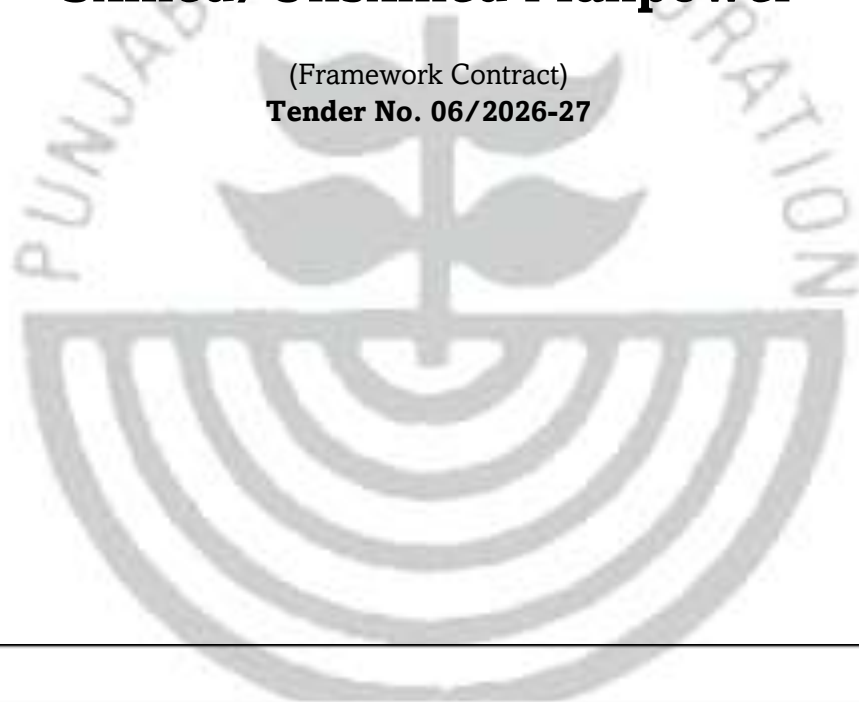


BIDDING DOCUMENT

For

Hiring of Third-Party Services for Skilled/Unskilled Manpower

(Framework Contract)
Tender No. 06/2026-27



Punjab Seed Corporation
4-Lytton Road, Lahore.

Ph. No. 042-99212563
Corporation Website: www.psc.gop.pk

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GRIEVANCE REDRESSAL COMMITTEE MEMBERS

Sr. No.	Name & Designation	Phone	Email	Address
1	Director Marketing	042-99212571-4	marketing@psc.punjab.gov.pk	4-Lytton Road, Lahore
2	Assistant Director Audit	042-99212571-4	audit@psc.punjab.gov.pk	4-Lytton Road, Lahore
3	Assistant Director Legal	042-99212571-4	legal@psc.punjab.gov.pk	4-Lytton Road, Lahore



INVITATION FOR BIDS

Punjab Seed Corporation (PSC) is an autonomous body of the Government of Punjab, established under Punjab Seed Corporation Act 1976. Open competitive bids in the form of online proposals in accordance with PPRA-Rules 2014 “**Single Stage Two Envelopes Bidding Procedure**” are invited by Punjab Seed Corporation, Lahore from registered companies/firms for the “**Hiring of Third-Party Services for Skilled/Unskilled Manpower**” under framework contract, for a period of one year from date of award of contract, extendable for further one year subject to satisfactory performance of contractor, applicable PPRA Rules and approval of competent authority. The detailed description is available in Bidding Document which can be downloaded from websites of PPRA (<https://ppra.punjab.gov.pk/>), Punjab e-Procurement System (www.ep.punjab.gov.pk), and PSC (www.psc.gop.pk)

S.No	DETAILS	ESTIMATED COST (Rs.)	2% Bid Security (Rs.)
1	Hiring of Third-Party Services for Skilled/Unskilled Manpower	Rs. 65.696 million	Rs. 1,314,000/-

- I. The proposal must be submitted online through Punjab e-Procurement System (www.ep.punjab.gov.pk) before **30.10.2026 at 11:00 AM**.
- II. Submission of bids by hand shall not be allowed in accordance with PPRA Rules regarding Punjab e-Procurement System.
- III. Technical Bids will be opened on the same day **30.10.2026 at 11:30 AM** online and intimation would be automatically updated to the bidders on Punjab e-Procurement System. Date of opening of financial bids would be announced and updated on Punjab e-Procurement System after approval of technical bids.
- IV. The required bid security shall be submitted online only via PSID generated on Punjab e-Procurement System.
- V. Bid prices shall be quoted in Pak Rupees (PKR).
- VI. The companies/ firms must have valid Registration Certificate for Income Tax (NTN) & PRA.
- VII. Incomplete Proposals shall not be considered.
- VIII. The bid validity period shall be 90 days from the last date for submission of the Bid.
- IX. Punjab Seed Corporation, reserves the right to reject all proposals / bids submitted in response to this tender notice prior to acceptance.

Assistant Director Purchase

Head Office, Lahore.

042-99212563

INSTRUCTIONS TO BIDDERS

INTRODUCTION

1. Scope

- 1.1.** The Punjab Seed Corporation (hereinafter referred to as “Corporation”) wishes to receive Bids for the services mentioned in Invitation to Bid at the earlier page and bidders are expected to provide services of Skilled/Unskilled manpower and other such obligations specified hereinafter (hereinafter referred to as “Services”)
- 1.2.** The bid is to be completed and submitted to the Punjab Seed Corporation in accordance with these Instructions to Bidders.
- 1.3.** No minimum quantity is guaranteed, and permissible quantity variation shall not itself create any compensation claim, subject to the contract's dispute-resolution provisions.
- 1.4.** Notwithstanding anything contained, it is the sole discretion of the Corporation that the number of workers to be provided may be increased up to the limits in award letter or decreased at any time and the contractor shall have no right to claim compensation, damages, or loss of profit due to such increase or decrease in manpower requirement.
- 1.5.** Framework Contract Operation, Deployment Orders and Quantity Variation
 - i. The Contract shall be executed as a Framework Contract for a period of one (01) year from the date of award. The selected contractor shall provide Skilled/Unskilled Manpower Services as per the terms, conditions, approved rates, and requirements of the Corporation.
 - ii. The Corporation shall not be bound to utilize the complete quantity mentioned in the Schedule of Requirements. Manpower shall be deployed as per actual operational requirements through written deployment instructions/work orders issued from time to time.
 - iii. The Corporation reserves the right to increase, decrease, or discontinue manpower requirements during the contract period. No claim for compensation, loss of profit, or damages shall be admissible due to such variation.
 - iv. Payment shall be made monthly against verified manpower deployment and satisfactory performance of services. The contractor shall submit invoices along with attendance records, deployment details, wage payment proof, and required statutory compliance documents.
 - v. The contractor shall ensure continuous availability of required manpower and shall provide suitable replacement of absent or unsuitable personnel within the time specified by the Corporation.
 - vi. No payment shall be made for absent, unauthorized, or non-deployed manpower or services not performed as per the requirements of the Corporation.

2. Eligible Bidder

The Invitation for Bid is open to eligible companies/firms fulfilling the criteria as mentioned

below:

- i. The Invitation to Bids is open to all Service Providers i.e. firms/companies, registered with relevant Registration Authorities and Tax Departments/Authorities (Income Tax, Sales Tax & Punjab Sales Tax etc.), except as provided hereinafter.
- ii. Bidders should not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Procuring Agency to provide consultancy services for the preparation of the design, specifications, and other documents to be used for the procurement of the services to be purchased under this Invitation to Bids.
- iii. Government-owned enterprises may participate only if they are duly/legally authorized in this regard by the respective/relevant competent forum/authority.
- iv. Bidders shall not be under a declaration of blacklisting by the Procuring Agency.
- v. A Bidder shall not have a conflict of interest. All Bidders found to have a conflict of interest shall be disqualified. A Bidder may be considered to have a conflict of interest with one or more parties in this Bidding process, if they:
 - a) are associated or have been associated in the past, directly or indirectly with a firm or any of its affiliates which have been engaged by the Procuring Agency to provide consulting services for the preparation of the design, specifications and other documents to be used for the procurement of the services to be purchased under this Invitation for Bids.
 - b) have controlling shareholders in common; or
 - c) receive or have received any direct or indirect subsidy from any of them; or
 - d) have the same legal representative for purposes of this Bid; or
 - e) have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Bid of another Bidder, or influence the decisions of the Procuring Agency regarding this Bidding process; or
 - f) submit more than one Bid in this Bidding process, However, this does not limit the participation of subcontractors in more than one Bid.
- vi. A Bidder may be ineligible if –
 - (a) the Bidder is declared bankrupt or, in the case of company or firm, insolvent;
 - (b) payments in favor of the Bidder is suspended in accordance with the judgment of a court of law other than a judgment declaring bankruptcy and resulting, in accordance with the national laws, in the total or partial loss of the right to administer and dispose of its property;
 - (c) legal proceedings are instituted against such Bidder involving an order suspending payments and which may result, in accordance with the national laws, in a declaration of bankruptcy or in any other situation entailing the total or partial loss of the right to administer and dispose of the property;
 - (d) the Bidder is convicted, by a final judgment, of any offence involving professional conduct;
 - (e) The Bidder is debarred and blacklisted due to involvement in corrupt and fraudulent practices in accordance with the provision of section 17A of PPRA Act, 2009 and Rule-21, read with Schedule appended with, Punjab Procurement Rules, 2014.

