

# **BIDDING DOCUMENT**

## **PROCUREMENT OF TONERS AND REPAIR & MAINTENANCE SERVICES OF OPERATIONAL PRINTERS FOR PLRA ARAZI RECORD CENTERS**



**Punjab Land Records Authority  
Government of the Punjab**

# Invitation for Bids

Date: [\_\_\_\_\_]

Contract Identification No: [PLRA/PROC/TONERS/2022]

1. The Punjab Land Records Authority (PLRA) invites sealed bids from eligible bidders, manufacturers, authorized Sales & Service Dealers for the supply of below mentioned item(s):

Lot #	Description
Lot-1	Procurement of Toners and Repair & Maintenance Services of Operational Printers a. Toners (OEM/Compatible)

2. Bid document may be purchased from below mentioned address during office working hours against submission of application along with bank deposit receipt of PKR 1000/- in PLRA CPA Account 6580036040700018, Branch Code 0330, Bank of Punjab immediately after publication of advertisement.
3. Bidding shall be conducted through Open Competitive Bidding. “Single Stage Two Envelop” (Technical and Financial bids) procedure as laid down under Rule 38, sub-rule 2(a) of Punjab Procurement Rules (amended to date) shall be used.
4. Sealed Bids must be delivered to the below office **on or before 10-Mar-2022** till **11:00 a.m.** and must be accompanied by Bid Security as mentioned in ITB 15.1 (Section II. Bid Data Sheet) in the form of CDR, Pay Order, Demand Draft, Banker’s Cheque or bank guarantee from a Scheduled Bank of Pakistan. Amount of bid security is within five percent of the estimated price as per Rule 27 of PPR 2014. Any bids received after the scheduled time shall not be entertained and would be returned unopened. PLRA may reject all bids at any time prior to the acceptance of a bid.
5. Bids will be opened in the presence of bidders’ representatives who choose to attend at **11:30 a.m.** in the Office of PLRA, on the same date.
6. The bidders are requested to give their best and final prices as no negotiations are expected.
7. Taxes will be deducted as per applicable government rules. NTN and Sales Tax registration certificate must be provided.

8. Bid document and invitation of bids are available on the PPRA & PLRA websites. For obtaining any further information or clarifications, please send email to "[proc.officer@punjab-zameen.gov.pk](mailto:proc.officer@punjab-zameen.gov.pk)" or contact at the below mentioned address.

**Dy. Director (Procurement), PLRA**  
**2 km, Thokar Niaz Baig Bypass, Main Multan Road, Lahore**  
**042-99330125-26 (Ext 212), Fax 042-99330127**  
**Web: [www.punjab-zameen.gov.pk](http://www.punjab-zameen.gov.pk)**

# Part-I

## Section I. Instructions to Bidders

### A. Introduction

- 1. Source of Funds**
  - 1.1 The Procuring Agency named in the Bid Data Sheet has received budget from the Government of Punjab. The Procuring Agency intends to apply a portion of the proceeds of this budget to eligible payments under the contract for which this Invitation for Bids is issued.
  
- 2. Eligible Bidders**
  - 2.1 This Invitation for Bids is open to all suppliers, except as provided hereinafter.
  
  - 2.2 Bidders should not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Procuring Agency to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods to be purchased under this Invitation for Bids.
  
  - 2.3 Bidders shall not be under a declaration of blacklisting by any Government department or Punjab Procurement Regulatory Authority (PPRA).
  
- 3. Eligible Goods and Services**
  - 3.1 All goods and related services to be supplied under the contract shall have their origin in eligible source countries, defined in the *Bid Data Sheet (BDS)*, and all expenditures made under the contract will be limited to such goods and services.
  
  - 3.2 For purposes of this clause, “origin” means the place where the goods are mined, grown, or produced, or the place from which the related services are supplied. Goods are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially-recognized product results that is substantially different in basic characteristics or in purpose or utility from its components.
  
  - 3.3 The origin of goods and services is distinct from the nationality of the Bidder.
  
- 4. Cost of Bidding**
  - 4.1 The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Procuring Agency named in the Bid Data Sheet, hereinafter referred to as “the Purchaser,” will in

no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

## **B. The Bidding Documents**

- 5. Content of Bidding Documents**
- 5.1 The goods required, bidding procedures, and contract terms are prescribed in the bidding documents. In addition to the Invitation for Bids, the bidding documents include:
- (a) Instructions to Bidders (ITB)
  - (b) Bid Data Sheet
  - (c) Schedule of Requirements
  - (d) Technical Specifications
  - (e) Bid Submission Form
  - (f) Manufacturer's Authorization Form
  - (g) Price Schedules
  - (h) Contract Form
  - (i) Performance Security Form
  - (j) General Conditions of Contract (GCC)
  - (k) Special Conditions of Contract (SCC)
- 5.2 The Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or to submit a bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in the rejection of its bid.
- 6. Clarification of Bidding Documents**
- 6.1 A prospective Bidder requiring any clarification of the bidding documents may notify the Purchaser in writing or by email at the Purchaser's address indicated in ITB Clause 19.1. The Purchaser will respond in writing to any request for clarification of the bidding documents which it receives no later than three (3) days prior to the deadline for the submission of bids prescribed in the Bid Data Sheet. Written copies of the Purchaser's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective bidders that have received the bidding documents.
- 7. Amendment of Bidding Documents**
- 7.1 At any time prior to the deadline for submission of bids, the Purchaser, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, may modify the bidding documents by amendment.

7.2 All prospective bidders that have received the bidding documents will be notified of the amendment in writing or by email, and will be bidding on them.

7.3 In order to allow prospective bidders reasonable time in which to take the amendment into account in preparing their bids, the Purchaser, at its discretion, may extend the deadline for the submission of bids.

### **C. Preparation of Bids**

#### **8. Language of Bid**

8.1 The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Purchaser shall be written in the language specified in the Bid Data Sheet. Supporting documents and printed literature furnished by the Bidder may be in same language.

#### **9. Documents Comprising the Bid**

9.1 The bid prepared by the Bidder shall comprise the following components:

- (a) a Bid Form and a Price Schedule completed in accordance with ITB Clauses 10, 11, and 12;
- (b) documentary evidence established in accordance with ITB Clause 13 that the Bidder is eligible to bid and is qualified to perform the contract if its bid is accepted;
- (c) documentary evidence established in accordance with ITB Clause 14 that the goods and ancillary services to be supplied by the Bidder are eligible goods and services and conform to the bidding documents; and
- (d) bid security furnished in accordance with ITB Clause 15.

#### **10. Bid Form**

10.1 The Bidder shall complete the Bid Form and the appropriate Price Schedule furnished in the bidding documents, indicating the goods to be supplied, a brief description of the goods, their country of origin, quantity, and prices.

10.2 Alternative bids shall not be considered.

#### **11. Bid Prices**

11.1 The Bidder shall indicate on the appropriate Price Schedule the unit prices (where applicable) and total bid price of the goods it proposes to supply under the contract.

11.2 Prices indicated on the Price Schedule shall be **delivered duty paid (DDP) prices**.

11.4 The Bidder's separation of price components in accordance with ITB Clause 11.2 above will be solely for the purpose of facilitating the comparison of bids by the Purchaser and will not in any way limit the Purchaser's right to contract on any of the terms offered.

11.5 Prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation on any account, unless otherwise specified in the Bid Data Sheet. A bid submitted with an **adjustable price quotation** will be treated as nonresponsive and will be rejected, pursuant to ITB Clause 24.

**12. Bid Currencies** 12.1 Prices shall be quoted in **Pak Rupees** unless otherwise specified in the Bid Data Sheet.

**13. Documents Establishing Bidder's Eligibility and Qualification** 13.1 Pursuant to ITB Clause 9, the Bidder shall furnish, as part of its bid, documents establishing the Bidder's eligibility to bid and its qualifications to perform the contract if its bid is accepted.

13.2 The documentary evidence of the Bidder's eligibility to bid shall establish to the Purchaser's satisfaction that the Bidder, at the time of submission of its bid, is eligible as defined under ITB Clause 2.

13.3 The documentary evidence of the Bidder's qualifications to perform the contract if its bid is accepted shall establish to the Purchaser's satisfaction:

(a) that, in the case of a Bidder offering to supply goods under the contract which the Bidder did not manufacture or otherwise produce, the Bidder has been duly authorized by the goods' Manufacturer or producer to supply the in Pakistan;

(b) that the Bidder has the financial, technical, and production capability necessary to perform the contract;

(c) that, in the case of a Bidder not doing business within Pakistan, the Bidder is or will be (if awarded the contract) represented by an Agent in that country equipped, and able to carry out the Supplier's maintenance, repair, and spare parts-stocking obligations prescribed in the Conditions of

Contract and/or Technical Specifications; and

- (d) that the Bidder meets the qualification criteria listed in the Bid Data Sheet.

13.4 A Bidder shall not have a conflict of interest. Any Bidder found to have a conflict of interest shall be disqualified. A Bidder may be considered to have a conflict of interest for the purpose of this bidding process, if the Bidder:

- (a) directly or indirectly controls, is controlled by or is under common control with another Bidder; or
- (b) receives or has received any direct or indirect subsidy from another Bidder; or
- (c) has the same legal representative as another Bidder; or
- (d) has a relationship with another Bidder, directly or through common third parties, that puts it in a position to influence the bid of another Bidder, or influence the decisions of the Purchaser regarding this bidding process; or
- (e) participates in more than one bid in this bidding process. Participation by a Bidder in more than one Bid will result in the disqualification of all Bids in which such Bidder is involved. However, this does not limit the inclusion of the same subcontractor in more than one bid; or
- (f) any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the works that are the subject of the bid; or
- (g) any of its affiliates has been hired (or is proposed to be hired) by the Purchaser or Borrower for the Contract implementation; or
- (h) would be providing goods, works, or non-consulting services resulting from or directly related to consulting services for the preparation or implementation of the that directly or indirectly controls, is controlled by, or is under common control with that firm; or
- (i) has a close business or family relationship with a professional staff of the procuring agency (i) are directly or indirectly involved in the preparation of the bidding documents or specifications of the contract, and/or the bid

evaluation process of such contract; or (ii) would be involved in the implementation or supervision of such contract.

**14. Documents  
Establishing  
Goods'  
Eligibility and  
Conformity to  
Bidding  
Documents**

14.1 Pursuant to ITB Clause 9, the Bidder shall furnish, as part of its bid, documents establishing the eligibility and conformity to the bidding documents of all goods and services which the Bidder proposes to supply under the contract.

14.2 The documentary evidence of the eligibility of the goods and services shall consist of a statement in the Price Schedule of the country of origin of the goods and services offered which shall be confirmed by a certificate of origin issued at the time of shipment.

14.3 The documentary evidence of conformity of the goods and services to the bidding documents may be in the form of literature, drawings, and data, and shall consist of:

- (a) a detailed description of the essential technical and performance characteristics of the goods;
- (b) a list giving full particulars, including available sources and current prices of spare parts, special tools, etc., necessary for the proper and continuing functioning of the goods for a period to be specified in the Bid Data Sheet, following commencement of the use of the goods by the Purchaser; and
- (c) an item-by-item commentary on the Purchaser's Technical Specifications demonstrating substantial responsiveness of the goods and services to those specifications, or a statement of deviations and exceptions to the provisions of the Technical Specifications.

