

Procurement Management Manual

Punjab Vocational
Training Council

ASP/USAID

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Preface

The intent of this procurement manual is to increase the transparency, fairness, efficiency, effectiveness and value for money in procurement of goods works and services within the offices of PVTC including Regional Offices, Area Offices and VTIs.

It is designed to reduce the efforts and confusion by:

1. Establishing common “Operational Start Points” for all procurements.
2. Establishing standing operating procedures.

The manual is primarily focused on the operational level of planning and execution, and is designed to address common problems faced during procurement. It is intended for all procurement staffs who plan and execute procurements for different offices of PVTC including Regional Offices, Area Offices and VTIs.

This procurement manual is broad and generic in nature to allow for flexibility in application. However, it is designed to be detailed enough to serve as a guide for the establishment and formation of basic procurement principles and act as a solid framework for plans development and execution of projects.

This procurement manual represents a broad inclusion of definitions, processes, terms, timelines and procedures required for procurement. Further, it incorporates charts and tables for easy understanding.

The procurement manual once adopted shall be binding, subject to revisions/updating from time to time. If any discrepancy is found between this procurement manual and Punjab procurement rules, Punjab procurement rules will have an overriding effect.

Acronyms

AAO	Admin &Accounts Officer
AM	Area Manager
AM F&A	Assistant Manager Finance and Accounts
APP	Annual Procurement Plan
BD	Bidding Document
BOQ	Bill of Quantities
CSC	Consultant Selection Committee
DBOM	District Board of Management
EOI	Expression of Interest
FBS	Fixed Budget Selection
GDP	Gross Domestic Product
Gov.	Government of Punjab
ICB	International Competitive Bidding
LCB	Limited Competitive Bidding
LCS	Least Cost Selection
MD	Managing Director
NCB	National Competitive Bidding
OCB	Open Competitive Bidding
P&D	Planning and Development Department
PA	Procuring Agency
PC	Procurement Committee
PM	Procurement Manual
PPRA	Punjab Procurement Regulatory Authority
PQ	Prequalification
PR	Purchase Requisition
PSF	Procurement Support Staff
PVTC	Punjab Vocational Training Council
QBS	Quality Based Selection
QCBS	Quality and Cost Based Selection
RD	Requisitioning Department
RFP	Request for Proposal
RFQ	Request for Quotation
RM	Regional Manager
SBD	Standard Bidding Documents
SM	HOD
TMC	Tehsil Management Committee
TOR	Terms of Reference
VTI	Vocational Training Institute

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Unit I: Introduction

CHAPTER-1: GENERAL GUIDELINES

1.1: Definitions

Note: The definitions are derived from Punjab Procurement Act 2009 and Punjab Procurement Rules 2014

a) **Act** means the Punjab Procurement Regulatory Authority Act 2009 (VIII of 2009);

b) **Advertisement** means an advertisement published in the manner prescribed under rule 12;

c) **Applicant** means a person or firm who seek to be enlisted or to be prequalified or to be shortlisted in response to the advertisement given by the procuring agency;

d) **Associate** means any agency or person with whom the consultant associates in order to provide any part of these services;

e) **Authority** means the Punjab Procurement Regulatory Authority;

f) **Board** means the Board of Management of Punjab Procurement Regulatory Authority.

g) **Bid** means a tender or an offer, in response to an invitation, by a person, consultant, firm, company or an organization expressing his or its willingness to undertake a specified task at a price;

h) **Bidding Document** means a document or a set of documents prescribing the quantity, quality, characteristics, conditions and procedures of the transactions prior to the actual procurement and on the basis of which bidders prepare their bids;

i) **'Bid Security'** means the bank guarantee or other form of security submitted by a bidder together with a bid to secure the obligations of the bidder participating in a bidding proceedings;

j) **"Chairperson"** means the Chairperson of the Board.

k) **'Competitive Bidding'** means a procedure leading to the award of a contract whereby all the interested persons, firms, companies or organizations may bid for the contract;

l) **'Competent Authority'** means the head of the procuring agency or any other officer authorized to act as competent authority;

m)

‘Completion Date’ means the date of completion of the procurement certified by the procuring agency

n) ‘Consultant’ means a person or firm who or which is qualified by appropriate education and relevant experience for provision of consultancy services;

o)

‘Consultancy Services’ means services requiring adequate technical expertise and financial capability in undertaking

specific assignment or project and may be of an intellectual nature and differ from the other types of services directly connected with the procurement of goods and works in which the physical component of the activity is the main function and often involves equipment intensive assignments and may include: advisory and review services;

- i. pre-investment or feasibility studies;
- ii. construction supervision;
- iii. management and related services,
- iv. and other technical services or special studies;
- v. design; and
- vi. surveys and investigations;

p) ‘Contract’ means the agreement proposed to be entered into between the procuring agency and the successful bidder;

q)

‘Contractor’ means a person, firm, company or an organization who or which undertakes to supply goods, services or works and includes a consultant;

r)

‘Corrupt and Fraudulent Practice’ means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official or the contractor in the procurement process or in contract execution to the detriment of the procuring agency; or misrepresentation of facts in order to influence a procurement process or the execution of a contract, collusive practices 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 and any request for, or solicitation of anything of value by any public official in the course of the exercise of his duty; it may include any of the following practices:

- i. coercive practice by impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence the actions of a party to achieve a wrongful gain or to cause a wrongful loss to another party;
- ii. collusive practice by arrangement between two or more parties to the procurement process or

contract
execution, designed to achieve with or without the knowledge of the procuring agency to establish prices at artificial, non-competitive levels for any wrongful gain;

- iii. corrupt practice by offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the acts of another party for wrongful gain;
- iv. fraudulent practice by any actor or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
- v. obstructive practice by harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a contract or deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements before investigators in order to materially impede an investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or acts intended to materially impede the exercise of inspection and audit rights;

s)

‘Emergency’ means natural calamity, disaster, accident, war and operational emergency which may give rise to an abnormal situation requiring prompt and immediate action to limit or avoid damage to person, property or the environment;

t) **‘Evaluation Committee’** means a committee constituted by the procuring agency to evaluate tender or proposal to ascertain whether the bid’s proposal or tender corresponds to the evaluation criteria formulated by the procuring agency;

u)

‘Evaluation Report’ means the report prepared after the evaluation of tenders, quotations, expressions of interest, or proposal;

v) **“Fund”** means the Public Procurement Fund; (As defined in Punjab Procurement Regulatory Authority Act 2009)

w) **“Goods”** means articles and objects of every kind and description including raw materials, products, equipment, machinery, spares and commodities in any form and includes services incidental to installation, transport, maintenance and similar obligations related to the supply of goods if the value of these services does not exceed the value of such goods;

x) **‘Government’** means Government of the Punjab;

y)

‘Large Consultancy’ means a consultancy where the cost of consultancy exceeds one million rupee for individual consultant and five million rupees for consulting firms and the duration of large consultancy for an individual consultant shall not exceed twelve months;

z) **Lowest Evaluated Bid** means:

an bid most closely conforming to evaluation criteria and other conditions specified in the bidding document; and having lowest evaluated cost;

aa) **“Managing Director”** means the Managing Director of the Board.

bb) **“Misprocurement”** means public procurement in contravention of any provision of this Act, rules, regulations, orders or instructions made there under or any other law in respect of, or relating to the public procurement;

cc) **‘Performance Guarantee’** means the bank guarantee or other form of security submitted by the contractor to secure obligations under the contract in accordance with the requirement in the bidding document;

ee) **‘Pre-Qualification’** means a procedure for demonstrating qualification as a pre-condition for being invited to tender;

gg) **“Prescribed”** means prescribed by the rules made under this Act.

hh) **‘Proposal’** means the technical proposal or the financial proposals submitted by a bidder;

ii) **“Punjab Fund”** means the Provincial Consolidated Fund and the Public Account of the Province as defined in the Constitution of Islamic Republic of Pakistan and includes funds of a Procuring Agency: (As defined in Punjab Procurement Regulatory Authority Act 2009)

jj) **“Public procurement”** means acquisition of goods, services or rendering of works financed wholly or partly out of the Public Fund, unless excluded by the Government;

kk) **“Regulations”** means regulations made under Punjab Procurement Regulatory Authority Act 2009

ll) **‘Repeat Orders’** means procurement of the same commodity from the same source;

mm)

‘Responsive’ means qualified for consideration on the basis of declared evaluation criteria and specified in the bid document or in the request for proposal;

nn) “Rules” means rules made under Punjab Procurement Regulatory Authority Act 2009’

oo) “Services” includes advisory and consultancy services of any kind; and

pp)

‘Short Consultancy’ means consultancy where the cost of consultancy does not exceed one million rupees for individual consultant and five million rupees for consulting firms and duration of the short consultancies for an individual consultant shall not exceed six months ;

qq)

‘Supplier’ means a person, firm, company or an organization who or which undertakes to supply goods, services or works;

ss) ‘Urgency’ means a limited timeline for the accomplishment of procurement which cannot be met through open and limited bidding method; and

tt)

‘Value for Money’ means the best returns for each rupee spent in terms of quality, timeliness, reliability, after sales service, up-gradeability, price, source, and the combination of whole-life cost and quality to meet the procuring agency’s requirements.

uu) “Works” means a construction work adding consisting of erection, assembly, repair, renovation or demolition of a building or structure or part thereof, such as site preparation, excavation, installation of equipment or materials and decoration, finishing and includes incidental services such as drilling, mapping, satellite photography, seismic investigations and similar activities, if the value of those services does not exceed that of the works themselves.

Unit II: Procurement of Goods, Works and Services

CHAPTER-2: ANNUAL PROCUREMENT PLANNING

2.1: Preparation of Annual Procurement Plans, PVTC

I. Reference:

PP Rules 2014; Rule 8 Procurement Planning

II. Annexure: please entered the page number

Please use APP template exhibited in **Annexure A** for preparation of Annual Procurement Plan.

III. Procedure

Steps	Officer	Activity	Deadline
Step 1.	Department Head	<p>1. Receives Budget/annual planning guidelines circulated by Assistant Manager (Finance & Accounts).</p> <p><i>{Assistant Manager (Finance & Accounts) prepares guidelines and formats for the proposed Budget/annual planning and submits to Managing Director through HOD (Finance & Accounts). The approved guidelines are circulated by Assistant Manager (Finance & Accounts) to all departments.}</i></p> <p>2. Prepare annual plans keeping in view the following components as per (Annexure A):</p> <ul style="list-style-type: none"> a) Name of Procurement (Description) b) Head of Account c) Allocation d) Estimated Cost e) Procurement Procedures/ Process f) Procurement Methods g) Benefits Likely to Attain <p>3. Send it to Assistant Manager (Finance and Accounts) for review and analysis.</p>	March 15

Step 2.	Assistant Manager (Finance & Accounts)	4. Receives and reviews the Budget/Annual plans. 5. Prepares Consolidated Budget/Annual plans. 6. Send it to HOD (Finance and Accounts) for review and analysis.	April 1
Step 3.	HOD (Finance &Accounts)	7. Receives and reviews the Consolidated Budget/Annual plans. 8. Send it to Managing Director for review.	April 10
Step 4.	Managing Director	9. Receives and reviews the Consolidated Budget/Annual plans. 10. Send it to Chairman for review.	April 30
Step 5.	Chairman	11. Receives and reviews the Consolidated Budget/Annual plans. 12. Sends it to the Council.	May 15
Step 6	Council	13. Reviews and Approves Consolidated Budget requirement/Annual plans.	June 15

2.2: Preparation of Annual Procurement Plans, Regional and Area Office

I. Reference:

PP Rules 2014; Rule 8 Procurement Planning

II. Annexure:

Please use APP template exhibited in **Annexure A** for preparation of Annual Procurement Plan.

III. Procedure

Steps	Officer	Activity	Deadline
Step 1.	Supervisor / Assistant Manager	<p>1. Receives budget/Annual planning guidelines circulated by Assistant Manager (Finance & Accounts).</p> <p><i>{Assistant Manager (Finance & Accounts) prepares guidelines and formats for the proposed budget/annual planning and submits to Managing Director through HOD (Finance & Accounts). The approved guidelines are circulated by Assistant Manager ((Finance & Accounts) to all Regional / Area Offices.}</i></p> <p>2. Prepare annual plans keeping in view the following components as per (Annexure A):</p> <p>a) Name of Procurement (Description) b) Head of Account c) Allocation d) Estimated Cost e) Procurement Procedures/ Process f) Procurement Methods g) Benefits Likely to Attain</p> <p>3. Send it to Regional Manager / Area Manager for review and approval.</p>	March 15
Step 2.	Regional Manager / Area Manager	<p>4. Receives and reviews the Budget/Annual plans.</p> <p>5. Send it to Assistant Manager (Regional Office / Area Office) for review and analysis.</p>	April 1
Step 3.	Assistant Manager (Regional Office / Area Office)	<p>6. Receives and reviews the Budget/Annual plans.</p> <p>7. Prepares Consolidated Budget/Annual plans.</p> <p>8. Send it to HOD (Finance and Accounts) for review and analysis.</p>	April 10
Step 4.	HOD (Finance and Accounts)	<p>9. Receives and reviews the Consolidated Budget/Annual plans.</p> <p>10. Send it to Managing Director for review.</p>	April 20
Step 5.	Managing Director	<p>11. Receives and reviews the Consolidated Budget/Annual plans.</p>	May 15

		12. Send it to Chairman for review.	
Step 6	Chairman	13. Receives and reviews the Consolidated Budget/Annual plans. 14. Sends it to the Council.	June 01
Step 7	Council	15. Reviews and Approves Consolidated Budget requirement/Annual plans.	June 15

2.3: Preparation of Annual Procurement Plans, VTI

I. Reference:

PP Rules 2014; Rule 8 Procurement Planning

II. Annexure:

Please use APP template exhibited in **Annexure A** for preparation of Annual Procurement Plan.

III. Procedure

Steps	Officer	Activity	Deadline
Step 1.	Regional Manager / Area Manager	1. Receives budget/ Annual planning guidelines circulated by Assistant Manager (Finance & Accounts). <i>{Assistant Manager (Finance & Accounts) prepares guidelines and formats for the proposed budget/ Annual planning and submits to Managing Director through HOD (Finance & Accounts). The approved guidelines are circulated by Assistant Manager (Finance & Accounts) to all Regional / Area Offices.}</i> 2. Gives Budget Target/planning strategy in a meeting to All Principals of VTIs.	March 15
Step 2.	Admin and Accounts Officer	3. Prepare annual plans keeping in view the following components as per (Annexure A): a) Name of Procurement (Description) b) Head of Account c) Allocation d) Estimated Cost e) Procurement Procedures/ Process f) Procurement Methods g) Benefits Likely to Attain	April 1

		4. Send it to Principal for review and approval.	
Step 3.	Principal	5. Receives and reviews the prepared Budget/ Annual Plans. 6. Verifies and send it to DBOM for review and analysis.	April 10
Step 4.	DBOM	7. Receives and reviews the Budget/ Annual Plans. 8. Verifies and sends it to Area Manager for review and analysis.	April 20
Step 5.	Area Manager	9. Receives and reviews the Budget/ Annual Plans as per given targets. 10. Recommends the budget/ Annual Plans with amendments (if any). 11. Verifies and sends it to Regional Manager for review and analysis.	May 01
Step 6	Regional Manager	12. Receives and reviews the Budget/ Annual Plans as per given targets. 13. Send it to Assistant Manager (Finance and Accounts) for review and analysis.	May10
Step 7	Assistant Manager (Finance and Accounts)	14. Receives and reviews the Budget/ Annual Plans. 15. Prepares Consolidated Budget/ Annual Plans. 16. Send it to HOD (Finance and Accounts) for review and analysis.	May 20
Step 8	HOD (Finance and Accounts)	17. Receives and reviews the Consolidated Budget/ Annual Plans. 18. Send it to Managing Director for review.	June 01
Step 9	Managing Director	19. Receives and reviews the Consolidated Budget/ Annual Plans. 20. Send it to Chairman for review.	June 10
Step 10	Chairman	21. Receives and reviews the Consolidated Budget/ Annual Plans.	June 20

		22. Sends it to the Council.	
Step 11	Council	23. Reviews and Approves Consolidated Budget requirement/ Annual Plans.	July 15

2.4: Announcement of Procurement Plans

I. Reference:

PP Rules 2014; Rule 9 Limitation on Splitting of procurement

II. Annexure:

Please use Template exhibited in **Annexure A** (Prescribed by PPRA) for announcement of Annual Procurement Plan.