- (f) The Bidder is debarred and blacklisted in general (i.e. to the extent of all public procurement) due to consistent performance failure in accordance with the section 17A of PPRA Act, 2009 and Rule-21, read with Schedule appended with, Punjab Procurement Rules, 2014.
- (g) The firm, Service Provider and contractor is blacklisted/ debarred by any international organization.
- vii. Bidders shall provide to the Procuring Agency evidence of their eligibility, proof of compliance with the necessary legal requirements to carry out the contract effectively.
- viii. Bidders shall provide such evidence of their continued eligibility satisfactory to the Procuring Agency, as the Procuring Agency shall reasonably request.

3. Cost of Bidding

The bidder shall bear all costs associated with the preparation and delivery of its Bid, and the Corporation will in no case be responsible or liable for those costs.

4. Joint Ventures

Joint Ventures shall not be allowed.

5. Assurance

The successful bidder will be required to provide satisfactory assurance of its ability and intention to provide Skilled/Unskilled Manpower Services in accordance with the Contract.

BIDDING DOCUMENTS

The bidding documents for the subject tender shall be available free of cost on Punjab e-Procurement System, PPRA Punjab website, and PSC website.

1. Contents of Bidding Documents

1.1. The Services required, bidding procedures and Contract terms are prescribed in the bidding documents. In addition to the Invitation for Bid, the bidding documents include:

- a) Instructions to Bidders
- b) Schedule of Requirements and Scope of Services
- c) Bid Form
- d) Annexures:

Annex-A: Containing schedule of requirements

Annex -B: Technical Evaluation criteria and list of documentary evidence

Annex-C: Contract Agreement (Terms & Conditions)

Annex-D: General Information Form.

Annex-E: Undertaking by bidder

Annex-F: Financial Proposal Form

1.2. The bidder is expected to examine all instructions, forms, terms and scope of services in the Bidding Documents. Failure to furnish all information required in the Bidding documents or submission of a bid not substantially responsive to the bidding documents in every respect will result in the rejection of the bid.

2. Clarification of Bidding Documents

The prospective bidder requiring any further information or clarification of the bidding documents may notify the Corporation in writing at Punjab e-Procurement System or by visiting at the following address:

Commercial Cell, Punjab Seed Corporation, 4-Lytton Road, Lahore

PSC will respond in writing to any request for information or clarification of the bidding documents which it receives no later than three (03) days prior to the deadline for the submission of bid.

3. Amendment to Bidding Documents

- 3.1.** At any time prior to the deadline for submission of bid, the PSC may, for any reason, whether at its own initiative or in response to a clarification requested by the prospective bidder, modify the bidding documents by amendment.
- 3.2.** The amendment shall be part of the bidding documents, which will be notified in writing on Punjab e-Procurement System.
- 3.3.** In order to afford the prospective bidder reasonable time in which to take the amendment into account in preparing its bid, the Corporation may, at its discretion, extend the deadline for the submission of bid.

PREPARATION OF BID

4. Language of Bid

The bid prepared by the bidder and all correspondence and documents relating to the bid exchanged by the bidder and the Corporation shall be written in the English language. Any printed literature furnished by the bidder may be written in another language, provided that this literature is accompanied by an English translation, in which case, for purposes of interpretation of the bid, the English translation shall govern.

5. Documents Comprising the Bid

The bid prepared by the bidder shall comprise of “Technical Proposal” and “Financial Proposal” under Rule 38 (2-a) single stage two envelopes procedures.

6. Price Schedule

The Bidder shall complete the appropriate Price Schedule furnished in the Bidding Documents in accordance with instructions contained in this document.

7. Bid Form

The bidder shall complete the Bid Form duly signed by the authorized personnel along with the stamp of the company and all the annexures furnished in the bidding documents.

8. Bid Prices

- 8.1.** The bidder shall complete the Price Schedule for all categories as per the instructions contained in this document. The bidder is required to quote rates for all categories of workers otherwise incomplete/partial quotation shall not be accepted.
- 8.2.** Prices quoted in the Price Schedule for providing Skilled/Unskilled Manpower Services should be entered in the following manner:
 - (i) A bidder is required to quote prices for all categories of workers required.
 - (ii) The blank or partially / conditionally filled Price Bid would be considered non-competitive and such bid shall not be considered.
 - (iii) The price is to be submitted in Pak Rupees. Applicable taxes shall be charged only on the management cost.
 - (iv) Quoted management cost shall remain fixed throughout the contract period. Any change in wages, statutory contributions, government levies or mandatory

payments imposed through applicable Government notifications/laws shall be adjusted accordingly.

9. Bid Currencies

Prices shall be quoted in Pak Rupees.

10. Bid Security

- 10.1.** The bidder shall furnish, as part of its bid, a bid security amounting to 2% of estimated cost.
- 10.2.** The bid security shall be denominated in Pak Rupees and shall be deposited online only via PSID generated on Punjab e-Procurement System.
- 10.3.** An unsuccessful bidder's bid security will be discharged or returned, or both, as promptly as possible upon award of Contract.
- 10.4.** The bidder's bid security will be returned, upon the bidder's executing the contract, and furnishing the performance security.
- 10.5.** The bid security may be forfeited:
 - (a) If the bidder withdraws its bid during the period of bid validity specified by the bidder on the Bid Form; or
 - (b) If the bidder does not accept the correction of the Total Bid Price;or
 - (c) If the bidder fails;
 - (i) To sign the contract; or
 - (ii) To furnish the performance security.

11. Qualification Criteria of Technical Proposal

The detailed qualification criteria and required documentary evidence are provided in Part-A and Part-B of this bidding document.

12. Period of Validity of Bid

- 12.1.** The bid shall remain valid for ninety (90) days from the date of bid closing prescribed by the Corporation, as mentioned in Invitation for Bid.
- 12.2.** Notwithstanding Clause 10 above, the Corporation may solicit the bidder's consent to an extension of the period of bid validity. The request and the responses thereto shall be made in writing or by email. If the bidder agrees to the extension request, the validity of the bid security provided under Clause 12.1 shall also be suitably extended. The bidder may refuse the request without forfeiting its bid security. The bidder will not be required or permitted to modify its bid.

13. Format and Signing of Bid

- 13.1.** The bidder shall submit the duly completed and signed bidding documents along with required forms and supporting documents through Punjab e-Procurement System.
- 13.2.** Prescribed Bid Form and annexures shall be used and not to be retyped. The original bid shall be typed or written in indelible ink and shall be signed by the bidder or a person duly authorized to sign on behalf of the bidder. Such authorization shall be indicated by written power of attorney accompanying the bid. All pages of the bid where entries and amendments have been made shall be initialed by the person signing the bid.
- 13.3.** The bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the bidder, in which case such corrections shall be initialed by the person or persons signing the bid.



SUBMISSION OF BID

14. Deadline for Submission of Bid

- 14.1.** The bids must be submitted online only through Punjab e-Procurement System on or before **30.10.2026 by 11:00 AM**. Technical proposals shall be opened on the same day and financial bids shall be kept unopened until technical evaluation is done. Financial bids shall be opened after 5 days of uploading technical evaluation report. Financial bids of only technically qualified bidders shall be opened.
- 14.2.** The Corporation may, at its discretion, extend the deadline for the submission of bids by amending the bidding documents in accordance with Clause 3, in which case all rights and obligations of the Corporation and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

15. Late Bid

The bid received by the Corporation after the deadline for submission of bid prescribed by the Corporation, will be rejected and returned unopened to the bidder.

16. Modification and Withdrawal of Bid

- 16.1.** The bidder may modify or withdraw its bid after the bid's submission but before bid submission deadline, as per permissions given on the Punjab e-Procurement System.
- 16.2.** The bid may not be modified subsequent to the deadline for submission of bid.
- 16.3.** The bid may not be withdrawn in the interval between the deadline for submission of bid and the expiration of the period of bid validity specified on the Bid Form. Withdrawal of a bid during this interval may result in the bidder's forfeiture of its bid security.

OPENING AND EVALUATION OF BID

17. Opening of Bid

- 17.1.** The Technical proposal shall be opened online through Punjab e-Procurement System at the date and time specified in the Invitation for Bid. The opening details shall be automatically updated on the e-Procurement System.
- 17.2.** After the evaluation of the technical proposal, time, date and venue for opening of financial proposal of technically accepted bids shall be communicated in advance within the Bid validity period.
- 17.3.** The bidder's representatives who choose to be present on the financial bid opening day may sign their attendance evidencing their presence.

18. Clarification of Bid

To assist in the examination, evaluation and comparison of bid, the Corporation may, at its discretion, ask the bidder for a clarification of its bid. All responses to requests for clarification shall be in writing, and no change in the price or substance of the bid shall be sought, offered or permitted except as required to confirm the corrections of arithmetical errors discovered in the evaluation of bid.

19. Determination of Responsiveness of Bid

- 19.1.** Prior to the detailed evaluation of the bid, the Corporation will examine and determine the substantial responsiveness of the bid to the requirements of the bidding documents. A substantially responsive bid is one which:
- (a) meets the eligibility criteria specified in Part A: Mandatory Requirements of Annex-B;
 - (b) has been properly signed on the Bid Form;
 - (c) is accompanied by the required Securities and these Securities are valid and in good order;
 - (d) meets the manpower requirement set out in Annex A;
 - (e) meets the rate and limit of liquidated damages as specified in Clause 30.8
 - (f) is otherwise complete and generally in order;
 - (g) conforms to all the terms, conditions and Specifications of the bidding documents.