14.4 For purposes of the commentary to be furnished pursuant to ITB Clause 14.3(c) above, the Bidder shall note that standards for workmanship, material, and equipment, as well as references to brand names or catalogue numbers designated by the Purchaser in its Technical Specifications, are intended to be descriptive only and not restrictive. The Bidder may substitute alternative standards, brand names, and/or catalogue numbers in its bid, provided that it demonstrates to the Purchaser's satisfaction that the substitutions ensure substantial equivalence to those designated in the Technical Specifications.

## **15. Bid Security**

- 15.1 Pursuant to ITB Clause 9, the Bidder shall furnish, as part of its bid, a bid security in the amount specified in the Bid Data Sheet.
- 15.2 The bid security is required to protect the Purchaser against the risk of Bidder's conduct which would warrant the security's forfeiture, pursuant to ITB Clause 15.7.
- 15.3 The bid security shall be in Pak. Rupees and shall be in one of the following forms:
- (b) Bank guarantee, Bank call-deposit (CDR), Demand Draft (DD), Pay Order (PO) or Banker's cheque valid for thirty (30) days beyond the validity of bid.
- 15.4 Any bid not secured in accordance with ITB Clauses 15.1 and 15.3 will be rejected by the Purchaser as nonresponsive, pursuant to ITB Clause 24.
- 15.5 Unsuccessful bidders' bid security will be discharged or returned as promptly as possible but not later than thirty (30) days after the expiration of the period of bid validity prescribed by the Purchaser pursuant to ITB Clause 16.
- 15.6 The successful Bidder's bid security will be discharged upon the Bidder signing the contract, pursuant to ITB Clause 32, and furnishing the performance security, pursuant to ITB Clause 33.
- 15.7 The bid security may be forfeited:
- (a) if a Bidder withdraws its bid during the period of bid validity specified by the Bidder on the Bid Form; or
  - (b) in the case of a successful Bidder, if the Bidder fails:
    - (i) to sign the contract in accordance with ITB Clause 32;  
**or**
    - (ii) to furnish performance security in accordance with ITB Clause 33.

## **16. Period of Validity of Bids**

- 16.1 Bids shall remain valid for the period specified in the Bid Data Sheet after the date of bid opening prescribed by the Purchaser, pursuant to ITB Clause 19. A bid valid for a shorter period shall be rejected by the Purchaser as nonresponsive.

16.2 In exceptional circumstances, the Purchaser may solicit the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing (or by email). The bid security provided under ITB Clause 15 shall also be suitably extended. A Bidder may refuse the request without forfeiting its bid security. A Bidder granting the request will not be required nor permitted to modify its bid, except as provided in ITB Clause 16.3.

16.3 In the case of fixed price contracts, if the award is delayed by a period exceeding sixty (60) days beyond the expiry of the initial bid validity, the contract price will be adjusted by a factor specified in the request for extension.

**17. Format and  
Signing of Bid**

17.1 The Bidder shall prepare an original and the number of copies of the bid indicated in the Bid Data Sheet, clearly marking each "ORIGINAL BID" and "COPY OF BID," as appropriate. In the event of any discrepancy between them, the original shall govern.

17.2 The original and the copy or copies of the bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the contract. All pages of the bid, except for unamended printed literature, shall be initialed by the person or persons signing the bid.

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

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

**D. Submission of Bids**

**18. Sealing and  
Marking of  
Bids**

18.1 The Bidder shall seal the original and each copy of the bid in separate envelopes, duly marking the envelopes as "ORIGINAL" and "COPY." The envelopes shall then be sealed in an outer envelope.

18.2 The inner and outer envelopes shall:

- (a) be addressed to the Purchaser at the address given in the Bid Data Sheet; and

- (b) bear the title of procurement Activity indicated in the Bid Data Sheet, the Invitation for Bids (IFB) title and number indicated in the Bid Data Sheet, and a statement: “DO NOT OPEN BEFORE,” to be completed with the time and the date specified in the Bid Data Sheet, pursuant to ITB Clause 2.2.

18.3 The inner envelopes shall also indicate the name and address of the Bidder to enable the bid to be returned unopened in case it is declared “late”.

18.4 If the outer envelope is not sealed and marked as required by ITB Clause 18.2, the Purchaser will assume no responsibility for the bid’s misplacement or premature opening.

**19. Deadline for Submission of Bids**

19.1 Bids must be received by the Purchaser at the address specified under ITB Clause 18.2 no later than the time and date specified in the Bid Data Sheet.

19.2 The Purchaser may, at its discretion, extend this deadline for the submission of bids by amending the bidding documents in accordance with ITB Clause 7, in which case all rights and obligations of the Purchaser and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

**20. Late Bids**

20.1 Any bid received by the Purchaser after the deadline for submission of bids prescribed by the Purchaser pursuant to ITB Clause 19 will be rejected and returned unopened to the Bidder.

**21. Modification and Withdrawal of Bids**

21.1 The Bidder may modify or withdraw its bid after the bid’s submission, provided that written notice of the modification, including substitution or withdrawal of the bids, is received by the Purchaser prior to the deadline prescribed for submission of bids.

21.2 The Bidder’s modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of ITB Clause 18. A withdrawal notice may also be sent by email, but followed by a signed confirmation copy, postmarked not later than the deadline for submission of bids.

21.3 No bid may be modified after the deadline for submission of bids.

21.4 No bid may be withdrawn in the interval between the deadline

for submission of bids and the expiration of the period of bid validity specified by the Bidder on the Bid Form. Withdrawal of a bid during this interval may result in the Bidder's forfeiture of its bid security, pursuant to the ITB Clause 15.7.

### **E. Opening and Evaluation of Bids**

#### **22. Opening of Bids by the Purchaser**

22.1 The Purchaser will open all bids in the presence of bidders' representatives who choose to attend, at the time, on the date, and at the place specified in the Bid Data Sheet. The bidders' representatives who are present shall sign an attendance sheet evidencing their presence.

22.2 The bidders' names, bid modifications or withdrawals, bid prices, discounts, and the presence or absence of requisite bid security and such other details as the Purchaser, at its discretion, may consider appropriate, will be announced at the opening. No bid shall be rejected at bid opening, except for late bids, which shall be returned unopened to the Bidder pursuant to ITB Clause 20.

22.3 Bids (and modifications sent pursuant to ITB Clause 21.2) that are not opened and read out at bid opening shall not be considered further for evaluation, irrespective of the circumstances. Withdrawn bids will be returned unopened to the bidders.

22.4 The Purchaser will prepare minutes of the bid opening.

#### **23. Clarification of Bids**

23.1 During evaluation of the bids, the Purchaser may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the prices or substance of the bid shall be sought, offered, or permitted.

#### **24. Preliminary Examination**

24.1 The Purchaser will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.

24.2 Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the

unit price shall prevail, and the total price shall be corrected. If the Supplier does not accept the correction of the errors, its bid will be rejected, and its bid security may be forfeited. If there is a discrepancy between words and figures, the amount in words will prevail.

24.3 The Purchaser may waive any minor informality, nonconformity, or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.

24.4 Prior to the detailed evaluation, pursuant to ITB Clause 25 the Purchaser will determine the substantial responsiveness of each bid to the bidding documents. For purposes of these Clauses, a substantially responsive bid is one which conforms to all the terms and conditions of the bidding documents without material deviations. Deviations from, or objections or reservations to critical provisions, **such as** those concerning **Bid Security** (ITB Clause 15), **Applicable Law** (GCC Clause 30), and **Taxes and Duties** (GCC Clause 32), will be deemed to be a material deviation. The Purchaser's determination of a bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.

24.5 If a bid is not substantially responsive, it will be rejected by the Purchaser and may not subsequently be made responsive by the Bidder by correction of the nonconformity.

## **25. Qualification & Evaluation of Bids**

25.1 In the absence of **prequalification**, the Purchaser will determine to its satisfaction whether the Bidder is qualified to perform the contract satisfactorily, in accordance with the criteria listed in ITB Clause 13.3.

25.2 The determination will take into account the Bidder's financial, technical, and production capabilities. It will be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, pursuant to ITB Clause 13.3, as well as such other information as the Purchaser deems necessary and appropriate.

25.3 The Purchaser will **technically evaluate** and compare the bids which have been determined to be substantially responsive, pursuant to ITB Clause 24, as per Technical Specifications required

25.4 The Purchaser's **financial evaluation** of a bid will be on delivered duty paid (DDP) price inclusive of prevailing taxes and duties.

**Alternate**

**25.5 Quality & Cost-based Selection:**

The following merit point system for weighing evaluation factors can be applied **if specified** in the Bid Data Sheet. The number of points allocated to each factor shall be specified in the Bid Data Sheet.

*[In the Bid Data Sheet, choose from the range of]*

Price of the goods	60 to 90
Quality, technology and metallurgy	0 to 20
Performance and productivity	0 to 20
Standardization	0 to 20
Projected life-cycle cost	0 to 20
Operating and maintenance costs	0 to 20
Cost of spare parts and after-sales-service	0 to 20
Total	100

The bid scoring the highest number of points will be deemed to be the lowest evaluated bid.

**26. Contacting the Purchaser**

26.1 Subject to ITB Clause 23, no Bidder shall contact the Purchaser on any matter relating to its bid, from the time of the bid opening to the time evaluation report is made public i.e. 10 days before the contract is awarded. If the Bidder wishes to bring additional information or has grievance to the notice of the Purchaser, it should do so in writing.

26.2 Any effort by a Bidder to influence the Purchaser during bid evaluation, or bid comparison may result in the rejection of the Bidder's bid.

**F. Award of Contract**

**28. Award Criteria**

28.1 Subject to ITB Clause 30, the Purchaser will award the contract to the successful Bidder whose bid has been determined to be substantially responsive and has been determined to be the lowest evaluated bid, provided further that the Bidder is determined to be qualified to perform the contract satisfactorily.

- 29. Purchaser's Right to Vary Quantities at Time of Award** 29.1 The Purchaser reserves the right at the time of contract award to increase or decrease, by the percentage indicated in the Bid Data Sheet, the quantity of goods and services originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions.
- 30. Purchaser's Right to Accept or Reject All Bids** 30.1 The Purchaser reserves the right to accept or reject all bids, and to annul the bidding process at any time prior to contract award, without thereby incurring any liability to the Bidder or bidders or any obligation to inform the Bidder or bidders of the grounds for the Purchaser's action.
- 31. Notification of Award** 31.1 Prior to the expiration of the period of bid validity, the Purchaser will notify the successful Bidder in writing by registered letter or by email, to be confirmed in writing by registered letter, that its bid has been accepted.
- 31.2 The notification of award will constitute the formation of the Contract.
- 31.3 Upon the successful Bidder's furnishing of the performance security pursuant to ITB Clause 33, the Purchaser will promptly notify each unsuccessful Bidder and will discharge its bid security, pursuant to ITB Clause 15.
- 32. Signing of Contract** 32.1 At the same time as the Purchaser notifies the successful Bidder that its bid has been accepted, the Purchaser will send the Bidder the Contract Form provided in the bidding documents, incorporating all agreements between the parties.
- 32.2 Within seven (07) days of receipt of the Contract Form, the successful Bidder shall sign and date the contract and return it to the Purchaser.
- 33 Performance Security** 33.1 Within fourteen (14) days of the receipt of notification of award from the Purchaser, the successful Bidder shall furnish the performance security in accordance with the Conditions of Contract, in the Performance Security Form provided in the bidding documents, or in another form acceptable to the Purchaser.
- 33.2 Failure of the successful Bidder to comply with the requirement of ITB Clause 32 or ITB Clause 33.1 shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event the Purchaser may make the award to the

next lowest evaluated Bidder or call for new bids.