III. Responsibility

Sr. No.	Annual Procurement Plans	Officer responsible for receiving APPs	Officer responsible for uploading of APPs
1.	PVTC	Assistant Manager Finance & Accounts (PVTC)	DM/AM Procurement (PVTC)
2.	Regional Office	Assistant Manager Finance & Accounts (PVTC)	DM/AM Procurement (PVTC)
3.	Area Office	Assistant Manager Finance & Accounts (PVTC)	DM/AM Procurement (PVTC)
4.	VTI	Assistant Manager Finance & Accounts (PVTC)	DM/AM Procurement (PVTC)

IV. Procedure

Steps	Officer	Responsibility	Deadline
1.	Assistant Manager Finance & Accounts	1. Receive the Annual Procurement Plan approved by Council.	20July

		<p>2. Send a copy of the Annual Procurement Plan approved by Council to DM/AM Procurement.</p> <p>3. Retain the Annual Procurement Plan for record.</p>	22 July
2.	DM/AM Procurement	<p>1. Receive copy of the Annual Procurement Plan from Assistant Manager Finance & Accounts.</p> <p>2. Seek approval of HOD Admin for uploading of APP on PPRA website.</p> <p>3. Upload on PPRA & PVTC website.</p> <p>4. Intimate Assistant Manager Finance & Accounts that the APP has been uploaded.</p> <p>5. Keep a copy of APP for record.</p> <p>6. Any amendment thereafter shall have to be justified and shall be endorsed by the Chairman PVTC.</p>	<p>22 July</p> <p>24 July</p> <p>26 July</p> <p>28 July</p>

CHAPTER-3: INITIATING PROCUREMENT

3.1: Raising a Requisition

I. Reference:

PP Rules 2014; No specific reference for Requisition,

II. Annexure:

Please use template exhibited in **Annexure B** for initiating the procurement by raising a requisition.

III. Time Line:

Activity	Time Line
Raising a requisition/indenting officer/user department	According to dates prescribed in the procurement plan (Refer Annexure A)
Approval/ Inputs by concerned head of department	Within 7 days after submission of requisition
Approval by Competent Authority	Within 15 days after submission of requisition

IV. Responsibilities and Approvals:

In absence of the competent authority the authority higher to the C.A is empowered to approve the procurement.

Initiation of Procurement (Recurring) For PVTC

Sr.No	Initiating Officer	Approval/CA	Financial Limit	Procurement Method
1.	End User	HOD (s)/AM/RM	Up to Rs.50,000/-	Petty Purchase
2.	End User	GM Operations / GM Services	Above Rs.50,000/- Up to Rs.99,999/-	Petty Purchase Through Quotation
3.	End User	GM Operations / GM Services	Rs.100,000/- Up to Rs.250,000/-	Open Competitive Bidding
3.	End User	Managing Director	Rs.250,000/- Up to Rs.500,000/-	Open Competitive Bidding
4.	End User	Chairman PVTC	Above Rs.500,000/-	Open Competitive Bidding
5.	End User	Council (Delegated to Chairman subject to ratification by the council)	Beyond Operating Budget Provisions	Open Competitive Bidding

Initiation of Procurement (capital) For PVTC

Sr.No	Initiating Officer	Approval/CA	Financial Limit	Procurement Method
1.	End User	HOD (s)/AM/RM	Up to Rs.50,000/-	Petty Purchase
2.	End User	Managing Director	Above Rs.50,000/- Up to Rs.99,999/-	Petty Purchase Through Quotation
3.	End User	Managing Director	Rs.100,000/- Up to Rs.500,000/-	Open Competitive Bidding
4.	End User	Chairman PVTC	Above Rs.500,000/-	Open Competitive Bidding
5.	End User	Council (Delegated to Chairman subject to ratification by the council)	Beyond Operating Budget Provisions	Open Competitive Bidding

Initiation of Procurement (Recurring) For VTI

Sr.No.	Initiating Officer	Review	Approval/CA	Financial Limit	Procurement Method
1.	End User	AAO	Principal	Rs.10,000/-	Petty Purchase
2.	End User /AAO	Principal	Executive Member	Up to Rs.50,000/-	Petty Purchase
3.	End User /AAO	Principal	President DBOM	Above Rs.50,000/- to Rs.99,999/-	Petty Purchase Through Quotation
3.	End User /AAO	Principal	President DBOM	Rs.100,000/- Up to Rs.5,00,000/-	Open Competitive Bidding
4.	End User /AAO	Principal	DBOM	Above Rs.5,00,000/- Up to Rs.10,00,000/-	Open Competitive Bidding
5.	End User /AAO	DBOM	Chairman PVTC	Above Rs.10,00,000/-	Open Competitive

	/principal				Bidding
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Initiation of Procurement (Capital) For VTI

Sr.No	Initiating Officer	Review	Approval/CA	Financial Limit	Procurement Method
1.	End User /AAO	Principal	Executive Member	Up to Rs.50,000/-	Petty Purchase
2.	End User /AAO	Principal	President DBOM	Above Rs.50,000/- to Rs.99,999/-	Petty Purchase Through Quotation
3.	End User /AAO	Principal	President DBOM	Rs.100,000/- Up to Rs.5,00,000/-	Open Competitive Bidding
4.	End User /AAO	Principal	DBOM	Above Rs.5,00,000/- Up to Rs.10,00,000/-	Open Competitive Bidding
5.	End User /AAO /principal	DBOM	Chairman PVTC	Above Rs.10,00,000/-	Open Competitive Bidding

V. Procedure:

1. Initiate the Requisition by using the Template exhibited in Annexure B.
2. Prepare an initial description of requirements.
3. The officer who begins the procurement by initiating the requisition must sign the Requisition Form in order to certify that the goods, works, or services are required.
4. Obtain approval to proceed with the procurement, through the signature of Head of Department, on the Requisition Form.
5. The Head of Department shall send the requisition for approval to the Competent Authority within seven days after submission of requisition.
6. Competent Authority may grant the approval within fifteen days.

3.2: Delegation of Powers & Formation of Procurement Committees

I. Reference:

PP Rules 2014; Rule 2 (r) Evaluation Committee, Rule 11 Approval Mechanism

II. Procedure:

1. The Chairman will issue an order delegating powers of procurement of common use items to different categories of officers. The delegate will proceed further for affecting procurement in manner given in the succeeding paragraphs.
2. The procurement process of the items beyond the limits of delegation to lower functionaries, if any, will be taken up by the Chairman/Council, respectively as prescribed hereunder.
3. Where the procuring powers have not been delegated by the Chairman, he shall himself act as chief purchase officer or appoint one of the senior officers to constitute the procurement committee.

III. Constitution of Procurement Committees for PVTC/RM/AM Office:

The procurement committee shall consist of the following members as per financial limits;

Sr. No.	Rs.100,000/- andabove
1.	HODAdmin (President)
2.	HODF & A (Member)
3.	DM/AM Procurement (Member)
4.	Head of Initiating Department (Member)
5.	One or Two Technical members (if required)

Constitution of Procurement Committees for VTIs:

The procurement committee shall consist of the following members as per financial limits;

Sr. No.	Rs.50,000/- to 99,999/-
----------------	--------------------------------

1.	Executive member
2.	Principal
3.	AAO
4.	Initiator / End User

Sr. No.	Rs.100,000/- to Rs.5,00,000/-
1.	Executive member
2.	Any Member Of DBOM
3.	Principal
4.	AAO
5.	End User

Sr. No.	Above Rs.5,00,000/-
1.	President DBOM
2.	Executive member
3.	Any Member Of DBOM
4.	Principal
5.	AAO
6.	End user /Technical Member

IV. Responsibilities of Procurement Committee:

Procurement Committee shall be responsible to:

- a. Review and recommend the procurement methodology for approval of the competent authority;

- b. Approve Prequalification and short listing criteria;
- c. Approve description of goods or services sought or Terms of Reference (TOR) for services;
- d. Approve Request for Quotation and technical evaluation criteria;
- e. Opening of Technical and Financial Proposals;
- f. Technical and Financial Evaluation.
- g. Recommendations for the award of contract to the competent authority.

3.3: Pre-qualification of Contractors

I. Reference:

PP Rules 2014: Rule 16 Pre-qualification, Rule 17 Pre-qualification process,

II. Remarks:

PVTC (Regional office, Area Office and VTIs can also apply the same procedure if prequalification is required) shall undertake pre-qualification of bidders in case of:

1.	Services
2.	Civil works
3.	Turnkey projects
4.	Expensive and Technically Complex Equipment.
5.	Goods worth one hundred million rupees or more
6.	large consultancies

The following factors¹ shall be taken into consideration for pre-qualification:

a. Relevant Experience and Past Performance;
b. Capabilities with Respect to Personnel, Equipment, and Plant;
c. Financial Position;
d. Appropriate Managerial Capability; and
e. Any other factor that procurement agency may deem relevant.

¹ Punjab Procurement Rules 2014: Rule 16 (3) Pre-qualification

III. Committee for Prequalification PVTC/RM/AM office

Sr. No.	Members
1.	HOD Admin (President)
2.	HOD F& A (Member)
3.	Regional Manager (Member)
4.	Principal (If procurement is for VTI) (Member)
5.	One or More Technical officers (if required)

Committee for Prequalification for VTIs:

Sr. No.	VTIs
1.	President DBOM
2.	Executive member
3.	Member DBOM
4.	Principal
5.	Technical Member (if required)

IV. Procedure

Sr. No.	Officer/s	Activity
1.	a) For PVTC DM/AM Procurement b) For VTIs Principal/ AAO	<ol style="list-style-type: none">1. Prepare Prequalification documents.2. Draft Prequalification Notice as per template given in Annexure C.3. Send the Prequalification Notice to Marketing and PR Department for publication on PPRA website and/or Newspaper.4. Issue Prequalification documents to the interested contractors after publication of Prequalification documents till the date mentioned in the Prequalification Notice.5. Receive Prequalification documents in the manner and method prescribed in the prequalification documents.6. Applications should be received till the deadline given in the pre-qualification documents. Late applications should not be entertained.7. Record the particulars of all the contractors who submitted

		Prequalification documents in a register. 8. Arrange meeting of procurement committee to open and evaluate the Prequalification documents.
2.	For All Offices Marketing and PR Department	1. Receive the Prequalification Notice and give advertisement in Newspaper. 2. Publish Prequalification Notice on PPRA website and one Newspaper if procurement amount is between one hundred thousand to two million. 3. Publish Prequalification Notice on PPRA website and Two or Three (At least one English and one Urdu) Newspapers if procurement amount is above two million.
3.	For All Offices Concerned Procurement Committee	1. Open the applications and evaluate them according to the criteria laid down in pre-qualification document. 2. The pre-qualification shall be done on Pass/Fail basis. 3. Prepare the list of pre-qualified suppliers and contractors and get it approved by competent authority. 4. Inform the suppliers and contractors about the results

CHAPTER-4: PROCUREMENT PROCESS

4.1: Publishing a Tender Notice

I. Reference:

PP Rules 2014: Rule 12: Methods of Advertisement, Rule 14: Response time

II. Remarks:

The publication of an invitation to bid is required under the Open Competitive Bidding, where no pre-qualification has been conducted.

III. Procedure for PVTC/RM/AM Office:

Steps	Officer/s	Activity
1.	DM/AM Procurement	1. Draft Tender Notice as per template given in Annexure D. 2. Send to HOD Admin for review.
2.	HOD Admin	1. Receive Tender Notice for review. 2. Send to Procurement Committee for review and approval.

3.	Procurement Committee	1. Receive Tender Notice for review and approval. 2. Send to DM/AM Procurement for further action.
4.	DM/AM Procurement	1. Receive Tender Notice from Procurement Committee after approval. 2. Send Tender Notice to Marketing and PR Department for publication on PPRA website and/or Newspaper.
5.	Marketing and PR Department	1. Receive Tender Notice and give advertisement in Newspaper. 2. Publish Tender Notice on PPRA website and one National Newspaper if procurement amount is more than Rs. 500,000/- for PVTC/RM/AM Office. 3. Publish Tender Notice on PPRA website and One English and one Urdu National daily Newspapers with wide circulation if procurement amount is above two million. 4. Soft copies of bidding documents along with deposit slip can be sent by Post/Courier at the address of Punjab Procurement Regulatory Authority (PPRA). 5. Invitation to bid should be uploaded to PPRA web.

Procedure for VTIs:

Steps	Officer/s	Activity
1.	AAO	1. Draft Tender Notice as per template given in Annexure D. 2. Send to Principal for review.
2.	Principal	1. Receive Tender Notice for review. 2. Send to Procurement Committee for review and approval.
3.	Procurement Committee	1. Receive Tender Notice for review and approval. 2. Send to AAO for further action.
4.	AAO	1. Receive Tender Notice from Procurement Committee after approval. 2. Send Tender Notice to Marketing and PR Department (PVTC) for publication on PPRA website and/or Newspaper.
2.	Marketing and PR Department	1. Receive Tender Notice and give advertisement in Newspaper. 2. Publish Tender Notice on PPRA website and one National Newspaper if procurement amount is more than Rs. 300,000 for VTI. 3. Publish Tender Notice on PPRA website and One English

		and one Urdu National daily Newspapers with wide circulation if procurement amount is above two million. 4. Soft copies of bidding documents along with deposit slip can be sent by Post/Courier at the address of Punjab Procurement Regulatory Authority (PPRA). 5. Invitation to bid should be uploaded to PPRA web.
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4.2: Handling Bidder's Clarifications

I. Reference:

PP Rules 2014; Rule 25.3 Bidding Documents

II. Remarks:

Bidder clarifications are requests from bidders to clarify certain points in the bidding document. The Procuring Agency is required to respond in a formal manner clarifying the point to all the bidders.

III. Responsibilities & Approvals :

Sr. No.	Office	Responsibility to handle bidders clarifications	Review for any amendment in Bidding Documents	Approval for any amendment in Bidding Documents
1.	PVTC/RM Office/AM Office	DM/AM Procurement	HOD Admin	Procurement Committee
2.	VTI	AAO	Principal	Procurement Committee

IV. Procedure:

The protocol for clarification which PVTC/Regional Office/Area office/VTIs should follow is outlined below:

1. Bidders shall submit all bid related queries in writing to the concerned office as designated in the bidding documents.
2. The bidding documents must mention the number of days before stipulated bid opening by which the bidders could seek clarifications.

3. Bidders shall be asked to contact concerned office for any query at least seven days before the bid closing date.
4. The official receiving requests for clarifications shall direct the query to the respective section within two working days.
5. All bidders shall be provided the required information on equal opportunity basis within two days by the respective section.
6. Any clarification shall be issued in writing. It will be ensured that the clarification is shared with all the bidders. If required, in accordance with the stipulations of the bidding documents, appropriate time extension shall be given to bidders.
7. In case of an open invitation to bid, any modification or additional information regarding bid, critical for bidding or bid evaluation process, should be notified in the same manner as original advertisement.

4.3: Submission of Bids

I. Reference:

PP Rules 2014; Rule 24 Submission of Bids

II. Annexure:

Annexure F provides checklist for the submission of bids

III. Remarks:

This SOP provides a method for the submission of bids by the bidders, and safe-keeping of bids until the time for opening of bids.

IV. Responsibilities:

The office designated in the bidding documents/ advertisements shall make arrangements for receipt of bids. The official will make all arrangements for receipt of bids as per Rule 24.

Sr. No.	Office	Responsibility for receipt of Bidding Documents
1.	PVTC/RM Office/Area Office	DM/AM Procurement

2.	VTI	AAO
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V. Procedure:

The arrangements should be according to the following protocol:

1. The method of submission should be clearly mentioned in the bidding documents.
2. Designated official in the above chart should receive and record the bids in the receipt register;
3. Ensure that the bids are submitted in a package properly sealed and the contents are not visible.
4. Ensure safe custody of the bids and that they remain sealed in a safe place;
5. Invite all the potential bidders for opening of the bids at defined time and date.

CHAPTER-5: SPECIFIC PROCUREMENT PROCEDURES

5.1: Capital & Recurring Procurements, PVTC

Steps	Officer	Activity
Step 1.	End User	1. Initiate the Purchase Requisition.
Step 2.	Senior Supervisor (Admin) / DM/AM Procurement	2. Receive and Verify Purchase Requisition from Initiator. 3. Sends the Purchase requisition to Assistant Manager (Finance & Accounts) for checking the budget limit and its approval.
Step 3.	Assistant Manager (Finance & Accounts)	4. Checks whether the budget is available for the particular expense head or not. 5. If Budget is available, Send the Purchase Requisition to Competent Authority. 6. If budget is not available Raise the Reallocation / Additional Budget request.

