage.

• **Restricted Tendering**: Restricted tendering although considered a competitive procurement method but competition is confined to a certain number of firms either because only a few firms are qualified to fulfill the specific type of requirement, or certain conditions warrant the use of a number of firms in order to reduce the time and cost of the selection process.

• **Subcommittees**: will be constituted by project Director for formulation of specifications for goods, TORs for Services and Bill of Quantities (BOQ) including design/drawings in case of works with the objective to solicit maximum input for complex procurement.

• **Supplier** means a person, a firm, a company or an organization undertaking supply of Goods, Services or Works.

• **Transparency**: Openness and Accountability in all activities and actions Concerned with procurement.

• **Unethical Practice** means conduct that violates the provisions of conflict of interest and gifts and hospitality.

• **Value for money** means best returns for each rupee spent in terms of quality, timeliness, reliability, after sales service, up-grade ability, price, source, and the combination of whole-life cost and quality to meet the procuring entity’s requirements.

• **Works** means any constructional work consisting of erection, assembly, repair renovation, construction of roads bridges or demolition of a building or structure or part thereof, such as site preparation, excavation, installation of equipment or
materials and decoration, finishing and includes allied services such as mapping, satellite photography, seismic investigations and similar activities.
1. INTRODUCTION

1.1 Gomal Zam Dam Command Area Development Project

The Government of Khyber Pakhtunkhwa (GoKP) took a bold and imaginative initiative to venture into the development of the command area under Gomal Zam Dam. The Gomal Zam Multi-purpose Dam Project has three phases: Dam; Irrigation; and Command area development. The Gomal Zam Dam, located at Khajuri Kachh in South Waziristan Agency (FATA), is constructed for effective use of water resources of the Gomal and Zhob Rivers, both of which converges into a single Gomal River just upstream of the dam in South Waziristan. The dam gross storage capacity is 1.14 Million Acre Feet (MAF) with a live storage of 0.81 MAF. The dam main objectives include: generation of 17.4 MW power; flood control measures; and provision of water for irrigation of 191,000 acres in Tank and D.I.Khan Districts of Khyber Pakhtunkhwa (KP). The dam was completed in 2013. The Gomal Zam Irrigation Project (GZIP) takes off from the barrage constructed about 35 km downstream of the Gomal Zam Dam. The project is situated in the Tank and Dera Ismail Khan (D.I. Khan) Districts of Khyber Pakhtunkhwa. The GZIP includes a diversion barrage at Kot Murtaza, 61 km of main canal, 205 km of distribution channels, construction of 42 km flood protection work and 186 km of drainage work. The GZIP will annually provide water to dependably irrigate approximately 191,000 acres to enhance agriculture production and bring employment opportunities in Tank and D.I. Khan. The irrigation system is 94% completed.

The Gomal Zam Dam Command Area Development Project (GZD-CADP) is located in the districts of D. I. Khan and Tank, largely constitutes the command area under the Gomal Zam Dam. There are 69 villages in the three Tehsils (Tank, D.I.Khan and Kulachi) in the command area. The total command area is over 191,000 acres comprising of 94,050 acres in Tank, 87,235 acres in Kulachi and 9,776 acres in D. I. Khan. The development of the command area is planned under an approved PC-1 from the GoKP and Government of Pakistan (GoP). The overall objective of the project is that the water available for 191,000 acres in the command area is used efficiently through integrated development of the command area, on-farm water management, productivity enhancement, value addition, processing and effective marketing.

Total estimated cost of the GZD-CADP is Rs. 3373.61 million. The anticipated share of funding provided by each source is given hereunder:

i. Provincial Government Share Rs. 710.40 Million (M)
   • Provincial Government in-Cash Rs. 489.51 M.
   • Provincial Government in-Kind Rs. 221.44 M.

ii. DFI's/banks Nil

iii. Farmers'/Beneficiaries Rs. 462.28 M.

iv. Foreign Equity (USAID) Rs. 2200.17 M
GZD–CADP shall provide assistance and funding to the people of the command area in building and operating modern irrigation system mainly focusing the water productivity while providing food self-sufficiency and income from high value crops.

This Manual provides procurement guidance for the GZD-CADP

1.2 Objectives

a) Ensure that GZD-CADP procurements are undertaken in a manner consistent with the standards expected by the Government of KP and GZD-CADP.

b) Implement a stringent regime of internal controls and a mechanism of checks and balances within the functional and organizational structures of GZD-CADP.

1.3 Purpose

The purpose of this Procurement Manual is to provide guidance and detailed procedures concerning organizational structure, planning, solicitations, procurement methods, procurement administration, contract award and contract management to supplement the requirements of procurement statutes, rules and regulations, and procurement department, GZD-CADP.

1.4 Scope

This Procurement Manual covers all forms of approved procurement to be undertaken by GZD-CADP using funds provided directly from the KP Government Donor (s) and Farmers; this includes consultancy services, civil works contraction, supplies of Materials, equipment and components of the project required to support the GZD-CADP operations. The role and responsibilities given in this Manual are binding on all personnel acting for or on behalf of the procurement section of GZD-CADP.
2. ORGANIZATIONAL STRUCTURE OF GZD-CADP

2.1 Departmental roles and responsibility
Account Officer/Designated Procurement Officer, GZD-CADP will look after Procurement Section in addition to other responsibilities. (Organizational Structure of GZD-CADP is attached at Annexure-XXV).

2.2 Overview of the Section
Procurement Section of GZD headed by Account Officer/Designated Procurement Officer will report to Project Director, GZD. Procurement section performs many activities like segregation of procurement indents/requirement keeping in view the nature of items, annual procurement planning, and initiation of procurement process and completion of subsequent procurement actions.

Account Officer/Designated procurement officer is primarily responsible for all procurement activities within the GZD-CADP. He will also recommend the mode of procurement in accordance with KPK Public Procurement Regulatory Authority (KPPRA) Rules 2014.

2.3 Project Director
Project Director will be responsible to assist the Chief Coordinator in all the matters related to the procurement activities of GZD-CADP. He will also be responsible for the overall management of the project performance including procurement accounts and reporting of physical and financial progress to the GoKP and USAID. He will work as Chairman Procurement Committees and Member/Secretary of the Project Steering Committee (PSC). He will arrange meetings and implement the decisions of the PSC.

2.4 Account Officer/Designated Procurement Officer
Accounts Officer will be the Designated Procurement Officer who will also act as Secretary of the Procurement Committee.

He will be responsible to prepare monthly, quarterly and annual reports regarding progress of procurement and supervise procurement related staff. Develop guidelines to carry out compliance reviews of procurement process. He will guide and assist Project Director on overall Procurement of GZD-CADP.
3. MANUAL OBJECTIVE

This Manual aims to provide guidance on procurement policies and procedures, harmonize procurement approaches, encourage consistency and thus increase efficiency between all staff members involved in the procurement process. Cooperation between the requisitioning section and the procurement section is essential and of utmost importance to ensure that GZD-CADP obtains good quality Goods, Works and Services that meet the required description at competitive prices, within the time frame required.

The procedures in this Manual are designed to ensure compliances of rules, transparency and accountability.

Provide guidelines, roles and responsibilities of the Designated Procurement Officer and key personnel of procurement section of GZD-CADP, and to ensure that the guidelines laid down in the Manual and Government of Khyber Pakhtunkhwa Procurement of Goods, Works and Services Act 2012 and Rules, 2014 are followed in letter and spirit. However in case of any differences/interpretations/clarification and any subsequent notification framed in this regards shall be prevails and shall be binding.

Serve as core reference for GZD-CADP procurement section.

3.1 Rectification/Clarification/Updating/Amendment in Procurement Manual

All rectifications, clarification, updating and amendments made by the GoKP shall be incorporated in procurement Manual as an addendum by Designated Procurement Officer. Account Officer/Designated procurement officer will also distribute this addendum within GZD-CADP. Consequent upon receipt of amendments/addendum the procurement committee will review the material and make appropriate recommendations to the Procuring Entity at PMU and PIU respectively for further dissemination.

3.2 Applicability

This Manual applies to all GZD-CADP procurement activities related to goods, works and services within the approved PC-I budget.
4. CODE OF ETHICS, INTEGRITY PACT AND CORRUPT PRACTICES

4.1 Code of Ethics and Integrity Pact
Procurement exceeding the prescribed limit shall be subject to an integrity pact, as specified by regulations/guidelines determined by Project Director in consultation with Procurement Section and Suppliers/Contractors/Consultants.

All procurement shall be carried out in accordance with Code of Ethics. Public officials as well as experts, engaged to deliver specific services in public procurement proceedings including evaluation of bids, shall be required to sign a Code of Ethics Conduct as prescribed in KP Public Procurement Rules 2014. All vendors of goods, works or services shall be required to sign a declaration of compliance with such code of conduct as may be prescribed. (Reference Format for Code of Conduct is attached as Annexure-I).

4.2 Conflict of Interest Declaration
GZD-CADP shall maintain record of conflict of interest declarations. Records kept must include details of the actions taken to manage the conflict of interest.

All members of a Procurement section GZD-CADP, Procurement committee, all staff involved in contract administration shall, prior to commencing any procurement activity or the approval of any procurement activity, sign a conflict of interest declaration (attached at Annexure-III).

4.3 Confidentiality
a) Procurement section shall not disclose any information relating to the contents of offer, pre-qualification submission and actual content of bids, proposals or quotations.

b) Any attempt by a Bidder to influence the GZD-CADP in the evaluation of the bids or Contract award decisions may result in the rejection of its bid.

c) However, from the time of bid opening to the time of Contract award, if any Bidder wishes to contact the GZD-CADP on any matter related to the bidding process, it may do so in writing.

4.4 Gifts and Hospitality
All staff members involved in procurement shall decline offers of gifts, including drinks, meals, tickets, hospitality, transportation, or any other form of benefits, even if it is in association with an “official working visit”.

4.5 Corrupt Practices
The bidders, suppliers, contractors, and consultants shall observe the highest standard of ethics during the procurement and execution of such contracts. They should not be involved in Fraudulent Practice, Unethical Practice, Bribery, Extortion or Coercion, Collusion or Bid Rigging, Bid Suppression etc. (These terms have been explained in definition).
5. ANNUAL PROCUREMENT PLANNING

5.1 Procurement Planning
Program Director (PD) GZD-CADP shall plan its procurement with due consideration to transparency, economy, efficiency and timelines and shall insure equal opportunity to all prospective bidders.

GZD-CADP PMU shall announce in an approved format, all proposed annual procurement and shall proceed accordingly without any splitting or regrouping of the procurement so planned.

The proposed procurement shall be framed as per the format of the GZD-CADP annual procurement plan placed at Annexure-XXV.

5.2 Revision/Updating of Annual Procurement Plan
Procurement Section of GZD-CADP will revise and update their procurement plans, as and when due. If any planned activity could not be started due to (whatsoever reason is) and may re-schedule the said activity to achieve the objectives of plan in true spirit. All revisions and updates shall be approved by competent authority, GZD-CADP.
6. PROCUREMENT COMMITTEES

6.1 Formation of procurement committee

GZD-CADP has constituted three Procurement committees, one each for goods, works and services as provided in the Clause 32 of KPPRA Rules 2014 having the following composition:

- **a)** Project Director (Chairman)
- **b)** Representative of Secretary Agriculture, Livestock and Cooperation Department. (From Finance or planning cell)
- **c)** Representative of Secretary Irrigation, Government of Khyber Pakhtunkhwa.
- **d)** Accounts Officer (Secretary-non-voting member)
- **e)** Any other Co-opted member

The Project Director, GZD-CADP may constitute a subcommittee for formulation of specifications for goods, TORs for Services and BOQ including design/drawings in case of works with the objective to solicit maximum input for complex procurement.

The Project Director, GZD-CADP can also use the expertise of such subcommittee for evaluation of bids of such complex procurements.

The recommendations of the subcommittee shall be submitted for approval/vetting of the procurement committee. Procurement of shall be proposed by Designated Procurement Officer and submitted to Project Director, GZD or competent authority as the case may be, for approval.