- 19.2.** The bidder's responsiveness shall be based on the contents of the bid itself without recourse to extrinsic evidence.
- 19.3.** The bid determined as not substantially responsive will be rejected by the Corporation and may not subsequently be made responsive by the bidder by correction or withdrawal of the nonconforming deviation or reservation.
- 19.4.** Correction of Arithmetical Errors: Bid determined to be substantially responsive will be checked by the Corporation for any arithmetic errors. Errors will be rectified as follows:
- (a) for the total individual bid price of each category of workers entered in the Bid Form, if there is a discrepancy between the amounts in Figures and in words, the amount which tallies with the total individual Bid Price of each worker, shown in the Price Schedule for each worker, will govern unless the Bid Contains a specific statement confirming the total individual Bid cost of each worker.
 - (b) where there is a discrepancy between the unit rate and the total price resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern and the total price shall be corrected, unless in the opinion of the Corporation, there is an obviously gross misplacement of the decimal point in the unit rate, in which case the total price for each worker as quoted will govern and the unit rate will be corrected, and
 - (c) where there is a discrepancy between the total price quoted and itemized price (quoted as per worker per month) in the Price Schedule, in such case the itemized prices will govern.

The amount stated in the Bid Form will be adjusted by the Corporation in accordance with the above procedure for the correction of errors, and shall be considered as binding upon the Bidder. If the Bidder does not accept the correction of the errors for any category of workers in the Bid, his Bid will be rejected and the Bid Security for that item will be forfeited.

The corrected Total Individual Bid Price for each worker: The cost as determined after the application of arithmetic corrections shall be termed as Corrected Total individual Bid cost for each worker.

20. Evaluation and Comparison of Bids

The Corporation will evaluate and compare the bids previously determined to be substantially responsive, as per evaluation criteria mentioned at Annex-B, as stated hereinafter.

21. Basis of Evaluation and Comparison of Bid

The Bids of only those Bidders who are substantially responsive to the requirements of the Bidding document will be considered for evaluation. The technical bid evaluation criteria would be pass/fail system and comparison of the Bids will be done **on Total Management Cost**. The offer/ contract will be awarded to those Bidders whose corrected and evaluated Bid Price for the total management cost is the lowest and includes all categories of workers.

Evaluated Bid Prices

The Corporation evaluation of a bid will take into account in addition to the Bid Price, the

following factors (Adjustments) in the manner and to the extent stated hereinafter. Adjustment will be based on corrected Bid Prices. The price so determined after making such adjustments will be termed as Evaluated Bid Price. Correction of arithmetical errors as stated in Clause 19.4. The cost of making good any deficiency resulting from any acceptable, quantifiable variations and deviations from the Schedules, Conditions of Contract and Specifications, shall be added to the corrected Bid Price for comparison purposes only.

22. Contacting the Corporation

Any effort by a bidder to influence the Corporation in the Corporation's decisions in respect of bid evaluation, or Contract award will result in the rejection of the bidder's bid.

23. Corporation's Right to Accept the Bid or Reject the Bid

The Corporation reserves the right to accept or reject any bid at his sole discretion and to annul the bidding process at any time prior to award of Contract, without thereby incurring any liability to the bidder or any obligation to inform the bidder of the grounds for the Corporation's action.

AWARD OF CONTRACT

24. Post-qualification and Award Criteria

- 24.1.** The Corporation will determine to its satisfaction whether the bidder is offering Services at reasonable prices and is qualified to satisfactorily perform the Contract
- 24.2.** An affirmative determination will be prerequisite for award of the Contract to the bidder. A negative determination will result in rejection of the bidder's Bid.
- 24.3.** The Corporation will award the Contract to the bidder if its bid has been determined to be substantially responsive to the bidding documents as determined by the Corporation, provided further that the bidder is determined to be qualified to satisfactorily perform the Contract.

25. Corporation's Right to Vary Quantities at Time of Award

The Corporation reserves the right at the time of award of Contract to increase or decrease the quantity of Service specified in the Specifications, without any change in unit prices or other terms and conditions, in accordance with PPRA Rules, 2014.

26. Notification of Contract Award

- 26.1.** Prior to the expiration of the period of bid validity, the Corporation will notify the bidder in writing on Punjab e-Procurement System that its bid has been accepted. This letter is termed as Letter of Acceptance.

- 26.2.** The notification of award will constitute the formation of a contract, until the Contract has been executed.

27. Signing of Contract

- 27.1.** After the acceptance of performance security by the Corporation, the Corporation will send to the successful bidder the Contract Form provided in the bidding documents, incorporating all agreements between the parties.
- 27.2.** Within five (5) working days of the receipt of such Contract Form, the bidder shall sign and date the Contract and return it to the Corporation.

28. Performance Security

- 28.1.** Within seven (07) days of the receipt of the Letter of Acceptance from the Corporation, the bidder shall furnish the performance security, in accordance with the Conditions of Contract, in the performance security Form provided in the bidding documents or another form acceptable to the Corporation.

29. Grievance Redressal:

PSC Grievance Redressal Committee under the prevailing Punjab Procurement Rules is as follows:

1. Director Marketing, PSC HQ Lahore
2. Assistant Director Legal, PSC HQ Lahore
3. Assistant Director Audit, PSC HQ Lahore

Complaint regarding technical evaluation within 05 days of publishing of technical evaluation report, and 10 days after announcement of the final bid evaluation report; decision within the statutory period under Rules 67 and 67A of PPRA Rules 2014. All grievances are to be submitted ONLY on Punjab e-Procurement System, in accordance with PPRA Regulations, 2024. Manual or late submission shall not be considered, in accordance with aforementioned rules.

30. SPECIAL CONDITIONS

- i. The bidder is expected and shall be deemed to have thoroughly examined the bid document, scope of services, terms, requirements etc. including all terms and conditions. Bidder shall sign & stamp each page of this document.
- ii. The bidder shall bear all costs / expenses associated with the preparation and submission of the bid(s) and the Corporation shall in no case be responsible / liable for those costs / expenses.
- iii. The prospective bidders may solicit clarification of the services specification as mentioned in bid document in writing.
- iv. The Punjab Seed Corporation will not tolerate any discourteous, intolerant, rowdy or uncouth behavior of contractor's manpower/labor with any Corporation staff member or with any customer in Punjab Seed Corporation Premises.
- v. In case of happening of misconduct incidents (as described in the above clause), the Punjab Seed Corporation reserves the right to cancel this agreement without any prior notice.
- vi. The verbal intimation would be duly followed by written request mentioning therein the circumstances/ reason on next day.
- vii. The contractor is responsible for any kind of damage, theft etc. of property both moveable and Immoveable of Punjab Seed Corporation, due to any act, omission, negligence or misconduct attributable to the contractor or its personnel, following verification. If such event happens, the contractor will compensate the company within 10 days without any deduction.
- viii. PSC shall not be liable for loss or damage to the Contractor's property/personnel arising from force-majeure events except to the extent attributable to PSC's negligence or breach.
- ix. The bidder shall comply with the schedule of requirements mentioned in **Annex-A**. Annex-A of the bidding document includes scope of services, schedule of requirements, and related details.
- x. The contractor shall maintain bank accounts of his employees and shall disburse salaries on monthly basis in their respective bank accounts. Bank statement would be shared with Punjab Seed Corporation on monthly basis so as to ensure compliance to applicable minimum wages under Punjab Government.
- xi. The contractor is responsible for payment of social security and EOBI payments to relevant Govt. Departments. Documentary evidence shall be shared with Corporation every month before claiming the bills.
- xii. The bidder/company shall comply with the minimum wage requirements applicable per month per person or per day per person, as prescribed in the Schedule of Wage Rates 2025 issued by the Labour & Human Resource Department, Government of the Punjab. The revised wage rates for 2026, whenever issued by the competent authority, shall be applicable. In case of any revision in wage rates by the Government, the bidder shall be bound to comply with the revised rates accordingly.
- xiii. In any given month, the wages given shall match the latest rates of wages issued by the Labour & Human Resource Department.
- xiv. In case of revision of minimum wages, EOBI, Social Security or PRA, adjustment shall be made on pro-rata basis.

30.1. Bid Price

- i. The prices shall be in Pak Rupees, and the reimbursable costs such as employees' wages, EOBI, Social Security shall not be liable to any tax. However, all applicable taxes shall be charged on firm's management cost.
- ii. Please note all the services shall be provided at the offices/premises of the Corporation and bid price include all costs as mentioned above in this section. **If not specifically mentioned in proposal, it will be presumed that the prices include all taxes and no appeal, representation or clarification to the contrary will be accepted.**
- iii. The contractor shall bear all expenditures accruing on or relating to registration of contract document (i.e., stamp papers, duties, registration charges at sub registrar office including the fee of local commission and others, etc. excluding the contract price).

30.2. Validity of Bid

The bid validity period shall be 90 days from the last date for submission of the Bid.

30.3. Bid Security / Performance Guarantee (Format of All Securities Required)

The Bid Security equal to 2% (two percent) i.e. of the **Total Estimated Price** which shall be deposited online via PSID generated on Punjab e-Procurement System. **Bid security has a minimum validity period of ninety (90) days from the last date for submission of the Bid.** Successful Bidder's bid security shall be discharged upon furnishing the **performance security/guarantee** which shall be 10% of the contract price, which shall also be deposited online via PSID generated on Punjab e-Procurement System.

The bid Security may be forfeited:

- (a) if a Bidder withdraws its bid during the period of bid validity **Or**
- (b) In the case of a successful Bidder, if the Bidder fails to sign the Contract or fails to provide a performance security/guarantee.

