

FOR

DISPOSAL OF PUBLIC ASSETS
(National/International Competitive Bidding)



Public Procurement Regulatory Authority Pakistan
JUNE 2026

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Summary:

The following briefly describes the Sections of the Bid Document of which the PA is expected to issue to Bidders for Disposal of Public Assets.

PART 1 – BIDDING PROCEDURES

Section I. Invitation for Bid (IFB)

This section provides relevant information that enables potential Bidders to decide whether or not to participate in the Bidding process. The Invitation for Bids (IFB) shall include specific details such as the name of the PA, the assets to be disposed and deadline for Bid submission. Likewise, information on how the Bidding documents are to be obtained by prospective Bidders and the eligibility requirements by Bidders should be furnished in the IFT. The final document should contain neither blank spaces nor options. The Invitation for Bids will cease to have effect once a Prospective has accessed Bidder has accessed the Bidding Document.

Section II Instructions to Bidders (ITB)

This section provides information to help Bidders to prepare responsive Bids. It provides information on constituent of the Bid document, preparation and submission of Bids, opening and evaluation of Bids, the award of contract and on submitting complaints regarding the Bid process. **The section contains provisions that are to be used without modification.** The Instructions to Bidders will not be part of the Contract and will cease to have effect once the Contract is signed.

The section contains provisions that are to be used without modification. PAs are not expected to reproduce this Section, instead Bidders will be asked to refer to this Section in the Standard Bid Document for Disposal of Public Assets by Bid.

Section III. Bid Data Sheet (BDS)

This Section includes provisions that are specific to each procurement and that supplement Section II (Instructions to Bidders). Amendments, if any, to the **ITB** should be made through the BDS. If duplication of a subject is inevitable in the different sections of the document, care must be exercised to avoid contradiction between clauses dealing with the same matter. All italicized spaces in the BDS should be filled out by the PA prior to issuance of the Bidding documents. **No entry should be made in the BDS if it is not cross referenced in the ITB.**

Section IV. Qualification and Evaluation Criteria

This Section specifies the criteria to be used in the evaluation of Bids to determine the qualifications of the Bidder to perform the contract.

Section V. Bidding Forms

This Section includes the forms for the Bid Submission as well as the Earnest Money, to be completed and submitted by the Bidder as part of its Bid. This section also contains

the undertaking to be made by each Bidder on anti-bribery policy/code of conduct and compliance program.

Section VI. Eligible Countries

This Section contains information regarding eligible countries.

PART 2 – PROCURING AGENCY’S REQUIREMENTS

Section VII. Description of assets

This section contains the description of the asset(s) to be disposed which shall be provided by the Procuring agency prior to the issuance of the documents.

PART 3 – CONDITIONS OF CONTRACT AND CONTRACT FORMS

Section VIII. General Conditions of Contract (GCC)

This Section contains the general clauses to be applied to all contracts. The General Conditions of Contract (GCC) form a complete document expressing all the rights and obligations of the parties during the execution of the contract. **The text of the clauses in this Section shall not be modified.**

The section contains provisions that are to be used without modification. PAs are not expected to reproduce this Section, instead Bidders will be asked to refer to this Section in the Standard Bid Document for Disposal of Public Assets by Bid.

Section IX. Special Conditions of Contract (SCC)

This section contains information specific to each contract that modify or supplement Section VIII – General Conditions of Contract. All italicized spaces in the SCC should be filled out by the PA prior to issuance of the Bidding documents. **No entry should be made in the SCC if it is not cross referenced in the GCC.**

Section X. Contract Forms

This Section contains forms which, once completed, will form part of the Contract. The Earnest Money form shall be completed and submitted by the successful Bidder before the contract is signed and where advance payment is required, Advance Payment Security shall be completed and submitted. It also contains the Letter of Intention to Award the Contract, which is not part of the contract forms.

The section contains Forms that are to be used without modification. PAs are not expected to reproduce this Section, instead Bidders will be asked to refer to this Section in the Standard Bid Document for Disposal of Public Assets by bidding/open competition

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PART 1 - BIDDING PROCEDURES

SECTION I: INVITATION FOR BIDS

[Insert Logo]

[Insert Name of Procuring Agency]

Bid No

for

[Insert title or brief description of the assets]

Invitation for Bids

Date:

1. The [insert name of Procuring Agency] intends to dispose [insert the description of asset(s)]. The [insert description of asset(s)] are disposed on “as is, where is” basis and the procuring Agency shall have no further liability after sale.
2. The [insert name of procuring Agency] now invites Bids for the Dispose of [insert description of asset(s)].
3. Bidding will be conducted through the [insert method of disposal] procedures specified in Disposal of Public Asset Regulations, 2026 and is open to all Bidders as defined in the Regulations.
4. Interested Bidders may inspect the [insert description of asset(s)] at [insert location for inspection] on [insert date(s) for inspection] from [insert hours for inspection].
5. Interested eligible Bidders may obtain further information by accessing the Bidding Documents through EPADS.
6. Bidders are required to register and pay Bid participation fee as required through EPADS to be able to participate in this Bidding process.
7. All Bids shall be accompanied by a Earnest Money [if Earnest Money is required] in an acceptable form in the amount of [insert the amount in local currency] or freely convertible currencies.
8. All Bids shall be properly filled in and submitted through EPADS at or before [insert time and date]. Bids will be opened promptly thereafter through EPADS and opening details will be available to the public through the system.
9. Bids not received through EPADS shall not be accepted for evaluation irrespective of the circumstances.

[Insert title of the Officer and address of the PA]

SECTION II: INSTRUCTIONS TO BIDDERS (ITB)



A General

1. Scope of Bid	1.1	The Procuring Agency (PA) indicated in the Bid Data Sheet (BDS) invites Bids for disposal of public asset(s) as specified in the BDS and Section VII, Description of Asset(s). Bids are invited for an estimated quantity as specified in the BDS .
	1.2	The successful Bidder will be expected to pay and collect the assets within the period specified in the BDS .
	1.3	Bidding will be conducted through method of procurement specified in the BDS
	1.4	Unless otherwise stated through this Bidding document definitions and interpretations shall be as prescribed in General Conditions of Contract (GCC).
2. Eligible Bidders	2.1	The Invitation for Bids (IFB) is open to all Bidders except where it is specified otherwise in this Bidding document. A Bidder may be natural persons, companies or firms or public or semi-public agencies of Islamic Republic of Pakistan or foreign countries, subject to ITB2.4 or any combination of them with a formal intent to enter into an agreement or under an existing agreement in the form of a joint venture, consortium, or association (hereafter referred to as JVCA).
	2.2	In the case of a JVCA, all members shall be jointly and severally liable for the execution of the contract in accordance with the contract terms. The joint venture, consortium, or association shall nominate a Lead Member who shall have the authority to conduct all business for and on behalf of any and all the members of the joint venture, consortium, or association during the Bidding process and, in the event the joint venture, consortium, or association is awarded the Contract, during contract execution. Unless specified in the BDS , there is no limit on the number of members in a joint venture, consortium, or association.
	2.3	The authority of the Lead Member to act for and on behalf of all members shall be evidenced by a valid Power of Attorney, duly executed by all members, which shall be submitted to the Procuring Agency/Employer before the award of the Contract
	2.4	The appointment of lead Member in the JVCA shall be confirmed by submission of a valid power of attorney