Step 4.	HODs	<p>7. Receive and verify the Purchase Requisition – (<i>approval limit is up to Rs.50, 000.</i>)</p> <p>8. Approve the Purchase Requisition (If within HODs approval limit) and raise the Purchase Order.</p> <p>9. If not within HODs approval limit Send the Purchase Requisition to General Manager for approval.</p>
Step 5.	General Manager	<p>10. Receive and verify the Purchase Requisition – (<i>General Manager approval limit is from Rs. 50,000/- to 2,50,000/- for recurring expenditure only) but Purchase Committee will be constituted of amount more than Rs. 1, 00,000 on the recommendation of HOD Administration.</i>)</p> <p>11. Approve the Purchase Requisition if amount is less than Rs. 1, 00, 000/-.</p> <p>12. a) If amount is more than Rs. 1, 00, 000/- up to Rs.250,000/- Constitute the Purchase Committee on the recommendation of HOD Administration . b) In case amount is more than Rs. 250,000 then further send to Managing Director for approval</p>
Step 6	Managing Director (MD)	<p>13. Receive and approve the Purchase Requisition (<i>Managing Director approval limit is from Rs. 2,50,000/- to Rs.5,00,000/-) but Purchase Committee will be constituted of amount more than Rs. 2,50,000/- on the recommendation of HOD Administration.</i>)</p> <p>14. In case amount is more than Rs. 500,000 then further send to chairman for approval</p>
Step 7	Chairman	<p>15. Receive and verify the Purchase Requisition - Purchase Committee will be constituted as per the recommendation of MD</p>
Step 8	Purchase Committee	<p>16. If Purchase Requisition is more than Rs. 100,000 up to Rs. 500,000 Purchase Committee will be constituted, as per purchase committee tables.</p> <p>15. Approve the User Requisition and send further for final approval to the GM / Managing Director or the Chairman according to their financial limits.</p>
Step 9	General Manager/ Managing Director / Chairman	<p>17. Receive and verify the Purchase Requisition. –</p> <p><i>General Manager approve the Purchase Requisition if it is more than Rs. 50,000 and less than Rs. 25 0,000/- Managing Director approve the Purchase Requisition if it</i></p>

		<p><i>is more than Rs. 2,50,000 and less than Rs. 500,000. (Chairman Approve the Purchase Requisition for amount more than Rs. 500,000.)</i></p> <p>18. Approve the Purchase Requisition.</p> <p>19. Sends the Approved Purchase Requisition to the HOD Administration</p>
Step 9	HOD Administration	<p>20. Receive the Approved Purchase Requisition from the relevant approving authority.</p> <p>21. If amount is less than Rs. 100,000, Raise the Request for Quotations. –</p> <p><i>One quotation is required for amount up to Rs. 50,000 - Three quotations required for amount more than Rs. 50,000 and up to Rs. 100,000.</i></p> <p>22.If amount is more than Rs. 100,000, Call meeting of the Purchase Committee and get approval of the following documents a) Advertisement Draft b)Tender Documents c)Approval of Rs. 1,000 (Tender Fee / PPRA Website / PVTC Website)</p> <p>23. Send the documents to Purchase Committee.</p>
Step 10	Purchase Committee	24. Upon satisfaction of the documents send the document to the competent authority
Step 11	Competent Authority	25. Approve the tender documents and sends it to HOD ADMIN
Step 12	HOD Admin	26. Receive the Tender document and advertisement, further send it to Marketing and PR Department for tender advertisement in Newspaper.
Step 13	Marketing and PR Department	<p>27. Receive the documents and give advertisement in Newspaper and raise the Tender and mentioned the bidding date in the tender document. –</p> <p>Publish Tender Notice on PPRA website and one National Newspaper if procurement amount is more than Rs. 500,000/- for PVTC and 300,000 for VTI.</p> <p>Publish Tender Notice on PPRA website and One English and one Urdu National daily Newspapers with wide circulation if procurement amount is above two million.</p>

Step 14	Purchase Committee.	28. Purchase Committee meeting will be held on the closure date of tender and all the bids will be opened in presence of the bidding supplier, if present.
Step 15	Senior Supervisor (Admin) / DM/AM Manager (Procurement)	29. Receive Quotations from the suppliers If amount is less than Rs. 50,000 and raise the Purchase Order. If the amount is more than Rs. 50,000 and up to Rs. 100,000, Prepare Comparative Statement (CST) and send to committee for the approval. 30. Prepare Comparative Statement (CST) and send to committee for the approval in case of open competitive bidding.
Step 16	Purchase Committee	31. Receive and review Comparative Statement (CST). 32. Approve Comparative Statement (CST) and send it to Sr. Supervisor (Admin) / DM/AM Procurement. <i>If CST is between Rs. 50,000 to Rs.2, 50,000/-, then General Manager will approve it. If CST is between Rs. 250,000 to Rs.5, 00,000/-,, then Managing Director will approve it. - If CST is more than Rs. 500,000 value, then Chairman will approve it.</i>
Step 17	Senior Supervisor (Admin) / DM/AM Procurement	33. Raise the Purchase Order. 34. Send the Purchase Oder to the supplier or sign the contract with the bidder.
Step 18	Bidder	35. Receive the Purchase Order /Sign the contract. 36. Send the goods to the Senior Supervisor (Admin) / Sr. Supervisor House Keeper.
Step 19	Senior Supervisor Admin / Supervisor House Keeper / Store Keeper	37. Goods Receipt Note (GRN) will be prepared and the satisfaction report will be made 38. Update Fixed Asset Register. - Asset Coding on the register along with the asset tag number is mentioned on that particular asset. Fixed Asset Register End of activity. 39. If Recurring Purchases Update Stock Register. .

5.2: Head Office - Centralize Purchase for PVTC or/ and VTIs

Steps	Officer	Activity
Step 1.	Principal	1. Create Demand Document as per requirement and send it to respective Area Manager.
Step 2.	Area Manager	2. Receive and verifies demands from respective VTIs - In case of ambiguity, return to concerned VTIs for correction. 3. Sends the demands to Regional Manager.
Step 3.	Regional Manager	4. Receive and verifies demands from respective Area Offices. - In case of ambiguity, return to concerned Area Manager for correction. 5. Sends the demands to Admin department of PVTC Head Office.
Step 4.	HOD Administration	6. Receive demands of all VTIs from concerned Regional Managers and compile the demand. 7. Proposed the Purchase Committee to Managing Director. - Purchase Committee should be as per the purchase committee tables.
Step 5.	Managing Director	8. Approve the Purchase Committee and communicate to the HOD Administration.
Step 6	HOD Administration	9. Call meeting of the Purchase Committee and get approval of the following documents by the committee - Advertisement Draft - Tender Documents - Approval of Rs. 1,000 (Tender Fee / PPRA Website / PVTC Website)
Step 7	Purchase Committee	10. Upon satisfaction of the documents send the document to the competent authority for approval.
Step 8	Competent Authority	11. Approve the tender documents and sends it to HOD Admin.
Step 9	HOD Administration	12. Receive the Tender document and advertisement, further send it to Marketing and PR Department for tender advertisement in Newspaper.

Step 10	Marketing and PR Department	<p>13. Receive the documents and give advertisement in Newspaper and raise the Tender and mentioned the bidding date in the tender document. –</p> <p>Publish Tender Notice on PPRA website and one National Newspaper if procurement amount is more than Rs. 500,000/- for PVTC/RM/AM Office.</p> <p>Publish Tender Notice on PPRA website and One English and one Urdu National daily Newspapers with wide circulation if procurement amount is above two million.</p>
Step 11	Purchase Committee.	14. Purchase Committee meeting will be held on the closure date of tender and all the bids will be opened in presence of the bidding supplier, if present.
Step 12	DM/AM Procurement	15. Prepare Comparative Statement (CST) and send to committee for the approval. Comparative Statement.
Step 13	Purchase Committee	<p>16. Receive and review Comparative Statement (CST).</p> <p>17. Approve Comparative Statement (CST) and send it to HOD Admin. –</p> <p><i>If CST is between Rs. 50,000 to Rs.2, 50,000/-, then General Manager will approve it. If CST is between Rs. 250,000 to Rs.5, 00,000/-, then Managing Director will approve it. - If CST is more than Rs. 500,000 value, then Chairman will approve it.</i></p>
Step 14	HOD Administration	<p>18. Receive CST and Make Purchase contract with the suppliers.</p> <p>19. Send the Purchase contract to the respective VTIs for issuance of Purchase Order as per agreed specification, quantity and rate.</p>
Step 15	Principal	20. Receive Purchase contract and forwarded to Admin and Account Officer.
Step 16	Admin and Account Officer	<p>21. On the basis of Purchase contract, delivery Order is created and get it approved from Principal for issuance to the concerned supplier. Purchase Order</p> <p>22. Send the approved delivery Order to the supplier.</p>
Step 17	Supplier	<p>23. Receive the delivery Order.</p> <p>24. Send the goods to the Admin and Accounts Officer.</p>
Step 18	Admin and Accounts	25. Make the Goods Receipt Note Goods Receipt Note (GRN)

	Officer /Store Keeper	<p>26. Prepare Inspection Report.</p> <p>27. Update Fixed Asset Register. - Asset Coding on the register along with the asset tag number is mentioned on that particular asset.</p>
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5.3: Head Office - Petty Cash Purchases

Steps	Officer	Activity
Step 1.	End User	1. Sends the Purchase requisition to HOD (Finance & Accounts) for checking the budget limit and giving approval.
Step 2.	HODs	<p>2. Check that the budget is available for the particular expense head or not. (Petty Cash limit is upto Rs. 50,000/-.</p> <p>3. If Budget is available, approve the Purchase Requisition.</p> <p>4. If budget is not available raise the request to the Competent Authority for reallocation / additional budget.</p>
Step 3.	Senior Supervisor (Admin)	5. Receive the Approved Purchase Requisition.
Step 4.	Supplier	6. Deliver the goods to the Senior Supervisor (Admin).
Step 5.	Senior Supervisor (Admin)	7. Note the item in the Stock Register and issue to the concerned user Stock Register.

5.4: Head Office - Printing of Training Manuals for VTIs

Steps	Officer	Activity
Step 1.	Principal	1. Initiates demand of required courses training manuals and send it to the Area Manager.

		2. In case of rejection, correct and send it again to the Area Manager.
Step 2.	Area manager	3. Receives the Demand. 4. If not verified reject and return it to the Principal for correction. 5. If Verified, approves and send it to the Regional Manager.
Step 3.	Regional Manager	6. Receives the demand. 7. If not verified reject and return it to the Principal for correction. 8. If Verified, approves and to automatically send it to the MIS Department
Step 4.	MIS Department	9. Receives the consolidated demand of VTI's through respective Area and Regional Offices and forward it Admin Department.
Step 5.	Computer Operator (CO) / Office Assistant	10. Receives the consolidated demand and further send it to the Curriculum Department for obtaining the information regarding the manuals e.g. Quantity of Title pages, black and white pages, color pages etc.
Step 6	Curriculum Department	11. Checks whether the quantity demanded of the manuals more than 250 or less. 12. If Quantity Demanded is less than 250, Softcopy of the manuals will be send to the respective VTI's and they take the photo copy of the manuals, with prior approval of Managing Director. The amount of photocopy expenses by the VTI will be charged against the Supplies& Services charges to PVTC. End of activity. 13. If Quantity Demanded is more than 250, all the details regarding the Quantity, Content of the manuals and pages quantity will be forwarded to the Admin Department.
Step 7	Computer Operator (CO) / Office Assistant	14. Receives all the details and prepare approval document. 15. Send the approval document to the Managing Director / Chairman.

Step 8	General Manager/ Managing Director / Chairman	<p>16. Receives the Approval Documents and approve it Purchase Committee will be constituted for any amount greater than Rs. 1,00,000 GM approves up to the amount of Rs. 2,50,000. MD approves Above Rs.2, 50,000/- upto the amount of Rs. 5, 00,000. MD recommends to the chairman for amount more than Rs. 5, 00,000.</p> <p>17. Sends it to admin Department</p>
Step 9	HOD Administration	<p>18. Receive the Approved Purchase Requisition from the relevant approving authority.</p> <p>19. If amount is less than Rs. 100,000, raise the Request for Quotations. One quotation is required for amount upto Rs. 50,000 Three quotations required for amount more than Rs. 50,000 and upto Rs. 100,000. And raise the Purchase Order.</p> <p>20. If amount is more than Rs. 100,000, Call meeting of the Purchase Committee and put following documents to the committee Advertisement Draft Tender Documents Approval of Rs. 1,000 (Tender Fee / PPRA Site / PVTC Website)</p> <p>21. Send the documents to Purchase Committee.</p>
Step 10	Purchase Committee	22. Upon satisfaction of the documents send the document to the competent authority
Step 11	Competent Authority	23. Approve the tender documents and sends it to HOD ADMIN
Step 12	HOD Administration	24. Receive the Tender document and tender advertisement, further send it to Marketing and PR Department for tender advertisement in Newspaper.
Step 13	Marketing & PR Department	<p>25. Receive the documents and give advertisement in Newspaper and raise the Tender and mentioned the bidding date in the tender document. – Publish Tender Notice on PPRA website and one National Newspaper if procurement amount is more than Rs. 500,000/- for PVTC.</p> <p>Publish Tender Notice on PPRA website and One English and one Urdu National daily Newspapers with wide circulation if procurement amount is above two million.</p>
Step 14	Purchase Committee.	26. Purchase Committee meeting will be held on the closure date of tender and all the bids will be opened inpresence of the bidders.

Step 15	Senior Supervisor (Admin) / DM/AM Procurement	<p>27. Receive Quotations from the suppliers If amount is less than Rs. 50,000, and raise the Purchase Order. Otherwise, goto task #28.</p> <p>28. Prepare Comparative Statement (CST) and send to committee for the approval.</p>
Step 16	Purchase Committee	<p>29. Receive and review Comparative Statement (CST).</p> <p>30. Approve Comparative Statement (CST) and send it to HOD Administration. . If CST is between Rs. 50,000 to Rs.2, 50,000/-, then General Manager will approve it. If CST is between Rs. 250,000 to Rs.5, 00,000/- , then Managing Director will approve it. If CST is more than Rs. 500,000 value, then Chairman will approve it on the recommendation of MD.</p>
Step 17	HOD Administration	<p>31. Raise the Purchase Order.</p> <p>32. Send the Purchase Oder to the supplier.</p>
Step 18	Supplier	<p>33. Receive the Purchase Order.</p> <p>34. Send the Printing Material to the Computer Operator (CO) / Office Assistant.</p>
Step 19	Computer Operator (CO) / Office Assistant	<p>35. Receives the Printing Material and Makes the Goods Receipt Note (GRN) Goods Receipt Note</p> <p>36. Communicate the Receipt of the goods to the Purchase Committee for inspection.</p>
Step 20	Purchase Committee	<p>37. Creates Satisfaction Report with respect to printing quality, paper weight etc. and send to Admin department. In case the material is accepted then the payment process is initiated and if the material is rejected / deficiency in the material then penalty as per tender document will be recommended, recommendations will be submitted to CA (Chairman) for final decision.</p>
Step 21	Principal	<p>39. Receives Online against the Dispatch Entry By Assistant Manager (Admin). In case there is any difference in the quantity dispatched and received then it will be resolved manually through emails.</p>

5.5: Head Office - Procurement of Insurance Policies

Note: PPRA rules shall be applicable to procurement of Insurance services however if any other law supersedes PPRA rules for procurement of insurance services then the respective law shall be applicable.

Steps	Officer	Activity
Step 1.	Assistant Manager Insurance	1. After recognition of expiry of ongoing insurance agreement, AM Insurance initiate tendering process and management on the request of AM Insurance and on the recommendation of HOD ADMIN constitute a purchase committee to conduct tendering process upto the signing of the agreement - Purchase Committee members include the followings. a) HOD Admin (President) b) Regional Manager (Central) c) HOD (Finance & Accounts) d) Manager E & C e) AM Insurance.
Step 2.	Competent Authority (MD)	2. Initiation of tender and purchase committee is approved and AM Admin is advised to conduct with the tendering process.
Step 3.	Assistant Manager Insurance	3. After receiving the instructions from the CA, AM Insurance on the direction of purchase committee president arranges meetings of Purchase committee and presents the required support documents and data analysis (Previous agreement details, employee's data volumes etc.) for the consideration and deliberation of the purchase committee for designing of final tender document. - Meanwhile AM admin collects employee's data from the system and brings it into comprehensive form as required by the companies. Insurance companies on the basis of data estimate the volume of business and use it for bidding. 4. Submit the finalized draft tender document and the draft advertisement to the Purchase Committee for its further approval by the Competent Authority. Upon approval of the followings documents. - Advertisement Draft, Tender Documents and Approval of Rs. 1,000 (Tender Fee / PPRA Site / PVTC Website) - Insurance Companies after reading the advertisement, submit the signed tender document, technical and financial proposals along with 2% earnest money which is 2% of the bid amount in the form of cheque/DD. - Companies purchase the tender documents against specific fee which is submitted in the PVTC account as income.
Step 4.	HOD Administration	5. Receive the Tender document and advertisement, further send it to Marketing and PR Department for

		tender advertisement in Newspaper.
Step 5.	Marketing and PR Department	<p>6. Receive the documents and give advertisement in Newspaper and raise the Tender and mentioned the bidding date in the tender document. –</p> <p>Publish Tender Notice on PPRA website and one National Newspaper if procurement amount is more than Rs. 500,000/- for PVTC.</p> <p>Publish Tender Notice on PPRA website and One English and one Urdu National daily Newspapers with wide circulation if procurement amount is above two million.</p>
Step 6	Purchase Committee.	<p>7. Purchase Committee meeting will be held on the opening date of tender and all the bids will be opened in presence of the bidding supplier, if present. - In first stage only technical bids will be open and AM Insurance will be directed to prepare Comparative Statement for Purchase Committee to funnel up the companies as per technical evaluation criteria and submits to the Purchase Committee in its next meeting - In second stage the financial bids of the qualified companies are opened and once again financials Comparative Statement is prepared by AM Insurance and the complete proceeding is submitted to the CA with recommendation of Purchase Committee for approval - The earnest money of the disqualified companies is return back.</p>
Step 7	Competent Authority	<p>8. Approves the recommendations of the Purchase Committee and directs for preparation of the agreement.</p>
Step 8	Assistant Manager Insurance	<p>9. Prepares the Draft Agreement and shares it with the new insurance companies and later on mutually agreed draft is signed by the PVTC and the Insurance Company in a meeting held at PVTC Head Office - Bank Guarantee as decided in the Agreement is provided by the Insurance Company - Insurance Company is bound to provide the services from the date mentioned in the Agreement</p> <p>10. Prepares and send the Final Form Data to Insurance Company after the Purchase Agreement.</p>
Step 9	Insurance Company	<p>11. Receives the Final Form data and send the Bills to Assistant Manager Insurance on the basis of Data.</p>
Step 10	Assistant Manager Insurance	<p>12. Receives the Bills and send the Concerned Bills to Finance Department Head Office, Regional Offices and Area Offices. - Area Offices send the Bills to Concerned VTIs.</p>

5.6: Area Office - Capital & Recurring Purchases

Steps	Officer	Activity
Step 1.	End User	1. Creates and send the Purchase Requisition to the Assistant Manager.
Step 2.	Assistant Manager	2. Receives Purchase Requisition from End User 3. Checks whether the budget is available for the particular expense head or not. 4. If Budget is available, Send the Purchase Requisition to Area Manager. 5. If Budget is not available, raise a request to Area Manager for reallocation / additional Budget.
Step 3.	Area Manager	6. Raise a request for the budget to Regional Manager 7. Receive and verify the Purchase Requisition. Approve the Purchase Requisition up to the amount of Rs. 50,000. - Purchase Requisition more than Rs. 50,000 will be sent to GM Operations for approval through Regional Manager. The expenses related to POL, Insurance, salaries, Mobile Bills are approved by Area Manager as per the limits. 8. If within the Area Manager Approval limit, approve the Purchase Requisition. 9. If not within the Area Manager Approval limit, Send the Purchase Requisition to Regional Manager to get approval from GM operations.
Step 4.	Regional Manager	10. Receives and verify the Purchase Requisition. - Regional Manager will approve the Purchase Requisition if it is upto Rs. 50,000. - Purchase Requisition more than Rs. 50,000 will be approved by the GM 11. If within the Regional Manager Approval limit, approve the Purchase Requisition. 12. If not within the Regional Manager Approval limit, Send the Purchase Requisition to the GM.