6.2 Functions of Procurement Committees

Procurement committee will approve within its delegated powers and recommend for approval of those procurements beyond its competence to competent authority for necessary action.

- **a)** Approval of annual procurement plan including any changes thereof,
- **b)** Approve Prequalification and short listing criteria
- **c)** Bid invitation notice
- **d)** Bids documents of all forms of procurement,
- **e)** Opening, of bids
- **f)** Evaluation of bids
- **g)** Final recommendation of successful bidder (s) to competent authority for award of contract.
7. QUALIFICATION OF SUPPLIERS, CONTRACTORS AND CONSULTANTS

7.1 Pre-qualification of Suppliers/Contractors/consultants

Prior to floating the tender or invitation to proposal, the procurement section, GZD-CADP will engage in prequalification of bidders in case of procurement of one hundred million rupees and above, large/complex works and consultancy, turnkey projects and also expensive and technically complex equipment to ensure that only technically and financially capable supplier(s) or persons having adequate managerial capacity are invited to submit bids (Ref. Rules 8 & 16 of KPPRA rules 2014).

7.2 Post-qualification of Suppliers/Contractors/consultants

Post-qualification procedures, in case of contracts of complex nature and valuing Rs. 1.5 million or above, applied after tender have evaluated prior to award of contract, to determine whether or not the lowest evaluated tender has the experience, capability and resources to carry out the contract effectively (Ref. Rules 9 & 17 of KPPRA rules 2014).

7.3 Relaxation of Pre or Post qualification Criteria

Relaxation of prequalification criteria to favor firms or the relaxation of criteria during qualification evaluation with justification of ensuring competition is not allowed, in light of “emphasis on quality.”

7.4 Evaluation Criteria of Pre-qualification

It is desirable that the Pre-qualification Criteria are prepared at the same time as the Pre-qualification documents are prepared. The Criteria should not be changed during the Prequalification Evaluation process. The Prequalification Evaluation Criteria are subject to review.

7.5 Prequalification process

a) Procurement section, GZD-CADP while pre-qualifying suppliers shall announce, in the pre-qualification documents, all information like instruction for preparation and submission of documents, evaluation criteria, list of documentary evidence required by contractors to demonstrate their respective qualifications and any other information that the procurement section deems necessary for prequalification.

b) GZD-CADP shall provide a set of prequalification documents to any contractor, on request and subject to payment document fee as fixed by GZD-CADP.

c) GZD-CADP shall promptly inform the contractor who has applied for the pre-qualification whether or not he has been prequalified and on request a list of suppliers who have been prequalified.

d) On a request, GZD-CADP shall communicate to the contractor who has not been prequalified the reasons for not prequalifying the contractor.
7.6 Additional Information

Procurement section, GZD-CADP, at any stage of the procurement proceedings, may require the contractor to provide further information concerning the professional, technical, financial, legal or managerial competence as the procurement section may decide.

7.7 Disqualification and Disbarment of Suppliers / Contractors / Consultants

GZD-CADP shall disqualify a supplier if it finds at any time that the information submitted concerning qualifications of the supplier was false and materially inaccurate or incomplete.

Qualification of firm can be done on the recommendations of the designate procurement officer, GZD-CADP and with the approval of Project Director/competent authority. The information on such firms shall be promptly and widely disseminated by designated procurement officer.

7.8 Blacklisting of Suppliers/Contractors/Consultants

Procurement section, GZD-CADP can permanently or temporarily bar suppliers from participating in their respective procurement proceedings, who either consistently fail to provide satisfactory performances or are found to be indulging in corrupt or fraudulent practices or abandon the work prematurely resulting in loss to GZD-CADP. Such barring action shall be duly publicized and communicated to the Project Director/competent authority.

Any contractor or consultant who is to be blacklisted shall be accorded adequate opportunity of being heard in person.

7.9 Evaluating the pre-qualification system

Designate procurement officer will review pre-qualification system to ensure its effectiveness.

7.10 Review of Supplier’s Data

Designate procurement officer will review and update contractor’s data to ensure that the prequalification database has accurate and current information about contractor’s particulars.

7.11 Enlistment of Suppliers/Contractors/Consultants

Procurement Section, GZD-CADP may establish a mechanism for enlistment of suppliers for the purposes of procurement of Goods, Works and Services. {Ref. Rules 7 & 15 of KPPRA rules 2014}.

1. The process of enlistment shall be open to all respective bidders.
2. Annual renewal for enlistment shall be done on regular basis.
3. The enlistment forms shall be made available at the GZD and GoKP Websites in addition to all possible outlets at nominal or preferably no cost.
4. Enlistment shall not be deemed as pre-qualification or post-qualification.
7.11.1 Enlistment Committee

The enlistment or renewal shall be undertaken by a Committee with five members with the chairperson being an officer of not less than BPS-19. Result showing the latest enlisted or renewed suppliers, those having rejected along with the recorded reasons for the rejection shall be made public within five days after the committee has concluded business in this regard.
8. PROCUREMENT PROCEDURES

GZD-CADP may follow one of the following procurement process i.e. a single stage single envelop, a single stage, two envelops, a two stage single envelop and two stage two envelops procedures depending upon nature of procurement. Details of all these procedures are as under: (Ref. Clause 14 of KPPRA Rules 2014).

8.1 Single stage single envelop, bidding process

Each bid shall comprise one single envelope containing, separately, financial proposal and technical proposal (if any). All bids received shall be opened and evaluated in the manner prescribed in the bidding document.

8.2 Single stage, two envelops, bidding process

This bidding procedure shall be used where the bids are to be evaluated on Technical and financial grounds and price is taken into account after technical evaluation as described below:


b) Initially, only the envelope marked “Technical Proposal” shall be opened

c) The envelope marked as “Financial Proposal” shall be retained in the custody of the procurement section without being opened;

d) The procurement section shall evaluate the technical proposal in a manner prescribed in advance in bidding document, and reject any proposal which does not conform to the specified requirements;

e) During the technical evaluation no amendments in the technical proposal shall be permitted.

f) After the evaluation and approval of the technical proposal the procurement section, shall publicly open the financial proposals of the technically accepted bids only. The financial proposal of bids found technically non-responsive shall be returned un-opened to the respective bidders;

g) The bid found to be the lowest evaluated bid shall be accepted.

8.3 Two stage single envelop, bidding process

Two stage bidding procedure shall be adopted in large and complex contracts where technically unequal proposals are likely to be encountered or where the procurement section is aware of its options in the market but, for a given set of performance requirements, there are two or more equally acceptable technical solutions available to the GZD-CADP as described below:

First stage:

a) The bidders shall first submit a Technical Proposal without price according to the required specifications
b) The technical proposal shall be evaluated in accordance with the specified evaluation criteria and may be discussed with the bidders regarding any deficiencies and unsatisfactory technical features;

c) After such discussions, all the bidders shall be permitted to revise their respective Technical Proposals to meet the requirements of the GZD-CADP;

d) GZD-CADP may revise, delete, modify or add any aspect of the technical requirements or evaluation criteria, or it may add new requirements or criteria not inconsistent with these rules.

e) Provided that such revisions, deletions, modifications or additions are communicated to all the bidders equally at the time of invitation to submit final bids, and that sufficient time is allowed to the bidders to prepare their revised Bids.

f) Those bidders not willing to conform their respective bids to the GZD-CADP's technical requirements may be allowed to withdraw from the bidding without forfeiture of their bid security.

Second stage:

a) The bidders, whose technical proposals have not been rejected and who are willing to conform their bids to the revised technical requirements of the GZD-CADP, shall be invited to submit a revised technical proposal along with the financial proposal.

b) The revised technical proposal and the financial proposal shall be opened at a time, date and venue announced and communicated to the bidders in advance.

c) The revised technical proposal and the financial proposal shall be evaluated in the manner prescribed above.

d) The bid found to be the lowest evaluated bid shall be accepted.

8.4 Two stage - Two envelope, bidding process

Two stage two envelope bidding method shall be used for procurement where alternative technical proposals are possible, such as certain type of machinery or equipment or manufacturing plant. Procedure is described below

First stage:

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

b) Initially, only the envelope marked “Technical Proposal” shall be opened and “Financial Proposal” shall be retained in the custody of the procurement section without being opened,

c) The technical proposal shall be discussed with the bidders with reference to the GZD’s technical requirements,

d) Those bidders willing to meet the requirements of the procurement section shall be allowed to revise their technical proposals, and
e) Bidders not willing to conform their technical proposal to the revised requirements shall be allowed to withdraw their bids without forfeiture of their bid security.

Second stage:

a) Bidders who are willing to conform to the revised technical specifications, shall submit a revised technical proposal and supplementary financial proposal, according to the technical Requirement,

b) 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 procurement section, provided that procurement section shall allow sufficient time to the bidders to incorporate the agreed upon changes in the technical proposal and to prepare the required supplementary financial proposal;

c) GZD shall evaluate the whole proposal in accordance with the evaluation criteria and the bid found to be the lowest evaluated bid shall be accepted.
9. PROCUREMENT OF GOODS

9.1 Introduction

This section sets out policies and procedures with respect to procurements carried out by and/or on behalf of GZD-CADP. It covers areas and activities, along with relevant procedures, that shall be followed while undertaking procurement.

9.1.1 General Principles of Public Procurement

All procurement shall be conducted in such a manner as provided in the KPK Public Procurement Regulatory Authority Act 2012 and KPPRA of Goods, Works and Services Rules 2014 that promote the principles of transparency. Economy, value for money, accountability and swift grievance handling.

9.1.2 Approval Mechanism

Procurement section, GZD-CADP shall provide clear authorization and delegation of powers for different categories of procurement and shall initiate procurement after prior approval from Project Director, GZD-CADP.

9.2 Initiation of Procurement Process

All procurements undertaken by GZD shall be documented using a procurement requisition which shall include the following information:

9.2.1 Procurement Requisition and Authorization

a) Detailed description and quantities of goods required, including any incidental services or works, such as delivery, installation, commissioning, maintenance, repair, user training or the provision of after-sales services

b) Specifications and Drawings (if applicable)

c) The estimated value of goods. (Estimated value may be equal to prevailing market rates)

d) Last purchase rate (if available) from procurement record/Stores

e) Store non-availability certificate if required

f) Details of funds budgeted for the requirements including any funds yet to be allotted or from future budgets for multiyear contracts (Financial concurrence from head of Accounts department)

g) Clearly identified proposed delivery date and completion schedule

h) Delivery location of the goods required

i) Technical advice from relevant expert.

The description of goods shall not be targeted to a specific company’s specification/brand but shall be drawn up in an objective manner, so as to maximize competition.

The procurement requisition shall be submitted to the Designated Procurement Officer,
GZD-CADP, who will forward it to procurement committee for further processing.

9.2.2 Budgeting and Allotment of Funds

Procurement section shall also take into account that sufficient fund have also been budgeted and allotted other than contract price to cater the following:

a. Contingencies cost, including any anticipated variations as permissible under the rules
b. Procurement Section liabilities like freight, insurance, customs clearance, inland delivery, import taxes or duties, inspection, installation etc.
c. Cost of advertisement, for floating the tender etc.
d. Managing procurement proceedings like publication of notices in exceptional cases, if procurement proceeding initiated before allotting funds, the prior written approval of competent authority is mandatory.
e. If Procurement section initiates procurement proceedings for a multi-year contract, which will commit the procurement section, to make payments in subsequent fiscal years, the procurement section shall obtain approval of the Project Director, GZD-CADP prior to contract award.
f. Ensure that funds for the current fiscal year are budgeted.
g. Ensure that funds for future fiscal years are included in budgets for subsequent fiscal years and reported to Finance Section.

9.2.3 Deciding Procurement Method

A decision to use a particular procurement method must be based primarily on the stipulations of the procurement guidelines, Manual s and procedures; which necessarily stem from the procurement legal framework. Administrative Officer/Designated Officer Procurement will decide procurement method, keeping in view the following:

a. The value and complexity of the requirement
b. The degree to which the GZD-CADP is able to define the requirement
c. If there is a need for prospective bidders to participate in finalizing the specifications of the requirement
d. Market availability

9.2.4 Enlistment of Suppliers

Enlistment procedure is explained vide clause 7.11 of this procurement Manual

9.2.5 Prequalification of Suppliers

In case of large and complex goods and related services and having worth of contract exceeding Rs.10 million. Procedure explained in clause 7.1 of this procurement Manual

Page 28 of 85
9.2.6 Post Qualification of Suppliers

If bid is not limited to pre-qualified bidders and contract is of complex nature valuing Rs. 1.5 million or more, the GZD shall engage itself in post qualification process of bidders. Procedure explained in clause 7.2 of this Manual.