		to the PA.
	2.5	A Bidder shall not have a conflict of interest. All Bidders found to be in conflict of interest shall be disqualified. A Bidder may be considered to have a conflict of interest with one or more parties in this process, if they: a) Are associated or have been associated in the past, directly or indirectly with a firm or any of its affiliates which have been engaged by the PA to provide consulting services for valuation of assets,
		and preparation of any other documents to be used in the disposal process. b) have the same legal representative for purposes of this Bid; or c) have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Bid of another Bidder, or influence the decisions of the PA regarding this process; or d) submit more than one Bid in this Bidding process.
	2.6	A Bidder may be ineligible if – (a) the Bidder is declared bankrupt or, in the case of company or firm, insolvent; (b) payments in favor of the Bidder is suspended in accordance with the judgment of a court of law other than a judgment declaring bankruptcy and resulting, in accordance with the national laws, in the total or partial loss of the right to administer and dispose of its property; (c) legal proceedings are instituted against such Bidder involving an order suspending payments and which may result, in accordance with the national laws, in a declaration of bankruptcy or in any other situation entailing the total or partial loss of the right to administer and dispose of the property; (d) the Bidder is convicted, by a final judgment, of any offence involving professional conduct or the Bidder is debarred and blacklisted in accordance with the Public Procurement Rules.

	2.7	Bidders shall provide to the PA evidence of their eligibility, proof of compliance with the necessary legal, technical and financial requirements and their capability and, adequacy of resources to carry out the disposal contract effectively.
	2.8	Bidders shall provide such evidence of their continued eligibility satisfactory to the PA, as the PA shall reasonably request.
3. One Bid per Bidder	3.1	A Bidder shall submit only one Bid, either individually or as a partner in a joint venture.
	3.2	A Bidder who submits or participates in more than one Bid will cause all the Bids in which the Bidder has participated to be disqualified.
4. Referential Bids	4.1	A Bidder who submits a Bid making a reference to other Bidders' price shall cause its Bid to be disqualified.

5. Cost of Bidding	5.1	The Bidder shall bear all costs associated with the preparation and submission of its Bid, and the PA shall in no case be responsible or liable for those costs, except where the PA is ordered by the Public Procurement Regulatory Authority (PPRA) to compensate the Bidder following a successful Bidder's appeal of the procurement proceedings.
6. Inspection of Asset(s)	6.1	The prospective Bidders are advised to inspect asset(s) in liaison with the PA before they Bid. This will enable them to arrive at the most competitive Bid.
	6.2	Bids are based on "as is, where is" basis and the conditions of the assets are not warranted by the PA.
	6.3	The place, medium and time for the inspection of Public asset(s) shall be as described in the BDS .
B. Bid Documents		

7. Content of the Bidding Documents	7.1	The assets to be disposed, Bidding procedures, and Contract terms are prescribed in the Bidding Documents. Bidding Documents which should be read in conjunction with any addenda issued in accordance with ITB 9.2 include: PART 1: BIDDING PROCEDURES Section II - Instructions to Bidders (ITB). Section III - Bid Data Sheet (BDS). Section IV - Qualification and Evaluation Criteria. Section V - Bidding Forms. Section VI - Eligible Countries. PART 2: ASSETS for Disposal Section VII - Description of assets PART 3: CONDITIONS OF CONTRACT AND CONTRACT FORMS Section VIII - General Conditions of Contract (GCC). Section IX - Special Conditions of Contract (SCC). Section X - Contract Forms.
	7.2	The "Invitation for Bid" (IFB)(Section I) issued by the PA does not form part of the Bidding Documents and is included as a reference only. In case of discrepancies between the Invitation to Bid and the Bidding Documents listed in ITB 7.1 above, the said Bidding Documents will take precedence.
	7.3	The PA is not responsible for the completeness of the Bidding Documents and their addenda, if they were not obtained directly from EPADS.

8. Clarification of Bidding Documents	7.4	The Bidder is expected to examine all instructions, forms, terms and conditions in the Bidding Documents. Failure to furnish all information required by the Bidding Documents or to submit a Bid substantially responsive to the Bidding Documents in every respect will be at the Bidder's risk and may result in the rejection of its Bid.
	8.1	A prospective Bidder requiring any clarification of the Bidding Documents may notify the PA through EPADS.
	8.2	The PA will, after receiving the request for clarification respond and publish responses through EPADS provided that such request is received. The response shall include a description of the inquiry, but without identifying its source

	8.3	Should the PA deem it necessary to amend the documents as a result of a clarification, it shall do so following the procedure under ITB 9 [Amendment of Bidding Documents]
9. Amendment of Bidding Documents	9.1	Before the deadline for submission of Bids, the PA, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, may modify the Bidding Documents by issuing addenda.
	9.2	Any addendum issued including the notice of any extension of the deadline shall be part of the Bidding Document pursuant to ITB 7.1 [Content of Bidding Documents] and shall be communicated through EPADS to the participating Bidders.
	9.3	In order to allow prospective Bidders reasonable time to take an addendum into account when preparing their Bids, the PA, at its discretion, may extend the deadline for the submission of Bids, pursuant to ITB 21.2 [Deadline for Submission of Bids]

C. Preparation of Bids		
10. Language of Bid	10.1	The Bid prepared by the Bidder, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and the PE shall be written or in electronic forms that provide record of the content of communication in the language specified in the BDS . Supporting documents and printed literature furnished by the Bidders may be in another language provided they are accompanied by an accurate translation of the relevant passages in the Language of the Bid, in which case, for purposes of interpretation of the Bid, the translation shall govern.
11. Documents Constituting the Bid	11.1	The Bid prepared by the Bidder shall constitute the following components: a) Form of Bid and a Price Schedule completed in accordance with ITB 13 [Form of Bid] and ITB 14 [Bid Prices]; b) Documentary evidence established in accordance with ITB12 [Documents Establishing Eligibility of the Bidder] that the Bidder is eligible to Bid; c) Earnest Money furnished in accordance with ITB 17 ; d) Dully notarized Power of Attorney (in the Format provided in Section V- Biding Forms) in case of a firm, authorizing the signatory of the Bid to commit the Bidder, in accordance with ITB 19.2 [For-mat and Signing of Bid; e) Any other document required in the BDS.
12. Documents Establishing Eligibility of the Bidder	12.1	Pursuant to ITB 11[Documents Constituting the Bid], the Bidder shall furnish, as part of its Bid, documents establishing the Bidder's eligibility to Bid as listed in the BDS .
13. Form of Bid	13.1	The Bidder shall fill the Form of Bid furnished in the Bidding Documents. The Form of Bid must be completed without any alterations to its format and no substitute shall be accepted.
	14.1	The prices quoted by the Bidder in the Form of Bid and in the Schedule of Prices shall conform to the requirements specified in ITB 14.2 and 14.3.