Step 5.	General Manager/ Managing Director	<p>13. Receive and verify the Purchase Requisition –</p> <p>GM will approval limit is from Rs. 50,000 up to Rs.2,50,000/- Managing Director (MD) approval limit is from Rs. 250,000 upto 5, 00,000 but Purchase Committee will be constituted of amount more than Rs. 1, 00,000.</p> <p>14. If amount is less than Rs. 1,00,000,GM will Approve the Purchase Requisition</p> <p>15. If amount is more than Rs. 1, 00,000, Constitute the Purchase Committee in case amount is greater than Rs. 100,000.</p>
Step 6	Chairman	<p>16. If Purchase Requisition is more than Rs. 5,00,000,Receive and verify the Purchase Requisition - Purchase Committee will be constituted as per the recommendation of MD</p>
Step 7	Purchase Committee	<p>17. If Purchase Requisition more than Rs. 1,00,000 and less than Rs. 5,00,000,Receives and verify the Purchase Requisition. - Approve the Purchase Requisition if it is more than Rs. 100,000. Committee Members Includes the following - Regional Manager - Senior Principal of District - Area Manager - Assistant Manager Finance & Audit / Assistant Manager.</p> <p>18. Approve the Purchase Requisition and send further for final approval to the Managing Director or the Chairman.</p>
Step 8	General Manager/ Managing Director / Chairman	<p>19. Receive and verify the Purchase Requisition. -</p> <p>20. Approve the Purchase Requisition according to the financial limits.</p> <p>21. Sends the Approved Purchase Requisition to the Assistant Manager.</p>
Step 9	Assistant Manager	<p>22. Receive the Approved Purchase Requisition from the relevant approving authority.</p> <p>23. If amount is less than Rs. 100,000, Raise the Request for Quotation. - One quotation is required for amount upto Rs. 50,000 - Three quotations required for amount more than Rs. 50,000 and up to Rs. 100,000.</p> <p>24. If amount is more than Rs. 100,000, Call meeting of the Purchase Committee and put following documents to</p>

		<p>the committee - Advertisement Draft - Tender Documents - Approval of Rs. 1,000 (Tender Fee / PPRA Website / PVTC Website)</p> <p>25. Send the documents to Purchase Committee.</p>
Step 10	Purchase Committee	26. Upon satisfaction of the documents send the document to the competent authority Competent Authority
Step 11	Competent Authority	27. Approve the tender documents and sends it to Assistant Manager
Step 12	Assistant Manager	28. Receive the approved Tender document, advertisement and Tender Fee, further send it to Marketing and PR Department for tender advertisement in Newspaper.
Step 13	Marketing and PR Department	<p>29. Receive the documents and give advertisement in Newspaper and raise the Tender and mentioned the bidding date in the tender document. –</p> <p>Publish Tender Notice on PPRA website and one National Newspaper if procurement amount is more than Rs. 500,000/- for AM Office.</p> <p>Publish Tender Notice on PPRA website and One English and one Urdu National daily Newspapers with wide circulation if procurement amount is above two million.</p>
Step 14	Purchase Committee.	30. Purchase Committee meeting will be held on the closure date of tender and all the bids will be opened in presence of the bidding supplier, if present.
Step 15	Assistant Manager	<p>31. Receive Quotations from the suppliers. If amount is less than Rs. 50,000.</p> <p>32. If amount is more than Rs. 50,000. Prepare Comparative Statement (CST) and send to committee for the approval. Comparative Statement</p>
Step 16	Purchase Committee	<p>33. Receive and review Comparative Statement (CST).</p> <p>34. Approve Comparative Statement (CST) and send it to Assistant Manager for approval from the competent authority according to financial limits.</p>
Step 17	Assistant Manager	<p>35. Raise the Purchase Order and get approval from Area Manager.</p> <p>36. Send the approved Purchase Order to the supplier.</p>

Step 18	Supplier	37. Receive the Purchase Order. 38. Send the goods to the Assistant Manager
Step 19	Assistant Manager	39. Make the Goods Receipt Note Goods Receipt Note (GRN) 40. Prepare Inspection Report. 41. If Capital Purchases, Update Fixed Asset Register. - Asset Coding on the register along with the asset tag number is mentioned on that particular asset. Fixed Asset Register. 42. If recurring Purchases, Update Stock Register. Stock Register.

5.7: Regional/ Area Office - Petty Cash Purchases

Steps	Officer	Activity
Step 1.	End User	1. Raise the Purchase Requisition and send it to Supervisor / Assistant Manager.
Step 2.	Supervisor / Assistant Manager	2. Receive and verify Purchase Requisition from end user - In case of Rejection from Regional Manager / Area Manager, the Supervisor / Assistant Manager correct the Purchase requisition. 3. Check that the budget is available for the particular expense head or not. . 4. If Budget is available, Sends the Purchase Requisition to Regional Manager / Area Manager for approval. 5. If Budget is not available, Raise a request to Regional Manager / Area Manager for reallocation / additional Budget.
Step 3.	Regional Manager / Area Manager	6. Raise a request for the budget to GM/ RM. (If Required)

		<p>7. Receives and verify the Purchase Requisition.</p> <p>8. Approves and send the Purchase Requisition to Supervisor / Assistant Manager. Approved Purchase Requisition</p>
Step 4.	Supervisor / Assistant Manager	<p>9. Receives the approved Purchase Requisition from Regional Manager / Area Manager.</p> <p>10. Purchase the goods from the supplier.</p> <p>11. Note the item in the Stock Register and issue the item.</p>

5.8: Regional Office - Capital & Recurring Purchases

Steps	Officer	Activity
Step 1.	End User	1. Creates and send the Purchase Requisition to the Supervisor. Purchase Requisition
Step 2.	Supervisor	<p>2. Receives Purchase Requisition from End User.</p> <p>3. Checks whether the budget is available for the particular expense head or not.</p> <p>4. If Budget is available, Send the Purchase Requisition to Regional Manager.</p> <p>5. If Budget is not available, raise a request to Regional Manager for reallocation / additional Budget.</p>
Step 3.	Regional Manager	<p>6. Raise a request for the budget to GM/Managing Director. –As per financial limits</p> <p>7. Receive and verify the Purchase Requisition. - Approve the Purchase Requisition up to the amount of Rs. 50,000. - Purchase Requisition more than Rs. 50,000 will be sent to GM for approval. As per financial limits</p> <p>8. If within the Regional Manager Approval limit, approve the Purchase Requisition.</p> <p>9. If not within the Regional Manager Approval limit, Send the Purchase Requisition to GM.</p>

Step 4.	General Manager/ Managing Director	<p>10. Receive and verify the Purchase Requisition –General Manager approval limit is from Rs. 50,000 up to Rs.250,000/- , Managing Director (MD) approval limit is above Rs. 250,000 upto 5, 00,000 but Purchase Committee will be constituted of amount more than Rs. 1, 00,000.</p> <p>11. If amount is less than Rs. 1,00,000, Approve the Purchase Requisition Approved Purchase Requisition</p> <p>12. If amount is more than Rs. 1, 00,000, Constitute the Purchase Committee.</p>
Step 5.	Chairman	<p>13. If Purchase Requisition is more than Rs. 5,00,000,Receive and verify the Purchase Requisition - Purchase Committee will be constituted as per the recommendation of MD</p>
Step 6	Purchase Committee	<p>14. If Purchase Requisition is more than Rs. 100,000 and less than Rs. 500,000 Receives and verify the Purchase Requisition. - Approve the Purchase Requisition if it is more than Rs. 100,000. Committee should beas PVTC</p> <p>15. Approve the Purchase Requisition and send further for final approval to the Managing Director or the Chairman.</p>
Step 7	Competent Authority (General Manager/ Managing Director / Chairman)	<p>16. Receive and verify the Purchase Requisition. –As per financial limits</p> <p>17. Approve the Purchase Requisition.</p> <p>18. Sends the Approved Purchase Requisition to the Assistant Manager.</p>
Step 8	Supervisor	<p>19. Receive the Approved Purchase Requisition from the relevant approving authority.</p> <p>20. If amount is less than Rs. 100,000, Raise the Request for Quotation. - One quotation is required for amount upto Rs. 50,000 - Three quotations required for amount more than Rs. 50,000 and up to Rs. 100,000.</p> <p>21. If amount is more than Rs. 100,000, Call meeting of the Purchase Committee and putt following documents to the committee - Advertisement Draft - Tender Documents - Approval of Rs. 1,000 (Tender Fee / PPRA Website / PVTC Website)</p>

		22. Send the documents to Purchase Committee.
Step 9	Purchase Committee	23. Upon satisfaction of the documents send the document to the competent authority Competent Authority
Step 10	Competent Authority	24. Approve the tender documents and sends it to Supervisor.
Step 11	Supervisor	25. Receive the Tender document and advertisement, further send it to Marketing and PR Department for tender advertisement in Newspaper.
Step 12	Marketing and PR Department	26. Receive the documents and give advertisement in Newspaper and raise the Tender and mentioned the bidding date in the tender document. – Publish Tender Notice on PPRA website and one National Newspaper if procurement amount is more than Rs. 500,000/- for RM Office. Publish Tender Notice on PPRA website and One English and one Urdu National daily Newspapers with wide circulation if procurement amount is above two million.
Step 13	Purchase Committee.	27. Purchase Committee meeting will be held on the closure date of tender and all the bids will be opened in presence of the bidders, who chose to attend.
Step 14	Supervisor	28. Receive Quotations from the suppliers. If amount is less than Rs. 50,000. 29. If amount is more than Rs. 50,000. Prepare Comparative Statement (CST) and send to committee for the approval.
Step 15	Purchase Committee	30. Receive and review Comparative Statement (CST). 31. Approve Comparative Statement (CST) and send it to Supervisor to get it approved by the competent authority as per financial limits
Step 16	Supervisor	32. Raise the Purchase Order and get approval from Regional Manager. 33. Send the approved Purchase Order to the supplier.
Step 17	Supplier	34. Receive the Purchase Order.

		35. Send the goods to the Supervisor
Step 18	Supervisor	36. Make the Goods Receipt Note Goods Receipt Note (GRN) 37. Prepare Inspection Report. 38. If Capital Purchases, Update Fixed Asset Register. - Asset Coding on the register along with the asset tag number is mentioned on that particular asset. Fixed Asset Register End of activity. 39. For recurring purchases, Update Stock Register.

5.09: VTI - Capital & Recurring Purchases

Steps	Officer	Activity
Step 1.	End User	1. Initiate the Purchase Requisition. Purchase Requisition
Step 2.	Admin and Accounts Officer	2. Receives Purchase Requisition from End user 3. Checks the budget limit and send the Purchase Requisition to principal for approval. 4. If Budget is available, Sends the Purchase Requisition to principal for approval. 5. If Budget is not available, Raise a request to Principle for reallocation or additional Budget.
Step 3.	Principal	6. Raise a request for the budget to President DBOM. Refer to 'Additional Budget Process or Budget Reallocation Process' 7. Receives and verify the Purchase Requisition. 8. If amount is less than Rs.10,000, Approves and send the Purchase Requisition to Admin and Accounts Officer for making the Purchase Order. 9. If amount is more than Rs.10, 000, Send the Purchase Requisition to Tehsil Management Committee (TMC) for approval of requisition.

Step 4.	Tehsil Management Committee (TMC)	<p>10. Receives and verify the Purchase Requisition.</p> <p>11. If amount is more than Rs.10, 000 and is less than Rs.50, 000, Approves and send the Purchase Requisition to Admin and Accounts Officer.</p> <p>12. If amount is more than Rs.10, 000 Send the Purchase Requisition to District board of management (DBOM).</p>
Step 5.	District Board of Management (DBOM)	<p>13. Receives and verify the Purchase Requisition. 14. If amount is more than 50,000 and less than 1,000,000, Approves and send the Purchase Requisition to Admin and Accounts Officer</p> <p>15. If amount is more than Rs.1, 000,000, Send the Purchase Requisition to the Area Manager. - All the Purchase Requisition with the amount of more than Rs. 1,000,000 will require final approval of Chairman.</p>
Step 6	Area Manager	16. Receive, verify and recommend to Regional Manager.
Step 7	Regional Manager	17. Receive, verify and recommend to Managing Director
Step 8	Managing Director	18. Receive, verify and recommend to Chairman
Step 9	Chairman	19. Receive, verify and approve the Purchase Requisition and send it to the Admin and Accounts Officer
Step 10	Admin and Accounts Officer	<p>20. Receive the Approved Purchase Requisition from the relevant approving authority. - Purchase Committee will be made of any amount greater than Rs. 100,000.</p> <p>21. If amount is less than Rs. 100,000, Raise the Request for Quotations. - One quotation is required for amount upto Rs. 50,000 - Three quotations required for amount more than Rs. 50,000 and upto Rs. 100,000</p> <p>22. If amount is more than Rs. 100,000, Following documents will be put forward to the committee - Advertisement Draft - Tender Documents - Approval of Rs. 1,000 (Tender Fee / PPRA Site / PVTC Website)</p> <p>23. Send the documents to Purchase Committee.</p>
Step 11	Purchase Committee	24. Committee members include the following: a) President DBOM b) Executive Member TMC c) Principal d) Admin and Accounts Officer d) Co-opted Member (If Required) - Upon satisfaction of the documents send the document to the Competent authority

Step 12	Competent Authority	25. Approve the tender documents and sends it to Admin and Accounts Officer
Step 13	Admin and Accounts Officer	26. Receive the Tender document and advertisement, further send it to Marketing and PR Department for tender advertisement in Newspaper.
Step 14	Marketing and PR Department	27. Receive the documents and give advertisement in Newspaper and raise the Tender and mentioned the bidding date in the tender document. – Publish Tender Notice on PPRA website and one National Newspaper if procurement amount is more than Rs. 300,000 for VTI. Publish Tender Notice on PPRA website and One English and one Urdu National daily Newspapers with wide circulation if procurement amount is above two million.
Step 15	Purchase Committee.	28. Purchase Committee meeting will be held on the closure date of tender and all the bids will be opened in presence of the bidders who choose to be present.
Step 16	Admin and Accounts Officer	29. Receive Quotations from the suppliers. If amount is less than Rs. 50,000. 30. If amount is more than Rs. 50,000. Prepare Comparative Statement (CST) and send to committee for the approval.
Step 17	Purchase Committee	31. Receive and review Comparative Statement (CST). 32. Approve Comparative Statement (CST) and send it to Admin and Account Officer. - If CST is less than Rs. 500,000 value, then President DBOM will approve it. - If CST is more than Rs. 500,000 and less than Rs. 1,000,000 value, then DBOM will approve it. - If CST is more than Rs. 1,000,000 value, then Chairman will approve it on the recommendation of MD.
Step 18	Admin and Account Officer	33. Raise the Purchase Order and get approval from Principal.Purchase Order 34. Send the approved Purchase Order to the supplier.
	Supplier	35. Receive the Purchase Order. 36. Send the goods to the Admin and Accounts Officer

	Admin and Accounts Officer /Store Keeper	<p>37. Make the Goods Receipt Note Goods Receipt Note (GRN)</p> <p>38. Prepare Inspection Report.</p> <p>39. If Capital Purchases, Update Fixed Asset Register. - Asset Coding on the register along with the asset tag number is mentioned on that particular asset.</p> <p>40. If Recurring Purchases, Update Stock Register.</p>
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5.10: VTI - Petty Cash Purchases

Steps	Officer	Activity
Step 1.	End User	1. Raise the Purchase Requisition and send it to Admin & Accounts Officer Purchase Requisition
Step 2.	Admin and Accounts Officer	<p>2. Receive and verify Purchase Requisition from end user - In case of Rejection from Principal, the Admin Officer corrects the Purchase requisition.</p> <p>3. Check that the budget is available for the particular expense head or not. - Petty Cash Limit is up to Rs. 7,500.</p> <p>4. If Budget is available, Sends the Purchase Requisition to principal for approval.</p> <p>5. If Budget is not available, Raise a request to Principle for reallocation or additional Budget.</p>
Step 3.	Principal	<p>6. Raise a request for the budget to President DBOM. Refer to 'Additional Budget Process or Budget Reallocation Process'</p> <p>7. Receives and verify the Purchase Requisition.</p> <p>8. Approves and send the Purchase Requisition to Admin and Account Officer. Approved Purchase Requisition</p>
Step 4.	Admin and Accounts Officer	<p>9. Receives the approved Purchase Requisition from principal.</p> <p>10. Purchase the goods from the supplier.</p> <p>11. Note the item in the Stock Register and issue the item.</p>

CHAPTER 6 – GENERAL PROCUREMENT PROCEDURES

6.1: Opening of Bids

I. Reference:

PP Rules 2014; Rule 30 Opening of Bids

II. Annexure:

Annexure G provides a checklist for opening of bids

III. Responsibilities:

Chairman Procurement Committee will get signatures of all PC members and the bidders as a proof that the bids were opened in their presence. The Committee Members shall open the seal of the tender box in presence of the bidders.