9.3 Method of Procurement

Procurement section, GZD-CADP shall use open competitive bidding as the principal method of procurement for the procurement of goods in addition to petty procurement and request for quotation (if required)

Open tendering, request for proposals restricted tendering and two stage tendering are considered competitive procurement methods because the solicitation documents are advertised and open to any qualified firm interested in competing for the assignment. In contrast, request for quotations, Direct Contracting procurement are considered non-competitive procurement methods because the invitation to submit offers is not advertised, and it is sent only to firms or individuals specifically invited by the procurement section. Although restricted tendering considered a competitive procurement method but competition is limited to only firms shortlisted or invited by the procurement section.

9.3.1 Open Tendering

Open tendering also called as principal method of procurement is the preferred competitive public procurement method used for acquiring goods over the value of Rs. 100,000/- (Rupees one hundred thousand). It is executed in accordance with established procedures set out in the procurement guidelines and detailed in the standard bidding documents.

Single stage, one envelope procedure and single stage, two envelopes procedure are most suitable for open tendering (Clause 8.1 & 8.2 of this Manual)

The fundamental requirements of open Bidding are that they should:

a) Be open to all qualified and interested bidders.
b) Be advertised locally (and internationally, when required).
c) Have objective qualifications criteria, Have neutral and clear technical specifications.
d) Have clear and objective evaluation criteria, and
e) Be awarded to the least-cost provider, without contract negotiations.

9.3.2 Request for Proposals

The Request for Proposal (RFP) is a two envelope procurement method that can be used for goods, services or works. It is used when suppliers, contractors or services providers are expected to propose a specific solution (methodology and work plan) to fulfilling a specific requirement.

Firms are required to submit technical and financial proposals in two separate envelopes. The technical proposal is evaluated first and ranked according to pre-established evaluation criteria, and only the financial proposals of those firms that achieved the minimum qualifying...
mark (score), indicated in the RFP, are opened and evaluated. (Ref. Rules 27 of KPPRA Rules 2014)

9.3.3 Restricted Tendering

Restricted tendering although considered a competitive procurement method but competition is confined to a certain number of firms either because only a few firms are qualified to fulfill the specific type of requirement, or certain conditions warrant the use of a number of firms in order to reduce the time and cost of the selection process.

Any decision to use the Restricted Tendering procurement method must conform to the policies and procedures governing the procurement system. This method is used for the procurement of goods, works and services.

9.3.4 Two-Stage Tendering

Two-stage tendering is similar to the request for proposals because the technical and financial proposals are submitted separately, but one before the other, rather than simultaneously. A key feature of this procurement method is that the submission of proposals takes place in two stages. Another, that bidders can assist in defining the technical requirement and the scope of work.

Two-stage tendering is used for the procurement of goods, services and construction works, and there are several ways in which the process may be carried out. Two of the most common are illustrated below:

First stage is used for determining responsiveness to the request for offers and for clarifying and reaching agreement on the technical specifications. In this first stage, bidders are requested to submit a technical proposal with their best solution for fulfilling the requirement. The proposal is evaluated and scored, and the firm with the highest ranked technical proposal invited for discussions with the purpose of reaching agreement on the proposed technical solution.

Second Stage is for receiving the final offer of the technically highest ranked firm. This process is very similar to the quality-based selection (QBS) procedures used to request proposals from consulting firms when the Terms of Reference are difficult to define under highly specialized and complex requirements. In this second stage, if an agreement is reached, the technical specifications or terms of reference are finalized and the highest ranked firm is invited to first submit a financial proposal based on the agreed technical solution, and then to contract negotiations.

9.4 Method of Advertisement

The procurement section shall engage in open competitive if the cost of the object to be procured is more than the financial limit which is applicable under rule 10 procurement up to Rs.2.5 million, shall be posted on the GZD-CADP’s website or public procurement regulatory authority (PPRA’s) or both. These procurement opportunities may also be advertised in print media, if deemed necessary by the GZD-CADP.
For all procurement, other than those being covered by the Khyber Pakhtunkhwa Procurement rules 3 and 10 shall be advertised in print media, appearing in at least one national English and one Urdu newspaper with nationwide circulation.

GZD-CADP utilizing electronic media shall ensure that the information posted on the website is complete for the purposes for which it has been posted, and such information shall remain available on that website until the closing date for the submission of bids.

9.4.1 Exceptions

GZD-CADP shall advertise all procurement requirements exceeding Rs. 50000/-. However under following circumstances deviation from the requirement is permissible with the prior approval of the Project Director/Competent Authority as the case may be:

a) The proposed procurement is related to national security and its publication could jeopardize national security objectives; and

b) The proposed procurement advertisement or notice or publication of it, in any manner, relates to disclosure of information, which is proprietary in nature or falls within the definition of intellectual property which is available from a single source.

9.5 Response time

The GZD-CADP may decide the response time for receipt of bids or proposals (including proposals for pre-qualification) from the date of publication of an advertisement or notice, keeping in view the individual procurement’s complexity, availability and urgency. However, under no circumstances the response time shall be less than fifteen working days for all national procurement

No time limit shall be applicable in case of emergency.

9.6 Bid Documents

9.6.1 Amendment of Bid Document

Any modification to the Bid document that may become necessary as a result of the pre-bid meeting shall be made by GZD-CADP exclusively through the issue of an addendum and not through the minutes of the pre-bid meeting.

Any addendum issued shall be part of the bid document and shall be communicated in writing to all who have obtained the bid document from the GZD.

Account Officer/Designated Officer Procurement will initiate any amendment in Bid document. This amendment should be approved by Project Director before intimation to bidders.

9.6.2 Dispatch of Bid Documents

Procurement Section, GZD-CADP will dispatch bid document to those suppliers/contractors who has submitted request for dispatch of bid documents along with tender fee.
9.7 Receipt and Opening of Bid

Bids submitted by suppliers shall be evaluated by procurement committee. Following procedure shall be followed.

9.7.1 Receipt of Bids

The Procurement Section shall make arrangements for the receipt and safe custody of bids until the deadline for submission of bids, which may include:

a) The use of a bid box, in which bidders are responsible for depositing their bids directly and which shall remain locked until the time for bid opening.

b) In the absence of bid Box Procurement staff (should be experienced) will receive bids by hand. Procurement staff will issue a receipt indicating exact time, date, name of receiver and his signature. Procurement staff is responsible to keep all such bids in a secure location until the time for bid opening.

c) Procurement Section shall maintained a record of all bids received either by hand, by dak or by currier, indicating name of bidder, the date, time (where applicable) and name of the person responsible of receipt.

d) Procurement section shall not disclose the number or identity of bids received, prior to the bid opening.

9.7.2 Bid Closing

Receipt of bids shall be closed at the precise date and time of the deadline for submission of bids stated in the notice inviting bid (s). Where a bid box is used for the receipt of bids, the Procurement Section/Committee shall ensure that the bid box is properly sealed before depositing of bids in the sealed bid box.

Immediately after the bid closing, bid box or bids received shall be taken to the location for bid opening.
9.7.3 **Bid Opening**

**a)** All the Representatives of bidder(s) should sign the attendance sheet indicating Firm/Supplier Name, Name of Representative, Contact Number and Representative Signature.

**b)** Bids shall be opened by the committee in front of firms/suppliers who may like to attend the bid opening. One committee member will read out prices of bids along with amount of earnest money (if applicable).

**c)** All members of the Procurement Committee should signed all opened bids including outer envelope of bid and also circle the readout price of bid at the time of opening.

**d)** Bid opening statement dully signed by the Procurement Committee shall make a record of the bid opening, which shall be kept as part of the procurement record. The record shall include at least:

i) The name of all bidders whose bids were opened;

ii) The presence or absence of a bid security, if one was required; procurement shall also calculate the bid security/earnest money, and make sure that the said security shall not be below the required % of offered price, as given in the bid document. If below, or bid without required security, the said specific bid should be rejected by the procurement section and declared as Non-Responsive.

iii) Validity period of bid should be checked and if not in accordance with the tender requirements, the said bid will then be declared as Non-Responsive and cannot be accepted for further evaluation.

iv) Opened bids shall immediately be taken to a secure location, where they shall be kept until the evaluation begins.

Late bids shall be labeled as late, stating the date and time of receipt and shall be returned unopened to the bidder. Any late bid which is not labeled with the bidder’s name shall be left unopened and destroyed.

9.7.4 **Correction of Non-Conformities, Errors and Omissions**

Where a bid is substantially responsive, the GZD-CADP may waive, clarify or correct any nonconformity, error or omission, which does not constitute a material deviation.

The procurement section may correct purely arithmetical errors in bids in accordance with the procedure stated in the bidding document.

Bidders shall be notified of any arithmetic corrections and requested in writing, to agree to the correction.
9.7.5 Clarification of Bids

GZD-CADP may seek clarification from a bidder of its bid. The request and the clarification shall only be in writing. The request for clarification shall not seek and the bidder shall not be permitted to:

a) Amend its bid price, except to accept the correction of arithmetic errors;

b) Change the substance of the bid; or

c) Substantially alter anything which is a deciding factor in the evaluation.

Failure of a bidder to respond to a request for clarification may result in the rejection of its bid.

9.7.6 Receipt of Single Bid

a) Procurement Committee, GZD-CADP may consider if it meets the evaluation criteria expressed in bid notice and is not in conflict with any other rules, regulations or policy of the Federal Government and GoKP.

b) If the rate quoted by the single bidder cannot be compared so as to declare it as the lowest rate or otherwise GZD-CADP may make a prudent decision. While making a decision, the following factors may be kept in view:

i) The comparison of price of the goods works or services if procured during the current financial year.

ii) Market price of the goods works and services to be procured.

iii) In case abnormal Increase in prices is observed, the procurement section may like to re-advertise the procurement opportunity, if time permits.

iv) Re-advertisement would be a preferred option. Direct contracting could also be used provided it meets the prescribed condition for direct contracting.

9.7.7 Rejection of bids

Procurement entity on the recommendation of Procurement committee, GZD-CADP may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. Procurement section shall upon request communicate to any supplier or contractor who submitted a bid or proposal, the grounds for its rejection of all bids or proposals, but is not required to justify those grounds. (Rule 47 of KPPRA of Procurement of Goods works and services Rules 2014.

9.7.8 Re-Bidding

If Procurement committee has rejected all bids under it may call re-bidding (Ref. Rules 47 of KPPRA Rules 2014).

Before re-bidding procurement committee may assess reason of rejection and may also revise specifications, evaluation criteria or conditions imposed for bidders as it may deem necessary.

Prior approval for re-bidding should be obtained from competent authority.
9.8 Evaluation of Bids

9.8.1 Evaluation Criteria:
The criteria for the evaluation of bids shall consist of:

a) A comparison of each bid to the technical requirements of the description of goods.

b) Determination of bids with the lowest evaluated cost. Where appropriate, the Procurement Section, GZD-CADP may include evaluation criteria in the bidding documents, which shall be taken into account in determining the evaluated price of each bid. The bidding documents shall state the criteria for calculating and applying the adjustment to the bid price.

9.8.2 Preliminary Examination
The procurement committee shall conduct a preliminary examination to determine whether bids are complete and are responsive to the basic instructions and requirements of the bidding document/notice inviting bids.

Any deviations, which are considered to be material deviations, shall result in rejection of the bid and such bids shall not be subject to technical evaluation. Deviations which are considered to be non-material shall not result in rejection of the bid.

9.8.3 Assessing Responsiveness of bids
A bid is substantially responsive if confirms to all the instructions, requirements, terms and conditions of the bidding documents, without material deviation, reservation or omission.