14. Bid Prices	14.2	All items in the description of asset(s) must be listed and priced separately in the Schedule of Prices. If a Price Schedule shows items listed but not priced, the Bid will be rejected as being substantially non-responsive. Items not listed in the Schedule of Prices shall be assumed to be not included in the Bid and the Bid will be rejected as being substantially non-responsive.
	14.3	The price to be quoted in the Form of Bid, in accordance with ITB 14.1 shall be the total price of the Bid.
15. Bid Currencies	15.1	For any public assets to be Dispose of the prices shall be quoted in Pakistani Rupees, unless otherwise specified in the BDS .
	15.2	The rates of exchange to be used by the Bidder in arriving at the local currency equivalent and the proportions mentioned in ITB 15.1 shall be the selling rates notified by the State Bank of Pakistan on the Disposal bid opening date.
16. Bid Validity Period	16.1	Bids shall remain valid for the period specified in the BDS after the date of the Bid submission deadline pre-scribed by the PA. A Bid valid for a shorter period shall be rejected by the PA as non-responsive.
	16.2	In exceptional circumstances, prior to expiry of the original Bid validity period, the PA may request that the Bidders consent to an extension of the period of validity of their Bids. The request and the Bidders responses shall be made through EPADS
	16.3	A Bidder may refuse the request without forfeiting its Earnest Money. A Bidder agreeing to the request will not be required or permitted to modify its Bid, and its Bid Security will remain in the custody of the PA.
	17.1	Pursuant to ITB 11 [Documents Constituting the Bid], unless otherwise specified in the BDS , the Bidder shall furnish as part of its Bid, a earnest money in original form and in the amount and currency specified in the BDS in the format provided in Section V [Bidding Forms].
	17.2	The Earnest money is required to protect the PA against the risk of Bidder's conduct which would warrant the deposit forfeiture, pursuant to ITB17.8.
	17.3	The Earnest money shall be denominated in local

17. Earnest Money	currency or in a freely convertible currency, and shall be, at the Bidder's option, in one of the following forms: a) a bank guarantee, an irrevocable letter of credit issued by a reputable bank, or an insurance bond issued by a reputable insurance firm located in the Islamic Republic of Pakistan or abroad, in the form provided in the Bidding Documents or an-other form acceptable to the PA and valid for twenty-eight (28) days beyond the end of the validity of the Bid. This shall also apply if the period for Bid validity is extended. In either case, the form must include the complete name of the Bid-der; or, b) a cashier's or certified cheque; or c) another security indicated in the BDS.
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	17.4	The Earnest money shall be in accordance with the Form of the Earnest money included in Section V – Biding Forms or another form approved by the PA prior to the Bid submission
	17.5	Any Bid not accompanied by a Earnest money in accordance with sub-Clauses 17.1 or 17.3 shall be rejected by the PA as non-responsive, pursuant to ITB 27.
	17.6	Unsuccessful Bidders' Earnest money will be discharged or returned as promptly as possible but not later than thirty (30) days after the expiration of the period of Bid Validity prescribed by the PA pursuant to ITB 16 [Bid Validity Period].
	17.7	The successful Bidder's Earnest money will be discharged upon completion of transaction/contract.
	17.8	The Earnest money shall be forfeited a) if a Bidder withdraws its Bid after opening during the period of Bid validity specified by the Bidder on the Form of Bid except as provided for in ITB 16.2; or b) in the case of a successful Bidder, if the Bidder fails to sign the contract in accordance with ITT38.
18. Alternative Bids by Bidders	18.1	Alternative Bids are not permitted. Bidders shall submit offers that comply with the requirements of the documents.

19. Format and Signing of Bid	19.1	The Bidder shall prepare documents constituting the Bid as described in ITB 11 [Documents Constituting the Bid].
	19.2	The Bid shall be signed by a person or persons duly authorized to sign on behalf of the Bidder and the authorization documents shall be submitted together with the Bid indicating the name and position held by each signatory as specified in the BDS .
	19.3	The Bidder shall furnish information as described in the Form of Bid on commissions or gratuities, if any, paid or to be paid to agents relating to this Bid and to Contract execution if the Bidder is awarded the Contract.
D: Submission of Bids		
20. Submission of Bids	20.1	All Bids shall be submitted through EPADS. Bids sub-mitted through EPADS shall be considered to be true and legal version, duly authorized and duly executed by the Bidder and intended to have binding legal effect.
	20.2	Bids submitted through EPADS shall be received in full prior to the closing time and the Bidders shall receive an acknowledgement of receipt of their Bids or amendment through the system.
	20.3	Bidders must ensure the integrity, completeness and authenticity of their submission; and in case of electronic records entered online and files containing the Bid being unreadable for any reason, the Bid submitted shall not be considered.
21. Deadline for Sub-mission of Bids	21.1	Bids shall be received by the PA through EPADS in a manner specified under ITB 20.2 and ITB 20.5 [Submission of Bids] no later than the date and time specified in the EPADS
	21.2	The PA may, in exceptional circumstances and at its discretion, and before expiry of submission deadline, ex-tend the deadline for submission of Bids by issuing an amendment the Bidding Documents in accordance with ITB 9 [Amendment of Bidding Documents], in which case all rights and obligations of the PE and the Bidders previously subject to the original deadline will thereafter be subject to the new deadline.
22. Late Bids	22.1	EPADS does not allow a Bidder to submit its Bid after the deadline for submission of Bids in accordance with ITB 21 [Deadline for Submission of Bids].