IV. Procedure:

1. PC shall ensure that bids are opened at the time specified in the bidding documents.
2. Opening and last date of submission of bid shall be the same and it shall be ensured that all bids are opened publicly at least thirty minutes after the deadline if submission of bids.
3. Bids shall be opened in front of bidders or their representatives, who opt to attend the bid opening meeting.
4. Any bid submitted after the prescribed time shall be rejected and returned without being opened.
5. Before the dead line of the submission of bids, the bidders will be allowed to modify, substitute or withdraw their bids.
6. The envelopes for modification, withdrawal or substitution should reach the procuring agency before the time limit for submission of bids prescribed in the bidding document.
7. Envelopes marked as 'Withdrawn' , 'Substituted' or 'Modified' shall be opened first. The bids with withdrawal request shall be returned without opening. The request for substitution or modification shall be entertained and bids shall be substituted or modified as requested.
8. Remaining bids will then be opened one by one.

9. The bid opening proceedings shall be duly recorded; any observations/objections of the bidders shall be duly recorded.
10. The bids with withdrawal request shall be returned unopened to the bidder;
11. Where a substitution has been made the substituted bid will be opened and the original shall be returned unopened.
12. In case of modified bids, both the original and modified bids shall be opened and signed and stamped by the chairman and members of PC.
13. All bids shall be then opened one by one and each bid shall be signed and stamped.
14. The late bids shall be rejected straight away; however, in case there are any missing documents or information from the bid, it shall be pointed out but without pointing to any implication of this.
15. During the bid evaluation process, it shall be ensured that no bidder shall be allowed to alter or modify the bid. However Procuring agency may seek bid clarification without changing substance of Bid.
16. The Chairman of the Procurement Committee shall read aloud and record the following on opening of bids:
 - a. The name of the bidder, single or a Joint Venture of firms ;
 - b. The unit price as well as total amount of each bid, and of any alternative bids if they have been permitted;
 - c. Discounts (conditional/unconditional), if any;
 - d. Modifications to the Bid, if any;
 - e. Withdrawal of bids, if any;
 - f. Presence or absence of Bid Security and its amount;
 - g. Alternate bids, if any.
17. Record of bid opening meeting shall be provided to the bidders if they so demand.

6.2: Cancellation of Bidding Process

I. Reference:

PP Rules 2014; Rule 35 Rejection of bids, Rule 36 Re-bidding

II. Remarks:

The rejection of bids should be avoided as this leads to waste of time and resources of both the bidders and the procuring agencies. However if it is inevitable to annul the procurement proceeding, all the bids may be cancelled at any stage before the award of contract. Such annulment of bids should be communicated to all the bidders who submitted the bids.

III. Responsibility and Approval:

Sr. No.	Office	Responsibility to initiate cancellation of bids.	Review	Approval
1.	PVTC	HOD Admin	Procurement Committee	Competent Authority which gave approval to initiate procurement
2.	Regional Office	Regional Manager	Procurement Committee	Competent Authority which gave approval to initiate procurement
3.	Area Office	Area Manager	Procurement Committee	Competent Authority which gave approval to initiate procurement
4.	VTI	Principal	Procurement Committee	Competent Authority which gave approval to initiate procurement

PC should analyze the reasons of annulment carefully and may revise specifications, evaluation criteria or any other condition for bidders which are necessary before rebidding.

IV. Procedure:

1. Proper justification is required to cancel the bids and annul the procurement proceeding.
2. Notification of the rejection of all the bids shall be conveyed to all the bidders so that they should not waste their time and resources for the bid.

3. If any bidder, who submitted the bid, inquires about the grounds for rejection, he should be intimated but PA is not required to justify the grounds of rejection of all bids.
4. If the procuring agency rejects all the bids under rule 35, it may proceed with the process of fresh bidding.
5. The procuring agency shall assess the reasons for rejection and may, if necessary, revise specifications, evaluation criteria or any other condition for bidders.
6. Rebidding process should be considered as a fresh procurement process, starting with advertisement of invitation of bid. (Rule 36 Rebidding)

CHAPTER-7: BIDDING PROCEDURES

7.1: Single Stage – One Envelope Procedure

I. Reference:

PP Rules 2014; Rule 38 (1) Procedures for selection of contractors

II. Responsibilities:

Procurement Committee

III. Procedure:

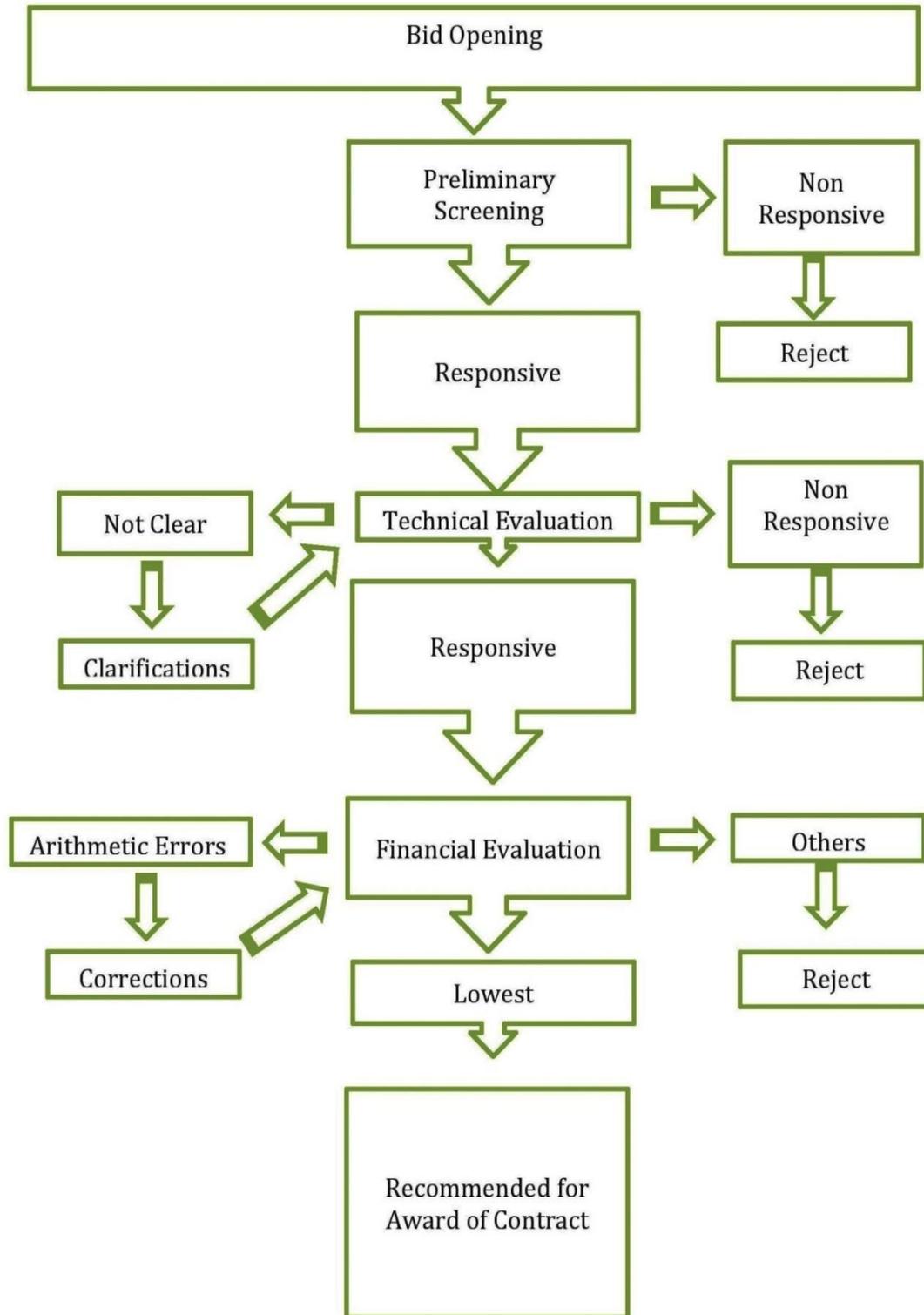
1. Each bid shall comprise one single envelope containing, separately, financial proposal and technical proposal.
2. All bids received shall be opened and evaluated by the committee as described in 16.6: Opening of Bids.
3. Technical Evaluation shall be carried out by the PC according to the criteria mentioned in the bidding documents.
4. The financial proposals will be then evaluated which essentially means arithmetical corrections/adjustment.
5. The bidder who has submitted the lowest evaluated bid shall be awarded the contract.

7.2: Single Stage – Two Envelope Procedure

I. Reference:

PP Rules 2014; Rule 38 (2)(a) Procedures for selection of contractors

Evaluation Procedure for Single Stage Two Envelop Procedure:



II. Remarks:

‘Single Stage Two Envelope’ bidding procedure shall be used where the bids are to be evaluated on both technical and financial grounds and price is taken into account after technical evaluation.

III. Responsibilities:

Procurement Committee

IV. Time Line:

Steps Involved	Timeline	Remarks
Opening of Technical bids	At least 30 minutes after deadline of submission of bids	Technical bids shall be opened publically
Technical Evaluation	Within 10 days from the last date for receipt of bids	
Clarifications from bidders (if required)	Within 5 days from the date of issuance of letter seeking clarification	
Technical Evaluation (where clarifications have been sought)	Within 10 days from last date of receipt of clarifications	
Opening of Financial bids	Within 5 days after completion of technical evaluation.	Financial bids shall be opened publically
Financial Evaluation	At least 12 days before the expiry of bid validity period	
Announcement of Evaluation Report	At least 10 days before the award of contract	Shall be announced in accordance with PP Rule 35

V. Procedure:

1. The bid shall comprise a single package containing two separate envelopes.
2. Each envelope shall contain separately financial and technical proposal.
3. It shall be clearly marked on envelopes “FINANCIAL PROPOSAL” and “TECHNICAL PROPOSAL” to avoid any confusion while opening the bid.
4. PC shall open publically the technical proposal on a pre-decided date.
5. PC shall evaluate all proposals according to the criteria mentioned in bidding documents.
6. The firms will have to obtain a minimum score (threshold) for qualifying

technically. The threshold shall be fixed keeping in view the nature of assignment and the supplier base.

7. The threshold usually ranges from 70 % to 90%. It must have been communicated in advance to bidders along with the evaluation criteria.
8. In this procedure the bidders shall not be allowed to make amendments in the technical proposal during the technical evaluation process.
9. PC shall publicly open financial proposals of the bidders who qualify technically.
10. All bidders who have qualified shall be invited on the opening of financial proposals.
11. The financial proposals shall be read aloud before those present at the time of opening of financial proposals.
12. Financial proposal of bidders who have not qualified technically shall be returned unopened.
13. The financial bids shall be adjusted for arithmetical corrections.
14. The bid found to be the lowest evaluated shall be accepted.

VI. Method for determining the evaluated price of each bid is as follows:

Determine the total bid price, including or excluding particular costs, as indicated in the bidding document e.g. the bidding document may give particular instructions on the inclusion of taxes and duties in the bid price or the exclusion of provisional sums and contingencies.;

- a. Correct any arithmetic errors;
- b. Apply any non-conditional discounts offered by bidders;
- c. Make adjustments for any non-material nonconformities, errors or omissions;
- d. Determine the total evaluated price of each bid.

VII. Procedure for Correction of Arithmetical Errors

Where no specific procedure is stated in the bidding document, the following procedure is applied for correction of arithmetical errors:

- a. if there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the PC there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected;
- b. if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
- c. if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to the notes above.

7.3: Two stage bidding procedure

I. Reference:

II. PP Rules 2014; Rule 38 (2) (b) Proceduresforselectionofcontractors

III. Remarks:

‘Two Stage Bidding Procedure’ shall be adopted in large and complex contracts where technically unequal proposals are likely to be encountered or where the procuring agency is aware of its options in the market but, for a given set of performance requirements, there are two or more equally acceptable technical solutions available to the procuring agency.

IV. Responsibilities:

Procurement Committee

V. Procedure:

First stage

1. In the First stage the bidders shall first submit, according to the required specifications, a technical proposal without price.
2. Procurement Committee will evaluate the technical proposal as per the criteria indicated in the bidding documents.
3. PC may discuss with the bidders regarding any deficiencies and unsatisfactory technical features.
4. The bidders, whose technical proposals or bids have not been rejected and who are

willing to confirm their bids to the revised technical requirements of the procuring agency, shall be invited to submit a revised technical proposal along with the financial proposal.

5. PC may revise, delete, modify or add any aspect of the technical requirements or evaluation criteria, or it may add new requirements or criteria not inconsistent with these rules.
6. Such modifications shall be clearly subject to PPRA Rules which state that: *“Provided further that such allowance of time shall not be less than fifteen days in the case of national competitive bidding and thirty days in the case of international competitive bidding.”*
7. Bidders not interested in submitting revised proposals shall be allowed to withdraw. Their bid security shall not be forfeited.

Second stage

1. In the Second stage, bidders who agree to submit revised technical proposal shall be invited to submit a revised technical proposal along with the financial proposal.
2. Technical and Financial proposals shall be opened in presence of the bidders.
3. The technical Proposal shall be evaluated as per the criteria.
4. Financial evaluation is done to the extent of arithmetical corrections only. The procedure for corrections has been outlined earlier in 115
5. The bid found to be the lowest evaluated bid shall be accepted.

7.4: Two Stage - Two Envelope Bidding Procedure

I. Reference:

II. PP Rules 2014; Rule 38 (2) (c) Procedures for selection of contractors

III. Remarks:

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

IV. Responsibilities:

Procurement Committee

V. Procedure:

1. In the First stage technical and financial proposals shall be submitted in two separate envelopes. Enclosed in a single sealed package.
2. The technical proposal shall be opened and discussed with the bidders with reference to specific technical requirements.
3. Procurement Committee will evaluate the technical proposal as per the criteria indicated in the bidding documents.
4. PC may discuss with the bidders regarding any deficiencies and unsatisfactory technical features
5. The bidders, whose technical proposals or bids have not been rejected and who are willing to conform their bids to the revised technical requirements of the procuring agency, shall be invited to submit a revised technical proposal along with the financial proposal;
6. PC may revise, delete, modify or add any aspect of the technical requirements or evaluation criteria, or it may add new requirements or criteria not inconsistent with these rules.
7. In the Second stage after agreement between the procuring agency and the bidders on the technical requirements, bidders who are willing to conform to the revised technical specifications and whose bids have not already been rejected shall submit a revised technical proposal and supplementary financial proposal, according to the technical requirement.
8. The revised technical proposal along with the original financial proposal and supplementary financial proposal shall be opened at a date, time and venue announced in advance by the procuring agency.
9. The procuring agency shall evaluate the whole proposal in accordance with the evaluation criteria and the bid found to be the lowest evaluated bid shall be accepted.

CHAPTER-8:EVALUATION PROCESS

8.1: Evaluation of Bid for Goods and Services

I. Reference:

PP Rules 2014; Rule 31 Evaluation criteria, Rule 32 Evaluation of bids

II. Annexure:

Annexure H, I and J prescribe templates for preliminary screening, technical and financial evaluation

III. Remarks:

The purpose of evaluation is to empirically measure and compare all bids received, using a pre-defined approach and criteria, to determine the successful bidder to whom a contract should be awarded. A well conducted evaluation should warrant that:

- a. That all qualified bidders have an equal prospect of winning contracts ;
- b. The procuring agency acquires the best value of money.
- c. The goods, works or services purchased under the contract are of suitable quality;

IV. Time Line:

Steps in Technical and Financial Evaluation	Timeline	Responsibility
Technical Evaluation	Ten days from the last date for receipt of bids	PC
Clarifications from bidders (if required)	3-5 days from the date of issuance of letter seeking clarification	PC
Technical Evaluation (where clarifications have been sought)	10 days from last date of receipt of clarifications	PC
Financial Evaluation	5 days after completion of technical evaluation	PC

V. Responsibilities:

Procurement Committee

VI. Procedure of Technical Evaluation:

1. PC shall technically evaluate the bids on the basis of criteria shared earlier with all the bidders. Evaluation criteria should be clear, objective and understandable and bidders scoring above the threshold limit shall be declared technically qualified.
2. PC shall finalize its technical evaluation report within ten days of the receipt of bids.
3. Principal will seek in writing and dispatch it through courier in case the Committee requires any post qualification clarification (provided that this clarification does not

have any bearing on the bid itself).