9.8.4 Technical Evaluation
The procurement committee shall conduct a technical evaluation by comparing each bid to the technical requirements of the description of goods in the bidding documents, to determine whether the bids are substantially responsive or otherwise. In case of non-responsive, shall not be used to assess the relative quality of bids or to award points in any way.

Conformity to specifications, standards, drawings (if applicable) without material deviation or reservation;

Any material deviations shall result in rejection of the bid and such bids shall not be subject to financial evaluation and comparison.

Non material deviations may be corrected.

9.8.5 Financial Evaluation and Comparison
The procurement committee shall conduct a financial evaluation and comparison to determine the evaluated price of each bid and determine the lowest evaluated bid, which is substantially responsive to the requirements of the bidding documents (rather than simply identifying the bid with the lowest bid price).
Bids shall be compared by ranking them according to their evaluated cost and determining the bid with the lowest evaluated price.

Where the bidding document included more than one lot and permitted bidders to offer discounts, which were conditional on the award of one or more lots, the Bids Procurement Committee shall conduct a further financial evaluation, to determine the lowest evaluated combination of bids.

9.8.6 Bid Evaluation Reports and Recommendations

The procurement Committee shall prepare a bid evaluation report (BER) before submitting to Competent Authority (Annexure-XIV). The bid evaluation report shall include:

- Bid (s)/bid (s) opening summary
- The results of the preliminary examination;
- The results of the technical evaluation;
- Reasons why bids were declared non-responsive;
- Details of any non-material deviations, which were accepted and the way in which they were quantified and taken into account in the financial evaluation;
- The evaluated price of each bid, showing any corrections or adjustments to the bid price and any conversion to a common currency;
- Comparative statement indicating standing/ranking of bids according to evaluated price
- A statement of the lowest evaluated substantially responsive bid, for each lot where applicable;
- A summary of the application of any conditional discounts and the lowest evaluated combination of bids, where applicable;
- The results of post-qualification if applicable;
- A recommendation to award the contract or contracts to the lowest evaluated responsive bidders) or combination of bidder(s), or other appropriate recommendation, such as the cancellation of the procurement process.

The bid evaluation report and recommendations shall be approved by the Competent Authority prior to award of contract. After approval, Letter of Acceptance will be issued to successful bidder(s).

9.9 Alternate Methods for Procurement of Goods

Procurement department, GZD-CADP, shall only engage in alternate method if the following conditions exist:

- Replacement of Part: the procurement concerns the acquisition of spare parts or supplementary services from original manufacturer or supplier.
- Compatibility: The Goods has no competitive product alternatives available.
- Delivery Date: Only one supplier can meet necessary delivery requirements.
d) In Case of procurement through government organizations, in accordance with provisions of rule-3(2)(c) of these rules.

e) Where a change of contractor or supplier would ensue the GZD-CADP to acquire material having different technical specifications or characteristics and would result in incompatibility or disproportionate technical difficulties in operation and maintenance.

f) Where the price of goods is fixed by Government.

g) Where there are security conditions.

The bidder invited to quote under the "single source tendering" shall be advised to submit his tender in accordance with normal tendering procedures. Under no circumstances shall the tenderer be informed that the tender is being processed on a single tender basis.

It is mandatory that reason for choosing this type of procurement method(s) shall properly be recorded in writing and should be approved by procurement committee.

Procurement through Alternate methods for procurement are:

**9.9.1 Petty Procurement/Single Quotation**

Procurement section may provide for petty procurement where the object of the procurement is below the financial limit of Rs. 50000/-. Such procurement shall be exempted from the requirements of bidding or quotation of prices:

**9.9.2 Request for Quotations**

Goods between Rs. 50,000/- up to Rs. 100,000/- shall be procured by inviting quotations from Prospective bidders/suppliers only if the following conditions are met:

a) Request for quotation is sent to prospective bidders with full contents and same information.

b) Minimum three quotations have been obtained. Provided that if despite soliciting, less than three (3) quotations are received it would be acceptable (Ref. Rule 10-b-i of KPPRA Rules 2014). However approval of Project Director before evaluation of such quotation(s) is mandatory.

c) The closing time, date and address for submitting quotations have been clearly defined.

d) During comparison, each item should be compared to the corresponding respective specification.

e) About 2-5 percent earnest money shall also be demanded from bidders, depending upon value of contract. (Ref. Clause 12 (1, 2 & 3) of KPPRA Rules 2014)

f) In case of receipt of late quotation, approval of the competent authority shall be sought to accept such late quotation as a valid offer.
Quotation receiving, opening & evaluation

The procedure for the submission, receiving, opening and evaluation of quotations is almost similar to the open competitive bidding except attendance sheet of representative as this is not a public opening.

In case of RFQ for routine purchases, Designated Procurement Officer, GZD-CADP shall keep strict vigilance during procurement process to ensure elimination of any attempt to create cartel.

9.9.3 Emergency Procurement

Urgent need for the item or service does not permit soliciting competitive bids as explain in sub-rule 3(2)(a) and 3(2)(b) KPPRA Rules 2014.

9.9.4 Repeat Order

Repeat order shall be placed within a period of six months and it does not exceed fifteen percent (15%) of the original contract value. Prior approval shall be obtained from project Director before placing repeat order. (Reference: Clause 10-C (1) of KPPRA 2014)

9.9.5 Procurement of Vehicles

Where the motor vehicles are procured from local original manufacturers or their authorized agents at manufacturer’s price including transportation charges and applicable taxes. (Ref. Clause 10-c-vii of KPPRA Rules 2014)

The procurement committee may prepare recommendation for procurement of vehicles from any manufacturer on fixed company price. After approval from competent authority the procurement will be effected accordingly.

9.9.6 Single Source Procurement

GZD shall report to USAID about any procurement made through single source procurement exceeding contract value of US$25,000 (twenty five thousand). Comments/reservations/objections if any by USAID shall be addressed and resolved before awarding contract.

9.10 Procedure for Award of Contract

Subject to successful negotiations, the contract shall be awarded to the successful supplier. If negotiations are not successful in arriving at a decision acceptable to both parties, negotiations shall then be terminated and the next highest ranked Supplier invited for negotiations.

A contract shall not be awarded in violation of the conflict-of-interest (Clause 4.2 of this procurement Manual).

9.11 Supply and Submission of Documents

The supplier after making complete supply against supply order will submit bill/invoice along with required documents. and provide to the procurement section of GZD-CADP along with necessary supporting documents, i.e. copy of supply order, the bill/invoice must be valid printed invoice
numbered, dated, certifying that Goods/Items provided are brand new and according to specifications, Operational Acceptance Test (OAT) report issued/verified by inspection and monitoring committee, warranty/guarantee certificates and signed by the supplier.

9.12 Inspection of Goods

A team of Quality Control experts (or any nominated team of expert excluding procurement official,) shall be constituted for inspection of ordered Goods. However end user or procurement requisition initiating officer may be nominated as a member of inspection and monitoring team. This team should report directly to Project Director.

9.13 Maintenance of Procurement Record

Procurement records include all documents relevant to the pre-bidding, bidding, bid evaluation, placement of supply order, closing of contract/procurement case and contract administration phases. For audit purpose, every event in the procurement process must be recorded and all records appropriately.

9.14 Bid validity

Bidders shall be required to submit bids valid for a period specified in the bid documents which shall be sufficient to enable a procurement section to complete the evaluation and comparison of bids obtain all necessary approval so that a contract can be awarded within that period.

9.15 Bid Validity Period

The period within which a bidder’s offer is considered legally binding, after this period, the bidder is at liberty to change or withdraw their bid if the contract has not been signed.

9.16 Bid Security

The procurement section may require the bidders to furnish bid security/earnest money of up to 2 per cent in case of procurement of goods and 3,4 or 5 percent in case of complex nature of procurement.

Bid security/earnest money will be confiscated if supplier or contractor failed to comply with the contract.

Bid Security/earnest money will be returned to all unsuccessful bidders after signing contract.

9.17 Goods Warranty

Where possible, the procurement department shall ask for a warranty from the supplier or contractor, for replacement or repair of the procured goods falling in the warranty period.

9.18 Defects Liability

A contractor has to repair and/or cover the cost of any defects found in a completed or renovated infrastructure works during the defects liability period as mentioned in the contract.
9.19 **Defects Liability Guarantee**
Usually ten percent of the contract value that is retained by the client, or is replaced with an irrevocable bank guarantee for the same amount, which the client has the right to use if the contractor fails to repair any damages found in the completed or renovated infrastructure during the defects liability period.

9.20 **Defects Liability Period**
The time frame in which the contractor of a completed or renovated infrastructure works has the responsibility to repair or cover the cost of any defects discovered in the infrastructure.

9.21 **Liquidated Damages (Late Delivery)**
A clause for a penalty of 1% of the delivered price of the delayed goods for each week or part thereof subject to a maximum of 10% of the delivered price is to be incorporated in the contract terms. If the payment term is 100% against delivery and if there is delay in supplying the material then a cheque of penalty amount must be taken from the seller in favor of the Accounts Officer, GZD-CADP.
10. Procurement of Works and Non-Consulting Service

10.1 Procurement Process

a) Preparation, approval and publication of Notice of Pre-qualification or Inviting Bids (NIT).

b) Issuance of Pre-qualification documents (if prepared separately) to interested bidders.

c) Short listing of bidders in case of Pre-qualification.

d) Issuance of Bidding Documents to Short listed Bidders.

e) Opening of bids/proposal, Evaluation and Recommendation for award

f) Issuance of Letter of Acceptance/work order.

g) Signing of Contact Agreement.

h) Timely Publication of Contract Award on official website.

Procurement section, GZD will prepare procurement plan for works and will get approval from the Project. A sample Procurement Plan is placed at Annexure-XVIII.

10.2 Revision of Procurement Requisition for Works

Procurement committee will review BOQ, Design and Drawings etc. Subcommittee may review procurement requisition and forward its recommendations to procurement committee for further proceedings. The Procurement committee shall accordingly recommend the object of procurement to competent authority for approval.

10.3 Procurement Procedure

The Procurement section, GZD-CADP shall use open competitive bidding as the principal method of procurement for the procurement of works over the value of Rs. 100,000/ rupees one hundred thousand.

The following procedures shall be adopted for open competitive bidding:

a) Single stage– One envelope bidding,

The procedure has already been explained in clause 8.1 of this Procurement Manual.

b) Single stage– Two envelope bidding

This method shall apply to large and complex contracts and bidder shall be pre-qualified. Explanation of this procedure is given in clause 8.2 of this procurement Manual.

c) Two Stages - Two envelope bidding-This method shall be used for turnkey or large or complex contracts and ensures that all technical proposals conform to the same acceptable technical standards required by the procuring entity.

Procedure is explained vide clause 8.4 of this procurement Manual.
10.3.1 **Enlistment of Contractors**
Enlistment procedure is explained vide clause 7.11 of this procurement Manual

10.3.2 **Prequalification of Suppliers**
Procedure explained in clause 7.1 of this procurement Manual

10.3.3 **Post qualification of Suppliers**
If bid is not limited to pre-qualified bidders and contract is of complex nature valuing Rs.1.5 million or more, the GZD shall engage itself in post qualification process of bidders. Procedure is explained in clause 7.2 of this procurement Manual

10.3.4 **Alternate Methods of Procurement**
   a) **Petty Purchase/Single Quotation**
      Procedure explained in clause 9.9.1 of this Manual.
   b) **Request for Quotations**
      Procedure explained in clause 9.9.2 of this Manual
   c) **Direct Contracting**
      GZD shall only engage in direct contracting if the following conditions exist:
         i) In case of emergency {sub rule 3(2)-a & 3(2)-b}
         ii) In case of procurement through government organization in accordance with rule 3(2)-c of KPPRA 2014
         iii) Where the civil work is to be contracted and is natural extension of an earlier or ongoing job and it can be beneficial to engage same contractor in respect of economy and compatibility.
         iv) Change of contractor may result in compromising compatibility of specifications and materials.
   d) **Single Source Procurement**
      Ref. Clause 9.9.6 of this procurement Manual

10.3.5 **Method of Advertisement**
Ref. Clause 9.4 of this Manual

10.3.6 **Bid Security**
Procedure of demanding and releasing of bid security is explained in clause 20 (1, 2, 3 & 4) of KPPRA Rules 2014 and clause 9.16 of this Procurement Manual.