**34. Corrupt or  
Fraudulent  
Practices**

34.1 The Procuring Agency requires that Bidders, Suppliers, and Contractors observe the highest standard of ethics during the procurement and execution of contracts. For the purposes of this provision, the terms set forth below are defined as follows:

- (i) “corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and
  - (ii) “fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Procuring Agency,
  - (iii) “collusive practice” is an arrangement among bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels for any wrongful gains, and to deprive the Procuring Agency of the benefits of free and open competition;
- (b) The Procuring Agency will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question;
- (c) The Procuring Agency will sanction a firm, in accordance with prevailing Blacklisting procedures under Punjab Procurement Rules 2014, if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, a Bank-financed contract.

34.2 Furthermore, Bidders shall be aware of the provision stated in sub-clause 5.4 and sub-clause 24.1 of the General Conditions of Contract.

## Part-I

### Section II. Bid Data Sheet

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

<b>Introduction</b>	
<b>ITB 1.1</b>	Name of Procuring Agency: Punjab Land Records Authority, Government of Punjab
<b>ITB 1.1</b>	Name of Contract: Procurement of Toners and Repair & Maintenance Services of Operational Printers for PLRA ARCs
<b>ITB 4.1</b>	Name of Purchaser: PLRA
<b>ITB 6.1</b>	For clarification purposes, the Employer's address is:  Punjab Land Records Authority  2 km, Thokar Niaz Baig Bypass, Main Multan Road, Lahore  042-99330125-26, Fax 042-99330127  Requests for clarification shall be received by the Employer no later than <u>04 days before bid submission date</u>
<b>ITB 8.1</b>	Language of the bid – English

<b>Bid Price and Currency</b>	
<b>ITB 11.2</b>	The price quoted shall be Delivered Duty Paid at the following locations in accordance with the Schedule of Requirements including the delivery charges
<b>ITB 11.5</b>	The price shall be in Pak Rupees and shall be fixed.

<b>Preparation and Submission of Bids</b>	
<b>ITB 13.2</b>	a. Certificate of Incorporation of bidder's firm showing its location and the date of registration etc. (where applicable)

	<ul style="list-style-type: none"> <li>b. NTN and GST Registration Certificate</li> <li>c. Affidavit on the stamp paper that the firm has not been black listed by any Government / Semi Government organization.</li> <li>d. Partial bids will not be acceptable; bidder have to quote against all items to qualify in bidding process.</li> </ul>						
<b>ITB 13.3 (b)</b>	<ul style="list-style-type: none"> <li>a. Audited Financial Statements/Income Tax Returns for the last 03 financial years.</li> <li>b. Bank Statement for the last 6 Months.</li> </ul>						
<b>ITB 13.3 (d)</b>	<p><b>Qualification requirements.</b> In addition to ITB 13.1, ITB 13.2, and ITB 13.3 (b), the potential bidder must also fulfill the following: -</p> <ul style="list-style-type: none"> <li>a. Bidder shall produce the Manufacturer Authorization Letter (MAL) in either case original or compatible toners.</li> <li>b. Bidder must be working in printing market for last 5 years.</li> <li>c. Bidder must have team of skilled technical resources and labs for detailed scrutiny/repair of faulty printers, attach resumes of resources.</li> <li>d. Bidder must have experience of providing services in any Government /non-Government entity having at least 25x branches across the province/country either for Supply of Toner, or Supply/Repair &amp; Maintenance of printers on those branches.</li> <li>e. <b>Technical Brochures</b> of Equipment quoted, mentioning its specifications, manufacture’s model, product number, and country of origin. (if any)</li> <li>f. <b>Financial Capability:</b> The bidder will furnish documentary proof to establish its financial strength: <table border="1" data-bbox="545 1381 1414 1625"> <thead> <tr> <th>Sr. #</th> <th>Description</th> <th>Minimum Liquid Assets or Credit Facilities or Turnover for last 03 years (In Pak Rupees)</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Procurement of Toners and Repair &amp; Maintenance Services of Operational Printers</td> <td>30 Million</td> </tr> </tbody> </table> </li> <li>g. <b>Experience and Technical Capacity:</b> The Bidder shall furnish documentary evidence (copies of signed contracts, purchase orders, work orders which clearly represent the volume of goods supplied) that it has conducted the following business in the last 5 years:</li> </ul>	Sr. #	Description	Minimum Liquid Assets or Credit Facilities or Turnover for last 03 years (In Pak Rupees)	1.	Procurement of Toners and Repair & Maintenance Services of Operational Printers	30 Million
Sr. #	Description	Minimum Liquid Assets or Credit Facilities or Turnover for last 03 years (In Pak Rupees)					
1.	Procurement of Toners and Repair & Maintenance Services of Operational Printers	30 Million					

	<b>Sr. No.</b>	<b>Description</b>		<b>Business Performed (In Pak Rupees)</b>				
	1.	Procurement of Toners and Repair & Maintenance Services of Operational Printers (sale of printers/toners/repair & maintenance SLA of printers)		30 Million				
	<p>h. <b>Authority Letter</b> from the Bidder Company authorizing the relevant person to represent the company.</p> <p>i. It is mandatory that the bidder fill and submit the specification compliance / conformance sheet.</p> <p>j. If an Agent submits bids on behalf of more than one Manufacturer, unless each such bid is accompanied by a separate Bid Form for each bid, and a bid security, when required, for each bid, and a valid authorized dealership certificate from the respective Manufacturer, all such bids will be rejected as nonresponsive.</p> <p>k. Joint Venture (JV) is not allowed.</p>							
<b>ITB 14.3 (b)</b>	A certificate from the dealer that all spare parts of the equipment to be supplied are easily available in Pakistan in the local market or from company owned outlets.							
<b>ITB 15.1</b>	<p><b>Amount of Bid Security:</b></p> <p>Bids shall be in the prescribed format, sealed and accompanied by Bid Security in the form of bank guarantee, CDR, Pay Order, Demand Draft, or Banker's Cheque from a Scheduled Bank of Pakistan in favor of PLRA. <b>Validity of bid security shall be 150 days</b> after the date of opening of bid.</p> <table border="1" data-bbox="716 1373 1143 1493"> <thead> <tr> <th data-bbox="716 1373 846 1451"><b>Sr.</b></th> <th data-bbox="846 1373 1143 1451"><b>Bid Security Amount (PKR)</b></th> </tr> </thead> <tbody> <tr> <td data-bbox="716 1451 846 1493">1</td> <td data-bbox="846 1451 1143 1493">1,400,000</td> </tr> </tbody> </table>				<b>Sr.</b>	<b>Bid Security Amount (PKR)</b>	1	1,400,000
<b>Sr.</b>	<b>Bid Security Amount (PKR)</b>							
1	1,400,000							
<b>ITB 16.1</b>	<b>Bid Validity Period: 120 days</b> after the date of opening of bid.							
<b>ITB 17.1</b>	<b>Number of Copies: only Original is required</b>							
<b>ITB 18.2 (a)</b>	<p><b>Address for Bid Submission:</b></p> <p style="text-align: center;"><b>PLRA</b>  <b>2 km, Thokar Niaz Baig Bypass, Main Multan Road, Lahore</b>  <b>042-99330125-26, Fax 042-99330127</b>  <b>Web: www.punjab-zameen.gov.pk</b></p>							

<b>ITB 18.2 (b)</b>	<p><b>IFB Title and Number:</b> Procurement of Toners and Repair &amp; Maintenance Services of Operational Printers for PLRA Arazi Record Centers(ARCs)</p> <p><b>PLRA/PROC/TONERS/2022</b></p>
<b>ITB 19.1</b>	Deadline for <b>Bid Submission: <u>10-Mar-2022 till 11:00 a.m.</u></b>
<b>ITB 22.1</b>	<p><b>Date, Time and Place for Bid Opening:</b> <b><u>10-Mar-2022 at 11:30 a.m.</u></b></p> <p>PLRA, 2 km, Thokar Niaz Baig Bypass, Main Multan Road, Lahore 042-99330125-26, Fax 042-99330127</p>

<b>Bid Evaluation</b>	
<b>ITB 25.3</b>	Criteria for bid evaluation: Lowest Delivered Duty Paid (DDP) Total Price offered by the qualified responsive bidder.

<b>Contract Award</b>	
<b>ITB 29.1</b>	Percentage for quantity increase or decrease: 15 % of total contract value

**Part-I**  
**Section III. Schedule of Requirements**

<b>Sr.</b>	<b>Item</b>	<b>Repair and Maintenance Services Commencement Date</b>	<b>Delivery</b>	<b>Contract Duration</b>
1.	Procurement of Toners and Repair & Maintenance Services of Operational Printer	30 <sup>th</sup> day from signing of contract	50% toner delivery in 90x Days from NOA/contract and remaining 50% delivery within 90x Days from formal request of purchaser. Delivery Location: PLRA Head Office	1 Year, however further extendable on yearly basis for maximum of 2 more years on same term & conditions and mutual consent of parties.

## Part-I

### Section IV. Technical Specifications

The Purchaser will verify the part number, serial number of equipment provided by partner to verify provided goods are genuine and as per packing list.

#### Procurement of Toners and Repair & Maintenance Services of Operational Printers

Sr. #	Printer Models	Printing Need <sup>1</sup> (A)	Toner <sup>2</sup> Brand & Model (Original / Compatible)	Per Toner Yield (B)	Net Toner Qty= A/B
1	HP 608	18,000,000			
2	HP 506	18,000,000			
3	Canon 352	6,250,000			
4	Canon 325	6,250,000			
5	HP 402	1,500,000			

**Note:**

#### Terms & Conditions:

In case of compatible toner:

1. The compatible brand should have CNAS (China National Accreditation Service for Conformity Assessment) certified ISO 9001 and ISO 14001 Quality Certifications.
2. The Compatible brand should have CQM (China Quality Mark Certification) / CNAS (registered ISO 19752 / ISO 19798 OEM Equivalent Yield Certifications for both Monochrome and Color Toners.
3. The compatible toners OEM must have ITC (International Imaging Technology Council) and STMC procedures compliant, bidder either have to produce a certificate or online link for verification.
4. Toners Cartridge should have replacement warranty up to 25% usage in case of any technical issue.

<sup>1</sup> Toners are required to print 100,000 reams of paper.