Note: The Corporation can hold the Bid Security of top 2 bidders till the acceptance or award of contract. And if the first lowest evaluated bidder withdraws his bid due to any reason, the Corporation may forfeit bid security of such first bidder and offer the contract at its sole discretion to the second lowest evaluated bidder if it seems feasible.

30.4. Withdrawal of Bids

The bid can be withdrawn after submission at Punjab e-Procurement System portal before its last time of submission. No bid can be withdrawn after submission time is over. The withdrawal bids on the part of bidders after opening time will result into forfeit of security. The withdrawal from offer to sign the contract will also result to forfeiture of security.

30.5. Bid Evaluation Criteria / Bidding Procedure

The Corporation will follow PPRA Rules 2014 “**Single Stage Two envelope procedure**” for the entire process of the procurement. The evaluation and award shall be made on the lowest evaluated management total cost among technically responsive bidders. The technically qualified bid with the Lowest Evaluated Management Cost will be selected.

30.6. Clarification of Bids.

During evaluation of the bids, the Corporation 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.

30.7. Delivery Period and Transportation.

- i. The intimation regarding the start of services will be within an appropriate and reasonable time as per request or need what the case may be. Any delay or extension in the provision of the service can be discussed at the time of signing the contract by providing sufficient grounds for the extension. Provision of extension will be on the discretion of Corporation.
- ii. The Contractor shall provide services at the premises of the Corporation on the given address/place mentioned and total contract value also includes all transportation, set up cost and other costs.

30.8. Liquidated damages for failure/ delay in supply/provision of services.

- i. Delay in provision of services from the delivery/completion period will attract penalty of liquidated damages of the contract or delay in supply/ provision of services charges/penalty @ 0.1 % of the annual value of delayed service for each day as per the discretion of Corporation. The maximum deduction will be up to 10% of contract price after which contract shall be terminated and performance security shall be forfeited. This period if allowed will fall into the category of grace period.
- ii. If the contractor does not full fill any of the provision of the contract or causes unnecessary or un-explain delay, the Corporation reserves the right to cancel the contract with forfeiting the Bid Security/Performance Guarantee and claim further damages as compensation for the whole delay which has been caused by the incomplete delivery or due to total refusal of order.

30.9. Invoicing and Payment

- i. The contractor will submit consolidated invoice for each center for all services after the completion of the assignment every month.
- ii. The Contractor shall submit two separate invoices. The first invoice shall contain details of reimbursable costs only, including wages, EOBI, and Social Security contributions. These costs shall not be liable to any tax deductions. The second invoice shall contain the management cost along with all applicable taxes.
- iii. The contractor shall provide detail of bank statement showing the disbursement of salaries in employees' accounts (in compliance with latest minimum wages) along with EOBI and Social security payment to the concerned departments. In absence of any of these documents, payment shall not be processed.

- iv. The contractor shall submit monthly invoices supported with attendance sheets, deployment statement, wage payment evidence, EOBI/Social Security compliance documents, and other required records.
- v. The payment will be delivered **within 20 days** of each month after receipt of invoice from the contractor.

30.10. Opening of the Bid

Technical Bids shall be opened online on given time and date and the opening details shall be updated on Punjab e-Procurement System portal at bidder's end as well. After approval of the technical bids, date of financial bids would be announced on Punjab e-Procurement System and financial bids would be opened on that date.

30.11. REJECTION OF BIDS

The Corporation may reject all bids at any time prior to the acceptance of a bid. The Corporation shall upon request communicate to any bidder who submitted a bid, the grounds for its rejection of any or all bids, but is not required to justify those grounds.

- i. The Corporation incurs no liability, towards Bidders who have submitted bids.
- ii. Notice of the rejection of bids shall be given promptly to the concerned Bidders that submitted bids.

30.12. Award Criteria

The work order / contract will be awarded to the technically responsive/qualified bidder having the lowest evaluated total management cost, subject to post-qualification and applicable rules.

30.13. Acceptance Letter (Letter of Intent)

- i. The Corporation will, send the Acceptance Letter (Letter of Intent) to the successful Bidder against complete items, prior to the expiry of the validity period of the Bid, until execution of the formal Contract. The supply time of the Bidder / Contractor will start from the date of issuance of the Letter of Acceptance.
- ii. Late receiving bids after due time will not be accepted and returned to the bidders unopened.

30.14. CANCELLATION OF PROPOSED CONTRACT

- i. The agreement will be terminated earlier at any time by the Corporation on breach of any provision(s) of the agreement by the Contractor.
- ii. The agreement will be terminated by the Corporation giving one-month prior notice in writing, and by giving two months prior notice by contractor.
- iii. In case of any serious violation made by the contractor, the Corporation can terminate the agreement without giving one-month notice.

30.15. ARBITRATION

In case of any difference or dispute arising between the parties relating the contract, shall be referred for resolution to the Managing Director of the Corporation or his duly authorized nominee/sole arbitrator whose decision shall be final and binding on both the parties and cannot be challenged in any court of law.

30.16. SAVE AS OTHERWISE

This bidding document has been drafted in accordance with the spirit of standard / sample draft of non-consultant service available at PPRA website.

30.17. DECLARATION FOR BIDDERS

I/we have read attentively & consciously the above terms & conditions and bind myself/ourselves to abide by the terms & conditions.

Signature of the bidder

ANNEXURE A: SCHEDULE OF REQUIREMENT SKILLED STAFF (TECHNICAL)

A. Farms Division

PSC Centre	Category / Post	Required Personnel
Director Farms Office, Khanewal	Data Entry Operator	1
Sahiwal Farm	Foreman	2
Sahiwal Farm	Lab Assistant	1
81-82/10-R Farm, Khanewal	Tubewell Operator	1
Toba Tek Singh Farm	Field Assistant	1
Toba Tek Singh Farm	Store Keeper	1
Sub Total		7

B. Marketing Division

PSC Centre	Category / Post	Required Personnel
Jhang	Data Entry Operator	1

C. Procurement Division

PSC Centre	Category / Post	Required Personnel
Khanewal	Procurement Supervisor	2
Sahiwal	Procurement Supervisor	2
Vehari	Procurement Supervisor	1
Sargodha	Procurement Supervisor	1
Lahore	Procurement Supervisor	1
D.G. Khan	Procurement Supervisor	1
Piplan	Procurement Supervisor	1
Rahim Yar Khan	Procurement Supervisor	1
Sub Total		10

D. Processing Plants

PSC Centre	Category / Post	Required Personnel
Khanewal Plant	Machine Operator	3
Sahiwal Plant	Machine Operator	8
Rahim Yar Khan Plant	Machine Operator	3
Rahim Yar Khan Plant	Data Entry Operator	1
Rahim Yar Khan Plant	Electrician	1
Sub Total		16

E. Head Office, Lahore

PSC Centre	Category / Post	Required Personnel
Admin	Electrician	1
Admin	Data Entry Operator	2
Establishment	Data Entry Operator	1
IT Wing	IT Resource Person	3
Sub Total		7

Overall Summary

Division	Sub Total
Farms Division	7
Marketing Division	1
Procurement Division	10
Processing Plants	16
Head Office, Lahore	7
Grand Total	41

UNSKILLED STAFF (Non-Technical)

A. Farms Division

PSC Centre	Category / Post	Required Personnel
81-82/10-R Farm, Khanewal	Jeep Driver	1
81-82/10-R Farm, Khanewal	Tractor Operator	2
86-87/10-R Farm, Khanewal	Jeep Driver	1
86-87/10-R Farm, Khanewal	Sweeper/ Janitorial	1
Piplan Farm	Tractor Operator	1
Piplan Farm	Builder / Fieldman	2
Toba Tek Singh Farm	Jeep Driver	1
Toba Tek Singh Farm	Tractor Operator	3
Toba Tek Singh Farm	Builder / Fieldman	9
Toba Tek Singh Farm	Sweeper/ Janitorial	1
Sub Total		22

B. Marketing Division

PSC Centre	Category / Post	Required Personnel
Piplan	Driver	1
Bahawal Nagar	Driver	1
Fateh Jang	Driver	1
Multan	Naib Qasid	1
Sub Total		4

C. Procurement Division

PSC Centre	Category / Post	Required Personnel
Gujranwala	Driver	1
Khanewal	Driver	1
Sahiwal	Driver	1
Lahore	Driver	1
Bahawalpur	Driver	1
Sub Total		5

D. Processing Plants

PSC Centre	Category / Post	Required Personnel
Khanewal Plant	Sweeper	3
Sahiwal Plant	Sweeper/ Janitorial	2
Rahim Yar Khan Plant	Sweeper/ Janitorial	2
Piplan Plant	Sweeper/ Janitorial	1
Sub Total		8

E. Head Office, Lahore

PSC Centre	Category / Post	Required Personnel
Admin	Sweeper/ Janitorial	3
Admin	Naib Qasid	3
Admin	Driver	3
General/Legal	Naib Qasid	1
DMD	Naib Qasid	1
Processing	Driver	1
Managing Director	Driver	2
Finance	Driver	1
Public Relations	Driver	1
Commercial Cell	Naib Qasid	1
Medical	Naib Qasid	1
Sub Total		18

Overall Summary

Division	Sub Total
Farms Division	22
Marketing Division	4
Procurement Division	5
Processing Plants	8
Head Office, Lahore	18
Grand Total	57

Combined Grand Total:- (41+57= 98)



QUALIFICATION, ELIGIBILITY CRITERIA, AND JOB DESCRIPTION FOR THE MANPOWER TO BE ENGAGED

Requirements for the Personnel:

A. Foreman

Minimum Qualification:	Diploma of Associate Engineer (DAE) in HVAC / Mechanical / Electrical Engineering
Experience/Skills:	Minimum 02–03 years' relevant experience in operating computerized commercial cold storage systems
Age:	22–35 years.