23. Modification, Substitution and Withdrawal of Bids	23.1	A Bidder may modify substitute or withdraw its Bid after it has been submitted to the PA through EPADS, provided that such modification or substitution is made prior to the deadline for submission of Bids prescribed in ITB 21.1 [Deadline for Submission of Bids].
	23.2	EPADS does not allow bidder to modify or withdrawal of the bids after the bid submission deadline.
E. Opening and Evaluation of Bids		
24. Opening of Bids	24.1	The Bids shall be opened through EPADS. The Bid opening records shall be made available in the appropriate section of the EPADS
	24.2	A Bidder or any other person with interest in the Bid process can access Bid opening records on the appropriate section of EPADS
25. Confidentiality	25.1	Information relating to the examination, clarification, evaluation, comparison of Bids and recommendation of Contract award shall not be disclosed to Bidders or any other persons not officially concerned with such process until the publication of evaluation report.
	25.2	Any effort by a Bidder to influence the PAs processing of Bids or award decisions may result in the rejection of its Bid.
26. Clarification of Bids	26.1	To assist in the examination, evaluation and comparison of Bids, the PA may, at its discretion, ask any Bidder for clarification of its Bid. Any clarification submitted by a Bidder that is not in response to a request by the PA shall not be considered.
	26.2	The request for clarification shall be communicated through EPADS and the Bidder shall respond to the re-request through EPADS. No change in the prices or sub-stance of the Bid shall be sought, offered, or permitted except to confirm the correction of arithmetic errors dis-covered by the PA in the evaluation of Bids in accordance with ITB 29 [Correction of Errors].

27. Preliminary Evaluation of Bids	27.1	Prior to the detailed evaluation of Bids, the PA will determine whether each Bid (a) meets the eligibility criteria defined in ITB2 [Eligible Bidders]; (b) is accompanied by the required Earnest Money; and (c) is substantially responsive to the requirements of the Bidding Documents. The PA's determination of a Bid's responsiveness will be based on the contents of the Bid itself.
	27.2	A substantially responsive Bid is one which conforms to all the terms and conditions of the Bidding Documents, without material deviation, omission or reservation. A material deviation or reservation is one that: - (a) a) if accepted, would substantially affect the scope, quality, performance or other requirements of the Contract; or (b) b) if accepted, would substantially limit the Procuring Agency's rights or the Bidder's obligations under the Contract, in a manner inconsistent with the Bidding Documents; or (c) c) if permitted to be corrected or rectified, would unfairly affect the competitive position of other Bidders presenting substantially responsive Bids For the purpose of this section, the following definitions apply "Deviation" is a departure from the requirements specified in the Biding Document; "Reservation" is the setting of limiting conditions or withholding from complete acceptance of the requirements specified in the Biding Document; and "Omission" is the failure to submit part or all of the information or documentation required in the Biding Document.
	27.3	The PA will confirm that the documents and information specified under ITB 11 [Documents Constituting the Bid and ITB 12 [Documents Establishing Eligibility of the Bidder] have been provided in the Bid. If any of these documents or information is missing or is not provided in accordance with the Instructions to Bidders, the Bid shall be rejected.

	27.4	The PA may waive any minor informality, nonconformity or irregularity in a Bid that does not constitute a material deviation, and that does not prejudice or affect the relative ranking of any Bidder as a result of the technical or commercial evaluation pursuant to ITB 28 [Examination of Terms and Conditions] and ITB 31 [Financial Evaluation of Bids].
	27.5	Provided that a Bid is substantially responsive, the PA may request that the Bidder submit the necessary information or documentation, within a reasonable period of time, to rectify non-material, non-conformities or omissions in the Bid related to documentation requirements. Such omission shall not be related to any aspect of the price of the Bid. Failure of the Bidder to comply with the request may result in the rejection of its Bid.
	27.6	Provided that a Bid is substantially responsive, the PA shall rectify quantifiable non-material non-conformities related to the Bid Price. To this effect, the Bid Price shall be adjusted, for comparison purposes only, to reflect the price of a missing or non-conforming item or component.
	27.7	If a Bid is not substantially responsive to the requirements of the Bidding Documents, it shall be rejected by the PA, and may not subsequently be made responsive by correction of the non-conformity.
	27.8	Material deviations to commercial terms and conditions, which justify rejection of a Bid shall include but not limited to the following: a) failure to satisfy eligibility requirements; b) failure to submit a Earnest Money as specified in the Bid-ding Documents; c) failure to satisfy the Bid validity period; d) failure to comply with minimum experience criteria as specified in the Bidding Documents; e) conditional Bids such as conditions in a Bid which limit the Bidder's responsibility to accept an award; and f) failure to submit major supporting documents required by the Bidding Documents to determine substantial responsiveness of a Bid.
28. Examination of Terms and Conditions	28.1	The PA shall examine the Bid to confirm that all terms and conditions specified in the General Conditions of Contract and the Special Conditions of Contract have been accepted by the Bidder without

		any material deviation or reservation.
	28.2	The PA shall further examine the Bid submitted in accordance with ITB 12 [Documents Establishing Eligibility of the Bidder], to confirm that all requirements specified in Section VII – Description of Assets have been met with-out material deviation or reservation.
	28.3	If after the examination of the terms and conditions the PE determines that the Bid is not substantially responsive in accordance with ITB 27 [Preliminary Examination of Bids], it shall reject the Bid
29. Correction of Errors	29.1	Bids determined to be substantially responsive will be checked by the PA for any arithmetic errors. Errors will be corrected as follows: - a) if there is a discrepancy between unit prices 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 PA there is an obvious mis-placement of the decimal point in the unit price, in which 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) where there is a discrepancy between the amounts in figures and in words, the amount in words will govern, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.
	29.2	The amount stated in the Bid will, be adjusted by the PA in accordance with the above procedure for the correction of errors and, with, the concurrence of the Bidder, shall be considered as binding upon the Bidder. If the Bidder does not accept the corrected amount, its Bid will then be rejected.
30. Conversion to Single Currency	30.1	To facilitate evaluation and comparison of Bid, the PA will convert all Bid prices expressed in the amounts in various currencies in which the Bid prices are payable in Pakistani Rupees at the selling exchange rate Notified by the State Bank of Pakistan on the bid opening date.
31. Financial Evaluation of	31.1	The PA shall evaluate and compare only the Bids determined to be substantially responsive, pursuant to ITB 27