4. PC may give three to five working days to bidder for response.
5. If no response is received within this time period the Committee will conclude the evaluation based on the available information within five working days from the last date of submission of clarifications.
6. At the time of opening of Technical proposals, PC shall ensure that goods and brand names/ models shall be read aloud as quoted by each bidder for committee members and Bidders.

VII. Procedure of Financial Evaluation

1. PC will financially evaluate bidders who have been technically qualified. The financial evaluation is only restricted to arithmetical corrections so that all bidders have a level playing field or to confirm that the proposal correctly reflects the required number of items etc.
2. PC will make efforts to conclude technical evaluation within 10 day from receipt of bids. Principal responsible for procurement shall ensure timely convening of meeting of the Procurement Committee.
3. Report for technical evaluation shall be prepared by the PC;
4. Financial proposals of the technically qualified bidders shall be opened on the specified date and time. All the technically qualified bidders shall be invited for opening of the financial proposals.
5. PC shall ensure that unit price for each item and overall bid amount shall be read aloud to avoid any confusion for committee members and Bidders.
6. PC shall prepare results of the evaluation, minutes of the meeting and get it signed by Committee members.

8.2: Evaluation of Bid for Works

I. Reference:

PP Rules 2014; Rule 31 Evaluation criteria, Rule 32 Evaluation of bids

II. Annexures:

Annexure H, I J prescribe templates for preliminary screening, technical and financial evaluation

III. Remarks:

The purpose of evaluation is to empirically measure and compare all bids received, using a pre-defined approach and criteria, to determine the successful bidder to whom a contract should be awarded. A well conducted evaluation should warrant that:

- That all qualified bidders have an equal prospect of winning contracts ;
- The procuring agency acquires the best value of money.
- The goods, works or services purchased under the contract are of suitable quality;

IV. Time Line:

Steps in Technical and Financial Evaluation	Timeline	Responsibility
Technical Evaluation	Ten days from the last date for receipt of bids	PC
Clarifications from bidders (if required)	3-5 days from the date of issuance of letter seeking clarification	PC
Technical Evaluation (where clarifications have been sought)	5 days from last date of receipt of clarifications	PC
Financial Evaluation	5 days after completion of technical evaluation	PC

V. Responsibilities:

Procurement Committee

VI. Procedure of Technical Evaluation:

1. The technical evaluation of works will be done as per the indicated evaluation criteria but will essentially mean assessment of compliance of the proposal to the desired specifications & description of work.
2. PC shall evaluate bids in accordance with the technical specifications and BoQ, mentioned in the bidding documents.
3. During the bid evaluation process, it shall be ensured that no bidder shall be allowed to alter or modify his bid. However PC may seek bid clarification without changing substance of Bid.
4. The following factors shall be taken into consideration while declaring the bid non responsive during technical evaluation:

- a) The proposal is materially and substantially different from or compliant to the Conditions/Specifications of Bidding Documents.
- b) It indicates that material to be supplied does not meet/ matches the specifications requirements.
- c) It does not comply with the performance requirements of supplies specified in the bidding documents.

VII. Procedure of Financial Evaluation:

1. For financial evaluation prices shall be converted into a single currency to develop uniformity among quoted rates.
2. Financial evaluation essentially means correction of Arithmetical Errors. The procedure for arithmetical corrections is reproduced below:
3. Where no specific procedure is stated in the RFP/ bidding document, the following procedure is applied for correction of arithmetical errors:
 - a. if there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the evaluator(s) there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected;
 - b. if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
 - c. if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to the notes above.
4. The bids shall then be financially evaluated. Bidders should be notified in writing of any arithmetic corrections made and they are required to agree the corrections in writing. The contractor whose bid is found to be the lowest after the adjustment/ arithmetical corrections shall be awarded the contract.

8.3: Announcement of Evaluation Reports

I. Reference:

PP Rules 2014; Rule 37: Announcement of Evaluation Reports.

II. Annexure:

Annexure K prescribe the template for announcement of evaluation report

III. Remarks:

The best way to avoid the complaints of bidders is to strictly follow the laid down procedures, so that no bidder can claim that other suppliers have been unfairly favored in the bidding process.

It is therefore essential to provide a clearly defined process for dealing with complaints of bidders, so that the necessary procedures can be initiated as soon as a complaint is launched.

IV. Responsibility:

Sr. No.	Office	Responsibility for announcement of Evaluation Report
1.	PVTC	DM/AM Procurement
2.	Regional Office	DM/AM Procurement
3.	Area Office	DM/AM Procurement
4.	VTI	AAO

V. Procedure:

The announcement will include the following information:

1. The Name of the Procuring Agency and its contact address, telephone number and email address (if available), and the name of a contact person with his direct line telephone number, if available;
2. The Procurement Reference Number;
3. A brief statement of what the procurement concerns;
4. The date of the original advertisement on the PPRA website;
5. The PPRA's Reference Number for the original posting;
6. Basis for acceptance or rejection;
7. Contract price should also be indicated;
8. Should be signed by the authorized officer.

9. The Number of Bids declared non-responsive at the preliminary evaluation stage, and the reasons why those bids were non-responsive (did not meet mandatory legibility criteria, did not include Bid Security in the correct format, for the specified amount, or with the required validity, etc.);
10. The Number of Bids evaluated at the technical evaluation and the names of those bidders;
11. The Number of bids declared technically responsive and which went on to the financial evaluation, and the names of those bidders;
12. The names and ranking of the bidders in the financial evaluation, together with the prices quoted and the name of the selected lowest evaluated bidder
13. This Evaluation Report will then be delivered to the bidders as well as the PPRA for posting on the PPRA website.

8.4: Redressal of Grievances and Settlement of Disputes

I. Reference:

PP Rules 2014; Rule 67 Redressal of Grievances by the procuring agency

II. Remarks:

Grievances from suppliers are unavoidable. One of the resolves of an openly defined public procurement process with uniform processes for every step from procurement advertising to receipt and opening of bids to evaluation and contract award is to minimize the chances of complaints. Unfortunately, there will always be bidders who raise frivolous or groundless complaints. Justice requires that all complaints should be scrutinized. A process of Redressal of Grievances and Settlement of Disputes should be followed as prescribed in PP Rule 67.

III. Time Line:

Steps in Technical and Financial Evaluation	Timeline	Responsibility
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Announcement of evaluation report	10 days prior to the award of contract	PC
Acceptance of request for redressal of grievances	Within 10 days after the announcement of evaluation report	Redressal of grievances committee
Decision of redressal committee	Within 15 days after the receipt of complaint	Redressal of grievances committee

IV. Responsibilities:

Sr.No.	Office	Composition of Committee
1.	PVTC	To be nominated by CA of at least 3 members (odd numbers and should not member of Purchase Committee)
2.	Regional Office	To be nominated by CA of at least 3 members (odd numbers and should not member of Purchase Committee)
3.	Area Office	To be nominated by CA of at least 3 members (odd numbers and should not member of Purchase Committee)
4.	VTI	To be nominated by CA of at least 3 members (odd numbers and should not member of Purchase Committee)

The Committee once notified will stay in place unless a subsequent order revokes or makes a change in its constitution.

V. Procedure:

1. The committee will have the mandate to make a full probe into the contents of complaint with powers to summon/requisition any documents and persons which could be of assistance to the committee.
2. Bidders not satisfied with the procurement process may lodge a complaint not later than 15 days after announcement of bid evaluation report

3. Principal shall receive complaints within ten days of making the bid evaluation report public.
4. On receipt of complaint the following officer concerned shall ensure that proceedings are initiated within three days.
- 5.

Sr. No.	Office	Officer responsible for sending complaint to Redressal committee
1.	PVTC	DM/AM Procurement
2.	Regional Office	DM/AM Procurement
3.	Area Office	DM/AM Procurement
4.	VTI	AAO

6. The Committee shall decide upon complaint within fifteen days, the number of days shall be calculated from the date the complaint was received.
7. The Redressal Committee shall investigate the matter and share the finding with the complainant, under intimation to Competent Authority, within 15 days of the receipt of complaint.
8. The procurement process shall not be suspended during the proceedings of the Committee.

CHAPTER-9: CONTRACT MANAGEMENT

9.1: Acceptance of Bid and Awarding a Contract

I. Reference:

PP Rules 2014; Rule 55 Acceptance of bids, Rule 63 Commencement of procurement contract

II. Annexure:

Annexure L provides a template for proposed contract award

III. Remarks:

Before expiry of the bid validity period, the award of contract to the bidder who submitted the lowest evaluated bid shall be communicated accordingly. Contract Management starts

by putting together a contract which truly represents the type of procurement required and understanding between the contractor and PA on supporting arrangements and payment mechanism. The PA should understand that it is the contract which will remain the governing document during contract implementation and/or in case of any mediation or arbitration between the two parties. The procuring agencies shall provide for a method of arbitration in the procurement contract, to settle the disputes between the parties by mediation or arbitration².

It is important that whatever has been agreed between the two parties is put in writing and made part of the contract. It defines the goods, works or services to be provided, the price to be paid for the goods, works or services and establishes the rights and obligations of each party.

IV. Responsibilities and approvals:

Sr. No.	Office	Responsibility to recommend for award of contract	Approval
1.	PVTC	Procurement Committee	Competent Authority which gave approval to initiate procurement
2.	Regional Office	Procurement Committee	Competent Authority which gave approval to initiate procurement
3.	Area Office	Procurement Committee	Competent Authority which gave approval to initiate procurement
4.	VTI	Procurement Committee	Competent Authority which gave approval to initiate procurement

V. Procedure:

1. Competent Authority shall award contract to the lowest evaluated bidder, if not in conflict with any other law, rules and regulations of Government of the Punjab.
2. PC will decide where performance guarantee is required and in such a case the requirement will be clearly expressed in bidding documents. However, the performance guarantee shall not exceed ten percent of the contract amount.

² PP Rules 2014:Rule 68 Arbitration

3. PC shall ensure that there shall be no negotiation with the lowest evaluated bidder or with any other bidder for reduction of prices or for price matching.
4. PC shall keep all the information confidential, regarding bid evaluation, until the time of announcement of evaluation report according to the rule 37 of Punjab Procurement Rules.
5. Procurement contract shall come into force after formal acceptance of bid and issuance of work order.
6. In case of requirement of written signature, contract shall come into force after contract being signed by Procuring Agency and successful bidder. Such affixation of signature shall take place within reasonable time frame, not exceeding 30 days.
7. The concerned office shall make prompt payment to suppliers and contractors against their running bills within time frame stipulated in the contract; not exceeding 30 days.
8. PC will ensure that:
 - a. The lowest evaluated bidder has been communicated about the award of contract before the expiry of the bid validity period ;
 - b. All the necessary documents are in place;
 - c. The deliverables are in line with the terms of reference/ description/ specification and is also in line with what the bidder has proposed or what has been finally agreed with him;
 - d. Implementation Plan which includes milestones, timelines, deliverables and payment schedule is made part of the contract;
 - e. The authorized signatory for the procuring agency should sign all copies of the contract;
 - f. Signed copies are sent to the supplier/contractor for signatures.

9.2: Managing a Contract

I. Reference:

PP Rules 2014; Rule 63 Commencement of procurement contract, Rule 64 Closing of contract

II. Remarks:

Special and General Conditions of a contract along with the description of requirements for the goods, works or services steer the contract management process. Contract management requires effective management of both technical and operational aspects. Technical aspects require that a technical resource within the PA is assigned the task for quality assurance and to ensure that the deliverables are in accordance with the agreement between the PA and the contractor.

III. Responsibilities:

Day-to-day contract administration should preferably be assigned to an end user or technical expert. For operational purposes the officer designated by the concerned office, shall be responsible for managing the contract. The said officer will ensure that the terms and conditions are followed by both the parties and payments are made according to the laid down schedule.

IV. Procedure:

The following points should be noted during the administration of a contract;

1. That the performance of the contractor is in accordance with the terms and conditions
2. Both the parties abide by agreed obligations and duties under the contract;
3. Remedial or preventive action is taken when problems arise or are foreseen.
4. The contract has been signed by both the parties and that the contract is placed at a safe place;
5. Performance security or advance payment security is received;
6. Any advance payments or counterpart facilities, if committed, are so provided by the concerned office.
7. Monitor the performance of both parties against the contract implementation plan;
8. All deliveries, targets or deliverables are completed by the supplier.
9. Payments must be approved in accordance with the procuring agency's finance and accounting procedures.

10. Check all payment documentation and authorize payments, using the procuring agency's normal accounting and disbursement procedures.
11. Record of all payments and invoices should be maintained.
12. All communication of any significance between the two contractual parties should be in writing.
13. Record of such communication should be duly maintained.
14. Also all delivery notes, progress reports and other deliverables and contract variations shall be duly maintained.

9.3: Contract Amendment

I. Reference:

PP Rules 2014; No reference

II. Remarks:

Within the frame work of PPRA rules in accordance with the contract terms, any change in the contractual terms which may mean change in scope of work, change in the quantum or schedule of payment, changes in the timeline should be done duly through a contract amendment. This is the only way to make any changes which has legal value.

III. Responsibilities and Approval:

Sr. No.	Office	Responsibility to amend the contract	Approval
1.	PVTC	Officer In charge of the Contract	Competent Authority which gave approval to initiate procurement
2.	Regional Office	Officer In charge of the Contract	Competent Authority which gave approval to initiate procurement
3.	Area Office	Officer In charge of the Contract	Competent Authority which gave approval to initiate procurement
4.	VTI	Officer In charge of the Contract	Competent Authority which gave approval to initiate procurement

IV. Procedure:

1. Technical expert or contract manager will identify the need to amend the contract.
2. Such amendment can be discussed with the supplier or contractor if necessary.
3. If amendment is required and both of them agree, then the change or amendment contract is issued.
4. If the amended contract requires additional funds then the approval such as financial approval shall be taken from the the CA/DBOM
5. The authorized person of the concerned office shall sign all the copies of the contract amendment.
6. These signed copies shall be sent to the contractor or the supplier for his signatures along with the covering letter which will include the instruction to sign all the copies and he should retain one copy for his record and send rest of the copies back to the concerned office.
7. The amendment contract can increase or decrease the value of the procured goods, works or services. Such increase or decrease shall be maintained on the register for record, and accordingly the monthly procurement report will also be amended.
8. All the amendments regards finance, specifications/descriptions shall accorded carefully before issuing the amended notes

9.4: Termination of Contract

I. Reference:

PP Rules 2014; No Reference

II. Remarks:

Contracts contain a provision for termination, though it should be exercised with caution and restraint. Contracts could be terminated in the following cases:

- a. Performance of the contractor/supplier/consultant is consistently poor or there seems no chance of an improvement;
- b. Corrupt or fraudulent practices of the contractor;
- c. Force Majeure for example termination of aid, funding, natural disasters etc.

III. Responsibilities:

Contract Manager.

IV. Approval Required:

Competent Authority

V. Procedure:

1. Termination of contract needs identification or justification.
2. Check all the terms of contract document regarding termination of a contract.
3. Choose from the grounds of termination, mentioned in the contract document, which would provide proper justification to the P.A to terminate a contract. It is advisable to seek legal advice before taking such action of termination.
4. Estimation of the money, which shall be given to the supplier after the termination of a contract.
5. Take any follow-up action required, including making any payments due to the supplier under the contract and referring any default or corrupt practices by the supplier to the CA.
6. Termination notice shall be prepared which shall include the grounds for termination of a contract.
7. Proper approval and justification for termination shall be taken from CA and he shall be informed of the cost which would be paid to the bidder after terminating a contract.
8. Now issue the termination notice and make sure it is received by the supplier.
9. In order to terminate the contract clearance of the dues of the supplier, or any corrupt practices by the supplier shall be communicated to the CA.

9.5: Record Maintenance and Freedom of Information

I. Reference:

PP Rules 2014; Rule 65 Record of procurement proceedings; Rule66
Publicaccessandtransparency

II. Remarks:

All procuring agencies shall maintain a record of their respective procurement proceedings along with all associated documentation for a minimum period of five years. These documents shall be placed in an orderly manner to assist for audits and reviews. Contract information will be promptly recorded and contract rosters will be maintained.