Job Responsibilities/KPIs:

1. To safely operate and manage modern indoor evaporators and outdoor compressor units.
2. To maintain precise temperature and relative humidity required for seed potato storage.
3. To perform routine preventative maintenance checks on electrical panels, refrigerant levels, and defrost cycles.
4. To ensure accurate digital and manual logging of cold storage climate parameters.
5. To immediately report any mechanical defect, power disruption, cooling leak, or maintenance need.
6. To comply with all applicable industrial safety laws, locker protocols, and emergency procedures.
7. To ensure punctuality, regular attendance, and availability for assigned technical shifts.
8. To perform any other official duty related to maintenance and cooling operations assigned.

B. Lab Assistant

Minimum Qualification:	Diploma in Biotechnology / Biological Sciences or equivalent.
Experience/Skills:	Minimum 01–02 years' relevant experience in a plant tissue culture laboratory.
Age:	22–35 years.

Job Responsibilities/KPIs:

1. To prepare and autoclave tissue culture growth media strictly according to lab SOPs.
2. To perform sub-culturing and micropropagation of seed potato plantlets under sterile conditions.
3. To maintain 100% sterilization of all laboratory glassware, equipment, and growth rooms.
4. To monitor optimal growth room climate parameters for G-0 seed potato production.
5. To maintain precise data logs of chemical inventories, cultures, and daily progress.
6. To promptly report any contamination issue, media failure, or equipment anomaly.
7. To ensure punctuality, regular attendance, discipline, and strict compliance with biosafety protocols.
8. To perform any other laboratory or field-related duty assigned by the concerned officer.

C. Field Assistant

Minimum Qualification:	(DAS) Diploma in Agricultural Science (3 years)
Experience/Skills:	Minimum 02 years' relevant experience in farm supervision
Age:	Minimum 25 years to maximum 60 years
Domicile:	The hired personnel shall preferably possess domicile of the respective district/city of the concerned PSC Seed Farm and shall be engaged from the respective local area. This requirement is proposed to ensure prompt field response, timely availability for field operations, familiarity with the local area,

and effective performance of duties whenever required by the concerned PSC centre.

Job Responsibilities/KPIs:

1. Daily monitoring of all assigned crop fields.
2. Timely completion of sowing, irrigation, fertilizer application, pest management, harvesting and threshing operations.
3. Accurate maintenance of field-wise crop and input records.
4. Daily reporting of crop condition, pest/disease incidence and operational issues.
5. Proper monitoring of farm machinery, fuel/POL and irrigation equipment.
6. Effective supervision of field workers and allocation of daily duties.
7. Immediate reporting of any crop damage, water shortage, machinery breakdown, pest attack, or other emergency.
8. Support the concerned officer in implementation of the approved annual cropping plan and seed production program.

D. IT Resource Persons

Minimum Qualification:

BS in Computer Science, IT, Software Engineering, Computer Engineering or equivalent; DAE in relevant field with relevant experience may also be considered.

Age:

Minimum 20 years to maximum 45 years

Job Responsibilities/KPIs:

(i) For Networking, Security & IT Helpdesk/Support:

1. Manage network infrastructure and routers with hands-on experience in MikroTik;
2. Troubleshoot network, Windows, hardware/software and driver-related issues;
3. Provide IT helpdesk and technical support;
4. Ensure timely resolution of IT issues and effective system/network maintenance.

(ii) For DTS / Enterprise Applications:

1. Provide technical and operational support for **DTS (Digital Transformation System)**;
2. Coordinate with the DTS developer/vendor;
3. Manage user accounts, roles and permissions;
4. Coordinate system customizations and enhancements with functional wings;
5. Troubleshoot application-related issues.

(iii) For eFOAS, Data/Bi & Digital Platforms/E-Commerce:

1. Manage and support **eFOAS**;
2. Handle data consolidation, dashboards, management reports;
3. Support **digital platforms/e-commerce**, including the PSC website, online sales and related platforms.

E. Store Keeper

Minimum Qualification:

Intermediate

Skills:

(Computer skills, Microsoft Office)

Experience:

Relevant experience will be preferred

Age:

Minimum 25 years to maximum 60 years

Job Responsibilities/KPIs:

1. Maintain up-to-date stock registers and bin cards for all store items.
2. Properly receive and verify seeds, fertilizers, pesticides, tools, spare parts and other materials.
3. Issue materials only against properly authorized requisitions.
4. Maintain separate and accurate records of receipts, issues and closing balances.
5. Conduct monthly physical stock verification and reconcile differences.
6. Ensure proper labeling, stacking and identification of all materials.
7. Maintain seed lots separately to prevent mixing, contamination or misidentification.
8. Monitor expiry dates and condition of pesticides, chemicals and other time-sensitive materials.
9. Maintain proper custody of farm tools, equipment and consumable items.
10. Timely communicate anticipated shortages and prepare stock demands/requisitions.
11. Maintain the store in a clean, secure and organized condition.
12. Provide accurate stock information during audit, inspection and management visits.

F. Jeep Driver

Minimum Qualification:	Literate
Skills:	LTV Driving Licence (Mandatory)
Experience:	Minimum 05 years' relevant driving experience
Age:	Minimum 25 years to maximum 60 years

Job Responsibilities/KPIs:

1. To safely operate the official vehicle assigned by PSC.
2. To ensure timely transportation of officers/staff for official, field duties.
3. To maintain the vehicle logbook accurately and record all official journeys/mileage as prescribed.
4. To ensure routine checking of engine oil, coolant, tyres, brakes and other essential vehicle components.
5. To immediately report any mechanical defect, accident or maintenance requirement to the concerned officer.
6. To maintain cleanliness and reasonable upkeep of the assigned vehicle.
7. To comply with all applicable traffic laws and safety requirements.
8. To ensure punctuality, regular attendance and availability for assigned official duties, including field visits when required.
9. To ensure that the official vehicle is not used for any unauthorized/private purpose.
10. To perform any other official duty related to transportation assigned by the concerned officer.

G. Tractor Operator

Minimum Qualification:	Literate
Skills:	LTV Driving Licence (Mandatory)
Experience:	Minimum 01-03 years' relevant driving experience
Age:	Minimum 22 years to maximum 60 years

Job Responsibilities/KPIs:

1. To safely operate the tractor assigned by PSC.
2. To ensure timely completion of daily targets/ assignments of ploughing/ rotavator/ land leveling assigned by Incharge Farm.
3. To maintain the tractor logbook accurately and record of fuel consumption and work done as prescribed.
4. To ensure routine checking of engine oil, coolant, tyres, brakes and other essential tractor/ machinery components.
5. To immediately report any mechanical defect, accident or maintenance requirement to the concerned officer.
6. To maintain cleanliness and reasonable upkeep of the assigned tractor/machinery/implements.
7. To comply with all applicable traffic laws and safety requirements.
8. To ensure punctuality, regular attendance and availability for assigned official duties, including field work when required.
9. To ensure that the tractor/ machinery is not used for any unauthorized/private purpose.
10. To perform any other official duty related to field work assigned by the concerned officer.

H. Tube-well Operator

Minimum Qualification:	Intermediate with diploma in electrical trade.
Experience:	Minimum 02-03 years' relevant field experience
Age:	Minimum 22 years to maximum 60 years
Domicile:	The hired personnel shall preferably possess domicile of the respective district/city of the concerned PSC Seed Farm and shall be engaged from the respective local area. This

requirement is proposed to ensure prompt response, timely availability, familiarity with the local area, and effective performance of duties whenever required by the concerned Incharge Farm.

Job Responsibilities/KPIs:

1. To safely operate the tube-well assigned by PSC.
2. To ensure timely water supply as per crop schedule without delay.
3. To ensure daily meter reading and running hours record.
4. To maintain the tube-well logbook accurately and record of tube-well/ turbine running.
5. To ensure routine checking of motor, starter, panel and keep intact all turbine/ tube-well components – no burning / damage due to negligence.
6. To immediately report any mechanical defect, accident or maintenance requirement to the concerned officer.
7. To keep tube-well/ turbine room neat and clean.
8. To comply with all applicable safety measures and requirements.
9. To ensure punctuality, regular attendance and availability for assigned official duties, including field work when required.
10. To ensure that the turbine/ tube-well is not used for any unauthorized/private purpose.
11. To perform any other official duty related to field work assigned by the concerned officer.

I. Baildar/ Fieldman

Minimum Qualification:

Not required

Experience/Skills:

Minimum 02 years' relevant experience in the farming

Age:

18–35 years.

Domicile:

The hired personnel shall preferably possess domicile of the respective district/city of the concerned PSC Farm. This requirement is proposed to ensure prompt field response, timely availability for field operations,

Job Responsibilities/KPIs:

1. To perform all manual field operations under supervision of Field Assistant
2. To clean and maintain water courses, water channels and ensure smooth irrigation flow to all blocks/fields
3. To assist in roughing/removal of weeds and off-type plants to maintain seed purity as per FSC&RD standards.
4. To assist in harvesting/threshing, seed drying, cleaning, and stacking in farm stores.
5. To maintain cleanliness of farm stores, roads and farm boundaries.
6. To perform watch and ward duty in the field when required during crop season.
7. To ensure punctuality, discipline and daily attendance.
8. To perform any other field duty assigned by In-charge Farm.