Bids		[Preliminary Examination of Bids] and ITB 28 [Examination of Terms and Conditions].
	31.2	To financially evaluate a Bid, the PA shall only use the criteria and methodologies defined in ITB 31.3. No other criteria or methodology shall be permitted.
	31.3	To financially compare Bids, the PA shall: (a) correct any arithmetic errors in accordance with ITB 29.1 [Correction of Errors]; (b) convert all Bids to a single currency in accordance with ITB 30 [Conversion to Single Currency]; (c) determine the total evaluated price of each Bid. (d) the additional evaluation factors are specified in Section IV (Qualification and Evaluation Criteria).
32. Determination of the Successful Bid	32.1	The Bid with the highest evaluated price from among those which are eligible, compliant and substantially responsive shall be the successful bid
	32.2	In case two or more bidders have offered equal / identical prices and/or have been evaluated as the successful bidders, procuring agency shall provide opportunity to such bidders to submit revised financial bids through EPADS. The revised financial bids or prices shall not be less than the prices offered earlier. The minimum response time for such limited competition shall not be less than 24 hours in any case. Financial bids or prices shall then be evaluated in accordance with the evaluation criteria prescribed in the disposal documents. The same process shall be repeated till a single bidder wins the contract.
	32.3	Where re-Bidding fails, the whole process shall be cancelled.
33. Post Qualification	33.1	The PA will verify and determine to its satisfaction whether the Bidder that is selected as having submitted the highest evaluated responsive Bid is qualified.
	33.2	The determination will take into account the Bidder financial and professional capabilities. It will be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, pursuant to ITB 2.5 and 2.6 [Eligible Bidder
	33.3	An affirmative determination shall be a prerequisite for award of the contract to the Bidder. A negative determination shall result in rejection of the Bidder's Bid, in which event the PA shall proceed to the next successful Bid to make a similar determination of

		that Bidder's capabilities to pay lease rent.
F. Award of Contract		
34. Criteria for Award	34.1	Subject to ITB 35 [Negotiations], The PA will award the Contract to the successful Bidder.
35. Negotiations	35.1	Disposal Committee may conduct contract negotiations with the successful bidder without changing the scope and cost of the contract, in accordance with the terms and conditions prescribed in the disposal documents. Minutes of such negotiations shall be recorded and provided on the EPADS
	35.2	Where negotiation fails to result into an agreement, the PA may invite the next ranked Bidder for negotiations. Where negotiations are commenced with the next successful Bidder, the PA shall not reopen earlier negotiations.
36. PA's Right to Accept or Reject Any or All Bids	36.1	Notwithstanding award criteria ITB 34 [Criteria for Award], the PE reserves the right to accept or reject any Bid, and to annul the process and reject all Bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the PA's action.
	36.2	Notice of the rejection of all Bids shall be given promptly to all Bidders that have submitted Bids through EPADS
	36.3	The PA shall upon request from any Bidder, communicate to the grounds for rejection of its Bid, but is not obliged to justify those grounds.
37. Notification of Award	37.1	Prior to awarding of the contract, the PA shall issue a notice of intention to award the contract, in the format provided in Section IX [Contract Forms- Letter of Intention to Award the Contract], through EPADS.
	37.2	The Bidder whose bid has been accepted will be notified by Letter of Acceptance, in the format provided in Section IX [Contract Forms], through EPADS, of the award by the PS prior to expiration of the Bid validity period. The Letter of Acceptance will state the sum that the Bidder will pay the PA in consideration of the asset(s) being disposed.

	37.3	The notification of award will be part of the documents forming the Contract and signing the disposal Contract in accordance with ITB 38 [Signing of Contract].
38. Signing of Contract	38.1	Promptly after notification of award, PA shall send the successful Bidder the draft agreement, incorporating all terms and conditions as agreed by the parties to the contract.
	38.2	Within the prescribed timeliness the successful Bidder and the PA shall sign the contract.
	38.3	Upon parties signing the Contract, the PA will promptly notify each unsuccessful Bidder, the name of the successful Bidder and the Contract amount and will discharge the Earnest Money of the Bidders.
39. Fraudulent, Corrupt, Coercive or Obstructive Practices	39.1	The Government requires that Procuring agencies as well as Bidders/Asset buyers to observe the highest standard of ethics during the disposal and execution of such Contracts in accordance with the provision 2(1)(f) of the Disposal of Public Assets Regulations, 2026.
	39.2	PA will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt fraudulent, coercive, collusive or obstructive practices in competing for the Contract.
	39.3	Any communications between a Bidder and the PA related to matters of alleged fraudulent, coercive, collusive, obstructive or corruptive practice must be made in writing or in electronic forms that provide record of the content of communication.
G. Review of Disposal Decisions		
40. Right to submit Grievance	40.1	Redressal of Grievances shall be carried out in accordance with the regulation 30 of the Disposal of public assets (1) regulations, 2026"
41. Appeal before Appellate Committee of the Authority	412.1	The bidder may file appeal against the decision of GRC in accordance with the mechanism defined under Regulation 30 of the Disposal of public assets regulations, 2026

SECTION III: BID DATA SHEET

The following specific data for the disposal of public assets shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein shall prevail over those in ITB. *The notes in Italics are only intended to guide the PA in filling in the Bid Data Sheet. They should not appear in the Final BDS to be issued to prospective Bidders*

BDS Number	ITB Clause	Required Information/Data Information/Data to be filled by the PA
A. General		
1.	1.1	Name of Procuring Agency <i>[insert name of PA]</i>
2.	1.1	The subject of Disposal is: <i>[describe the assets to be disposed]</i>
3.	1.1	Items to be disposed: <i>[insert the list of items to be disposed]</i>
4.	1.2	Time to pay and collect the asset: <i>[insert time to pay in Days/Weeks/Months/]</i>
5	1.3	Bidding procedure <i>[insert Biding method to be used]</i>
6		<i>[Insert maximum number of members in JVCA if any]</i>
7.	6.3	<i>[Insert Place and Time]</i>
C. Preparation of Bids		
8.	10.1	The Language of all correspondences and documents related to the Bid is: <i>[specify]</i>
9.	11.1 (e)	In addition to the documents stated in ITT 11, the following documents must be included with the Bid <i>[insert: list of documents if any]</i>
10.	12.1	Documents establishing eligibility <i>[insert list of documents establishing Bidder's eligibility]</i>
11.	15.1	The price quoted shall be in <i>[insert currency(ies)]</i>
12.	16.1	The Bid validity period shall be days.
13.	17.1	The form of Earnest Money is <i>[insert form of security]</i> Earnest Money amount is <i>[insert security amount]</i>
14.	17.3(c)	Other forms of Earnest Money <i>[insert any other form if required)]</i>

15.	19.2	The authorization document (s) shall be dully notarized Power of Attorney in a form provided in Section V [Biding Forms] or [list other acceptable authorizations document(s) if any.
E. Award of Contract		
G. Review of Disposal Decisions		
18.	41,	The address of GRC:
19.	42.	The address for Appeal to PPRA.

SECTION IV: QUALIFICATION AND EVALUATION CRITERIA

The criteria and methodology described is to evaluate Bids and qualify Bidders. No other factors, methods or criteria shall be used other than specified in this Bid document.