10.3.7 **Bid Validity**
10.3.8  **Bid Validity period**  
Ref. Clause 9.15 of this Procurement Manual

10.3.9  **Procedure for Award of Contract**  
Ref. Clause 9.10 of this procurement Manual

10.3.10  **Performance Guarantee**  
Procurement department may also ask supplier or contractor to furnish irrevocable Bank Guarantee equal to 10 percent (min) of contract value as would be specified in the standard bid solicitation documents.
11. PROCUREMENT OF CONSULTING SERVICES

11.1 Consulting Services
Consulting Service for infrastructure projects and other types of projects or activities of the GZD-CADP requiring adequate external technical and professional expertise that are beyond the capability and/or capacity of the GZD-CADP to undertake such as, but not limited to:

a) Advisory and review services
b) Pre-investment or feasibility studies
c) Design
d) Construction supervision
e) Management and related services
f) Other technical services or special studies

11.2 System for selection of Consultants or Consultancy Firms
The selection system shall be established by GZD-CADP before the commencement of the process of selection of prospective consultants. GZD-CADP may adopt one of the following systems for the selection of consultants:

A. Quality Based Selection
This method will be used for highly sophisticated specialized and complex jobs where there will be no compromise on quality.
GZD-CADP shall record the justification for using this method. GZD-CADP may have to compromise on cost while go for quality base selection of consultants/consultancy firms.

Procedure for selection under the quality based selection:

B. Quality and cost based selection
This method shall be used where quality as well as cost is considered as primary and secondary consideration respectively
A request for proposal shall be prepared and sent to short listed consultants. (Procedure explained in clause 10.6 of this procurement Manual).

C. Least cost
a) This method is used for projects of routine or standard nature where already established standard and practice exist.
b) After evaluation of technical proposal and opening of financial proposal, the applicant offered the lowest evaluated price shall be selected for discussion on technical matters.
D. Single source or direct selection

This method will be used only in such cases where it provides clear advantages over competition in following cases only:

a) Jobs which are continuation of previous assignment or services.

b) In case of emergency.

c) Where only one consultant is qualified or has experience of exception worth.

d) Ref. clause 10.9.7 of this Manual for Procurement made through single source procurement exceeding contract value of $ 25,000.

e) Single Source Procurement should be approved by Competent Authority the concurrence of Accounts Officer after the recommendation of Procurement committee.

E. Fixed budget

This system shall be used only when the assignment is simple, can be precisely defined and when the budget is fixed.

Procedures for the selection under fixed budget:

a) The procedure for fixed budget and for the quality and cost based are same except:

b) The request for proposal (Clause 9.3.2 of this procurement Manual ) with fixed budget, applicants are asked to submit technical and financial proposal separately within the budget.

c) Procurement section shall ensure that allocated budget is sufficient for performing expected project/job/task

d) The request for proposal shall require the applicant to provide breakdowns of their costs.

e) All such proposal exceeding allocated budget will be rejected.

11.3 Criteria for Eligibility of Consultants

GZD shall not hire a consultant for an assignment in which there is possibility of conflict of interest. If a consultant has been engaged by the GZD to provide goods or works for a project, it shall be disqualified from providing consulting service for the same project. Similarly, consultant should not be hired for any assignment which by nature, may be in conflict with another assignment of the consultant.

11.4 Procurement requisition for Services

Every procurement requisition for the procurement of services shall be accompanied by a complete, precise and unambiguous description of the services required. This description shall consist of terms of reference, which shall include, where appropriate:

a) Background information of the required services;
b) The objectives of services and targets to be achieved.
c) A list of specific tasks or duties.
d) Deliverables or outputs for the assignment.
e) The role, qualifications or experience required for any key staff.
f) Management and reporting lines for the supplier, including administrative arrangements and reporting requirements.
g) Any facilities, services or resources to be provided by the GZD-CAD
h) Inspection or quality testing requirements or indicators of successful performance.
i) The duration or completion schedule.

11.5 Expression of Interest
A request for expression of interest shall be advertised by giving applicants at least fifteen calendar days for national competition and thirty calendar days for international competition to submit their interest to provide consultancy services.

The expression of interest shall contain at least the following information, namely:-

a) The name and address of GZD-CADP;
b) An appropriate description of the assignment providing scope of the intellectual and professional services required;
c) Deadline and place of the submission of the expression of interest; and
d) Evaluation criteria required to be followed.

11.6 Criteria for Shortlisting of Consultants

a) Whether short listing is done or not, the procurement section, GZD-CADP may engage in prequalification of consultants in case of complex assignments.

b) The Procurement Section while engaged in prequalification of consultants takes into consideration the following factors, namely:-

i) Qualification;
ii) General experience;
iii) Specific experience;
iv) Past performance; and
v) Any other factor that a procurement section, GZD-CADP may deem relevant, not inconsistent with these regulations or KPPRA Rules, 2014.

c) All applicants shall be informed whether or not they have been short listed.
11.7 Request for Proposals

The Request for Proposal (RFP) is a two envelope procurement method that can also be used for Services. It is used when suppliers, contractors or services providers are expected to propose a specific solution (methodology and work plan) to fulfilling a specific requirement. Request for proposals are used primarily for hiring consulting firms. (Ref. Rules 27 of KPPRA Rules 2014)

Firms are required to submit technical and financial proposals in two separate envelopes. The technical proposal is evaluated first and ranked according to pre-established evaluation criteria, and only the financial proposals of those firms that achieved the minimum qualifying mark (score), indicated in the RFP, are opened and evaluated. The RFP method differs from open tendering in six fundamental aspects:

GZD shall use a request for proposals for seeking proposals from the consultants whether short-listed or prequalified or not which shall include the following, namely:-

a) **Letter of Invitation.** The letter of invitation shall mention the name and address of the Procurement section, GZD-CADP and shall state the intention of the Procurement section to enter into a contract for provision of consulting services.

b) **Instruction to consultants.** The instructions to consultants shall contain all necessary information that would help them prepare responsive proposals and shall bring as much transparency as possible to the selection system.

c) **Terms of reference.** Terms of reference shall unambiguously define the objectives, goals and scope of the assignment besides conditions of contract. Terms of reference shall list the services necessary to carry out the assignment and expected outputs.

d) **Evaluation criteria.** Expect as otherwise provided, the evaluation of proposals shall be carried out giving due consideration to quality and cost.

e) **Lump sum contract will be used in which the content, duration of the services and the required output are unambiguously defined;**

f) **Proposed contract format.** The procurement section should propose a draft specimen contract to be entered into with the successful bidder.

g) **Special Provisions.** The procurement section may specify any other requirement related to the assignment or contract etc. where required.

GZD will invite the prospective consultants to submit their technical and financial proposals in separate sealed envelopes. The procurement section shall give deadline for submission of proposals. Consultants shall be given adequate time to prepare their proposals which shall not be less than four weeks.

11.8 Clarification and Amendment of Request for Proposals

Procedure explained in Clause 9.7.5 of this Manual.
11.9 Extension of Proposal Submission Period

Procurement section may extend last date for submission of proposal to give reasonable time to consultants/consultancy firms. Procurement department shall give consultants reasonable time to take a clarification or addendum in to account in preparing their proposal.

11.10 Receipt of Proposals

Procedure for receipt of Bids (Ref. clause of 9.7.7 of this Manual) and proposal is same.

11.11 Deadline for Submission of Proposals

The Procurement section shall ensure that no proposal is received after due date. Proposal box shall be sealed. Proposal received after due date should not be considered.

11.12 Minimum time for bid submission

The time period provided for submission of proposals shall be from 20 to 30 working days after the date of issue of the request for proposals.

11.13 Opening of Technical Proposals

The selection or evaluation committee shall open technical proposal immediately after the dead line for submission. Selection/evaluation committee will also maintain record of proposal opening.

11.14 Preliminary Examination

The procurement committee shall conduct a preliminary examination to determine whether proposals are complete and responsive to the basic instructions like submitted in correct format, signed and authorized, correct numbers of copies received, validity period, CVs if required etc.

11.15 Evaluation of Proposal

Procurement committee will carried out short listing and evaluation of consultants for procurement of consultancy.

The committee may negotiate with highest ranked consultant regarding work plan staffing, methodology, and special conditions of the contract. The committee shall not permit substitution of key staff, unless both party agreed due to delay in selection process. In case of failure in response from highest ranked consultant, the committee shall go for second highest ranked bidder.

11.16 Evaluation Process

i. Evaluation Criteria for Consultancy Services

The Request for Proposals shall state the evaluation criteria to be applied during the technical evaluation (Ref. Rule 27 of KPPRA Rules 2014 and Clause 11.7 of this Manual).
ii. **Criteria for evaluation of technical proposal**

The criteria for assessment of the technical proposals may include:

a) Relevant experience  
b) The quality of proposed methodology,  
c) The qualifications and experience of key staff proposed,  
d) Transfer of technology (TOT)

iii. **Technical Evaluation Report**

The procurement committee shall prepare a Technical Evaluation Report, which shall include:

a) Minutes of the opening of technical proposals;  
b) Preliminary examination, with reasons of rejection of any proposal  
c) The average technical scores of each consultant  
d) Any adjustment made in scoring if yes required written justification  
e) Relative strengths and weaknesses of each proposal;  
f) A list of the proposals which reached the minimum technical qualifying mark and a recommendation to open the financial proposals of those consultants;  
g) List of proposals which did not reach the minimum technical qualifying marks/scores; and  
h) In case of Quality Based Selection, the ranking of technical proposals and a recommendation to open the financial proposal of the consultant(s)  
i) That submitted the highest ranked technical proposal.

The Technical Evaluation Report shall be submitted to the competent authority for approval, prior to proceeding with the opening and evaluation of financial proposals or rejection of any proposals.

iv. **Notification of Results of Technical Evaluation**

All consultants/consultancy firms shall be informed regarding outcome of technical evaluation result. Successful consultants/consultancy firms should be informed regarding opening date and time for their financial proposals. Consultants/consultancy firms of rejected proposal should also be informed regarding rejection of their proposals.

v. **Financial Evaluation**

**Financial Proposal Opening**

The Procurement Committee shall open the recommended financial proposal or proposals at the time, date and location notified to Consultants. Their representatives shall be permitted to attend and witness the financial bid opening.

Proposal opening procedure is same as in case of Bid opening.

a) Procedure for evaluating financial evaluation is same as in open tender except:
b) The lowest priced proposal shall be given a financial score out of one hundred and other proposals shall be given a financial score which is inversely proportional to the lowest evaluated price, using the methodology stated in the Request for Proposals.

The Financial Evaluation Report shall be submitted to the PD for approval, prior to proceeding with any negotiations required or award of contract.

11.17 Scope of Negotiations

During negotiation minor alterations in methodology, mobilization arrangement, work plan, completion schedule, clarification regarding consultant’s tax liability, minor amendments to the special conditions of contract shall be discussed and sorted out.

vi. Procedure for Negotiations

Negotiation shall only be held with consultant recommended for contact award. If negotiation failed then evaluation committee will obtain approval from competent authority for negotiation with next ranked consultant.

vii. Selection Process of Individual Consultants

Individual consultant recruitment does not require submission of proposals, and shall be selected based on their qualification and experience for the assignment.

viii. Selection Procedure

a) Recruiting individual consultants requires advertising or may be selected from those who have expressed interest in the assignment or have been approached directly by procurement, GZD. However, this may be waived under certain conditions.

b) Individual consultant shall be selected by comparing the qualification of at least three consultants. Individual consultants considered for selection shall meet the minimum relevant qualifications and experience. The first ranked selected consultant (s) shall be fully capable of carrying out the assignment.

c) An individual consultant may be selected on a single source basis in exceptional cases, as per following requirements:

   i) For task that is continuation of previous work that was carried out by a competively selected consultant.

   ii) In case of emergency.

   iii) Where the individual is the only consultant qualified for the assignment

d) For key assignments, interview may be conducted.
11.18 Inconsistency

The KPPRA Rules, 2014 and these regulations are to be taken as mutually explanatory of one another but in case of inconsistency, the KPPRA Rules, 2004 shall take precedence over these regulations.