J. Janitorial

Minimum Qualification:

Not required

Experience/Skills:

Minimum 02 years' relevant experience

Age:

18–35 years.

Job Responsibilities/KPIs:

1. To ensure cleanliness of offices, stores, roads, workshops premises and residence colonies on daily basis.
2. To ensure that cleanliness must be completed before start of office timing.
3. No complaint from officer Incharge regarding cleanliness.
4. To ensure punctuality, discipline and daily attendance.
5. To perform any other field duty assigned by In-charge Farm.

K. Machine Operator

Minimum Qualification:

Diploma in Mechanical Trade.

Experience/Skills:

Minimum 02 years' relevant experience

Age:

25–40 years.

Job Responsibilities/KPIs:

1. Assist the Foreman and Mechanic in machinery operation, repair and maintenance;
2. Assist in opening, dismantling, fitting and reassembly of machinery and equipment;
3. Properly use mechanical tools;
4. Provide support during machinery breakdowns and maintenance activities;
5. Perform any other duty assigned by the Shift In charge

L. Electrician

Minimum Qualification: 2-year Diploma in Electrical Technology or relevant field.
Experience/Skills: Minimum 5 Years' industrial experience, including experience in three-phase electrical systems.
Age: 25–60 years.

Job Responsibilities/KPIs:

1. Attending and rectifying electrical machinery faults;
2. Three-phase motor rewinding and maintenance;
3. Maintenance of electrical panels, magnetic contactors, switches and circuit breakers;
4. Troubleshooting and repair of three phase systems;
5. Handling all other industrial electrical works/assignments as directed by the In charge.

M. Naib Qasid

Minimum Qualification: Literate
Skills: Physically fit
Age: Minimum 18 years to maximum 45 years

Job Responsibilities/KPIs:

1. Deliver official files, letters, and documents between offices and staff.
2. Receive visitors and guide them to the concerned officer or section.
3. Keep the assigned office rooms and furniture neat and orderly.
4. Arrange files, stationery, and meeting materials as directed.
5. Serve drinking water and tea during office hours and meetings, when assigned.
6. Carry official correspondence to other offices when authorized.
7. Follow the instructions of the supervising officer and maintain the confidentiality of official documents

N. Procurement Supervisor

Minimum Qualification: Diploma in Agriculture Science
Experience/Skills: Minimum 02 years' relevant experience in the seed sector
Age: 22–28 years.

Job Responsibilities/KPIs:

1. To assist seed multiplication and its procurement operations at the assigned PSC centre/procurement point.
2. To ensure procurement of seed strictly in accordance with the approved procurement plan, prescribed quality standards and PSC instructions/SOPs.
3. To verify grower particulars, seed variety/category, quantity and other relevant procurement documents before acceptance of the consignment.
4. To maintain procurement records of his relevant area/growers and submit daily/progress reports to the concerned officer.
5. To ensure proper weighment, documentation and movement of procured seed to the concerned PSC Processing Plant/Store.
6. To promptly report any discrepancy, quality issue, shortage or irregularity to the concerned officer.

7. To ensure punctuality, regular attendance, discipline and availability during procurement operations.
8. To perform any other procurement/field-related duty assigned by the concerned PSC officer.

O. Data Entry Operator

Minimum Qualification: Intermediate with Diploma in IT/Computer Applications; preferably B.Com / B.A.

Experience/Skills: Minimum 01-02 years experience in data entry/accounting software. Typing speed preferably 30-40 WPM. Good command of MS Excel and ERP/accounting applications.

Age: 22–35years.

Job Responsibilities/KPIs:

1. Accurate and timely entry of vouchers and financial data into ERP/accounting system.
2. Daily updating of assigned financial modules.
3. Verification of data with source documents before posting.
4. Generation of system reports as required by Finance Division.
5. Maintaining digital record and proper backup of data/documents.
6. Ensuring confidentiality and security of financial information.
7. Rectification of data-entry errors immediately after identification.
8. Achievement of prescribed daily/monthly transaction-entry targets with a high level of accuracy.

Relevant Conditions:

- i. Each shift or duty of the individual comprises of 8 working hours a day, with a total of 40 hours per week.
- ii. The required staff / person will be required on need basis as per need under frame work contract and Annexure A will include the scope of work/ the scope of bid.
- iii. The contractor will be responsible for compliance of EOBI and Social Security.
- iv. Insurance of required staff will be responsibility of contractor.
- v. The bidder shall provide required staff having minimum age of 18 Years up to 60 years. Post-specific age criteria shall prevail. (The successful bidder shall provide valid CNIC of required staff).
- vi. The required staff may be of Male or Female Gender according to the nature of work and as per instructions of PSC.
- vii. The Contractor shall ensure that deployed personnel are medically fit and physically capable of performing the duties of the assigned post, supported by a fitness certificate where required.
- viii. All TA/DA or other facilities will be borne by the bidder/contractor.
- ix. PSC may communicate operational requirements and site instructions, preferably through the Contractor's designated supervisor/representative, while recruitment, payroll, leave, discipline, statutory obligations and employer responsibilities remain with the Contractor.
- x. If any of the staff provided by the contractor is found to be addicted/sick/affected by any epidemic disease, he/she shall be removed

immediately from the running shift by the contractor and shall not be paid against such provision to the Corporation.

- xi. The required staff provided by the bidder/contractor will be personally responsible for any act/omission during the course of service provided to the Corporation.
- xii. The bidder should quote the price on per month basis along with other consolidated charges (transportation, insurance, taxes) etc.
- xiii. Punjab Seed Corporation may rotate the required staff according to the need as per the nature of required services anywhere within Province Punjab on the sites or offices under Punjab Seed Corporation.

I/we have read attentively & consciously the above
Specification/TORs/Scope terms & conditions and bind myself/ourselves to
abide by the terms & conditions.

Signature of the bidder



Annex-B: Technical Evaluation and Qualification Criteria

Hiring of Third-Party Services for Provision of Skilled/Unskilled Manpower

Bids shall first be examined for compliance with Part A (Mandatory Requirements). A bid failing any mandatory requirement shall be rejected as non-responsive. Bids meeting Part A shall be evaluated against Part B on Pass/Fail basis.

1. PART A: MANDATORY REQUIREMENTS (PASS/FAIL)

Sr.	Mandatory Requirement	Documentary Evidence
1	Legal status of company registered with SECP or Registrar of Firms.	Registration certificate, incorporation documents, CNIC of authorised signatory.
2	Active Income Tax registration and taxpayer status.	NTN certificate and ATL verification.
3	Registration with Punjab Revenue Authority for Sales Tax on Services.	PRA registration certificate.
4	Affidavit regarding non-blacklisting, authenticity of documents and conflict of interest.	Original scanned attested affidavit.
5	Acceptance of PSC terms and conditions regarding deployment, wages, replacement and penalties.	Signed undertaking on company letterhead.
6	Complete technical bid without financial information.	Signed and stamped complete tender documents.



2. PART B: QUALIFICATION CRITERIA (PASS/FAIL)

Sr. No.	Qualification requirement	Documentary evidence required	Status (Pass/Fail)
1	The bidder shall have minimum 05 years' experience in provision of manpower services, counted from the start date of its first similar contract to the bid submission deadline.	Earliest similar contract / work order	
2	The bidder's average annual turnover during the last three financial years shall be Rs. 131 million or above, as per audited financial statements and calculated as per Part C.	Audited financial statements with auditor's report for each year; Form TC-2	
3	At least 70% of the bidder's average annual turnover shall be from manpower services.	Revenue note in the audited financial statements; Form TC-2	
4	The bidder shall have at least 03 completed similar contracts during the last 05 years, each with an annual value of not less than Rs. 46 million. At least one of them shall have an annual value of not less than Rs. 66 million or not less than 100 personnel deployed.	Contracts / work orders with completion or satisfactory-performance certificates showing period, personnel and value; Form TC-1A	
5	The bidder shall have at least 02 in-hand similar contracts, each with an annual value of not less than Rs. 33 million, in force on the bid submission deadline with at least 06 months of service delivered.	Contracts / work orders; client letters dated within 90 days confirming each contract is running satisfactorily; Form TC-1B	
6	Contracts relied on under Sr. 4 and 5 may be with public sector (Government, semi-government, autonomous bodies, public sector organizations) or private sector clients.	As for Sr. 4 and 5	
7	No contract of the bidder shall have been terminated by a client for non-performance or breach during the last 05 years.	Affidavit on Form TC-4	
8	The bidder shall have adequate manpower resources and organizational capacity to provide required manpower as per PSC demand.	Undertaking on company letterhead	
9	The bidder shall provide an undertaking that deployed personnel shall comply with the Government of Punjab minimum wage notifications.	Undertaking / Affidavit	
10	The bidder shall comply with taxes and other statutory obligations during the contract period.	Undertaking / Affidavit	
11	The bidder shall provide trained, physically fit and suitable manpower as per PSC requirements.	Undertaking	