[The Procuring Agency shall select the criteria deemed appropriate for the Disposal process, insert the appropriate wording using the samples below or other acceptable wording, and delete the text in italics]

Evaluation of Bids

Evaluation Criteria

The Procuring Agency's evaluation of a Bid may take into account, in addition to the Bid Price quoted in accordance with **ITB 14**, one or more of the following factors as specified in **ITB 31.3(d)** and in BDS referring to **ITB 31.3(d)**, using the following criteria and methodologies.

- (i) **Financial Capability:** The Bidder shall furnish documentary evidence that it meets the following financial requirement(s): *[list the requirement(s) including Period]* –

Financial reports for the last *(insert Period)* years: balance sheets, profit and loss statements, auditors' reports, etc.

(Insert here other criteria that may be used for evaluation)



SECTION V: BIDDING FORMS

Below is a checklist of forms/documents required to be submitted by the Bidder. Each Bidder must ensure that all forms/documents are properly prepared and submitted with his Bid. Failure to fill in and submit, or improper filling of the Forms/documents may result in the rejection of the Bid.

Form	Description	Check if Submit with the Bid	
		Yes	No
1.	Form of Bid		
2.	Standard Power of Attorney		
3.	Form of Earnest Money		
5.	Schedule of Prices		
6.	Bidder Information Form		
7.	Bidder's JV Members Information Form		

FORM OF BID

Date: _____

Bid No. _____

To: [name and address of procuring Agency]

Having examined the Bidding Documents including Addenda Nos*insert numbers*]. The receipt of which is hereby duly acknowledged, we the undersigned, offer to buy and collect all the items to be disposed to us in conformity with the said Bidding Documents for the sum of [total Bid amount in words and figures] or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to pay for and collect the items in accordance with the requirements of the Bid.

We agree to abide by the Bid for a Period of [number] days from the date fixed for Bid opening in the Instructions to Bidders, and it shall remain binding upon us and may be accepted at any time before the expiration of that Period.

We understand that you are not bound to accept the highest or any Bid that you may receive. Dated this _____ day of _____ 20 _____

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____

STANDARD POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS THAT I/WE the undersigned [*insert name of the donor*] being Directors of [*insert name and address of the company*], being [*insert designation of the donor*] of [*insert the name of the company*] of [*insert company address*] having its registered office at [*insert physical address of the company*]

WHEREAS in course of the business it is necessary to bid for Bids and enter into contract;

NOW THEREFORE KNOW ALLMEN that, I [*insert the name of the Donor*] by virtue of authority conferred to me by the Board Resolution No__of [*insert day of the month* ____day of [*insert month and year*], do hereby ordain, nominate and appoint [*insert name of donee*] of [*insert address of the donee*] to be our true lawful Attorney and Agent, with full power and authority, for us and in our names, and for our accounts and benefits, to do any, or all of the following acts, in the execution of Bid No. [*insert Bid number*] that is to say;

To act on my behalf or for the company and do any other thing or things incidental for [*insert Bid Number*] of [*insert description of procurement*] for the [*insert name of the procuring Agency*];

AND provided always that this Power of Attorney shall not revoke or in any manner affect any future power of attorney given to any other Person or Persons for such other power or powers shall remain and be of the same force and affect as if this deed has not been executed.

AND we hereby undertake to ratify everything, which our Attorney or any substitute or substitutes or agent or agents appointed by him under this power on his behalf herein before contained shall do or purport to do in virtue of this Power of Attorney.

SEALED with the common seal of the said [*insert name of the company*] and delivered in the presence of us this [*insert date*] day of [*insert month*] [*insert year*].

IN WITNESS whereof we have signed this deed on this [*insert date*] day of [*insert month*] [*insert year*] at [*insert place*] for and on behalf of [*insert name of the company*]

SEALED and DELIVERED by the
Common Seal of [*insert name of the donor/coy*]
This [*insert date, month and year*]

}

.....
DONOR

BEFORE ME:
.....

COMMISSIONER FOR OATHS

ACKNOWLEDGEMENT

I [*insert name of donee*] doth hereby acknowledge and accept to be Attorney of the said [*insert name of the company/donor*] under the terms and conditions contained in this POWER OF ATTORNEY and I promise to perform and discharge my duties as the lawfully appointed Attorney faithfully and honestly.

SIGNED AND DELIVERED by the
said [*insert name of donee*] Identified to
me by [*insert name*]
The latter known to me personally
This [*insert date, month and year*],

}

.....

DONEE

BEFORE ME



.....

COMMISSIONER FOR OATHS



Form of Earnest Money (Bank Guarantee)

*[If required, the **Bank/Bidder** shall fill in this Bank Guarantee form in accordance with the instructions indicated in brackets.]*

[insert bank's name, and address of issuing branch or office]

Beneficiary: *[insert name and address of Procuring Agency]* **Date:** *[insert date]*

BID GUARANTEE No.: *[insert number]*

We have been informed that *[insert name of the Bidder; if a joint venture, list complete legal names of partners]* (hereinafter called "the Bidder") has submitted to you its Bid dated *[insert date]* (hereinafter called "the Bid") for the purchase of *[insert name of Contract]* under Invitation for Bids No. *[insert IFB number]* ("the IFB").

Furthermore, we understand that, according to your conditions, Bids must be supported by a Bid Guarantee.

At the request of the Bidder, we *[insert name of bank]* hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of *[insert amount in figures expressed in TZS or the equivalent amount in an international freely convertible currency]* (*[insert amount in words]*) upon receipt by us of your first demand in writing accompanied by a written statement stating that the Bidder is in breach of its obligation(s) under the Bid conditions, because the Bidder:

- (a) has withdrawn its Bid during the Period of Bid validity specified by the Bidder in the Form of Bid; or
- (b) does not accept the correction of errors in accordance with the Instructions to Bidders (hereinafter "the ITB") of the IFB; or
- (c) having been notified of the acceptance of its Bid by the Procuring Agency during the Period of Bid validity, (i) fails or refuses to execute the Contract Form, if required.

This Guarantee shall expire: (a) if the Bidder is the successful Bidder, upon our receipt of copies of the Contract signed by the Bidder and successfully executed the contract (b) if the Bidder is not the successful Bidder, upon the earlier of (i) our receipt of a copy of your notification to the Bidder that the Bidder was unsuccessful, or (ii) twenty-eight days after the expiration of the Bidder's Bid.

Consequently, any demand for payment under this Guarantee must be received by us at the office on or before that date.

[signature(s) of authorized representative(s)]

Schedule of Prices

Item No. or No.	Description Assets	Unit	Quantity	Unit Price	Total Price

Schedule of Price Submitted by: 

Signature of Authorized Person:

Name of Authorized Person:

.....