III. Responsibilities:

Sr. No.	Office	Responsibility
1.	PVTC	DM/AM Procurement
2.	Regional Office	AM F&A as per their limits
3.	Area Office	AM F&A
4.	VTI	AAO

IV. Procedure:

1. The official responsible for maintenance of record shall record all key transactions e.g. request for prequalification and bids received.
2. Registers shall also record all incoming and outgoing correspondence relating to procurement;
3. All procurement record which includes record of the proceedings and record of procurement documents (other than BOQ rates) shall be retained for at least five years.
4. Complete procurement documentation for each contract which shall include documents relating to the following:
 - a. Advertisement;
 - b. Enlistment;
 - c. Prequalification documents
 - d. Attendance sheets for site visit in case of works;

- e. Bidding documents;
- f. Bids Received
- g. Bid Evaluations
- h. Minutes of meetings of Procurement/ Consultant Selection Committee Approvals;
- i. Letter of Acceptance
- j. Minutes of Contract Negotiations, in case of consulting assignments
- k. Signed Contract Agreements;
- l. Performance guarantees;
- m. Warranties
- n. Invoices along with required documents (Airway Bills/ Bill of Entries, Taxation Documents, etc.)
- o. Inspection Reports
- p. Billing/ payment record.
- q. Any other document relevant to procurement

Unit III. Procurement of Consultancy Services

CHAPTER-10: GENERAL GUIDELINES

10.1: Introduction

I. Reference:

PP Rules 2014, Rule 39 Rights and obligations

II. Remarks:

Consultants are engaged for different types of work which includes knowledge and technology based intellectual services. Consultants can be hired as individuals or as a team through a consulting firm. Consultants are hired for technical support and research which happens to be weak links in an organization. The support which they can be engaged for could fall in different functional areas like monitoring and evaluation, capacity building, procurement, human resources; business process reengineering, institutional strengthening and reforms etc. When consultants are used, it should be ensured that:

- a. the functions and responsibilities assigned to the Consultant are adequately defined;
- b. the Consultant engaged is competent for the assignment;
- c. that the conditions of the Assignment are satisfactory; and
- d. that the Assignment is duly performed.

The firms should be engaged where collective input of the team, support facilities and professional management is required for an assignment. Individuals should be engaged where team input is not required, professional management is not needed and the individual credentials can be enough to complete the assignment.

III. Rights and Obligations:

The procuring agency and the consultant shall sign a contract for consultancy assignments. The terms specified in the general and special conditions of contract shall govern the rights and obligations of the procuring agency and the consultant. (PP Rule 39)

10.2: Funding and Approval Mechanism

I. Reference:

PP Rules 2014; Rule 2 – 1 (u) Large Consultancy, Rule 2 – 1 (ab) Short Consultancy,

II. Remarks:

PC I and PC II can be used for funding consulting assignment for development projects.

PC I and PC II are to be approved by the Provincial Development Working Party (PDWP) where:

- a. PCI and PCII contain a consultancy component; and
- b. Funding for the said project is being made by the Provincial Governments.

The Council shall approve the PCI and PC II where the funding of the project is coming from the PVTC resources.

III. Approvals:

PC I and PC II are to be accompanied by the terms of reference, evaluation criteria and budget estimate.

1. Large Consultancy

In case of large consultancy where the cost of consultancy exceeds one million rupees for individual consultant and five million rupees for consulting firms and the duration of large consultancy for an individual consultant does not exceed twelve months, evaluation criteria and budget estimate shall be submitted to Council for approval.

2. Short Consultancy

In case of short consultancy where the cost of consultancy does not exceed one million rupees for individual consultant and five million rupees for consulting firms and duration of the short consultancies for an individual consultant does not exceed six months; the ToRs for the assignment should be approved by the CSC.

10.3: Consultant Selection Committee

I. Reference:

PP Rules 2014; Rule 40 Consultant Selection Committee, Rule 41 Quorum, Rule 42 Decision by simple majority, Rule 43 Functions and Responsibilities of Committee

II. Remarks:

In case of large consultancies PVTC, shall set up a Consultant Selection Committee of odd number members, PVTC shall constitute a CSC for procuring consulting services as per PP rule 40 which shall consist of the following:

III. Composition of CSC:

- a) Chairman/ Nominee of Chairman shall be its chairperson.
- b) a nominee of the Planning and Development Department as member,
- c) a nominee of the Finance Department, as member;
- d) a representative of the procuring agency, as a member (secretary);
- e) the procuring agency may co-opt up to two members, having adequate technical knowledge and experience in the relevant field, for assistance in a given assignment that requires technical input.

IV. Quorum:

Chairperson along with two members of the Consultant Selection Committee shall form quorum to conduct the meetings of the Consultant Selection Committee.

V. Decision by simple majority:

The decisions related to the business of the Consultant Selection Committee shall be made by voting of the members present to form the quorum. Simple majority of votes will be required to reach the decision.

VI. Responsibilities of CSC:

1. Review and recommend consultant selection methodology;
2. Approve short listing criteria and EOI;
3. Responding to expression of interest;
4. Short listing of the consultants;
5. Approve ToR for consulting services;
6. Approve RFP and technical evaluation criteria;
7. Opening of Technical and Financial Proposals;
8. Technical and Financial Evaluation;
9. Recommendations for selection of consultants.

CHAPTER-11: IDENTIFYING THE CONSULTANTS

11.1: Expression of Interest

I. Reference:

PP Rules 2014; Rule 47 Expression of interest

II. Remarks:

The EOI procedure is a form of Information Gathering Activity for consultancy services. It is used to identify consultants who have satisfactory capabilities, personnel and experience to accomplish a consultancy assignment, in order to establish a limited shortlist and invite detailed proposals from qualified consultants.

III. Responsibilities:

After CSC has decided selection methodology of consultants for a particular assignment, PVTC shall solicit Expression of Interest through print media and placement on the website.

IV. Procedure:

1. In case of short assignments the assignment will be advertised on PPRA website and website of the PA and optionally in one or more local newspapers.
2. All Large Assignments above 2 million rupees should be advertised on PPRA website and at least two daily national newspapers (One English and One Urdu).
3. The PA may also advertise assignments in international newspapers or technical magazines, seeking EOI.
4. The PA may also contact professional organizations and firms that it knows from previous assignments.
5. The information requested shall be the minimum required to make a judgment on the firm's suitability. Any complex information which may discourage consultants from expressing interest should be avoided at this stage.
6. Sufficient time (not less than 15 days in NCB and 30 days in ICB) shall be provided for the submission of the EOI.

V. Information to be announced in EOI :

A. Information about the Client and the contact person;

1. name, location and size of the project
2. limitations on eligibility
3. type and scope of services required (a brief summary of the job)
4. areas of expertise deemed to be critical

5. estimated time schedule for the project
6. the forms of agreement and any special terms or conditions
7. method of consultant selection
8. criteria for shortlisting or prequalification where required
9. deadline for the submission of EOI
10. limit of page count for submission (when appropriate)
11. any limit on the number of members in a consortium

B. Information required from the applicant consulting firms;

1. legal entity, registration with income tax department
2. registration with relevant professional bodies supported by latest / updated renewal
3. profile of core staff relevant to the assignment
4. audited accounts for up to three years
5. list of similar works (completed or in-hand) with Client, scope, cost of project, cost of consultancy and period
6. a detail undertaking by the firm that it has not been black listed by any Government Agency/Authority.

11.2: Short Listing of Consultants

I. Reference:

PP Rules 2014; Rule 47 Expression of interest

II. Remarks:

The CSC shall examine the EOI submitted by eligible consultants, and prepare a short list. There will be no consideration of firms other than those that have expressed interest in accordance with the Client's specifications.

III. Responsibilities:

Based on the evaluation criteria, the CSC shall shortlist the consultants who have exhibited interest in the assignment. The short list should consist of at least three candidates; if less than three have been shortlisted the CSC may re-advertise.

IV. Factors to be considered during Short listing:

1. Valid legal entity of the firm i.e. registration with Securities & Exchange Commission or Registrar of Firms, etc.
2. List/CVs of key relevant staff available with the firm
3. general and relevant experience – technical competency
4. capacity to complete the work – skills and expertise available
5. financial capability of the firm with reference to the value of the assignment
6. past performance on similar assignments
7. registration of the firm with relevant professional institutions
8. undertaking that the firm has not been blacklisted or debarred by any Government/Semi-Government organization

11.3: Requests for Proposal

I. Reference:

PP Rules 2014; Rule 48 Request for Proposal

II. Remarks:

A well drafted RFP should result in a successful procurement process. Therefore this document must be prepared with due care. In order to minimise the chance of poorly drafted, incomplete or inaccurate documents of the wrong format being used, PAs should properly follow the guidelines given in this 1.

III. Responsibilities:

RFP shall be approved by the Consultant Selection Committee. The terms of reference shall be drafted by the officer responsible for procurement and the office/ wing that have requisitioned the consulting services. The role of officer responsible for procurement will be to see that all the details necessary for execution of services have been outlined.

IV. Contents of RFP:

Request for proposal documents shall include the following as per Rule 48 of PP Rules 2014;

a) Letter of Invitation:

The letter of invitation should include the name and address of the procuring agency, the names of all the short listed firms and the intention of the PA to enter into a contract for the provision of consultancy services by a consultant or consulting firm.

b) Instruction to Consultants:

The instructions to consultants should help the consultants to prepare their responsive proposals. These instructions should contain all important information which is necessary for completing the RFP.

c) Terms of Reference:

Drafting of Terms of Reference is critical for getting best possible technical proposals. . While drafting the ToR following shall be included:

1. Background;
2. Objectives;
3. Goals;
4. Scope of Work;
5. Outputs and Deliverables – Reports;
6. Personnel Specification and Expertise;
7. core team of required experts
8. Work-plans, including approach and methodology;
9. Seminars/Workshops/Group Discussions/Meetings;
10. Timelines – Indicative Work-plan; and
11. Monitoring and Evaluation Framework.
12. list of services necessary to carry out the assignment;

d) Evaluation Criteria:

A clear and unambiguous evaluation criteria should be developed and included in the RFP giving due consideration to quality and cost;

e) Type of Contract:

“a procuring agency, depending on the circumstances, may use one of the following types of contracts:

1. lump sum contracts shall be used mainly for assignments in which the content, duration of the services and the required output are unambiguously defined;
2. time based contracts shall be used when it is difficult to define the scope and the length of services;
3. hourly or daily rates shall be used for HOD Admin all projects, especially when the assignment is for less than a month

;and any other, based on combination of the above and including out of pocket expenses, where required;" (Rule 48 Request for Proposal)

f) Special Provisions;

Any other requirement related the assignment or contract may be added in RFP, however this requirement should be in line with the PP Rules 2014.

V. Procedure:

1. Prepare the Letter of Invitation which should express the intention of the Client to enter into an agreement for the provision of consulting services and the date, time and address for the submission of proposals
2. The information in ToRs should be unambiguous and clear so that it is possible for the potential bidders to fully comprehend the requirements.
3. Complete the Bid Data Sheet in the RFP with details of the procurement process.
4. The prospective consultants should submit their technical and financial proposals in separately sealed envelopes.
5. the consultants shall be given adequate time to prepare their proposals which shall not be less than two weeks
6. Check the list of information to consultants.
7. Issue the RFP to the shortlisted consultants.

CHAPTER-12: SELECTING A METHOD

12.1: Quality and Cost Based Selection (QCBS)

I. Reference:

PP Rules 2014, Rule 45 Methods for selection of consultants, Clause (3) Quality and Cost Based Selection

II. Remarks:

QCBS is the most commonly used method as it gives weight to both quality of the proposal and cost of the services. This method is used where

quality is the prime consideration while cost is a secondary consideration and where it is possible to clearly define the terms of reference.

By default the weight assigned to the cost is 20%.

more than twenty percent weight to the cost of the services is

justified only in relatively routine and straightforward

assignments (such as design of simple structures), whereas in no cases it should exceed thirty percent

Any change in percentage must be decided before issuance of the RFP so that the bidders know about the weight being assigned to financial/ technical.

III. Procedure:

1. EOI advertised to invite interested applicants/firms to contest;
2. Short list on the basis of EOIs received from the interested firms;
3. CSC should shortlist on the basis of short listing criteria;
4. Request for Proposals (RFP) prepared and sent to short-listed consultants selected following the laid down criteria.
5. Technical Proposals are evaluated on the basis of predefined evaluation criteria.
6. The financial proposals of technically responsive proposals who obtained minimum 65% marks shall be opened in presence of the bidders or their representatives;
7. Financial proposals are evaluated which essentially means adjustment for arithmetic errors or adding cost into the proposal critical for undertaking that assignment; as per the Terms of Reference. A final score incorporating a cost factor is then calculated; and
8. Highest ranked firm will be identified on the basis of a combined evaluation of technical and financial proposal.
9. Contract Negotiations focus on the technical aspects and not on the financial details.

12.2: Quality Based Selection

I. Reference:

PP Rules 2014, Rule 45 Methods for selection of consultants, Clause (4) Quality Based Selection

II. Remarks:

QBS is used for highly specialized and complex assignments where it is difficult to define ToRs precisely as the assignment could be carried out in different ways. Quality of services is the only factor that is taken into consideration because of the impact that quality can have on the outcome of the assignment.

III. Responsibilities:

CSC while adopting QBS method for selection of consultant shall record its reason and justification in writing.

IV. Procedure:

1. EOI advertised to invite interested applicants/firms to contest and a long list prepared accordingly;
2. A short list shall be prepared on the basis of short listing criteria
3. Request for Proposals (RFP) prepared and sent to short-listed consultants selected following the laid down criteria.
4. Initially only technical Proposals are submitted which are evaluated on the basis of predefined criteria;
5. The firm which is ranked highest in technical evaluation is asked to submit the financial proposals;
6. The firm is invited for contract negotiations if the financial proposal is within the indicative budget. Both the technical and financial details are negotiated; even the unit rates are debated upon and agreed. In case the negotiations fail, the next ranked firm in technical evaluation is asked to submit financial proposal and invited for contract negotiations.

12.3: Least Cost Selection

I. Reference:

PP Rules 2014, Rule 45 Methods for selection of consultants, Clause (2) Least Cost Selection

II. Remarks:

This is the preferred method for selecting consultants for assignments of standard or routine nature such as audit, simple engineering design or supervision of non-complex works, where the well-established practices and standards exist.

III. Conditions for adopting LCS

LCS should be chosen if:

- a. contracts are with a consulting services budget;
- b. services are standard and routine;
- c. well-established practices and standards exist;
- d. Outcomes are clearly defined; and the assignment can be completed with least costs.

IV. Procedure:

1. Firms submit both a technical and a financial proposal as in QCBS..
2. The technical proposals are evaluated first.
3. The firm with the lowest financial proposal among the technical responsive firms is then chosen.

12.4: Single Source Selection or Direct Selection

I. Reference:

PP Rules 2014, Rule 45 Methods for selection of consultants, Clause (5 & 6) Direct Selection

II. Remarks:

Direct Selection shall be adopted in exceptional cases, when it has clear advantage due to following factors:

- a. For tasks which are a natural continuation of previous assignments and where it is unavoidable to continue technical service.
- b. Where only one Consultant is qualified or has experience of exceptional worth.
- c. In complex projects should engage in direct contracting with an organization owned or controlled by the Government, the Federal Government or any other Provincial Government after the prior approval of the Government.

III. Responsibilities and Approval:

1. It is used in special circumstances. CSC will have to give a strong justification in case it wants to opt for this method.
2. CSC resorting to this method should record reasons in writing for direct contracting and shall issue a certificate of reasonability of the negotiated price of consultancy based on the principles of procurement contained in rule 4; and

3. Obtain approval of the Authority to the extent of declaring the project as a complex project.

IV. Procedure:

1. When continuity for downstream work is essential, the initial RFP shall outline this prospect.
2. Continuity in the technical approach, experience acquired, and continued professional liability of the initial Consultant may make continuation preferable to a new selection (subject to satisfactory performance in the initial assignment).
3. For such downstream assignments, the Client shall ask the initially selected Consultant to prepare technical and financial proposals on the basis of TOR furnished by the Client, which shall then be negotiated.

12.5: Individual Consultant Selection

I. Reference:

PP Rules 2014, Rule 46 Selection process of individual consultant

II. Responsibilities and Approval:

CSC resorting to direct contracting through this method should record reasons in writing.

III. Procedure:

- 1) The qualifications and experience for the assignment of Individual consultants should be considered during their selection. They can be selected without submission of the proposals if they fulfill the required criteria.
- 2) Minimum three consultants should be compared among those who have expressed interest in the assignment or have been approached directly by the procuring agency.
- 3) The best qualified and experienced individual consultant who is fully capable of carrying out the assignment shall be selected after comparison.

4) Single source selection may be carried out in exceptional cases after due justification in emergency situation resulting from a natural disaster or where the individual is the only consultant qualified for the assignment.

5) The Individual consultants should be interviewed for key assignments.

CHAPTER-13: SELECTION PROCESS

13.1: Receipt and Opening of Proposals

I. Reference:

PP Rules 2014; Rule 44 Selection of consultants

II. Remarks:

Only where there is good reason, should the PA extend the deadline for the submission of proposals. No amendments shall be given and/or accepted after the agreed deadline. When the deadline has passed, the proposals submitted shall be opened without any inordinate delay by the PA.

III. Procedure:

1. Prepare and approve the terms of reference of the assignment;
2. Prepare the cost estimate or budget of the assignment;
3. Public advertisement of invitation of consultant's expressions of interest and their short-listing;
4. Advertisement shall clearly mention the official address where these technical and financial proposals shall be submitted;
5. Preparation and issuance of the request for proposal to the shortlisted consultants;
6. All proposals shall be received by a responsible officer of respective PA;
7. The office responsible to receive the bids shall be clearly mentioned in the RFP.
8. Staff at department shall ensure that no proposal is opened before the assigned time for opening of proposals.
9. These proposals shall be kept at a safe place and all the proposals received shall be numbered and duly recorded in a register.
10. Technical and Financial Proposals shall be opened by the CSC.