3. PART C: DEFINITIONS AND RULES OF APPLICATION

- Only contracts meeting the definitions below and supported by verifiable documents shall be considered.
- "Similar contract" means provision of outsourced skilled and/or unskilled personnel at the client's premises, with the bidder as employer responsible for wages. Contracts with public sector and private sector clients shall be counted equally.
- "Annual value" means the contract value for a 12-month period. Contracts longer than 12 months shall be divided by their duration in years; shorter contracts shall be taken at actual value.
- "Completed contract" means a similar contract whose service period ended within the 05 years before the bid submission deadline, supported by the client's completion or satisfactory-performance certificate.
- "In-hand contract" means a similar contract signed before, and in force on, the bid submission deadline, under which at least 06 months of service have been delivered.
- A contract shall be counted only once, as either completed or in hand.
- "Turnover" means gross revenue as per the bidder's audited financial statements, with the auditor's report, including wages billed to clients. Unaudited accounts and income tax returns shall not be accepted.
- The three financial years are FY 2023-24, FY 2024-25 and FY 2025-26. If the FY 2025-26 accounts are not audited by the bid submission deadline, FY 2022-23, FY 2023-24 and FY 2024-25 shall be used. A year without audited accounts shall count as zero.
- "Average annual turnover" means the total turnover of the three years divided by three. The manpower services share is turnover from manpower services, as shown in the revenue note of the audited financial statements, divided by total turnover for the same three years.
- "Terminated for non-performance" means termination by a client for the bidder's non-performance or breach of contract, unless the termination was set aside by a court or arbitrator.
- Contracts and turnover of parent, sister or associated concerns shall not be counted.
- Where submitted documents show different figures, the audited or lowest figure shall be used.
- Punjab Seed Corporation reserves the right to verify all submitted documents with the issuing client or auditor.
- False, forged or misleading documents, including a false affidavit on Form TC-4, shall result in rejection and action under applicable procurement rules.
- Periods mentioned in the criteria shall be calculated backwards from the bid submission deadline.

4. PART D: BIDDER FORMS

FORM TC-1A: SUMMARY OF COMPLETED MANPOWER SERVICES CONTRACTS

Sr.	Client (public / private)	Contract no. and period	Personnel deployed	Total value (Rs.)	Annual value (Rs.)	Certificate page

FORM TC-1B: IN-HAND SIMILAR CONTRACTS

List the in-hand similar contracts relied on under Sr. 5.

Sr.	Client (public / private)	Contract no. and period	Months delivered by bid deadline	Annual value (Rs.)	Evidence page
1					
2					

FORM TC-2: STATEMENT OF ANNUAL TURNOVER (AUDITED)

Financial year	Total turnover (Rs.)	Turnover from manpower services (Rs.)	Audited statement page
FY 2022-23 (only if FY 2025-26 accounts are not audited)			
FY 2023-24			
FY 2024-25			
FY 2025-26 (if audited)			
Total of three years			
Average (total ÷ 3)			
Manpower services share (%)			

FORM TC-4: BIDDER'S UNDERTAKING

I, ..., [designation] of [bidder], solemnly affirm that no contract of the bidder has been terminated by any client for non-performance or breach of contract during the five years before the bid submission deadline of Tender No. 06/2026-27. Any termination set aside by a court or arbitrator is listed below with the supporting order. I understand that a false statement shall result in rejection of the bid and action under the Punjab Procurement Rules 2014.

Signature and seal of bidder:

Name:

CNIC:

Date:

ANNEXURE C : CONTRACT AGREEMENT (TERMS & CONDITIONS)

This agreement is made in the presence of the witnesses named below on this ____ day of _____ at _____ between the Punjab Seed Corporation (PSC) (hereinafter called “Corporation”) and _____ (hereinafter called “the Contractor”).

Whereas the Punjab Seed Corporation invited bids for **Hiring of Third-Party Services for Provision of Skilled/Unskilled Manpower** and the PSC has accepted the bid of the Contractor against the rates quoted by him

Now this Agreement witnesses as follow:

1. In this Agreement, the words and expressions shall have the same meanings as are respectively assigned to them in the Bid Document referred to.
2. The following documents shall be deemed to form and be read and construed as part of this agreement, viz., the:
 - (a) Invitation to tenders as publicized/advertised by the Punjab Seed Corporation
 - (b) Bid Document downloaded from websites of PSC, PPRA or Punjab e-Procurement System
 - (c) Bid Proforma;
 - (d) Undertaking submitted by the bidder alongwith the bid papers
 - (e) Work orders issued from time to time by the Contract Operating Officers for provisions of services, as and when issued
 - (f) General and special conditions regarding tendering as given in the Punjab Procurement Rules 2014
 - (g) This Contract Agreement as executed between the Punjab Seed Corporation and the Contractor
3. In consideration of the payments to be made by the Punjab Seed Corporation to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Punjab Seed Corporation to provide the services in accordance with the provisions of the award of contract
4. The Punjab Seed Corporation hereby covenants to pay the Contractor in consideration of provision of services for the sums may become payable under the provisions of the contract at the times and in the manner prescribed by rules.
5. In witness whereof the parties hereto agree as hereunder:
 - (1). The Contractor agree, on acceptance of this tender for **Hiring of Third-Party Services for Skilled/Unskilled Manpower** for the Corporation as the Contract Operating Officer may actually require during the period from or to such date as this period may be extended by the contract sanctioning authority subject to the condition and stipulations specified herein.
 - (2). The Contractor shall deposit requisite Performance Security online via PSID generated on Punjab e-Procurement System. If the Contractor fails to furnish such security deposit within the time aforesaid, Contractor's earnest money is liable to be forfeited without prejudice to other remedies available to the PSC.

- (3). The officer sanctioning the contract may authorize such officers as he may wish to operate the contract on his behalf and the Contractor and Contractor's agent will accept and carry out instructions given by such officer (or their authorized representatives) in connection with the contract.
- (4). All sums, fines, compensations and risk and expense moneys payable by the Contract or to the PSC under the terms of the contract, may be deducted from Contractor's security deposits or bills payable in relation to this contract or from any of the sums payable to the Contractor by the PSC or any other contract entered with the PSC.
- (5). In the event of Contractor's failing, neglecting or delaying to comply with any demand or requisition or otherwise not executing the work in accordance with the terms of the contract, the officer operating the contract shall be at liberty (without prejudice to any other remedy available to the PSC, on account of such breach or non-performance of the contract) to arrange services at Contractor's risk and cost.
6. The officer sanctioning the contract shall be competent to rescind this contract without prior notice if:
- (i) The Contractor assigns or sublet Contractor's contract or if The Contractor attempt to do so, without approval of the competent authority
 - (ii) The Contractor or any of Contractor's agents or servant shall:
 - a) Be guilty of fraud or misappropriation of the Corporation property in respect of the contract or any other contract entered into by the Contractor with PSC.
 - b) Directly or indirectly give promise or offer any bribe, gift, loan, reward or advantage, pecuniary or otherwise to any officer or official in the employment of the Corporation.
 - (iii) Any such officer or official mentioned in sub paragraph ii (b) above becomes in any way directly interested in the contract.
 - (iv) The Contractor decline, neglect or delay to comply with any requisition or in any other way fail to perform the assigned work or observe any condition of the contract.
 - (v) The Contractor or any of Contractor's partners become insolvent or apply for relief as insolvent debtor or commence any insolvency proceedings or makes any composition with Contractor's credit or attempt to do so, or in the case of being a registered company any order be duly passed for the winding up of the company.
7. In case of such rescission, Contractor's cash security deposit or such portion thereof as the officer sanctioning the contract shall consider fit or adequate shall either be forfeited by PSC or the work for the remaining period of the contract shall be got done by PSC at Contractor's risk and cost.
8. In the case of such rescission, the PSC shall be entitled to recover from the Contractor any extra expense. The PSC may get the assignments for which this contract was entered into from somewhere else for the remainder period. The Contractor agrees that the same may be recovered from the cash security deposit or total outstanding bills in relation to this contract or from our any other contract entered into with PSC.

9. Notwithstanding anything herein before contained and without prejudice thereto, the officer operating the contract may recover from the Contractor as compensation such sum as he considers reasonable:
- (i) If the Contractor fail to observe or fail to perform any condition of the contract.
 - (ii) If any loss is caused to the building, machinery and stocks etc. by the manpower engaged by the contractor.
10. Decision as to recovery of money from the Contractor in respect of arrangement at Contractor's expense or of compensation by order of the Contract Operating Officers and any order for rescission of the contract shall be subject to any appeal/review, if preferred in writing by the Contractor within fifteen days of issue of such decision/order, to the Managing Director, PSC 4-Lytton Road, Lahore whose decision shall be final and binding on the parties.
11. No payment shall be made in advance for any Operation rendered under this contract.
12. The Contractor shall be entitled to be furnished with a certificate from the proper officer of PSC, to the effect that such services have been rendered to the Corporation.
13. The Contractor shall submit on monthly basis to the Contract Operating Officer Contractor's bill for all the services provided for such station duly accepted during the preceding month. These bills will be presented by the Contractor in the printed forms. The charges in those bills shall always be entered at the approved rates for each service as shown in the schedule and requisition or order issued by the Officer Operating the contract. If at any stage, it is found out that certain services were actually not provided and fictitious bills, apart from any other legal remedy available to the Corporation, the Contract Operating Officer shall be competent to recover double the amount involved from Contractor's cash security deposit or from other sums payable, if any.
14. The Contractor acknowledges that the Contractor have fully acquainted with all the conditions and circumstances under which services required under the contract will have to be rendered and have understood all the terms, conditions and other details of the contract and the Contractor shall not ignore about any of these as an excuse in case of avoiding any of Contractor's obligations under the contract.
15. The PSC reserves the right to recover Income Tax and any other applicable tax at source in accordance with Tax Laws in force.
16. The Contractor hereby agrees that Managing Director, PSC Lahore shall be discharged from all liabilities under the contract thereof, unless arbitration is commenced within one month of the lapse of the contract or any extension, thereof.
17. Nothing contained in the above provisions shall apply to the refund of such portion of the security deposit as is refundable to the contractor after permissible deductions.