11.19 Procedure for Award of contract

(Explained in Clause 9.10 of this procurement Manual)

11.20 Performance Guarantee

Ref. Clause 10.3.9 of this procurement Manual.

11.21 Monitoring and Evaluation of Project

As per clause 12.1 and 13.1 of approved PC-I
12. MISCELLANEOUS TOPIC OF PROCUREMENT MANUAL

12.1 Acceptance Letter
Project Director, GZD will inform successful bidder about result of tendering process through letter of acceptance and directing supplier to submit Work Plan details and Performance Bond/ Bank Guarantee/Security, whichever is applicable, within week of the issuance of this acceptance letter.

12.2 Signing of Contract
A standard contract is signed with the successful bidder within 14 days of the issuance of acceptance letter.

12.3 Payment Mechanism
Payments to suppliers/contractors shall be made in accordance with the terms of contract and shall in no case be made later than 45 days after the receipt of invoice from the contractor.

12.4 Unsuccessful Proceedings
In case of unsuccessful procurement proceedings, procurement department will generate a report stating why no responsive bids are received or procurement proceedings are otherwise unsuccessful. After investigation report will be sent to Project Director.

12.5 Grievance Redressal Mechanism
GZD-CADP shall constitute a committee comprising of odd number of persons, with proper powers and authorizations, to address the complaints of bidders that may occur prior to the entry into force of the procurement contract. (Reference Format for formation of committee attached at Annexure-XIX)

Any bidder feeling aggrieved by any act of the GZD-CADP after the submission of his bid may lodge a written complaint concerning his grievances not later than fifteen days after the announcement of the bid evaluation report.

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

Any bidder not satisfied with the decision of the committee of the GZD-CADP may lodge an appeal to the KP PPRA. Rules 2014, decision of KP PPRA Rules 2014 on appeal shall be final.
### ANNEXURE – I

#### INTEGRITY PACT

<table>
<thead>
<tr>
<th>Gomal Zam Dam Command Area Development Project</th>
<th>Page No. 01 of 02</th>
</tr>
</thead>
</table>

#### DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC. PAYABLE BY THE SUPPLIERS OF GOODS, SERVICES & WORKS IN CONTRACTS WORTH RS.10.00 MILLION OR MORE

<table>
<thead>
<tr>
<th>Contract Title</th>
<th>Contract No.</th>
<th>Contract Value</th>
</tr>
</thead>
</table>

______________________________

[Name of Supplier] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of KPK or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoKP) through any corrupt business practice. Without limiting the generality of the foregoing, ____________________________ represents and warrants that it has fully declared the brokerage, commission, fee etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder’s fee or kickback, whether described as consultations fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP, except that which has been expressly declared pursuant hereto.

______________________________

[Name of Supplier] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoKP and has not taken any action or will not take any action to circumvent the above declaration, representative or warranty.

<table>
<thead>
<tr>
<th>Name of Buyer</th>
<th>Name of Seller</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature</td>
<td>Signature</td>
</tr>
<tr>
<td>Date</td>
<td>Date</td>
</tr>
</tbody>
</table>
ANNEXURE-II

**INTEGRITY PACT**

<table>
<thead>
<tr>
<th>Gomal Zam Dam Command Area Development Project</th>
<th>Date</th>
</tr>
</thead>
</table>

**DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC. PAYABLE BY THE SUPPLIERS OF GOODS, SERVICES & WORKS IN CONTRACTS WORTH RS.10.00 MILLION OR MORE**

<table>
<thead>
<tr>
<th>Contract Title</th>
<th>Contract No.</th>
<th>Contract Value</th>
</tr>
</thead>
</table>

[Name of Supplier] accepts full responsibility and strict liability for making and false declaration, not making full disclosure, misrepresenting fact or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any strict liability for making and false declaration, not making full disclosure, misrepresenting fact or taking any action likely to

<table>
<thead>
<tr>
<th>Name of Buyer</th>
<th>Name of Seller</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature</td>
<td>Signature</td>
</tr>
<tr>
<td>Date</td>
<td>Date</td>
</tr>
</tbody>
</table>
ANNEXURE-III

DISCLOSURE OF CONFLICTS OF INTEREST CERTIFICATE

Gomal Zam Dam Command Area Development Project

Soliciting: acquisition of Goods, works and services for

I _______________________________________, being the member of the committee, hereby undertake that I do not have any “conflict of interest” with any of the applicant/supplier under this solicitation. The term “conflict of interest” has been defined as under.

**Definition of Conflict of Interest:**

No member of this committee or their family member may have, directly or indirectly, any financial or non-financial interest or involvement with or obligation to, any business organization which does or seeks to do business with GZD-CADP, unless the interest or obligation has been fully disclosed in writing to the Project Director GZD-CADP and this committee and it has been determined that the employee's duties for GZD-CADP will not require him/her to make decisions or take actions that could be influenced by such interest, involvement or obligation. A "family member", for purposes of this definition, includes a close relative (by blood or marriage) and also any person living in the same household with the employee.

Any interest, involvement with, obligation or loan from an organization that might influence the judgment or action of an employee in the conduct of GZD-CADP activities will be considered "significant". A loan from a financial institution at prevailing interest rates and on customary terms may be disregarded.

In addition to the potential for a conflict of interest arising from an employee's service with another organization, a conflict of interest may also arise if a family member becomes eligible for a significant benefit, such as hiring in capacity of employee or consultant, commissions or bonuses, from the other organization (even in the absence of a financial interest with applicant organization) if it does business with GZD-CADP

I have read, acknowledge and agreed with the definition of Conflict of Interest, mentioned above.

<table>
<thead>
<tr>
<th>Name &amp; Designation of Employee</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Signature:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>
## ANNEXURE-IV

**Procurement Requisition Form**

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Item Description</th>
<th>Unit</th>
<th>QTY</th>
<th>Unit Estimated Cost</th>
<th>Total Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Pro Plan Reference (if activity already plan)………………………………………………………

Budget Allocation: …………………………………………………………………………………

Dated:- (Finance and Accounts Officer)

Name of Applicant

Department/Location

Designation

Recommendation by section Head

Date:- Signature

Approval by Project Director/competent authority Date:- Signature

## ANNEXURE-V
### A. REQUIRED INFORMATION

<table>
<thead>
<tr>
<th>Company/Individual Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Owner Name (If different from above)</td>
<td></td>
</tr>
<tr>
<td>Contact Person:</td>
<td></td>
</tr>
<tr>
<td>Full Address (Street/City, etc)</td>
<td></td>
</tr>
<tr>
<td>Phone No.</td>
<td>Fax No:</td>
</tr>
<tr>
<td>E-mail:</td>
<td>Website:</td>
</tr>
</tbody>
</table>

### B. CUSTOMER REFERENCES

Provide 3 current customer references, listing customer, phone number, contact person, contact’s e-mail and a description of the product or service provided to the customer.

<table>
<thead>
<tr>
<th>Name of Organization/Business</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Contact Person</td>
<td>Title:</td>
</tr>
<tr>
<td>E-mail:</td>
<td>Phone:</td>
</tr>
<tr>
<td>Type of product / service provided to client</td>
<td></td>
</tr>
<tr>
<td>Name of Organization/Business</td>
<td></td>
</tr>
<tr>
<td>Name of Contact Person</td>
<td>Title:</td>
</tr>
<tr>
<td>E-mail:</td>
<td>Phone:</td>
</tr>
<tr>
<td>Type of product / service provided to client</td>
<td></td>
</tr>
<tr>
<td>Name of Organization/Business</td>
<td></td>
</tr>
<tr>
<td>Name of Contact Person</td>
<td>Title:</td>
</tr>
<tr>
<td>E-mail:</td>
<td>Phone:</td>
</tr>
<tr>
<td>Type of product / service provided to client</td>
<td></td>
</tr>
</tbody>
</table>

### C. INDICATE BELOW THE PRODUCTS OR SERVICES SOLD OR PROVIDED BY YOU

<table>
<thead>
<tr>
<th>(a)</th>
<th>(b)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(c)</td>
<td>(d)</td>
</tr>
<tr>
<td>(e)</td>
<td>(f)</td>
</tr>
</tbody>
</table>

**ANNEXURE-VI**
<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>D. REGISTRATION OF BUSINESS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Is your firm registered as a business entity with the government?</td>
<td>Yes</td>
</tr>
<tr>
<td>2</td>
<td>If YES, please provide your business registration number</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>If applicable, please provide Sales Tax Registration Number</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Please provide Tax ID number</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Indicate how long have you been in this type of business</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Have you ever done business with other Govt. Agencies? If so, provide names of agencies immediately below:</td>
<td>Yes</td>
</tr>
<tr>
<td>7</td>
<td>Are you related to any person currently employed within the Authority?</td>
<td>Yes</td>
</tr>
<tr>
<td>8</td>
<td>If YES, please provide name and position</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Provide here, any additional information regarding your business</td>
<td></td>
</tr>
</tbody>
</table>

**Government regulations may require deducting taxes on any transaction prior to effecting payment to the vendor.**

Name of Person Completing Form (Please print clearly)

<table>
<thead>
<tr>
<th>Title:</th>
<th>Signature:</th>
<th>Date:</th>
</tr>
</thead>
</table>

**E. FOR PROCUREMENT USE ONLY**

Customer References Verified | Name, and Signature: |

---

**ANNEXURE-VII**
PROPOSED PRE-QUALIFICATION PROFORMA FOR CONTRACTOR FOR WORKS

Part I: Constitution or legal status of Bidder:

<table>
<thead>
<tr>
<th>Place of registration:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal place of business:</td>
<td></td>
</tr>
<tr>
<td>Power of attorney of signatory of Bid:</td>
<td></td>
</tr>
</tbody>
</table>

Valid Registration with Pakistan Engineering Council in Relevant Category: Valid registration

| Registration No. |  |

Specify Category

Name, address, and telephone, telex, and facsimile numbers of firm that may provide references if contacted by the Employer

Part II: Past experience

1. How long have you been in business as a contractor under your present business name?

| How long have you been in business as a contractor under your present business name? |  |

How many years of experience in construction work has your organization had:

| a) As a general contractor | a) |
| b) As a sub-contractor | b) |

Part III: What is the construction experience of the principal individuals of your organization?

<table>
<thead>
<tr>
<th>Individual's Name</th>
<th>Present Position</th>
<th>Years of Construction Experience</th>
<th>Years With Firm</th>
<th>Magnitude and Type of Work</th>
<th>In What Capacity</th>
</tr>
</thead>
</table>

Provide an affidavit /statement that your firm has not been blacklisted by any of the Government department.

ANNEXURE-VIII
Gomal Zam Dam Command Area Development Project
(GZD-CADP)

<table>
<thead>
<tr>
<th>Lot No</th>
<th>Specifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td></td>
</tr>
<tr>
<td>02</td>
<td></td>
</tr>
<tr>
<td>03</td>
<td></td>
</tr>
<tr>
<td>04</td>
<td></td>
</tr>
</tbody>
</table>

1. GZD-CADP, Khyber Pakhtunkhwa invites sealed bids from the eligible bidders for Supply, Installation, Testing and Commissioning of (Insert name of items to be procured) Qty (00) on turnkey basis to be delivered at (insert the location) as per following specification:

2. Bidders may bid for one or all lots mentioned above. Bid evaluation and contract award shall be on lot basis. Interested firms/manufactures/dealers may obtain further information from the designate procurement officer, GZD during office hours.

3. Quotations shall be valid for a period of 60 days and accompanied by Earnest Money / Security of not less than 2% (Two Percent) of the quoted price in the shape of call deposit/demand draft from a Schedule Bank of Pakistan in favor of the Project Director GZD-CADP, Peshawar.

4. Bids must be delivered to the office of undersigned on or before……a.m. on ……..Bids will be opened by the Procurement Committee on the same day in the presence of bidders/representatives who choose to attend at ……..a.m. in the Committee Room GZD, Peshawar.