Date:

.....

Address:

.....



Bidder Information Form

[The Bidder shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be Permitted and no substitutions shall be accepted.]

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

BID No.: *[insert number of BID process]*

Page _____ of _____ pages

1. Bidder's Name <i>[insert Bidder's legal name]</i>
2. In case of JV, legal name of each member: <i>[insert legal name of each member in JV]</i>
3. Bidder's actual or intended country of registration: <i>[insert actual or intended country of registration]</i>
4. Bidder's year of registration: <i>[insert Bidder's year of registration]</i>
5. Bidder's Address in country of registration: <i>[insert Bidder's legal address in country of registration]</i>
6. Bidder's Authorized Representative Information Name: <i>[insert Authorized Representative's name]</i> Address: <i>[insert Authorized Representative's Address]</i> Telephone/Fax numbers: <i>[insert Authorized Representative's telephone/fax numbers]</i> Email Address: <i>[insert Authorized Representative's email address]</i>
7. Attached are copies of original documents of <i>[check the box(es) of the attached original documents]</i> ☐ Articles of Incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal Agency named above in accordance w ITB 2.1. ☐ In case of JV, letter of intent to form JV or JV agreement, in accordance with ITB 2. ☐ Included are the organizational chart, a list of Board of Directors

Bidder's JV Members Information Form

[The Bidder shall fill in this Form in accordance with the instructions indicated below. The following table shall be filled in for the Bidder and for each member of a Joint Venture]].

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

BID No.: *[insert number of BID process]*

Page _____ of _____ pages

1. Bidder's Name: <i>[insert Bidder's legal name]</i>
2. Bidder's JV Member's name: <i>[insert JV's Member legal name]</i>
3. Bidder's JV Member's country of registration: <i>[insert JV's Member country of registration]</i>
4. Bidder's JV Member's year of registration: <i>[insert JV's Member year of registration]</i>
5. Bidder's JV Member's legal address in country of registration: <i>[insert JV's Member legal address in country of registration]</i>
6. Bidder's JV Member's authorized representative information Name: <i>[insert name of JV's Member authorized representative]</i> Address: <i>[insert address of JV's Member authorized representative]</i> Telephone/Fax numbers: <i>[insert telephone/fax numbers of JV's Member authorized representative]</i> Email Address: <i>[insert email address of JV's Member authorized representative]</i>
7. Attached are copies of original documents of <i>[check the box(es) of the attached original documents]</i> ☐ Articles of Incorporation (or equivalent documents of constitution or association and/or registration documents of the legal Agency named above, in accordance ITB2.1 . ☐ Included are the organizational chart, a list of Board of Directors

SECTION VI: ELIGIBLE COUNTRIES

Bid No.: *[insert Bid Number and Particulars]*

ay be rephrased as “All bidders are allowed to participate in the subject procurement without regard to nationality, except bidders of some nationality, prohibited in accordance with policy of the Federal Government.

Following countries are ineligible to participate in the procurement process:

1. India
2. Israel”

PART 2 - PROCURING AGENCY'S DISPOSAL REQUIREMENTS

SECTION VII: DESCRIPTION OF ASSETS

Schedule of Items

Notes on Schedule of Items

The Procuring Agency will prepare the schedule of items to be disposed marking each item with a unique number. Where items are to be sold as a lot, the lot must be clearly indicated in the schedule.

List and Description of Assets

The description of the assets given below are for information purposes only and the Procuring Agency gives no guarantee of the accuracy of the description. The Bidder bears responsibilities of the description and conditions of assets to be disposed.

Item N	Brief Description of Assets	Unit	Quantity



PART 3 - CONDITIONS OF CONTRACT AND CONTRACT FORMS

SECTION VIII: GENERAL CONDITIONS OF CONTRACT (GCC)



General Conditions of Contract

1. Definitions	1.1	In this contract, the following terms shall be interpreted as indicated: (a) The Asset(s) means items listed in the schedule of assets which have been accepted by the bidder as indicated in Letter of Acceptance; (b) Description of Assets means list of assets to be disposed as described in Section VII of Standard Bidding Document; (c) “contract” means an agreement enforceable by law; (d) The Contract Price means the price stated in the Letter of Acceptance for the assets to be disposed; (e) The Transfer of Assets means changing the ownership from PA to the buyer and removal of assets which includes dismantling and transport from its location by the buyer; (f) The PA means the Procuring Entity disposing the assets as named in SCC; (g) The Buyer means the individual, firm or Association or JV whose Bid to purchase the assets has been accepted by the PA as named in SCC; and (h) Day means calendar day.
2. Interpretation	2.1	The documents forming the Contract shall be interpreted in the following order of priority: (a) Form of Agreement; (b) Letter of Acceptance; (c) Minutes of Negotiations; (d) Buyer’s Form of Bid; (e) Special Conditions of Contract; (f) General Conditions of Contract; and (g) Description of Assets.
3. Assets Location	3.1	Asset’s locations shall be the place(s) where the assets to be disposed are located as named in SCC.
4. Governing Language	4.1	The contract and all correspondence and documents relating to the contract exchanged by the PA and the Buyer, shall be written in the language specified in SCC.
5. Applicable Law	5.1	The contract shall be governed and interpreted in accordance with the laws of the Islamic Republic of Pakistan

6. Notices	6.1	Any notice given by one party to the other pursuant to this Contract shall be sent to the other party in writing or in electronic forms that provide record of the content of communication and confirmed in writing or in electronic forms that provide record of the content of communication to the other party.
--------------------------	------------	--

	6.2	A notice shall be effective when delivered or on the notice's effective date, whichever is later.
7. Transfer of Assets	7.1	The Buyer shall have full responsibility and shall bear all risks and costs associated with the collection, dismantling, removal and transportation of the assets from the location defined in the SCC .
	7.2	The Buyer shall collect the assets within seven (7) working days after full payment for the assets have been received by the PA. However, the PA may grant extension of time for collection of assets as agreed in the negotiations. (If any).
	7.3	The Buyer shall contact the official named in the SCC , at PA's address, as specified in the SCC to arrange a date and time for the collection of the assets.
	7.4	The Buyer shall sign a Handover Certificate, certifying receipt of the assets, at the time of transfer.
	7.5	Documents to be handed over by the PA to the Buyer in the process of transferring the assets are as indicated in SCC .
8. Earnest Money	8.1	The Buyer shall furnish to the PA Earnest Money in the form of Cash deposit, in amount stated in SCC no later than the date specified in the Letter of Acceptance.
9. Payment	9.1	The Buyer shall make payment to the PA of the full Contract Price in accordance with the payment schedule specified in the SCC .
	9.2	Payment shall be made by any method acceptable to the PA and shall be considered to have been made on the date that it is credited to the PA's account.
	9.3	The PA shall issue a receipt for the payment.
10. Termination of Contract	10.1	The PA, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Buyer, may terminate this Contract in whole or in part if- (a) the Buyer fails to collect any or all of the Assets within the period (s) specified in the SCC; (b) (b) the Buyer, in the judgment of the PA, has engaged in corrupt or fraudulent practices in competing for or in executing the Contract; and (c)) the Buyer has failed to pay the full Contract Price within the specified in ITB

		6.1.
	10.2	The Buyer may terminate the contract if; a) the PA fails to transfer the assets within specified time as describe in the SCC. b) the assets are not in the state or number as was described in Section VII of Biding Documents
11. Payment upon Termination	11.1	If the contract is terminated because of fundamental breach by PA, the PA shall refund the Buyer deposited amount.