<sup>2</sup> Bidder will ensure that quoted toner model will have lowest per page cost.

## **Repair & Maintenance Services:**

Successful bidder/Supplier will be responsible for smooth printing at locations shared at Annex-A during office hours.

Total No. of sites:	359 (in 36x districts of Punjab)
Operational sites till date:	212
Operational Printers:	550
Brand new Printers in stock (may be deployed any time):	70
Total Number of Printers covered:	550

Supplier will be liable to main printers installed in operational and new coming sites.

## **Responsibilities:**

- i. Printing services will be required at ARCs 6x days a week from 8:00am to 8:00pm. In exceptional cases, service may also continue on Sundays, the approximate number of such incidents is 10 per year.
- ii. Service provider will be responsible for managing of all consumables and non-consumables parts on all sites without any additional charges.
- iii. All sites are of equal significance for purchaser, so supplier response and resolution time should be same across the province.
- iv. Supplier should maintain one technical resource/lab/sub-office in each of 9xdivisions of Punjab to handle queries. Technical resource must have sound domain knowledge for level-1 support. Sub-office should be equipped with necessary tools for printer repairing lab.
- v. Supplier should keep all the time (during contract execution) at least 01 printer in each district of same model/capacity as mentioned below to facilitate regional issues of hardware failure. Supplier may maintain backup in sub-offices / ARCs.
  - a. HP Printer 608 -37X
  - b. HP Printer 506-87X
  - c. Cannon Printer 352x-039H
  - d. Cannon Printer 325x-056H
- vi. Supplier will perform service of printers once quarterly and submit report duly signed from SCI to PLRA Head Office.
- vii. Supplier will ensure printing service restoration as per following:
  - a. If there are two or more printers available at the site, then supplier shall provide backup printer / repair services within 08 working hours otherwise penalty shall be imposed as per SLA
  - b. If there is only one printer available at site, then supplier shall provide backup printer / repair services within 03-04 working hours otherwise penalty shall be imposed as per SLA

- viii. Supplier will replace faulty components of printer with healthy one.
- ix. Supplier will furnish certificate/undertaking that printing infrastructure will remain operational/functional at minimum 2 months after expiry of the contract. In case of any fault in printers during grace period of 2 months, supplier will fix issue on site free of cost. However, provision of Toners during this period will not be the liability of supplier.
- x. Supplier will further guarantee all equipment mentioned above under Section IV Technical Specifications is fully functional and in working condition at expiry of contract.
- xi. Service provider will arrange RE (resident engineer), preferably certified in printing field, in PLRA head office for close monitoring and coordination.
- xii. Initial contract will be for a period of 01 year from commencement of services, contract will be further extendable on mutual consent of all stakeholders.
- xiii. Supplier will make sure Quality of Print. In all following cases supplier will fix issue on immediate basis. PLRA will not accept inferior quality of printing, below points but not limited to will fall under inferior printing:
  - o Dots or spots on print
  - o Horizontal or vertical banding / misalignment
  - o Blurry or smeared printouts
  - o Printer roller leave unwanted watermarks
  - o Incorrect or missing ink
- xiv. Supplier will not be returned with empty consumables.
- xv. Any fraudulent activity not limited to; local refilling of toner, supply of inferior quality / copy of compatible / copy of counterfeit toner, replacement of printer components with repaired one and misleading printing volume statistics etc. may lead to termination of contract, penalties as per contract, forfeiture of Performance Guarantee and black listing of supplier.
- xvi. PLRA may terminate the contract on unsatisfactory performance of supplier.
- xvii. There should be a centralized complaint management system/dashboard for performance evaluation of supplier and issue locked frequency. Dashboard must maintain record of Complaints Locked, in process, resolved and respective time to resolve each query.
- xviii. Printing services setup will replicate in coming/expected Qanungoi, ROD sites and 20x operational mobile VANs.

# Part-I

## Section V. Bidding Forms

### Bid Submission Form

The Bidder must prepare the Letter of Bid on stationery with its letterhead clearly showing the Bidder's complete name and address.

Date: [insert date (as day, month and year) of Bid Submission]

Invitation for Bid No.: \_\_\_\_\_

To: Punjab Land Records Authority, Govt. of Punjab

- (a) We have examined and have no reservations to the Bidding Documents, including Addenda issued in accordance with Instructions to Bidders;
- (b) We meet the eligibility requirements and have no conflict of interest in accordance with ITB 13, & ITB 14;
- (c) We offer to supply in conformity with the Bidding Documents and in accordance with the Delivery Schedules specified in the Schedule of Requirements the following Goods: [insert a brief description of the Goods and Related Services];
- (d) Our bid shall be valid for a period of 90 days from the date fixed for the bid submission deadline in accordance with the Bidding Documents, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (e) If our bid is accepted, we commit to obtain a performance security in accordance with the Bidding Documents;
- (f) We are not participating, as a Bidder or as a subcontractor, in more than one bid in this bidding process.
- (g) We, including any of our subcontractors or suppliers for any part of the contract, have not been blacklisted by any Government / Semi-Government organization.
- (h) We have paid, or will pay the following commissions, gratuities, or fees with respect to the bidding process or execution of the Contract: [insert complete name of each Recipient, its full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity]

Name of Recipient	Address	Reason	Amount


(If none has been paid or is to be paid, indicate “none.”)

- (i) We understand that this bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed; and
- (j) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.
- (k) We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in any type of fraud and corruption

Name of the Bidder\* [insert complete name of person signing the Bid]

Name of the person duly authorized to sign the Bid on behalf of the Bidder\*\* [insert complete name of person duly authorized to sign the Bid]

Title of the person signing the Bid [insert complete title of the person signing the Bid]

Signature of the person named above [insert signature of person whose name and capacity are shown above]

Date signed \_[insert date of signing] day of [insert month], [insert year]

\*: In the case of the Bid submitted by joint venture specify the name of the Joint Venture as Bidder

\*\* : Person signing the Bid shall have the power of attorney given by the Bidder to be attached with the Bid Schedules.

## 2. Manufacturer's Authorization Form

[See Clause 13.3 (a) of the Instructions to Bidders.]

To: *[name of the Purchaser]*

WHEREAS *[name of the Manufacturer]* who are established and reputable manufacturers of *[name and/or description of the goods]* having factories at *[address of factory]*

do hereby authorize *[name and address of Agent]* to submit a bid, and subsequently negotiate and sign the Contract with you against IFB No. *[reference of the Invitation to Bid]* for the above goods manufactured by us.

We hereby extend our full guarantee and warranty as per Clause 15 of the General Conditions of Contract for the goods offered for supply by the above firm against this Invitation for Bids.

---

*[signature for and on behalf of Manufacturer]*

*Note:* This letter of authority should be on the letterhead of the Manufacturer and should be signed by a person competent and having the power of attorney to bind the Manufacturer. It should be included by the Bidder in its bid.

## 1. Price Schedule

Sr. #	Printer Models	Print Requirement (A)	Toner Model	Per Toner Yield (B)	Toner Qty C=A/B	Toner/Unit Cost Incl. of Taxes (D)	Total Cost Incl. of all Taxes E=C*D
1	HP 608	18,000,000					
2	HP 506	18,000,000					
3	Canon 352	6,250,000					
4	Canon 325	6,250,000					
5	HP 402	1,500,000					
<b>Grand Total:</b>							

**Note:**

1. In case of discrepancy between unit price and total, the unit price shall prevail.
2. The quoted prices must include all applicable taxes including GST/PST etc. and delivery charges at destination.
3. Contracts will be signed on stamp papers as per Stamp Act 1899.

**Part-II**  
**Section I. Contract Forms**

**1. Contract Form**

THIS AGREEMENT made the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ between *[name of Purchaser]* (hereinafter called “the Purchaser”) of the one part and *[name of Supplier]* of (hereinafter called “the Supplier”) of the other part:

WHEREAS the Purchaser invited bids for certain goods and ancillary services, viz., *[brief description of goods and services]* and has accepted a bid by the Supplier for the supply of those goods and services in the sum of *[contract price in words and figures]* (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

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

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

- (a) the Bid Form and the Price Schedule submitted by the Bidder;
- (b) the Schedule of Requirements;
- (c) the Technical Specifications;
- (d) the General Conditions of Contract;
- (e) the Special Conditions of Contract; and
- (f) the Purchaser’s Notification of Award.

3. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract

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

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Purchaser)

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Supplier)

## 2. Performance Security Form

To:

[*Client Address*]

WHEREAS [*name of Supplier*] (hereinafter called “the Supplier”) has undertaken, in pursuance of Contract No. [*reference number of the contract*] dated \_\_\_\_\_ 20\_\_\_\_ to supply [*description of goods and services*] (hereinafter called “the Contract”).

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

AND WHEREAS we have agreed to give the Supplier a guarantee:

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

This guarantee is valid until the \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

Signature and seal of the Guarantors

---

[*name of bank or financial institution*]

---

[*address*]

---

[*date*]

## **Part-II**

### **Section II. General Conditions of Contract**

- 1. Definitions**
- 1.1 In this Contract, the following terms shall be interpreted as indicated:
- (a) “The Contract” means the agreement entered into between the Purchaser and the Supplier, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
  - (b) “The Contract Price” means the price payable to the Supplier under the Contract for the full and proper performance of its contractual obligations.
  - (c) “The Goods” means all of the equipment, machinery, and/or other materials which the Supplier is required to supply to the Purchaser under the Contract.
  - (d) “The Services” means those services ancillary to the supply of the Goods, such as transportation and insurance, and any other incidental services, such as installation, commissioning, provision of technical assistance, training, and other such obligations of the Supplier covered under the Contract.
  - (e) “GCC” means the General Conditions of Contract contained in this section.
  - (f) “SCC” means the Special Conditions of Contract.
  - (g) “The Purchaser” means the organization purchasing the Goods, as named in SCC.
  - (h) “The Purchaser’s country” is Islamic Republic of Pakistan.
  - (i) “The Supplier” means the individual or firm supplying the Goods and Services under this Contract.
  - (j) “The Project Site,” where applicable, means the place or places named in SCC.
  - (k) “Day” means calendar day.

- 2. Application** 2.1 These General Conditions shall apply to the extent that they are not superseded by provisions of other parts of the Contract.
- 3. Country of Origin** 3.2 For purposes of this Clause, “origin” means the place where the Goods were mined, grown, or produced, or from which the Services are supplied. Goods are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
- 3.3 The origin of Goods and Services is distinct from the nationality of the Supplier.
- 4. Standards** 4.1 The Goods supplied under this Contract shall conform to the standards mentioned in the Technical Specifications, and, when no applicable standard is mentioned, to the authoritative standards appropriate to the Goods’ country of origin. Such standards shall be the latest issued by the concerned institution.
- 5. Use of Contract Documents and Information; Inspection and Audit** 5.1 The Supplier shall not, without the Purchaser’s prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the Purchaser in connection therewith, to any person other than a person employed by the Supplier in the performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- 5.2 The Supplier shall not, without the Purchaser’s prior written consent, make use of any document or information enumerated in GCC Clause 5.1 except for purposes of performing the Contract.
- 5.3 Any document, other than the Contract itself, enumerated in GCC Clause 5.1 shall remain the property of the Purchaser and shall be returned (all copies) to the Purchaser on completion of the Supplier’s performance under the Contract if so required by the Purchaser.
- 5.4 The Supplier shall permit the Procuring Agency to inspect the Supplier’s accounts and records relating to the performance of the Supplier and to have them audited by auditors appointed by the Procuring Agency, if so required by the Procuring Agency.