5. The detail specification and other terms and conditions may be downloaded from Website www.agric.gov.kp or obtained from the O/o designate procurement officer, GZD during office hours.

6. The Competent Authority has reserves the right to accept or reject any Bid, and to cancel the bidding process and reject all bids at any time prior to the award of the Contract.

Date: Designated Procurement Officer
GZD-CADP
Peshawar, KPK
Phone No. Fax No.

Annexure-IX
Sealed Bids are hereby invited from the pre-qualified approved contractors of GZD-CADP enlisted in respective categories/class and possess the valid renewal for the year _______ with the department & pre-qualified for the GZD-CADP Projects, Peshawar for the works more than _____ (M) as per given detail below:

<table>
<thead>
<tr>
<th>Sr.No</th>
<th>Name of work/ scheme</th>
<th>Earnest Money</th>
<th>Completion Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>02</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>03</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Tender documents can be purchased from the office of the_______GZD, Peshawar on dated _______ during office hours against non-refundable fee of   Rs. ______.The tenders will be received latest by _______ up to _______ P.M. and will be opened on the same date at _______ in the Committee Room  of GZD-CADP in the presence of the contractors or their authorized representatives who may like to preset.

All the bidders are requested to accompany the following attested attach the documents with their application for tender documents i.e. 2% earnest money (original), CNIC, enlistment order with GZD valid PEC registration. Bidders are also requested to bring all these mentioned documents in original with him and have to show the concerned officers at the time of purchasing of tender document.

Tenders shall be valid for a period of 90 days and accompanied by Earnest Money / Security of not less than 2% (Two Percent) of the quoted price in the shape of call deposit/demand draft from a scheduled bank of Pakistan in favor of the Project Director, GZD, Peshawar.

The bidder whose bid is accepted will be notified of the award of contract by the Purchaser prior to the expiration period of quotation validity period.

The Competent Authority has reserves the right to accept or reject any one or all tenders and to cancel the bidding process at any time prior to the award of the Contract.

Annexure-X
1. Sealed Bids are hereby invited from the pre-qualified approved contractors of GZD-CADP enlisted in respective categories/class and possess the valid renewal for the year _______ with the department & pre-qualified for the GZD-CADP Project, Peshawar for the consultancy Service more than _____ (M) as per given detail below:

**Details of services needed**

2. Interested firms/organizations/individuals may like to download the detailed scope of work for the assignment from GZD website http://www.agric.gov.kp Moreover Bid documents can be purchased from the office of the______, GZD, Peshawar on dated _________ during office hours against non-refundable fee of Rs. _________.The tenders will be received latest by _________ up to _______ P.M. and will be opened on the same date at ______ in the office of GZD in the presence of the contractors or their authorized representatives who may like to preset.

3. All the bidders are requested to accompany the following attested the documents with their application for tender documents i.e. 2% earnest money (original), CNIC, enlistment order with GZD valid PEC registration. Bidders are also requested to bring all these mentioned documents in original with him and have to show the concerned officers at the time of purchasing of tender document.

4. Bid shall be valid for a period of 90 days and accompanied by Earnest Money / Security of not less than 2% (Two Percent) of the quoted price in the shape of call deposit/demand draft from a scheduled bank of Pakistan in favor of the Project Director, GZD, Peshawar.

6. The bidder whose bid is accepted will be notified of the award of contract by the Procurement prior to the expiration period of quotation validity period.

7. The Project Director/Competent Authority have reserves the right to accept or reject any one or all tenders and to cancel the bidding process at any time prior to the award of the Contract.

Date: Designated Procurement Officer  
GZD-CADP  
Peshawar, KPK

**Annexure-XI**
## Bid Opening Checklist

*(To be filled out for each bid as it is read out)*

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th><strong>Description</strong></th>
<th><strong>Action</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Is outer envelope of bid sealed?</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Is bid form completed and signed?</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Required bid validity Date.</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Is bid is valid for desired period?</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Amount of bid security (if required)</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Any alternative bid allowed and made</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Describe any discounts or modifications offered</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Name of bidder or representative</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Total bid price (read out)</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Any other Document required to be attached</td>
<td></td>
</tr>
<tr>
<td></td>
<td>a</td>
<td></td>
</tr>
<tr>
<td></td>
<td>b</td>
<td></td>
</tr>
<tr>
<td></td>
<td>c</td>
<td></td>
</tr>
<tr>
<td></td>
<td>d</td>
<td></td>
</tr>
</tbody>
</table>

**Name & Signature of Procurement Committee Member**

**Name & Signature of Procurement Committee Member**

**Name & Signature of Procurement Committee Member**

**Name & Signature of Procurement Committee Member**

**Name & Signature of Procurement Committee Member**
Annexure-XII
Technical Evaluation Criteria (TEC)

Gomal Zam Dam Command Area Development Project

a) For solicitations, each of the three technical evaluation criteria is given an equal weight, and the sub-criteria under each are also weighted equally. The three technical evaluation criteria are:

1) Past Performance
2) Staffing
3) Technical Understanding and Management Approach (Oral Presentation)

b) The TEC shall use a score ranging from 0 to 100 to represent the strengths, weaknesses, and probability of deficiency to be corrected, for each of the technical evaluation criteria. In addition, there is a corresponding narrative definition for the ratings of **Acceptable, and Unacceptable**. The definition of the ratings and their corresponding scores are listed below.

<table>
<thead>
<tr>
<th>Rating</th>
<th>Score</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acceptable</td>
<td>70 and Above</td>
<td>Meets evaluation standards; has good probability of satisfying the requirement; and any weakness can be readily corrected</td>
</tr>
<tr>
<td>Unacceptable</td>
<td>Below 70</td>
<td>Fails to meet a minimum requirement; and deficiency requires a major revision to the proposal to make it uncorrectable</td>
</tr>
</tbody>
</table>

c) Each TEC member shall use a standard worksheet designed to address each of the technical evaluation criteria being evaluated.

d) Narratives in the worksheet to specifically mention the strengths and deficiencies in support of the rating given. When each TEC member has completed his/her evaluation, each TEC member’s scoring worksheet shall be integrated into a TEC evaluation sheet to rank each offer.

e) A complete set of worksheets is included in the Appendix, and directions on how to evaluate each of these technical evaluation criteria is further explained below.

**Annexure-XIII**
Technical Evaluation Criteria (TEC)

Gomal Zam Dam Command Area Development Project

1) Past Performance.
   a) The Office of Procurement has issued with the solicitation, a standard “Past Performance Evaluation Form,” with instructions for the offeror to send out to four recent firms/agencies to complete and return for evaluation, for which it has performed work as a prime contractor.

      The five sub-factors included in the past performance report are:

      i) Quality of Product/Service
      ii) Cost Control
      iii) Timeliness of Performance
      iv) Business Relations
      v) Overall Satisfaction Rating

   b) The rating criteria for the above sub-factors are provided in the instructions, and the numeric scores used in the past performance report are between 0 (Unsatisfactory) and 4 Exceptional). If there is any reason to question the validity of the report, the TEC will further check the offeror’s references independent of the given reports.

2) Staffing.
   a) The success of the contract depends heavily on the staffing qualification required by the solicitation’s Statement of Work. This evaluation criterion covers the qualifications of the Senior Instructional Designer/Program Manager and Instructional Designer identified in the solicitation as key personnel, as well as the depth and breadth of the other technical staff.

Name of Employer

Signature

Date

Code No 000/000-00/00

Page No 02 of 02

Annexure-XIV
## Bid Evaluation Report

**Gomal Zam Dam Command area Development Project**

<table>
<thead>
<tr>
<th>Tender Reference No.</th>
<th>Date</th>
<th>Page No.</th>
<th>00 of 00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tender description/Name of work/item</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tender published……….in Print &amp; Electronic media (Ref. No. Website &amp; newspaper names with date)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Method of Procurement</td>
<td>Technical bid opening date</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Financial Bid opening date</td>
<td>Total Bid documents purchased</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Bid received</td>
<td>Bid (s) Rejected</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Sample Bid Evaluation Report

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name of Bidder</th>
<th>Cost offered by Bidder</th>
<th>Ranking in term of Cost</th>
<th>Comparison with estimated cost</th>
<th>Reason for acceptance/ Rejection</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Name & Signature of Procurement Committee Member

Name & Signature of Procurement Committee Member

Name & Signature of Procurement Committee Member

Name & Signature of Procurement Committee Member
**Annexure-XV**

**Sample Template for Purchase Order**

No. GZD/Proc/………….. Dated: 00/00/0000

M/s …………………………………………
Address……………………….…………….
Ph: …………..…..Fax: …………………..

Subject: **Purchase order for the supply of………………………………………………..**

Please refer to your Quotation No. …………………………………………………Dated: 00/00/0000

2. We are pleased to inform that your quotation for supply of ……………………… has been accepted by GZD with the following Terms and Conditions.

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Item Description</th>
<th>Total Amount Inclusive of taxes (Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. Place of delivery and contact officials:……………………………………GZD, warehouse …………..

4. You are requested to please coordinate with the above official to conduct the Operational Acceptance Tests (AOT).

5. You are required to arrange delivery and installation (if applicable) latest by____________From Monday to _____________ at _________ hrs to _________ hrs.

6. In case of any delay, Late Delivery Charges @ 0.05% of the cost of undelivered portion of supply will be levied every day beyond the stipulated time of delivery, subject to a maximum of 10% of the contract price.

7. Any deviation from the specifications given in the quotation shall be deemed as violation of this document and may result in cancellation of the Purchase Order, even if the product required has been delivered.

8. The rates accepted are inclusive of taxes and duties payable by M/S ……………… as per laws of Islamic Republic of Pakistan.

9. All the admissible Govt. taxes will be deducted at prescribed rate at source.

10. You are directed to provide performance guarantee in shape of Bank Guarantee/Pay Order/ Bank Draft @ 2% of the contract which will remain valid during warranty period.

11. 100% payment will be made upon provision of Delivery Challans and Operational Acceptance Tests (OATs) reports dually verified by the GZD authorized representative/Inspection and Monitoring Committee.

**Copy to:** ……………………………………….. (……………………..)
Designated Procurement Officer
## Operational Acceptance Testing (OAT) Report

<table>
<thead>
<tr>
<th>Gomal Zam Dam Command Area Development Project</th>
<th>Reference:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operational Acceptance Testing (OAT) Report</td>
<td>Date:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Purchase Order No.</th>
<th>Quantity</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Description</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Model/Type</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Serial No.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Specification</th>
</tr>
</thead>
</table>

### Comment on Quality Inspection

<table>
<thead>
<tr>
<th>Appearance</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Functionality</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Technical Requirements</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Accessories</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Documentation</th>
</tr>
</thead>
</table>

### Comments if any

### Checked By

<table>
<thead>
<tr>
<th>Name:</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

### Approved By

<table>
<thead>
<tr>
<th>Name:</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>
## ANNEXURE-XVII

### Procurement Record

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Documentation Type</th>
<th>Included in file (specify page no if possible)</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Approved signed procurement requisition</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Product Specifications/ Services descriptions/Works details</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Budget Estimates</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Administrative approval of Competent Authority for initiation of procurement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Procurement Plan reference (if applicable)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Bidders list</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Pre-qualification document (if applicable)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Record of advertisement (in case of open tender) OR Request of Quotations (in case of limited tendering)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Bidding documents</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Bid security documentation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Modification to bidding documents (if any)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Record/minutes of pre-bid conference</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Record of receipt of such modification to prospective bidders.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Proposals from suppliers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Record of bid opening</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Record of bid evaluation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Record of supply order/ work order/Letter of Acceptance (LoA)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>Record of qualification documents</td>
<td></td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>Performance Guarantee documents (if applicable)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>Signed Contract</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Bidder notification</td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>--------------------------</td>
<td>---</td>
<td></td>
</tr>
<tr>
<td>21</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>Miscellaneous correspondence</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
ANNEXURE-XVIII

Letter to Firms Not Considered Qualified for the Project

No. Dated:-

Dear Mr. /Ms. _______________________
Address: _______________________
Contact details: _______________________

Subject: ______________________________________________________

We have carefully reviewed all the pre-qualification data received from various firms in response to our announcement of the __________ project. We regret to inform that your firm was not one of those selected for the development of a bid.