	11.2	If the contract is terminated because of fundamental breach by Buyer, the PA shall forfeit the deposited amount and retain asset(s) which were to be disposed.
12. Force Majeure	12.1	For purposes of this clause, "Force Majeure" means an event or situation beyond the control of the PA and not in-volving the PA's fault or negligence and not foreseeable, is unavoidable, and is not due to negligence or lack of care on the part of the PA. Such events may include, but are not restricted to, acts of the Buyer in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine, restrictions, acts of terrorists and freight embargoes.
13. Settlement of Disputes	13.1	If any dispute or difference of any kind whatsoever shall arise between the PA and the Buyer in connection with or arising out of the Contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
	13.2	If, after Fourteen (14) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the PA or the Purchaser may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given. Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this Clause shall be finally settled by arbitration. Arbitration may be commenced prior to or after handover of the Assets under the Contract.
	13.3	The arbitration shall be conducted in accordance with the relevant laws and arbitration procedures published by the institution named and, in the place, shown in the SCC.
14. Taxes and Duties	14.1	Procedures for settling taxes and duties shall be as specified in SCC.

SECTION IX: SPECIAL CONDITIONS OF CONTRACT

Special Conditions of Contract

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

Sr. No.	GCC Clause Number	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
Definitions (GCC Clause 1)		
1.	1.1(f)	Name and Address of PA is: <i>[insert Name and address]</i>
2.	1.1(g)	The Buyer is: <i>[insert Name and address]</i>
Assets Location (GCC Clause 3)		
3.	3.1&7.1	The location of assets: <i>[Insert the location(s) of assets]</i> .
Governing Language (GCC Clause 4)		
4.	4.1	Name the language: <i>[insert the language]</i>
Transfer of Assets (GCC Clause 7)		
5.	7.3	PA Representative's name <i>[Insert name and address]</i> .
6.	7.5	Documents to be handed over: <i>[list the documents]</i> .
Payments (GCC Clause 9)		

8	9.1	The payment schedule shall be as follows: <i>(Insert payment schedule)</i>
Termination of Contract (GCC Clause 10)		
9.	10.1(a)	Time for collection of assets <i>[state agreed time]</i> .
10	10.2(a)	Time for transfer of the assets <i>[state agreed time]</i>
Settlement of Disputes (GCC Clause 13)		
11.	13.3	Arbitration institution shall be <i>[insert: institution]</i> Place for carrying out Arbitration <i>[insert: full address place/location]</i>
Taxes and Duties (GCC Clause 14)		
12.	14.1	State the procedures for settling taxes and duties by the B <i>[state]</i> .

SECTION X: CONTRACT FORMS

This Section contains forms which, once completed, will form part of the Contract. It also contains the Letter of Intention to Award the Contract, which is not part of the contract forms.

Letter of Acceptance

[Letterhead paper of the Procuring Agency]

To: [name and address of the Buyer]

[date]

RE: NOTIFICATION OF AWARD CONTRACT FOR BID NO. [insert No. of Contract] FOR [insert description of Bid] ♦♦

This is to notify you that your bid dated [date] for the buying of [insert description of assets to be disposed] at Contract Price of [amount in words and numbers] [name of currency], as corrected and modified in accordance with the Instructions to Bidders is hereby accepted. ♦♦

Please return the attached Contract dully signed.

Authorized Signature: ♦♦

Name and Title of Signatory:

Name of Procuring Entity:

♦♦

Form of Agreement

THIS AGREEMENT made the *[day of the month]* day of *[insert month]*, *[year]* between *[name and address of Seller]* (hereinafter called "the Seller"), of the one part, and *[name and address of Buyer]* (hereinafter called "the Buyer"), of the other part:

WHEREAS the Seller invited Bids for the disposal of Assets *[describe the assets to disposed]* and has accepted a Bid by the Buyer for the purchase of those Assets in the sum of *[insert contract price in number and words]* (hereinafter "the Contract Price").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement, words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract herein after re-ferred to; and they shall be deemed to form and be read and construed as part of this Agreement.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
 - a) This Form of Agreement;
 - b) Letter of acceptance;
 - c) Minutes of Negotiations (if any) ;
 - d) Buyer's Form of Bid and Price schedule;
 - e) List and Description of Assets;
 - f) Special Conditions of Contract;
 - g) General Conditions of Contract; and
 - h) Other relevant documents *[List if any]*
3. The Buyer hereby covenants to pay the Seller in consideration of the provision of the Assets, the Contract Price at the times and in the manner prescribed by the Contract.
4. In consideration of the payments to be made by the Buyer to the Seller as indicated in the Contract, the Seller hereby covenants with the Buyer to release the Assets in conformity in all respects with the provisions of the Contract.

IN WITNESS; whereof the parties hereto have caused this Agreement to be executed the day and year first before written.

Seller

Signed by:

Name:

Position:

Date:

Buyer

Signed by:

Name:

Position:

Date:

In the presence of

Signed by:

Name:

Position:

Date:

In the presence of

Signed by:

Name:

Position:

Date:

Handing over Certificate

[Letterhead paper of the PA]

This is to certify that *[insert the description of assets being disposed]* have been handed over to *[insert name of the buyer and address]* pursuant to Clause 4.4 of the General Conditions of Contract.

The documents handed over by the PA to the Buyer are *[list the documents]* as per Clause 7.5 of the General Condition of Contract and as listed in the Clause 7.5 of Special Conditions of Contract.

Authorized Signature of

Seller..... Name and Title of

Signatory:

Date:

... In the presence of:

Signature: _____

Name: _____

Authorized Signature of
Buyer:

Name	and	Title	of
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Signatory: 

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..... In the presence of:

Signature:

.....

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Name:

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Date:

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