- 6. Patent Rights** 6.1 The Supplier shall indemnify the Purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.
- 7. Performance Security** 7.1 Within 14 days of receipt of the notification of Contract award, the successful Bidder shall furnish to the Purchaser the performance security in the amount specified in SCC.
- 7.2 The proceeds of the performance security shall be payable to the Purchaser as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract.
- 7.3 The performance security shall be denominated in the currency of the Contract acceptable to the Purchaser and shall be in one of the following forms:
- (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in Pakistan, in the form provided in the bidding documents or another form acceptable to the Purchaser; or
  - (b) a cashier's or certified check.
- 7.4 The performance security will be discharged by the Purchaser and returned to the Supplier not later than thirty (30) days following the date of completion of the Supplier's performance obligations under the Contract, including any warranty obligations, unless specified otherwise in SCC.
- 8. Inspections and Tests** 8.1 The Purchaser or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Contract specifications at no extra cost to the Purchaser. SCC and the Technical Specifications shall specify what inspections and tests the Purchaser requires and where they are to be conducted. The Purchaser shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.
- 8.2 The inspections and tests may be conducted on the premises of the Supplier or its subcontractor(s), at point of delivery, and/or at the Goods' final destination. If conducted on the premises of the Supplier or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Purchaser.

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

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

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

## **9. Packing**

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

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

## **10. Delivery and Documents**

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

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

## **11. Insurance**

11.1 The Goods supplied under the Contract shall be delivered duty paid (DDP) under which risk is transferred to the buyer after having been delivered, hence insurance coverage is sellers responsibility.

**12. Transportation**

12.1 The Supplier is required under the Contract to transport the Goods to a specified place of destination within the Purchaser's country, transport to such place of destination in the Purchaser's country, including insurance and storage, as shall be specified in the Contract, shall be arranged by the Supplier, and related costs shall be included in the Contract Price.

**13. Incidental Services**

13.1 The Supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:

- (a) performance or supervision of on-site assembly and/or start-up of the supplied Goods;
- (b) furnishing of tools required for assembly and/or maintenance of the supplied Goods;
- (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;
- (d) performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and
- (e) training of the Purchaser's personnel, at the Supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.

13.2 Prices charged by the Supplier for incidental services, if not included in the Contract Price for the Goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged for other parties by the Supplier for similar services.

**14. Spare Parts**

14.1 As specified in SCC, the Supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:

- (a) such spare parts as the Purchaser may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under the Contract; and

- (b) in the event of termination of production of the spare parts:
  - (i) advance notification to the Purchaser of the pending termination, in sufficient time to permit the Purchaser to procure needed requirements; and
  - (ii) following such termination, furnishing at no cost to the Purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

## **15. Warranty**

- 15.1 The Supplier warrants that the Goods supplied under the Contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the Contract. The Supplier further warrants that all Goods supplied under this Contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the Purchaser's specifications) or from any act or omission of the Supplier, that may develop under normal use of the supplied Goods in the conditions prevailing in the country of final destination.
- 15.2 This warranty shall remain valid for twelve (12) months after the Goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the Contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.
- 15.3 The Purchaser shall promptly notify the Supplier in writing of any claims arising under this warranty.
- 15.4 Upon receipt of such notice, the Supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective Goods or parts thereof, without costs to the Purchaser.
- 15.5 If the Supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, within a reasonable period, the Purchaser may proceed to take such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Purchaser may have against the Supplier under the Contract.

- 16. Payment**
- 16.1 The method and conditions of payment to be made to the Supplier under this Contract shall be specified in SCC.
- 16.2 The Supplier's request(s) for payment shall be made to the Purchaser in writing, accompanied by an invoice describing, as appropriate, the Goods delivered and Services performed, and by documents submitted pursuant to GCC Clause 10, and upon fulfillment of other obligations stipulated in the Contract.
- 16.3 Payments shall be made promptly by the Purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the Supplier.
- 16.4 The currency of payment is Pak. Rupees.
- 17. Prices**
- 17.1 Prices charged by the Supplier for Goods delivered and Services performed under the Contract shall not vary from the prices quoted by the Supplier in its bid, with the exception of any price adjustments authorized in SCC or in the Purchaser's request for bid validity extension, as the case may be.
- 18. Change Orders**
- 18.1 The Purchaser may at any time, by a written order given to the Supplier pursuant to GCC Clause 31, make changes within the general scope of the Contract in any one or more of the following:
- (a) drawings, designs, or specifications, where Goods to be furnished under the Contract are to be specifically manufactured for the Purchaser;
  - (b) the method of shipment or packing;
  - (c) the place of delivery; and/or
  - (d) the Services to be provided by the Supplier.
- 18.2 If any such change causes an increase or decrease in the cost of, or the time required for, the Supplier's performance of any provisions under the Contract, an equitable adjustment shall be made in the Contract Price or delivery schedule, or both, and the Contract shall accordingly be amended. Any claims by the Supplier for adjustment under this clause must be asserted within thirty (30) days from the date of the Supplier's receipt of the Purchaser's change order.

- 19. Contract Amendments** 19.1 Subject to GCC Clause 18, no variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties.
- 20. Assignment** 20.1 The Supplier shall not assign, in whole or in part, its obligations to perform under this Contract, except with the Purchaser's prior written consent.
- 21. Subcontracts** 21.1 The Supplier shall notify the Purchaser in writing of all subcontracts awarded under this Contract if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the Supplier from any liability or obligation under the Contract.
- 21.2 Subcontracts must comply with the provisions of GCC Clause 3.
- 22. Delays in the Supplier's Performance** 22.1 Delivery of the Goods and performance of Services shall be made by the Supplier in accordance with the time schedule prescribed by the Purchaser in the Schedule of Requirements.
- 22.2 If at any time during performance of the Contract, the Supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the Goods and performance of Services, the Supplier shall promptly notify the Purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Supplier's notice, the Purchaser shall evaluate the situation and may at its discretion extend the Supplier's time for performance, with or without liquidated damages, in which case the extension shall be ratified by the parties by amendment of Contract.
- 22.3 Except as provided under GCC Clause 25, a delay by the Supplier in the performance of its delivery obligations shall render the Supplier liable to the imposition of liquidated damages pursuant to GCC Clause 23, unless an extension of time is agreed upon pursuant to GCC Clause 22.2 without the application of liquidated damages.
- 23. Liquidated Damages** 23.1 Subject to GCC Clause 25, if the Supplier fails to deliver any or all of the Goods or to perform the Services within the period(s) specified in the Contract, the Purchaser shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the percentage specified in SCC of the delivered price of the delayed Goods or unperformed Services for each week or part thereof of

delay until actual delivery or performance, up to a maximum deduction of the percentage specified in SCC. Once the maximum is reached, the Purchaser may consider termination of the Contract pursuant to GCC Clause 24.

## **24. Termination for Default**

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

- (a) if the Supplier fails to deliver any or all of the Goods within the period(s) specified in the Contract, or within any extension thereof granted by the Purchaser pursuant to GCC Clause 22; or
- (b) if the Supplier fails to perform any other obligation(s) under the Contract.
- (c) if the Supplier, in the judgment of the Purchaser has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

For the purpose of this clause:

“corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.

“fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Procuring Agency, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Procuring Agency of the benefits of free and open competition.

24.2 In the event the Purchaser terminates the Contract in whole or in part, pursuant to GCC Clause 24.1, the Purchaser may procure, upon such terms and in such manner as it deems appropriate, Goods or Services similar to those undelivered, and the Supplier shall be liable to the Purchaser for any excess costs for such similar Goods or Services. However, the Supplier shall continue performance of the Contract to the extent not terminated.

- 25. Force Majeure**
- 25.1 Notwithstanding the provisions of GCC Clauses 22, 23, and 24, the Supplier shall not be liable for forfeiture of its performance security, liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.
- 25.2 For purposes of this clause, “Force Majeure” means an event beyond the control of the Supplier and not involving the Supplier’s fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.
- 25.3 If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.
- 26. Termination for Insolvency**
- 26.1 The Purchaser may at any time terminate the Contract by giving written notice to the Supplier if the Supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Purchaser.
- 27. Termination for Convenience**
- 27.1 The Purchaser, by written notice sent to the Supplier, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Purchaser’s convenience, the extent to which performance of the Supplier under the Contract is terminated, and the date upon which such termination becomes effective.
- 27.2 The Goods that are complete and ready for shipment within thirty (30) days after the Supplier’s receipt of notice of termination shall be accepted by the Purchaser at the Contract terms and prices. For the remaining Goods, the Purchaser may elect:
- (a) to have any portion completed and delivered at the Contract terms and prices; and/or

- (b) to cancel the remainder and pay to the Supplier an agreed amount for partially completed Goods and Services and for materials and parts previously procured by the Supplier.

**28. Resolution of Disputes**

28.1 The Purchaser and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.

28.2 If, after thirty (30) days from the commencement of such informal negotiations, the Purchaser and the Supplier have been unable to resolve amicably a Contract dispute, either party may require that the dispute be referred for resolution to the formal mechanisms specified in SCC. These mechanisms may include, but are not restricted to, conciliation mediated by a third party, adjudication in an agreed and/or arbitration.

**29. Governing Language**

29.1 The Contract shall be written in the language specified in SCC. Subject to GCC Clause 30, the version of the Contract written in the specified language shall govern its interpretation. All correspondence and other documents pertaining to the Contract which are exchanged by the parties shall be written in the same language.

**30. Applicable Law**

30.1 The Contract shall be interpreted in accordance with the laws of Islamic Republic of Pakistan.

**31. Notices**

31.1 Any notice given by one party to the other pursuant to this Contract shall be sent to the other party in writing or by fax and confirmed in writing to the other party's address specified in SCC.

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

**32. Taxes and Duties**

32.1 Supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Goods to the Purchaser.

## **Part-II**

### **Section III. Special Conditions of Contract**

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

#### **1. Definitions (GCC Clause 1)**

GCC 1.1 (g)—The Purchaser is: Punjab Land Records Authority

GCC 1.1 (h)—The Purchaser's country is: Islamic Republic of Pakistan

GCC 1.1 (i)—The Supplier is: [Detail]

GCC 1.1 (j)—The Project Site is: [Detail]

#### **2. Country of Origin (GCC Clause 3)**

Bidder will clearly mention origin of goods.

#### **3. Performance Security (GCC Clause 7)**

GCC 7.1—The amount of performance security, as a percentage of the Contract Price, shall be 5% (Five per cent) in the shape of pay order, demand draft, call deposit or non-recourse, irrevocable and unconditional bank guarantee from scheduled bank of Pakistan on the prescribed format attached with the bidding documents.