11. The consultants who have submitted proposals shall be invited to attend the opening of both technical and financial proposals;
12. Attendance of the consultants is optional.
13. Minutes shall be prepared and signed by the legal representatives of both the Client and Consultants who are present at the time of opening.

13.2: Clarification to RFP/ ToRs

I. Reference:

PP Rules 2014; Rule 44 Selectionofconsultants

II. Procedure:

1. Potential applicants will be asked to direct all their queries to the office so designated in the RFP before stipulated bid opening.
2. In case PA wants to fix a date by which the queries should be submitted, the said date shall be duly mentioned in the RFP.
3. The office responsible to receive the queries shall forward it to respective section within two working days.
4. Respective section will respond within three working days.
5. The officer responsible for procurement will issue clarification/addendum to all the shortlisted consultants.
6. Suitable time extension in accordance with the stipulations of the bidding documents will be allowed to the bidders if required.

13.3: Technical Evaluation

III. Reference:

PP Rules 2014; Rule 50 Evaluationofqualityofconsultingservices

IV. Responsibilities:

HOD Admin/ Principal will be responsible for convening meeting of CSC for timely technical evaluation and for recording and issuance of CSC meeting minutes.

V. Procedure:

1. Technical Evaluation shall be based on the evaluation criteria that must have been agreed to by the CSC before issuance of RFP.
2. The criteria shall also be mentioned in the RFP so that the shortlisted candidates know the basis on which they shall be evaluated.
3. Criteria should be objective and should not be biased for or against a consultant.
4. The criteria shall be structured as prescribed in PP Rule 50:
 - a) *experience:theconsultantsspecializedskills,workingonthesimilarassignmentandaccesstoparticulartechnologiesrelatedtotheassignment;*
 - b) *financialcapability:financialcapabilityoftheconsultant maybeevaluatedwithaview to ensuring thattheconsultantcancompletetheassignedtaskinatimelymanner;*
 - c) *approachandmethodology:themethodologyproposedbytheconsultantsshallbe evaluatedforitsinnovativenessandsoundness;*
 - d) *qualitymanagement:theavailabilityofawell-establishedqualitymanagementsystemmaybetakenintoaccountforlargeandcomplexassignments;and*
 - e) *staffproposed:qualificationandexperienceoftheproposedstaffoftheconsultantintherelevantfield.*
5. Bulk of the weight goes to the personnel, which is further divided into the experts required for the assignment.
6. This criteria will be mentioned in the RFP issued to the shortlisted consultants along with the qualifying technical score threshold.
7. CSC will make the evaluation based on the approved criteria.
8. CSC may constitute a subcommittee from within the CSC in case the proposals are detailed and evaluation is time consuming.
9. However, CSC will review and approve the evaluation done by a subcommittee.

VI. Special considerations:

a) Single Proposal

If a single responsive bid is received, the procuring agency may award the contract to the bidder. (PP Rule 49 Single complying proposal)

b) Joint Venture

- i. An association of consultants may take either the form of a joint venture or a subcontract and such association may participate in procurement process with the permission of the procuring agency.
- ii. Under a joint venture, all members, if awarded the contract, shall individually sign and be jointly and severally liable for the entire assignment and such an association may be known as a consortium, association or joint venture. (PP Rule 51 Association of Consultants)

c) Intellectual Property Rights

- i. All documents, reports, designs, research work and all deliverables prepared by the consultant shall become and remain the property of the procuring agency.
- ii. Any restrictions on the future use of these documents and software by the consultants shall be specified in the conditions of the contract. (PP Rule 52 Intellectual Property Rights)

13.4: Financial Evaluation

I. Reference:

PP Rules 2014; Rule 50 Evaluation of quality of consulting services

II. Responsibilities:

HOD Admin / Principal will be responsible for convening meeting of CSC for timely technical evaluation and for recording and issuance of CSC meeting minutes.

III. Procedure:

1. Financial Evaluation takes place in case of QCBS.
2. For purpose of evaluation arithmetical errors are corrected. Items/ activities which are critical for undertaking the assignment, and have not been accounted for are added in proposed financial proposal; cost of such items is taken equivalent to the highest cost proposed by any other applicant. .

3. CSC will review the financial proposals and any computational errors will be corrected.
4. For the purpose of evaluation, "cost" will include taxes, as well as all other costs involved in performing the services.
5. The proposal with the lowest cost will be given a financial score of 100, and the other proposals given scores that are inversely proportional to their prices, i.e., if the lowest conforming price is A, then the score for price B is $(A/B) \times 100\%$.
6. In case of QBS and other selection methods financial evaluation is not done as such.

Final Consolidated Score:

In case of QCBS the total score shall be obtained by giving assigned weights to the technical and financial scores and then adding the two to reach a final score. Based on this score the firms will be ranked. The highest ranked firm shall be invited for contract negotiations.

In case of QBS the firms will be ranked according to their technical evaluation score. The firm receiving the maximum technical score shall be asked to submit financial proposal.

13.5: Contract Negotiations

I. Reference:

PP Rules 2014; Rule 53 Negotiations

II. Responsibilities:

HOD Admin / Principal will be responsible for convening meeting of CSC for timely negotiations and for recording and issuance of CSC meeting minutes.

III. Procedure:

1. Contract negotiations provide a good opportunity to agree on the methodology, deliverables and work plan.
2. Even though the highest ranked technical proposal will be closest to the requirements but nevertheless there will be areas where there will be a need for convergence of approach between the applicant and client department.
3. Negotiations shall include methodology, workplan, staffing, contract price and special conditions of the contract.

4. These discussions shall not substantially alter the original ToR or the Terms of the Agreement, lest the quality of the final product, and the relevance of the initial evaluation be affected.
5. In case of failure of negotiations, the procuring agency may invite the next ranked bidder.
6. A committee of the procuring agency shall negotiate with the consultant and negotiation by a single person on behalf of the procuring agency shall not be allowed.
7. The selected Firm should not be allowed to substitute key staff, unless both parties agree that undue delay in the selection process makes such substitution unavoidable or that such changes are critical to meet the objectives of the assignment.
8. If this is not the case and if it is established that key staff were offered in the proposal without confirming their availability, the firm may be disqualified and Contrary to QCBS, price is not negotiated as such in QBS.

IV. Professional liability of consultants

- 1) The consultant selected and awarded a contract shall be liable for consequence of errors or omissions on the part of the consultant.
- 2) The extent of liability of the consultant shall form part of the contract and such liability shall not be less than remuneration nor it shall be more than twice the remuneration.
- 3) The procuring agency may demand insurance on part of the consultant to cover the liability of the consultant and necessary cost shall be borne by the consultant.

The consultant shall be held liable for all losses or damages suffered by the procuring agency on account of any misconduct by the consultant in performing the consulting services. (PP Rules 2014;

Unit IV. Annexures

***ANNUAL PROCUREMENT PLAN FOR THE YEAR _____**
(Under Rule 8 of the Punjab Procurement Rules 2014)

Name of the Procuring Agency: _____

1	2	3	4	5	6	7	8	9	10	11	12
Sr. No.	Name of Procurement (Description)	Head of Account	Allocation	Estimated Cost	Procurement Procedures/ Process**	Procurement Methods***	Tentative Date of Procurement Notice Publication	Tentative Date of Award of Contract	Tentative Delivery Schedule	Tentative Date of Completion	Benefits Likely to Attain
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											

* The Annual Procurement Plan shall be prepared on the basis of available resources.
 ** Procurement Procedures means, Single Stage One Envelop/Single Stage Two Envelopes/Two Stage Two Envelop (Rule 38).
 *** Procurement Methods means, Petty Purchases/Quotations (Single/Three)/Tender/Direct Contracting/Negotiated Tendering (Rule 59).

Name: _____

Designation: _____

Date: _____

<i>S.#</i>	<i>Product</i>	<i>Make / Specification</i>	<i>Qty</i>	<i>Approx. Price</i>
<i>1</i>				
<i>Total:</i>			<i>Rs.</i>	

Justification: _____ -

Signature

Competent Authority

Manager Accounts (Head of Account)

Budget allocated

Consumed

Balance Budget

Signature

Sanctioning Authority: _____

Approved

Signature

STANDARD TENDER SPECIFICATION FORMAT

Name of Procuring Agency	
---------------------------------	--

Address of Procuring Agency	
Tender Number (Unique)	
Procurement Title	
Tender Description (Specification) [Rule 10]	
Tender Category	Local or International
Tender Type	Goods / Services / Works
PPRA Web Publication Date [12]	
Advertisement Date [Rule 12]	
Response Time [Rule 14]	
Issuance of Bidding Document Date [Rule 14 & 25]	
Bid Security [Rule 27]	
Closing Date and Time [Rule 14 & 30]	
Opening Date and Time [Rule 30]	
Procurement Method / Procedure of Bidding [Rule 38]	
Bid Validity	
Performance Guaranty [Rule 55]	
Contact Person Name	
Telephone No.	
Fax No.	
Remarks [if any]	

Annexure E: Bidding Process

1	General Procurement Notice	
---	----------------------------	--

<p>(a) first issue date</p> <p>(b) latest update</p>	<p>_____</p> <p>_____</p>
<p>2 Prequalification, if required</p> <p>(a) number of firms prequalified</p>	<p>_____</p> <p>_____</p>
<p>3 Specific procurement notice</p> <p>(a) name of national newspaper</p> <p>(b) issue date</p> <p>(c) name of international publication</p> <p>(d) issue date</p> <p>(e) number of firms notified</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>4 Standard Bidding Document</p> <p>(a) title, publication date</p> <p>(b) date of issue to bidders</p>	<p>_____</p> <p>_____</p> <p>_____</p>
<p>5 Number of firms issued documents</p>	<p>_____</p>
<p>6 Amendments to documents, if any</p> <p>(a) list all issue dates</p>	<p>1. _____ 2. _____ 3. _____</p> <p>1. _____ 2. _____ 3. _____</p>
<p>7 Date of pre-bid conference, if any</p>	<p>_____</p>
<p>8 Date minutes of conference sent to bidders and PA</p>	<p>_____</p>

Annexure F: Bid Submission and Opening

<p>3.1 Bid submission deadline</p> <p>(a) original date, time</p> <p>(b) extensions, if any</p>	
<p>3.2 Bid opening date, time</p>	
<p>3.3 Record of bid opening</p>	
<p>3.4 Number of bids submitted</p>	
<p>3.5 Bid validity period (days or weeks)</p> <p>(a) originally specified</p> <p>(b) extensions, if any</p>	

Annexure G: Bid Opening Checklist

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

Contract Reference: _____

Bid Opening Date: _____ Time: _____

Name of Bidder: _____

- (a) Is outer envelope of bid sealed?
- (b) Is bid form completed and signed?
- (c) Expiration date of bid:
- (d) Is documentary authority for signing enclosed?
- (e) Amount of bid security (if required): _____ (state currency)
- (f) Describe any "Substitution," "Withdrawal," or "Modification" submitted
- (g) Describe any alternative bid made:
- (h) Describe any discounts or modifications offered:
- (i) Additional comments:³
- (j) Name of bidder or representative present:
- (k) Total bid price: _____ (list currencies and amounts or percentages)⁴

Signature of responsible official: _____ Date: _____

Annexure H: Table 1. Preliminary Examination

³ Read out and record model numbers of equipment.

⁴ If bid is for a package of contracts, the price for each lot or item should be read out.

Preliminary Examination

Bidder	Verification	Eligibility	Bid Security	Completeness of Bid	Substantial Responsiveness	Acceptance for Detailed Examination
Bidder A	Yes	Yes ¹	Yes	Yes	Yes	Yes
Bidder B	No ²	Yes	Yes	Yes	Yes ³	No
Bidder C	Yes ⁴	Yes	Yes	Yes	Yes	Yes
Bidder D	Yes	Yes	No ⁵	No ⁶	Yes	No
Bidder E	Yes	No ⁷	No ⁸	Yes	Yes	No
Bidder F	Yes	Yes	Yes	Yes	Yes	Yes
Bidder G	Yes	Yes	Yes	Yes	Yes	Yes
Bidder H	Yes	Yes	Yes	Yes	Yes	Yes

¹ Bidder is partly owned (25 percent) by government (of Borrower). It operates under commercial law and is financially and managerially independent of government.

² Joint venture agreement missing.

³ Requires 25 percent mobilization advance; bid document states maximum of 15 percent. Deviation is minor and can be quantified.

⁴ Bidder prequalified as local agent; bid is joint obligation with parent company. Bid deemed acceptable because increase in financial backing results.

⁵ Bid security not in freely convertible currency.

⁶ Does not include cost for required disposal of hazardous wastes found at the site.

⁷ Source of plant from non-eligible country.

⁸ Required validity period of security not met (8 weeks instead of 12 weeks).

Annexure I: Table 1.Detailed Technical Evaluation

Detailed Technical Evaluation of Proposal

Page _____ of _____

Procurement Number					
Entity	Department Project	Financial Year	Sequence Number	Bid Number	Contact Number

Bidder Name _____

Evaluation Criteria		Max Score	Enter Individual Scores as per Evaluator From Table 2B					
Complete Criteria and scores as listed in the Bidding Document			Evaluator 1	Evaluator 2	Evaluator 3	Evaluator 4	Evaluator 5	Average
A	Main Criteria							
A1	Sub-Criteria							
A2								
A3								
B	Main Criteria							
B1	Sub-Criteria							
B2								
B3								
C	Main Criteria							
C1	Sub-Criteria							
C2								
C3								
D	Main Criteria							
D1	Sub-Criteria							
D2								
D3								
E	Main Criteria							
E1	Sub-Criteria							
E2								
E3								
Totals								

Annexure I: Table 2. Summary of Technical Evaluation

SUMMARY OF TECHNICAL EVALUATION

Page __ of ____

Procurement Number					
PA	Department/ Project	Financial Year	Sequence Number	Bid Number	Contact Number

Evaluation Criteria		Max Score	Enter Average Scores From Each Table 2A					
Complete Criteria and scores as listed in the Bidding Document			Bidder 1	Bidder 2	Bidder 3	Bidder 4	Bidder 5	Bidder 6
A	Main Criteria							
A1	Sub-Criteria							
A2								
A3								
B	Main Criteria							
B1	Sub-Criteria							
B2								
B3								
C	Main Criteria							
C1	Sub-Criteria							
C2								
C3								
D	Main Criteria							
D1	Sub-Criteria							
D2								
D3								
E	Main Criteria							
E1	Sub-Criteria							
E2								
E3								
Totals		100						
			Pass/Fail	Pass/Fail	Pass/Fail	Pass/Fail	Pass/Fail	Pass/Fail

Annexure J: Summary of Financial Evaluation

SUMMARY OF FINANCIAL EVALUATION

Page ____ of ____

Procurement Number					
PA	Department/ Project	Financial Year	Sequence Number	Bid Number	Contact Number

Evaluation Currency _____

No	Bid Name	Bid Currency	Bid Total (Read out)	Correction Made	Corrected Bid Total	Exchange Rate	Evaluated Total	Financial Score*

*A score of 100 should be Awarded to lowest Price Bid.

Other Proposals are given to Financial score inversely proportional to the lowest cost proposal, using the following calculation

Lowest bid / Bid Price * 100 = Financial score.

{Replace with other mythology for allocating costs marks if an alternative mythology is stated in Bidding Documents,}

Annexure K: Announcement of Evaluation Report

EVALUATION REPORT

(As Per Rule 35 of PP Rules, 2014)

1. Name of Procuring Agency:
2. Method of Procurement:
3. Title of Procurement:
4. Tender Inquiry No.:
5. PPRA Ref. No. (TSE):
6. Date & Time of Bid Closing:
7. Date & Time of Bid Opening:
8. No of Bids Received:
9. Criteria for Bid Evaluation:
10. Details of Bid(s) Evaluation:

Name of Bidder	Marks		Evaluated Cost	Basis for Rejection / Acceptance
	Technical (if applicable)	Financial (if applicable)		
(Add Columns if Required)				

Lowest Evaluated Bidder:

11. Any other additional / supporting information, the procuring agency may like to share.

Signature:

Official Stamp:

****Standard Bidding Documents (SBD).***

Annexure L: Proposed Contract Award

<p>1. Lowest evaluated responsive bidder (proposed for contract award).</p> <p>(a) name</p> <p>(b) address</p>	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/>	
<p>2. If bid submitted by agent, list actual supplier.</p> <p>(a) name</p> <p>(b) address</p>	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/>	
<p>3. If bid from joint venture, list all partners, nationalities, and estimated shares of contract.</p>	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/>	
<p>4. Principle country(ies) of origin of goods/materials.</p>	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/>	
<p>5. Estimated date (month, year) of contract signing.</p>	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/>	
<p>6. Estimated delivery to project site/completion period.</p>	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/>	
	Currency(ies)	Amount(s) or %
7. Bid Price(s) (Read-out) ¹		
8. Corrections for Errors ²		
9. Discounts ³		
10. Other Adjustments ⁴		
11. Proposed Award ⁵		
12. Disbursement Category ⁶	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/>	