Thank you for your submission. We appreciate your interest in (insert __________ Identity of project) and hope you will continue to be interested in our future projects.

Sincerely,

(Designated Procurement Officer)
Letter to Prequalified Firms

No.
Dated:-
Dear Mr. /Ms. _______________________
Address: _______________________
Contact details: _______________________

Subject: _______________________________________________________________________

We wish to inform you that your firm has been pre-qualified to bid on the ________________ project. The Invitation for Bid is available from __________________ at a cost of PKR________. The closing date for receipt of bids is ______________, 20___.

The details instructions on how to submit the bids are available in the bidding documents available in the office of ______________________ and will be provided on payment of prescribed fee.

We appreciate your interest in the project and wish you best of luck in your future efforts.

Sincerely,

(Designated Procurement Officer)
ANNEXURE-XX

INVITATION FOR BIDS
(For Works)

Date: _____________________
Bid Reference No.___________

1. The Employer, **GZD-CDP**, invites sealed bids from eligible firms or persons licensed by the Pakistan Engineering Council in the appropriate category and duly qualified with the Employer for the Works, ________________________________________________ [enter title, type and financial volume of work], which will be completed in ____________[enter appropriate time period] days.

2. A complete set of Bidding Documents may be purchased by an interested eligible bidder on submission of a written application to the office given below and upon payment of a non-refundable fee of Rupees ______________ (Insert Amount). Bidders may acquire the Bidding Documents from the Office of the Employer, at___________________________________________________ (Mailing Address).

3. All bids must be accompanied by a Bid Security in the amount of Rs. __________ (Rupees.______________________________) and must be delivered to____________________________________ (Indicate Address and Exact Location) at or before __________ hours, on __________ (Date). Bids will be opened at _______ hours on the same day in the presence of bidders’ representatives who choose to attend, at the same address [indicate the address if it differs].

Dated:                                                                                     (Designated Procurement officer)

Note:  1. The Employer to enter the requisite information in blank spaces.
       2. The bid shall be opened at least thirty minutes after the deadline for submission of bids.
FORM OF CONTRACT AGREEMENT
(For Works)

THIS CONTRACT AGREEMENT (hereinafter called the “Agreement”) made on the ______________day of__________20___________between_________________________
____________________________________(hereinafter called the “Employer”) of the one part and____________________________________________________________
____________________________________(hereinafter called the “Contractor”) of the other part.

WHEREAS the Employer is desirous that certain Works, viz 
______________________________________ should be executed by the Contractor and has accepted a Bid by the Contractor for the execution and completion of such Works and the remedying of any defects therein.

NOW this Agreement witnessed 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 hereinafter referred to.

2. The following documents after incorporating addenda, if any except those parts relating to Instructions to Bidders, shall be deemed to form and be read and construed as part of this Agreement, viz:

(a) The Letter of Acceptance;
(b) The completed Form of Bid along with Schedules to Bid;
(c) Conditions of Contract & Contract Data;
(d) The priced Schedule of Prices;
(e) The Specifications; and
(f) The Drawings

3. In consideration of the payments to be made by the Employer to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Employer to
execute and complete the Works and remedy defects therein in conformity and in all respects within the provisions of the Contract.

4. The Employer hereby covenants to pay the Contractor, in consideration of the execution and completion of the Works as per provisions of the Contract, 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.

5. IN WITNESS WHEREOF the parties hereto have caused this Contract Agreement to be executed on the day, month and year first before written in accordance with their respective laws.

Signature of the Contactor  Signature of the Employer
________________________  ______________________
(Seal)                      (Seal)

Signed, Sealed and Delivered in the presence of:

Witness:  Witness:
________________________  ______________________
(Name, Title and Address)    (Name, Title and Address)
This CONTRACT (hereinafter called the "Contract") is made on the __________day of __________ month) of_______ (year), between, on the one hand_____________
_____________________________________________________________________
(Hereinafter called the "Client" which expression shall include the successors, legal representatives and permitted assigns) and, on the other hand,
_____________________________________________________________________
(Hereinafter called the "Consultants" which expression shall include the successors, legal representatives and permitted assigns).

WHEREAS

(a) the Client has requested the Consultants to provide certain consulting services as defined in the General Conditions of Contract attached to this Contract (hereinafter called the "Services"); and

(b) the Consultants, having represented to the Client that they have the required professional skills, and personnel and technical resources, have agreed to provide the Services on the terms and conditions set forth in this Contract;

NOW THEREFORE the Parties hereby agree as follows:

1. The following documents attached hereto shall be deemed to form an integral part of this Contract:

   (a) The General Conditions of Contract;

   (b) The Special Conditions of Contract;

   (c) The following Appendices:

       [Note: If any of these Appendices are not used, the words "Not Used" should be inserted below/next to the title of the Appendix and on the sheet attached hereto carrying the title of that Appendix.]

       Appendix A: Description of the Services

       Appendix B: Reporting Requirements

       Appendix C: Key Personnel and Sub consultants

       Appendix D: Breakdown of Contract Price in Foreign Currency

       Appendix E: Breakdown of Contract Price in Local Currency
Appendix F: Services & Facilities to be Provided by the Client

Appendix G: Integrity Pact (for Services above Rs. 10 million)

2. The mutual rights and obligations of the Client and the Consultants shall be as set forth in the Contract, in particular:

(a) The Consultants shall carry out the Services in accordance with the provisions of the Contract; and

(b) The Client shall make payments to the Consultants in accordance with the provisions of the Contract.

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names in two identical counterparts, each of which shall be deemed as the original, as of the day, month and year first above written.

For and on behalf of

_________________________
Witness (CLIENT)

_________________________
Witness (CONSULTANTS)

[Notes: 1. Use this Form of Contract when the Consultants perform Services as Sole Consultants.]
ANNEXURE-XXIII

FORM OF CONTRACT
(Contract when the Consultants perform Services as Joint Venture)

This CONTRACT (hereinafter called the "Contract") is made on the ______day of_______ [month] of____ [year], between, on the one hand,_______________________
__________________________________________________________________________
(Hereinafter called the "Client" which expression shall include the successors, legal representatives and permitted assigns) and, on the other hand, a joint venture consisting of the following entities, each of which will be jointly and severally liable to the Client for all the Consultants' obligations under this Contract, namely:
________________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________
(Hereinafter collectively called the "Consultants" which expression shall include its successors, legal representatives and permitted assigns).

WHEREAS
(a) the Client has requested the Consultants to provide certain consulting services as defined in the General Conditions of Contract attached to this Contract (hereinafter called the "Services"); and
(b) the Consultants, having represented to the Client that they have the required professional skills, and personnel and technical resources, have agreed to provide the Services on the terms and conditions set forth in this Contract;

NOW THEREFORE the Parties hereby agree as follows:

1. The following documents attached hereto shall be deemed to form an integral part of this Contract:
   (a) The General Conditions of Contract;
   (b) The Special Conditions of Contract;
   (c) The following Appendices:

[Note: If any of these Appendices are not used, the words "Not Used" should be inserted below next to the title of the Appendix and on the sheet attached hereto carrying the title of that Appendix.]

   Appendix A: Description of Services
   Appendix B: Reporting Requirements
   Appendix C: Key Personnel and sub consultants
   Appendix D: Breakdown of Contract Price in Foreign Currency
2. The mutual rights and obligations of the Client and the Consultants shall be as set forth in the Contract, in particular:

(a) The Consultants shall carry out the Services in accordance with the provisions of the Contract; and

(b) The Client shall make payments to the Consultants in accordance with the provisions of the Contract.

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names in two identical parts each of which shall be deemed as the original, as of the day, month and year first above written.

For and on behalf of ____________________________________________

(CLIENT'S NAME)

Witness
Signature ___________________ Signature _________________
Name______________________ Name ____________________
Title _______________________ Title _____________________
(Seal)

For and on behalf of

__________________________________________________________________________

NAME OF THE JOINT VENTURE OF THE CONSULTANTS

__________________________________________

Name of Member No. 1

Witness
Signature ___________________ Signature _________________
Name______________________ Name ____________________
Title _______________________ Title _____________________
(Seal)

__________________________________________

Name of Member No. 2

Witness
Signature ___________________ Signature _________________
Name______________________ Name ____________________
Title _______________________ Title _____________________
(Seal)

__________________________________________

Name of Member No. 3

Witness
Name ______________________

# ANNEXURE XXIV

<table>
<thead>
<tr>
<th><strong>DO’s</strong></th>
<th><strong>DON'T’s</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>- Get the names of contractor personnel authorized to represent the contractor.</td>
<td>- Accept less than what is required by the contract.</td>
</tr>
<tr>
<td>- Find out the specific authority of contractor personnel. Does the person you are dealing with have the authority to obligate the contractor?</td>
<td>- Assume an interpretation of ambiguous contract language, which would be favorable to the GZD-CADP. Remember: if the contractor's interpretation is reasonable, it will prevail.</td>
</tr>
<tr>
<td>- Exercise GZD-CADP rights, such as warranties. Make sure to deal with any problems before the warranty period runs out.</td>
<td>- Hold up payment unless performance is deficient or defective.</td>
</tr>
<tr>
<td>- Work with contractor personnel to prevent problems before they arise</td>
<td>- Accept supplies or services without complete inspection.</td>
</tr>
<tr>
<td>- Take actions to protect GZD-CADP rights before delivery is due.</td>
<td>- Make any change, modification, deletions, or additions to the contract requirements. Work through the Procurement Committee.</td>
</tr>
<tr>
<td>- Set a level of monitoring consistent with the type of contract, the complexity of the supply or service, and the importance of the contract to the overall program.</td>
<td>- Automatically consider all contractor claims unreasonable. Be fair and impartial.</td>
</tr>
<tr>
<td>- Read progress reports and immediately act on problems they reveal.</td>
<td>- Act without consulting the Procurement Committee (PC). Work with (PC)</td>
</tr>
<tr>
<td>- See that the contractor complies with every requirement of the contract.</td>
<td>- Allow interim or final delivery dates</td>
</tr>
<tr>
<td>- Immediately contact the Contracting Officer when deficiencies or delinquencies are noted.</td>
<td>- Wait until delivery is due or overdue to check progress.</td>
</tr>
<tr>
<td>- Use the contractor’s invoices to help monitor technical progress.</td>
<td>- Take action against a delinquent contractor on your own. Work through the Procurement Committee.</td>
</tr>
<tr>
<td></td>
<td>- Order, request, or even suggest that the contractor do work that is not called for by the contract.</td>
</tr>
<tr>
<td></td>
<td>- Act as if you are the contractor’s personnel manager. The COR reviews and approves or disapproves; the contractor supervises contractor personnel.</td>
</tr>
<tr>
<td></td>
<td>- Assume the contractor billings are correct.</td>
</tr>
</tbody>
</table>
ANNEXURE-XXV

ORGANIZATIONAL STRUCTURE OF GZD-CADP

He is responsible for project implementation of GZD projects through component leaders, consultants and support of private sector. Oversee management of project, accounts, administration, Procurement and reporting progress to Project Steering committee.

Duties as Designate Procurement Officer

He will manage all procurement activities and will also prepare monthly, quarterly and annual reports & progress related to Procurement. He will assist and guide Project Director for overall procurement of the project.

Duties as Accounts Officer

Manage finance and accounts of the GZD Project activities in consultation with the PD and Component Leaders. Will be responsible to prepare monthly/quarterly/annual financial, accounts and procurement reports and progress. Arrange periodic audits of the project accounts as per requirement of the GoKP and the USAID.
<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name of Procurement (Description)</th>
<th>Estimated Cost</th>
<th>Procurement Method</th>
<th>Tentative Date of Procurement Notice Publication</th>
<th>Tentative Date of Award of contract</th>
<th>Tentative Date of completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* The Annual Procurement may be prepared on the assumption that total allocated budget will be released.

** Procurement method means open competitive bidding/petty purchase/Quotations/Direct Contracting/Negotiated.
<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name &amp; Designation</th>
<th>Position in The Committee</th>
<th>Mailing Address</th>
<th>Telephone No.</th>
<th>Fax No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>