#### **4. Inspections and Tests (GCC Clause 8)**

GCC 8.6—

Inspection and tests prior to delivery of goods and at final acceptance are:-

- i) For being Brand New (Certificate from supplier)
- ii) For Physical Fitness having No Damages (Certificate from supplier)
- iii) For the Country of Origin as quoted by the Supplier (Certificate from manufacturer)
- iv) For conformance to specifications/performance parameters, through prior to delivery inspection (Inspection Report by PLRA representative)
- v) Delivery Challan and/or installation report acknowledged by PLRA representative.

## **5. Delivery and Documents (GCC Clause 10)**

GCC 10.3— Upon shipment, the Supplier shall notify the Purchaser the full details of the shipment, including Contract number, description of Goods, quantity and usual transport document. The Supplier shall mail the following documents to the Purchaser:

- (i) Copies of the Supplier’s invoice showing Goods’ description, quantity, unit price, and total amount;
- (ii) copies of the usual transport document (for example, a negotiable bill of lading, a non-negotiable sea waybill, an inland waterway document, an air waybill, a railway consignment note, a road consignment note, or a multimodal transport document) which the buyer may require to take the goods; (where applicable)
- (iii) Copies of the packing list identifying contents of each package;
- (iv) Manufacturer’s or Supplier’s Valid Warranty Certificate;
- (v) Inspection Certificate issued by the Nominated Inspection Agency (if any),
- (vi) Certificate of Origin.

## **6. Insurance (GCC Clause 11)**

GCC 11.1— The Goods supplied under the Contract shall be Delivered Duty Paid (DDP) under which risk is transferred to the Buyer after having been delivered. Hence insurance coverage is seller’s responsibility. Since the Insurance is seller’s responsibility they may arrange appropriate coverage.

## **7. Incidental Services (GCC Clause 13)**

GCC 13.1—Incidental services to be provided are:

The rate must include cost for all kinds of labor, inputs and material required for above, and all applicable government taxes and levies. In case a separate rate is not provided by the bidder for the above items, it shall be deemed to have been covered in the overall quoted cost.

## **8. Warranty (GCC Clause 15)**

The period of validity of the Warranty shall be 01 year “Comprehensive” and “On Site”. The warranty will be considered after the equipment has been delivered to and accepted at the final destination.

The period for repair or replacement of faulty parts or components shall be: 2 Working days “on site” & “Comprehensive”.

The Supplier shall, in addition, comply with the performance and/or consumption guarantees specified under the Contract. If, for reasons attributable to the Supplier, these guarantees are not attained in whole or in part, the Supplier shall, at its discretion, either:

(a) Make such changes, modifications, and/or additions to the Goods or any part thereof as may be necessary in order to attain the contractual guarantees specified in the Contract at its own cost and expense and to carry out further performance tests in accordance with SCC 4,

**or**

(b) Pay liquidated damages to the Purchaser with respect to the failure to meet the contractual guarantees. The rate of these liquidated damages shall be 0.1 % of the contract price per day. The maximum amount of liquidated damages for the whole of the goods or part thereof shall be 5% of the contract price.

**or**

(c) Replacement of the whole unit at site including transportation, installation, testing & commissioning etc in case of major defect at his own cost.

## **9. Payment (GCC Clause 16)**

GCC 16.1— Supplier may claim partial payments in following manner:

(i) **Payment against Delivered Goods:** Upon submission of claim with all the supporting documents as mentioned in SCC 4 & 5, the supplier shall be paid 30% of contract against 50% delivery of toners within thirty (30) days. Further, supplier may claim 30% of contract amount against second delivery of remaining 50% of toners. In accordance with SSC Clause 13, LD will be imposed on late delivery of items.

(ii) **Payment against Offered Services:** Supplier may claim payments quarterly from remaining 40% of contract amount, payment shall be released to supplier after due deduction as per below SLA. Penalties will be calculated on per month basis, on start of next month penalties will be recalculated from fresh.

### **Penalties on Delayed Printer Repair / Backup Provision:**

Deduction will be imposed on service outage as give below:

40% of Contract Value:	W
Total Operational Sites:	250 (will change as per actual during execution of project)
Total No. of Months:	12

**Per Site Per Month Contractual Cost (X) = W/ (250\*12)**

**Per Site Per Printer Cost (Y): (X-Z)/ (No of printers on that particular site)**

**Note: Z is the Net amount of deduction imposed on that particular month due to Complete Printing Service Outage**

<b>Unresolved Faulty Printer (s) Complaint &amp; Non-Provision of Backup No of Days<sup>3</sup> (For Each Individual Printer)</b>	<b>Deduction from Per Site Per Printer Cost (Y)</b>
03	No Deduction
04~05	05% Deduction
06~07	10% Deduction
08~09	20% Deduction
10~11	30% Deduction
12~14	40% Deduction
15 or above	100% Deduction

**Penalties on Complete Printing Service Outage:**

<b>No. of Down Hours per month per site (Working Hours)</b>	<b>Z=Deduction from monthly payment (X)</b>
03~04	No Deduction
05~06	05% Deduction
07~10	10% Deduction
11 or Above	50% Deduction

**12. Prices (GCC Clause 17)**

GCC 17.1—Prices shall be: Fixed.

**13. Liquidated Damages (GCC Clause 23)**

**(Toners Delivery):** GCC 23.1— Liquidated damages shall be imposed 0.1% of the total order value per day or part thereof subject to a maximum of 5% of the total order value.

**14. Resolution of Disputes (GCC Clause 28)**

GCC 28.3—The dispute resolution mechanism to be applied pursuant to GCC Clause 28.2 shall be as follows:

---

<sup>3</sup> Complaints locked after 12:00pm on every Saturday, Monday will be considered as first working day for SLA.

In the case of a dispute between the Purchaser and the Supplier, the dispute shall be referred to adjudication or arbitration in accordance with the Pakistan Arbitration Act, 1940.

**15. Governing Language (GCC Clause 29)**

GCC 29.1—The Governing Language shall be: English.

**16. Applicable Law (GCC Clause 30)**

GCC 30.1-The Contract shall be interpreted in accordance with the laws of Islamic Republic of Pakistan which includes the following legislation:

The Employment of Children (ECA) Act 1991  
The Bonded Labour System (Abolition) Act of 1992  
The Factories Act 1934

**17. Notices (GCC Clause 31)**

GCC 31.1—Purchaser’s address for notice purposes –

Punjab Land Records Authority

2 km, Thokar Niaz Baig Bypass, Main Multan Road, Lahore

042-99330125-26, Fax 042-99330127

—Supplier’s address for notice purposes:

\_\_\_\_\_  
\_\_\_\_\_

# Annex-A List of Sites

## PLRA ARCs and ROD Sites

Sr.No	Centre Name	Address
1	18 Hazari	Arazi Record Center Tehsil 18 Hazari, Opposite 18-Hazari Police Station District Jhang
2	Ahmad Pur Sial	ARC Ahmadpur Sial near Tehsil Complex Building Tehsil Ahmadpur Sial District Jhang
3	Ahmed pur East	Arazi Record Center Tehsil Ahmed Pur East, Near Rescue 1122 office, Canal Rest House District Bahawalpur
4	Ali pur	Arazi Record Center Tehsil Ali Pur, Near Assistant Commissioner Court, District Muzaffargarh
5	Arifwala	Arazi Record Center Tehsil Arifwala, Assistant Commissioner Office Kachery, District Pakpattan
6	Attock	Arazi Record Center Tehsil Attock, Near Assistant Commissioner Office, District Attock
7	Bahawalnagar	Arazi Record Center Tehsil Bahawalnagar, DCO Office District Bahawalnagar
8	Bahawalpur City	Bahawalpur City / Saddar, Kali Pully Stop Near Rescue 1122 office, Airport Road District Bahawalpur
9	Bahawalpur Saddar	Bahawalpur City / Saddar, Kali Pully Stop Near Rescue 1122 office, Airport Road District Bahawalpur
10	Bhakkar	Arazi Record Center Tehsil Bhakkar, Tehsil Office Opposite DCO Complex, District Bhakkar
11	Bhalwal	Arazi Record Center Tehsil Bhalwal, Liaquat Shaheed Road Opposite Govt. Boys High School District Sargodha
12	Bhera	Arazi Record Center Tehsil Bhera, Tehsil Office Bhera Near Police Station, Main Malakwal Road District Sargodha
13	Bhowana	1.5 Pensra Road Bohwana Faisaabad
14	Burewala	Arazi Record Center Tehsil Burewala, Patwar Khana Near Bilal Masjid, District Vehari
15	Chack Jhumra	Arazi Record Center Tehsil Chak Jhumra, Tehsil Complex Near Assistant Commissioner Office District Faisalabad

Sr.No	Centre Name	Address
16	Chakwal	Arazi Record Center, Tehsil Chakwal Near Govt. Boys School No.2, Pinwal Road Tehsil Road District Chakwal
18	Chichawatni	Arazi Record Center Tehsil Chicha Watani, Tehsil Kacheri Chicha Watani District Sahiwal
19	Chinot	Arazi Record Center Tehsil Chinot, Near District Coordination Officer Office District Chinot
20	Chishtian	Arazi Record Center Tehsil Chishtian, TMA Office Baldia Road, District Bahawalnagar
21	Choa Saidan Shah	Arazi Record Center Tehsil Choa Saden Shah, Near Tehsil Kachery District Chakw
22	Chunian	Arazi Record Center Tehsil Chunian, Near Assistant Commissioner Office District Kasur
23	D.G Khan	Arazi Record Center Tehsil Dera Ghazi Khan, Assistant Director Local Government Office, Near Kachery Chowk District Dera Ghazi Khan
24	Darya Khan	Arazi Record Center Tehsil Darya Khan, Assistant Commissioner Office District Bhakkar
25	Daska	Arazi Record Center Tehsil Daska, Near Judges Colony Canal Side, District Sialkot
26	Depalpur	Arazi Record Center Tehsil Deepalpur, Near Kachery Chowk Tehsil Office, District Okara
27	Dina	Arazi Record Center Tehsil Dina, Beside Assistant Commissioner Office Tehsil Kachery, District Jhelum
28	Dunya Pur	Arazi Record Center Tehsil Dunia Pur, Near Assistant Commissioner Office, District Lodhran
29	Esa Khail	Arazi Record Center Tehsil Esa Khel, Near Assistant Commissioner Office District Mianwali
30	Faisalabad City	Arazi Record Center Tehsil Faisalabad City/Saddar, First Floor TMA Madina Town, Near Railway Station District Faisalabad
31	Faisalabad Sadar	Arazi Record Center Tehsil Faisalabad City/Saddar, First Floor TMA Madina Town, Near Railway Station District Faisalabad
32	Farooqabad	Arazi Record Center, Muhalla Chist Nagar Near darbar sufi, Farooqabad
33	Fateh Jang	Arazi Record Center Tehsil Fateh Jhang, Kohat Road Near College More, District Attock
34	Fatehpur	Tehsil Office, Karor Lal Esan Road, Fateh pur Distrcit Layyah