18. Any dispute or difference arising out of this contract, mode of settlement of which is not herein before provided for, shall be referred to the sole arbitrator to be appointed by the Managing Director, PSC. The decision of the arbitrator shall be final and binding on both the parties.
19. The Contractor shall be responsible for the conduct of the manpower employed for the completion of the assigned duties under the contract. Any loss sustained by the Corporation as a result of inaction, inefficiency, negligence, misbehavior, theft, fire, subversive activities or any other unlawful and damaging action of the manpower provided by contractor shall be indemnified by the Contractor. The Contract Operating Officer shall have the right to ban entry of such manpower within the premises of the centres.
20. The Contractor undertakes to abide by all the terms and conditions of the contract.
21. The Contractor agrees that services indented by the Contract Operating Officer shall be supplied at the time and place notified in the demand.
22. The Contractor shall undertake not to provide any service mentioned in the schedule unless and until orders are placed upon the Contractor by the authorized Officer operating this contract or his representative. In case the Contractor be in doubt as to whether such orders are covered by the terms of this contract, the Contractor shall bring such cases immediately to the notice of officer issuing such orders in writing so-that position may be correctly interpreted prior to provision of services so ordered. If the Contractor fails to do so, the Contractor shall not be entitled to claim payment under any clause other than under which the Contractor was ordered in writing to provide service.
23. The Contractor agrees that in the event of services required permanently the Contractor agrees that it shall not be changed without the permission of the officer operating this contract or his representative.
24. The Contractor agrees that when services are ordered, the Contractor shall undertake to provide adequate supervision to obviate delay and inconvenience in provision of such services shall be carried out in such manner as is required by the Officer Operating the contract or his representative.
25. The Contractor agrees that in the event of undue delay or inconvenience caused by the Contractor or such manpower as shall be supplied by the Contractor under this contract the time within such service shall be completed by the Contractor shall be determined by the contract operating Officer for this contract or his representative whose decision shall be final. Such delay or inconvenience in the above respect shall constitute a breach of contract on contractor's part.
26. The Contractor agrees manpower supplied under this contract shall be strong, healthy and suitable in all respect. PSC shall accept no liability whatsoever for the incorrect licensing of manpower employed by the Contractor under this contract and the Contractor shall comply with all Government, Cantonment and Municipal Regulations relating thereto.
27. The Contractor agrees that in the event of services being ordered and subsequently cancelled or not utilized the Contractor shall not be entitled to any compensation if the demand is cancelled before the services commenced.

28. The Contractor agrees that for any one, maximum number of the hours of work will be eight in twenty-four hours exclusive of meals time and the working hours shall be calculated from the time of arrival at work site to the time of departure from work site.
29. The Contractor agrees that manpower below 18 years of age and more than 60 years shall not be employed. Female labour will be supplied only when specifically ordered for any job to them.
30. The Contractor hereby agrees to maintain regular accounts in respect of attendance and payment of wages to manpower employed by the Contractor under the contract. The Contractor further agrees to produce the contractor's records for inspection by Labour Conciliation Officer, Federal Ministry of Labour/Punjab Department, if they so desire.
31. The Contractor agrees that nothing herein contained shall render the PSC liable for any accident that may happen, to anything or injury to any person or animal caused or otherwise by carrying out this contract. The Contractor shall accept sole responsibility for all such accidents, damages, injuries and indemnify the PSC against the actions, claims, demands whatsoever that may arise in relation to his contract.
32. The Contractor agrees that the authorized representative appointed by the Contractor shall be the person approved by the Contract Operating Authority and they shall be capable of carrying on business in accordance with the contract.

Punjab Seed Corporation

Contractor

Signature: _____ Name: _____ Firm Name: _____ Date: _____	Signature: _____ Name: _____ Firm Name: _____ Date: _____
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Punjab Seed Corporation's seal

Contractor's seal

TECHNICAL BID INCLUDES THE FOLLOWING: -

All documents required in the Bidding Documents, including those supporting documents indicated in technical evaluation criteria.

Financial bid includes the following:-

- a) Duly completed and signed/scanned or electronically submitted Bid Form as required by the Punjab eProcurement System
- b) Price schedule / financial form

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

Dated this _____ day of _____ 20_____.

[signature] [in the capacity of]

Duly authorized to sign Bid for and on behalf of _____



Annexure D: GENERAL INFORMATION FORM

[To be signed & stamped by the Bidder]

[To be attached with Technical Bid]

Firm Name			
Entity of Firm	☐ Individual ☐ Partnership ☐ Company ☐ Other		
Nature of Business	☐ Service Provider ☐ vendor/supplier		
Registered Office Addresses /Branches			
Telephone / Fax			
Email			
Date & Place of Registration			
Company's NTN, Sales Tax and PST/PRA Reg. No.	NTN _____ STN _____ PST (Reg. with PRA) _____		
Owner's Detail	Name _____ Address _____ CNIC _____		
Authorized/ Contact Person's Detail	Name _____ Address _____ CNIC _____		
No. of Employees			
Year of Incorporation			
Details of Experience (Last Three Years)			
	Similar Project (Agency/Department)	Item Name	Value of total Projects /Pos
1			
2			
3			

Annex-E: UNDERTAKING FOR CORRECTNESS OF INFORMATION AND NON-BLACK LISTING

(To be provided on the 100 Rupees Stamp Paper)

I, the undersigned, do hereby certify that all the statements made in this application / bid and in the supporting documents are true, correct and valid to the best of my knowledge and belief and may be verified by Procuring Agency at any time, if deems it necessary.

That the undersigned hereby authorize and request the bank, person, firm or corporation to furnish any additional information requested by the Procuring Agency deemed necessary to verify this statement regarding my (our) competence and general reputation.

That the undersigned understands and agrees that further qualifying information may be requested and I agree to furnish any such information at the request of the Procuring Agency.

That the undersigned / Applicant is not insolvent and not blacklisted by Punjab Seed Corporation.

The undersigned certify that my firm / company is not involved in *litigation or arbitration and has not been declared ineligible / debarred by any of the Federal / Provincial Government or any other entity due to any reason whatsoever and is eligible to carry out the business in Pakistan for which this Bid is being made.

Bidder's Signature and Seal

Name: _____

Firm Name: _____

CNIC No. _____

Date: _____

Witnesses

1.	Signature: _____ Name: _____ Firm Name: _____ CNIC No. _____ Date: _____	2.	Signature: _____ Name: _____ Firm Name: _____ CNIC No. _____ Date: _____
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Annex-F: FINANCIAL PROPOSAL BID FORM

S.No	Category	Minimum Salary for worker per month. (Rs.) Reimbursable Excluding all taxes (Income Tax & sales Tax on Services PRA)	EOBI & social Security worker per month Excluding all taxes (Income Tax & Sales Tax on Service)	Management Cost Bid Rate per worker per month (inclusive of all taxes including PRA & other)	Reimbursable cost per worker per month Excluding all taxes (Income Tax & Sales Tax on Services - PRA)	Total Price including management cost + reimbursable cost
(1)	(2)	(3)	(4)	(5)	(3) + (4) = (6)	(5) + (6) = (7)
1	Data Entry Operator	53182	As per Govt. rules			
2	Driver/Jeep Driver	50414	As per Govt. rules			
3	Tractor Operator	45120	As per Govt. rules			
4	Electrician	45285	As per Govt. rules			
5	Baildar / Fieldman	40000	As per Govt. rules			
6	Machine Operator	40000	As per Govt. rules			
7	Sweeper/Janitorial	40000	As per Govt. rules			
8	Procurement Supervisor	53182	As per Govt. rules			
10	Naib Qasid	40000	As per Govt. rules			
11	Lab Assistant	40000	As per Govt. rules			
12	Field Assistant	45120	As per Govt. rules			
13	Foreman	50421	As per Govt. rules			
15	Store Keeper	45120	As per Govt. rules			
16	Tubewell Operator	45120	As per Govt. rules			
17	IT Resource Person	54162	As per Govt. rules			

Evaluated total management cost = $\Sigma(\text{category headcount} \times \text{monthly management fee} \times 12)$

* PRA shall be applicable only on management cost.

***NOTE- 1:** The minimum salary of workers of skilled/unskilled manpower category shall not be less than minimum wage rates time to time by the Govt. of Punjab or defined by the Corporation.

***NOTE 2:** It is to be noted that the contractor will pay salaries, EOBI and Social Security payments to the workers provided to Corporation and then submit pay rolls, evidences of the EOBI and Social Security Payments to PSC for reimbursement of these costs. This part excludes taxes as there is not application of taxes on reimbursement. While contractor will invoice rest of his payments on agreed costs submit evidences of Group Life Insurance and Third Party insurance evidences along with invoice.

***NOTE 3:** Salaries, Social Security, and EOBI payments will made on reimbursement basis without deduction of Income Tax and Sales Tax on Services (PRA).

***NOTE 4:** PSC shall bear the effect on pro-rata basis in case of notification of Government regarding any change in minimum wages, EOBI, Social Security or PRA. Services

Name & Address of Bidder: _____

Address of Bidder: _____

Status (Company / Firm): _____

Fax: _____

Email: _____

Status (Filer / Non-Filer): _____

Sales Tax No _____

National Tax No _____

Signature of Authorized Bidder: _____