Sr.No	Centre Name	Address
35	Ferozwala	Arazi Record Center, Tehsil Ferozwala, Shamke Stop, Near Grid Station G.T. Road, Kala Shah Kaku, District Sheikhpura
36	Fortabbas	Arazi Record Center Tehsil Fortabbas, Backside Assistant Commissioner House Near Tehsil Office, District Bahawalnagar
37	Gojra	Arazi Record Center, Tehsil Gojra Tehsil Office, District Toba Tek Sing
38	Gujar khan	Arazi Record Center Tehsil Gujar Khan, Tehsil Office District Rawalpindi
39	GujranWala City	Arazi Record Center Tehsil Gujranwala, Near Old Bridge Sialkot Road, District Gujranwala
40	Gujranwala Saddar	Arazi Record Center Tehsil Gujranwala, Near Old Bridge Sialkot Road, District Gujranwala
41	Gujrat	Arazi Record Center Tehsil Gujrat, Room No.44 Distrcet Complex Building, District Gujrat
42	Hafizabad	Arazi Record Center, Tehsil Hafizabad District Courts Complex, District Hafizabad
43	Haroonabad	Arazi Record Center Tehsil Haroonabad, Tehsil Office District Bahawalnagar
44	Hasan Abdal	Arazi Record Center Tehsil Hassan Abdal, TMA Office Hassan Abdal District Attock
45	Hasilpur	Arazi Record Center, Tehsil Hasilpur Near PTCL Exchange, District Bahawalpur
46	Hazro	Arazi Record Center Tehsil Hazro, Fawara Chowk TMA Underground Building, Near Govt. High School District Attock
47	Jahanian	Arazi Record Center Tehsil Jahanian, Assistant Commissioner Office District Khanewal
48	Jalalpur Pir Wala	Arazi Record Center Tehsil Jalalpur Pir Walla Tehsil Office Shujabad Road Near AC Office, District Multan
49	Jampur	Arazi Record Center Tehsil Jaampur, Union Council Gharbi No.4 Office Main Indus Highway Jaampur, District Rajanpur
50	Jand	Arazi Record Center Tehsil Jand, Near TMA Building Tehsil Road, District Attock
51	Jaranwala	Arazi Record Center Tehsil Jarranwala, Building Fire Brigade Office Near Assistant Commissioner Office District Faisalabad
52	Jatoi	Arazi Record Center Tehsil Jatoi, Tehsil Complex District Muzaffargarh

Sr.No	Centre Name	Address
53	Jhelum	Arazi Record Center Tehsil Jhelum, Beside Thana Saddar Old Tehsil Road, District Jhelum
54	Jhang	Arazi Record Center Tehsil Jhang, Zilah Council Jhang District Jhang
55	Kabirwala	Arazi Record Center Tehsil Kabirwala, Tehsil Complex Near Tehsil Office, District Khanewal
56	Kahuta	Arazi Record Center Tehsil Kahuta, Tehsil Kacheri Opposite Assistant Commissioner Office District Rawalpindi
57	Kallar Kahar	Arazi Record Center Tehsil Kallar Kahar, Near Tehsil Office Opposite NADRA, District Chakwal
58	Kallar Syedan	Arazi Record Center Tehsil Kallar Syedan, Tehsil Office Gujar Khan Road, Near Degree College District Rawalpindi
59	Kalor kot	Arazi Record Center Tehsil Kaloor Kot, Assistant Commissioner Office District Bhakkar
60	Kamalia	Arazi Record Center Tehsil Kamalia, Near Tehsildar House District Toba Tek Singh
61	Kamoke	Arazi Record Center Tehsil Kamoki, G.T. Road, District Gujranwal
62	Karor Lal Esan	Arazi Record Center Tehsil Karor Lal Esan, Tehsil Complex Fateh Pur Road, District Layyah
63	Kasur	Arazi Record Center Tehsil Kasur, DCO Complex Near Saddar Police Station, District Kasur
64	Keror Pacca	Arazi Record Center Tehsil Kehror Pacca, Quaid-i-Azam Road Near Veterinary Hospital, District Lodhran
65	Khairpur Tamewali	Arazi Record Center Tehsil Khairpur Tamewali, Near Section Court, District Bhawalpur
66	Khan Bella	Arazi Record Center , Police Chowki Road, near union council office Tehsil Ahmed Pur Khan Bela
67	Khan pur	Arazi Record Center Tehsil Khanpur, Jinnah Town Road Near Alpine College, District Rahim Yar Khan
68	Khanewal	Arazi Record Center Tehsil Khanewal, Tehsil Office Near Awan Chowk, District Khanewal
69	Kharian	Arazi Record Center Tehsil Kharian, Tehsil Katchery Near Assistant Commissioner Office District Gujrat
70	Khurianwala	Madni Garments factory, Chak No.194 industrial area, Near BOP, adda chowk Khurianwala

Sr.No	Centre Name	Address
71	Kot Addu	Arazi Record Center Tehsil Kot Addu, New Tehsil Complex G.T. Road, Near Punjab Group of College District Muzaffargarh
72	Kot Chutta	Arazi Record Center Tehsil Kot Chutta, Tehsil Office Kot Chutta, Jaampur Road, District Dera Ghazi Khan
73	Kot Momin	Arazi Record Center Tehsil Kot Momin, Tehsil Courts Mouzamabad Road, District Sargodha
74	Kot Radha Kishan	Arazi Record Center Tehsil Kot Radha Kishan, Near TMA Office Baldia Chowk, District Kasur
75	Kotli Sattian	Arazi Record Center Tehsil Kotli Sattian, Tehsil Office District Rawalpindi
76	Lahore Cantt	Arazi Record Center Tehsil Lahore Cantt, Walton Road Near Packages Factory, District Lahore
77	Lahore City	Arazi Record Center Tehsil Lahore City, District Courts District Lahore
78	Lalian	Arazi Record Center Tehsil Lalian, Tehsil Complex Near Assistant Commissioner Office District Chinot
79	Lawa	Arazi Record Center Tehsil Lawa, District Chakwal
80	Layyah	Arazi Record Center Tehsil Layyah, Near EDO Education Office Health Office Road, District Layyah
81	Liaquatpur	Arazi Record Center Tehsil Liaquat Pur, Kacheri Road Civil Court, Behind Assistant Commissioner Office District Rahim Yar Khan
82	Lodhran	Arazi Record Center Tehsil Lodhran, Near Additional District Collector Office, Railway Road, District Lodhran
83	Mailsi	Arazi Record Center Tehsil Mailsi, Tehsil Complex District Vehari
84	Malakwal	Arazi Record Center Tehsil Malakwal, Near Chak Raib Bangla District Mandi Bahaudin
85	Mandi Bahaudin	Arazi Record Center Tehsil Mandi Bahaudin, Near District Council Secretariat Building, District Complex District Mandi Bahaudin
86	Mankara	Arazi Record Center Tehsil Mankara, Assistant Commissioner Office Tehsil Office, District Bhakkar
87	Mian Channu	Arazi Record Center Tehsil Mian Channu, Tehsil Complex District Khanewal
88	Mianwali	Arazi Record Center Tehsil Mianwali, Tehsil Office District Mianwali
89	Minchinabad	Arazi Record Center Old Tehsil Minchanabad, Abu Bakar Chowk Tehsil Block, District Bahawalnagar

Sr.No	Centre Name	Address
91	Multan City	Arazi Record Center Tehsil Multan, Multan City / Saddar NLC Bypass (Northern Bypass) Matti Tal Road, Near New Judicial Complex, Near Bakhtawar Ameen Hospital, District Multan
92	Multan Saddar	Arazi Record Center Tehsil Multan, Multan City / Saddar NLC Bypass (Northern Bypass) Matti Tal Road, Near New Judicial Complex, Near Bakhtawar Ameen Hospital, District Multan
93	Mureedkay	Arazi Record Center Tehsil Muridke, New Tehsil Complex 3-KM Narowal Road, District Sheikhupura
94	Murree	Arazi Record Center Tehsil Murree, Opposite Police Station Lower Mall Road, District Rawalpindi
95	Muzaffar Garh	Arazi Record Center Tehsil Muzaffargarh Tehsil Complex Kachery Chowk, District Muzaffargarh
96	Nankana Sahab	Arazi Record Center Tehsil Nankana Sahib, Near Officer Colony Mosque District Nankana Sahib
97	Narowal	Arazi Record Center Tehsil Narowal, Old Kachery Near Assistant Commissioner Office District Narowal
98	Noor Pur	Arazi Record Center Tehsil Noor Pur, Tehsil Complex Noor Pur Thal, District Khushab
99	Noshehra	Arazi Record Center Tehsil Nosherha Near Tehsil Complex District Khushab
100	Noshehra Virkan	Arazi Record Center Tehsil Nowshera Virkan, Matto Bhaikey Road Near Dhillio Filling Station, District Gujranwala
101	Okara	Arazi Record Center Tehsil Okara, District Courts District Okara
102	Pajian Raiwind Lahore	Arazi Record Center, AC office, paggia stop Rainwaind, Near Haier Factory
103	Pakpattan	Arazi Record Center Tehsil Pakpattan, District Coordination Officer Office District Pakpattan
104	Pasrur	Arazi Record Center Tehsil Pasroor, Tehsil Complex Near Assistant Commissioner Office District Sialkot
105	Pattoki	Arazi Record Center Tehsil Pattoki, Near Assistant Commissioner Office District Kasur
106	Phalia	Arazi Record Center Tehsil Phalia, Near Veterinary Hospital District Mandi Bahaudin
107	Pind Dandan Khan	Arazi Record Center Tehsil Pind Dadan Khan, Opposite Union Council District Jhelum

Sr.No	Centre Name	Address
108	Pindi Bhattian	Arazi Record Center, Tehsil Pindi Bhattian New Building Tehsil Complex, Near Judicial Complex District Hafizabad
109	Pindi Gheb	Arazi Record Center Tehsil Pindi Gheb, TMA Underground Building Kachery Road, District Attock
110	Piplan	Arazi Record Center Tehsil Piplan, Tehsil Office Adjacent Assistant Commissioner Office District Mianwali
111	Pir Mahal	Arazi Record Center Tehsil Pir Mahal, Assistant Commissioner Office District Toba Tek Singh
112	Quaidabad	Arazi Record Center Tehsil Quaidabad, Assistant Commissioner Office District Khushab
113	Rahim Yar Khan	Arazi Record Center Tehsil Rahim Yar Khan, Near Assistant Commissioner Office, Opposite District Accounts Office, DCO Office Road District Rahim Yar Khan
114	Raiwind Lahore	Arazi Record Center Tehsil Raiwind, District Court Compound DCO Office, District Lahore
115	Rajanpur	Arazi Record Center Tehsil Rajanpur, Waraich Colony in front of Commerece College District Rajanpur
116	Rawalpindi Raja Bazar	Arazi Record Center Tehsil Rawalpindi, G.T. Road District Rawalpindi
117	Rawalpindi Rawat	
118	Renala Khurd	Arazi Record Center Tehsil Renala Khurd, Near Sher Garh Bypass New Kachery, District Okara
119	Rojhan	Near AC office Tehsil complex, Near Zahid road Tehsil rojhan District Rajan Pur
120	Sadiqabad	Arazi Record Center, Tehsil Sadiqabad Jinnah Town, Main Road, Head Quarter Civil Defence Near AC office, District Rahim Yar Khan
121	Safdarabad	Arazi Record Center Tehsil Safdarabad, Near Assistant Commissioner Office, District Sheikhpura
122	Sahiwal	Arazi Record Center Tehsil Sahiwal, Zilla Council Office Zilla Council Secretariat, District Sahiwal
123	Sahiwal(SGD)	Arazi Record Center Tehsil Sahiwal, Near PTCL Exchange Jhang Road, District Sargodha
124	Sambrial	Arazi Record Center Tehsil Sambrial, Tehsil Complex Behind Assistant Commissioner Building District Sialkot
125	Sangla Hill	Arazi Record Center Tehsil Sangla Hill, Shah Kot Road Opposite Hill Park, District Nankana Sahib

Sr.No	Centre Name	Address
126	Sarai Alamagir	Arazi Record Center Tehsil Sara-e-Alamgeer, Tehsil Kachery Near Assistant Commissioner Office District Gujrat
127	Sargodha	Arazi Record Center Tehsil Sargodha, Zillah Kachery Road Near Tehsildar & Assistant Commissioner Office District Sargodha
128	Shahkot	Arazi Record Center Tehsil Shah Kot, TMA Office District Nankana Sahib
129	Shahpur	Arazi Record Center Tehsil Shah Pur Saddar, Kachery Compound Near Assistant Commissioner Office District Sargodha
130	Shakargarh	Arazi Record Center Tehsil Shakargarh, Tehsil Kachery District Narowal
131	Shalimar Lahore	Arazi Record Center Tehsil Lahore Shalimar, Assistant Commissioner Office TMA Building, District Lahore
132	Sharaqpur	Arazi Record Center Tehsil Sharaqpur, Thana Street District Sheikhpura
133	Sheikhpura	Arazi Record Center Tehsil Sheikhpura, Near Registry Branch District Courts, District Sheikhpura
134	Shorkot	Arazi Record Center Tehsil Shorkot, Tehsil Office District Jhang
135	Shujaabad	Arazi Record Center Tehsil Shujabad, New Tehsil Complex Near Girls Degree College, District Multan
136	Shujaabad II	Arazi Record Center Tehsil Shujabad, New Tehsil Complex Near Girls Degree College, District Multan
137	Sialkot	Arazi Record Center Tehsil Sialkot, Near Civil Defence Jinnah Stadium, District Sialkot
138	Silanwali	Arazi Record Center Tehsil Sillanwali, Near Assistant Commissioner Office District Sargodha
139	Sohawa	Arazi Record Center Tehsil Sohawa, Beside Assistant Commissioner Office Tehsil Kachery, District Jhelum
140	Sumandari	Arazi Record Center Tehsil Samundari, Rahim Sports Complex Backside Boys Degree College, Samundari District Faisalabad
141	T.T.S	Arazi Record Center Tehsil Toba Tek Singh, Near AC Office Purani Kachery, District Toba Tek Singh
142	Tala Gang	Arazi Record Center Tehsil Talagang, Near Girls Degree College New Judicial Complex, District Chakwal

Sr.No	Centre Name	Address
143	Tandlian Wala	Arazi Record Center Tehsil Tandlianwala, Tehsil Building District Faisalabad
144	Taunsa	Arazi Record Center Tehsil Taunsa Sharif, Tehsil Office District Dera Ghazi Khan
145	Taxila	Arazi Record Center Tehsil Taxila, Tehsil Office District Rawalpindi
146	Uch Sharif	Arazi Record Center , Tehsil Ahmed Pur , Jalalpur Road, Opposite of NBP Bank , District Bahawalpur
147	Vanike Tarar	Arazi Record Center Vanika Tara, Union Council Office Tehsil Hafizabad
148	Vehari	Arazi Record Center Tehsil Vehari, District Complex District Vehari
149	Wazirabad	Arazi Record Center Tehsil Wazirabad, Ahmad Nagar Road Near Mahar Nursery, District Gujranwala
150	Yazman	Arazi Record Center Tehsil Yazman, Near AC Office Old Tehsil Complex, District Bahawalpur
151	Zafarwal	Arazi Record Center Tehsil Zaffarwal, Near Assistant Commissioner Office Katchery, District Narowal

Sr.	ROD Sites	Sr.	ROD Sites	Sr.	ROD Sites	Sr.	ROD Sites
1	Attock	41	Esa Khail	81	Vehari	121	Chak Jhumra
2	Fateh Jhang	42	Piplan	82	Burewala	122	Tandlianwala
3	Hassan Abdal	43	Khushab	83	Mailsi	123	Gujranwala City
4	Jand	44	NoorPur	84	LiaqatPur	124	Gujranwala Saddar
5	Pindi Gheb	45	Qaidabad	85	Rahim Yar Khan	125	Wazirabad
6	Hazro	46	Noshehra	86	Khanpur	126	Noshera Virka
7	Bahawalnagar	47	Nankana Sahab	87	Sadiqabad	127	Kamokee
8	Chishtian	48	Shahkot	88	Rajanpur	128	Kasur
9	Fort Abbas	49	Sangla Hill	89	Jampur	129	D.G Khan
10	Minchinabad	50	Sheikhupura	90	Muzaffargarh	130	Lahore Shalimar
11	Haroonabad	51	Ferozewala	91	Kot Addu	131	Lahore Model Town
12	Chakwal	52	Mureedkay	92	Jatoi	132	Lahore
13	Choa Saidan	53	Safdarabad	93	AliPur	133	Lahore City /Raiwind
14	Kallar Kahar	54	Sharaqpur	94	Kotli Sattian	134	Sahiwal
15	Lawa	55	Pakpattan	95	Taxila	135	Chichawatni
16	Talagang	56	Arifwala	96	Chunian	136	Rawalpindi Saddar
17	Jhelum	57	Okara	97	Kot Radha Kishan	137	Rawalpindi City
18	PD Khan	58	Depalpur	98	Pattoki	138	Kahuta
19	Dina	59	Renala Khurd	99	Taunsa	139	Gujar Khan

20	Sohawa	60	Chiniot	100	Khairpur Tamewali		
21	Hafizabad	61	Lalian	101	Yazman		
22	Pindi Bhattian	62	Bhowana	102	Bahawalpur City		
23	Narowal	63	Jhang	103	Bahawalpur Saddar		
24	Shakargarh	64	18-Hazari	104	Ahmad Pur East		
25	Zafarwal	65	Shorkot	105	Hasilpur		
26	MBD	66	Ahmed Pur Sial	106	Sargodha		
27	Malakwal	67	T.T Singh	107	Kot Momin		
28	Phalia	68	Gojra	108	Bhalwal		
29	Sialkot	69	Kamalia	109	Silanwali		
30	Daska	70	Pir Mahal	110	Shahpur		
31	Pasrur	71	Khanewal	111	Sahiwal Sargodha		
32	Sambrial	72	Mian Channu	112	Bhera		
33	Gujrat	73	Jahanian	113	Multan city		
34	Sarai Alamgir	74	Kabirwala	114	Multan Saddar		
35	Kharian	75	Layyah	115	Shujabad		
36	Bhakkar	76	Choubara	116	Jalalpur Pirwala		
37	Darya Khan	77	Karor Lal Ehsan	117	Faisalabad City		
38	Kalor Kot	78	Lodhran	118	Faisalabad Saddar		
39	Mankera	79	Kehror Pacca	119	Jaranwala		
40	Mianwali	80	DunyaPur	120	Samundari		

Sr. #	Qanungoi ARC
1	مبارک پور
2	بیڈ راجکان
3	جھانگی والی
4	بہاولپور - II
5	ٹونگہ بونگہ
6	مروٹ (چک 327-ایچ آر)
7	منڈی صادق گنج
8	تاج گڑھ
9	ججہ عباسیاں
10	رکن پور

11	شہباز پور
12	وہوا
13	Choti
14	ٹرائیبل ایریا (کوہ سلیمان)
15	کوٹلہ مغلان
16	(چوک اعظم) TDA-280
17	سرشتہ تھل جنٹی (کوٹ سلطان)
18	چوک سرور شہید
19	شہر سلطان
20	جکھڑ (740-گ ب)
21	چوبلہ (رجانہ)
22	لشاری (روڈو سلطان)
23	گڑھ مہاراجہ (گڑھ موڑ)
24	میرنیوالہ
25	حسام (چنڈ بہروانہ)
26	منگوانہ
27	ماموں کاجن
28	ستیانہ
29	مرید والہ (کھدر والا)
30	ٹھیکری والہ
31	گٹ والہ
32	جلالپور بھٹیال
33	چونڈہ
34	Kubbay Chak
35	وڈالہ سندھوان
36	ٹنگہ-1
37	لالہ موسیٰ

38	کنجاہ
39	جلالپور جٹاں
40	تلونڈی راہوالی
41	قلعہ دیدار سنگھ
42	ایمن آباد
43	نوکھر
44	علی پور چٹھہ
45	قادر آباد (بھوا حسن)
46	منڈی بہاؤ الدین
47	تلونڈی بہنٹراں
48	بارہ منگا (نور کوٹ)
49	کوٹ نیناں
50	ابوالخیر (کوٹ عبدالملک)
51	جندیالہ شیرخان
52	نارنگ
53	پھول نگر (بھائی پھیرو)
54	کنگن پور
55	الہ آباد
56	کھڈیاں
57	بڑا گھر
58	ناتھا (موڑ کھنڈا)
59	ٹھٹھہ صادق آباد
60	کچا کھوہ (چک شہانہ)
61	باگڑ
62	ککڑ بٹہ
63	Tulumba
64	محسن وال
65	L-12
66	L- 2

67	M - 34
68	دکھنہ گھارو
69	روانی
70	Goran
71	Rajapur
72	بھوٹیجی
73	Muzafarabad
74	مخدوم رشید
75	قصبہ
76	بوسن
77	غازی پور
78	جوئیہ (ساھوکہ)
79	لال سگو (دوکوٹہ)
80	کسم سر (ماچھیوال)
81	ملال
82	فتح جنگ
83	بابتر
84	کھوڑ
85	اٹک 1
86	چھب
87	دومیل (پنڈ سلطانی)
88	تاجک (کوٹھہ کلاں)
89	جہلم 2
90	دھنیالہ (نکیال)
91	ٹمن
92	واہ
93	چکلالہ (دھمیال)

94	اڈیالہ
95	چکری
96	(دولتالہ) جاتلی
97	گوگیرہ (بھکوان پورہ)
98	کوبلہ (نول)
99	حجرہ شاہ مقیم
100	حویلی لکھا
101	چوچک (GD-4)
102	نورپور
103	پیر غنی
104	قبولہ
105	شاہ کوٹ
106	کسووال
107	غازی آباد
108	ہڑپہ
109	نور شاہ
110	چہینہ
111	دلیوالہ
112	رنگ پور بگھور
113	بھاگتالہ
114	مٹھ لک
115	کمر مشانی