



**GOVERNMENT OF GILGIT-BALTISTAN**  
**LAW & PROSECUTION DEPARTMENT**  
**GILGIT-BALTISTAN.**

**Bidding Documents**

For

**INVESTMENT OF GB LAWYERS  
CONTRIBUTORY ENDOWMENT FUND**

**Certificate:**

Certified that the Bank /bidding authorities have read carefully each page and sentence of bid document and shall bound to treat all above as contract agreement on qualifying bid of Endowment Fund.

Name of Representative / Designation: \_\_\_\_\_ Stamp: \_\_\_\_\_

### **Introduction:**

Government of Gilgit Baltistan has sanctioned Grant-In-Aid of Rs. 120.000 Million for placement under GB Lawyer Welfare Contributory Endowment Fund. Government of Gilgit Baltistan has decided to invest the funds in well reputed Schedule Banks(KCBL GB also accepted) offering highest rates on long term deposit.

### **General Instructions:**

Sealed bids are required from well reputed and financially sound all Schedule Banks having branch in Gilgit-Baltistan, for long term Investment of above Endowment Fund of Government of Gilgit Baltistan.

### **3. Content of Bidding Document:**

- 3.1 The "Invitation for Bids" does not form part of the Bidding Documents and is included as a reference only. In case of discrepancies between the invitation for Bid and the Bidding Documents, said Bidding Documents shall take precedence.
- 3.2 The Bidder is expected to examine all instructions and term & conditions in the bidding document. Failure to furnish all information required by the bidding documents or to submit a bid not substantially responsive to the bidding documents in every respect shall be at the Bidder's risk and may result in the rejection of its bid.

### **4. Source of Fund**

- 4.1 Government of Gilgit-Baltistan.

### **5. Eligible Bidders**

- 5.1 This Invitation for Bids is open to all well reputed and financially sounds Public and Private Schedule Banks/Financial Institutions functioning in Gilgit-Baltistan. However, KCBL Gilgit Baltistan is also allowed to participate in bidding as per decision of GB Cabinet.

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5.2 The Banks/Financial Institutions must be "A" rated or equivalent as appearing on the list of Credit Rating Agency. The Schedule Banks/Financial Institutions must submit last 3 years Balance Sheets and other relevant financial reports which should determine that the capacity to meet their financial commitments is very strong and are not vulnerable to foreseeable events.

5.3 The Banks/Financial Institutions must have its established branch in Gilgit.

5.4 Bidders who do not fulfill above requirements will not be qualified.

6. **Cost of Bidding**

6.1 The Bidder shall bear all cost associated with the preparation and submission of its bid and the Investment Committee in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

7. **Clarification of Bidding Documents**

7.1 A prospective Bidder requiring any clarification of the documents may notify the investment Committee in written at the Investment Committee's address indicated in the Invitation for Bids. The investment Committee shall respond in writing to **any request for clarification of the bidding documents, which it receives not later than seven (07) days** prior to the deadline for the submission of bids prescribed in the Invitation for Bids. Written copies of the Investment Committee's response (including an explanation of the query but without identifying the source of inquiry shall be sent to all prospective Bidders that have received the bidding documents.

8. **Amendment of Bidding Documents**

8.1 At any time prior to the deadline for submission of bids, the Investment Committee, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, may modify the bidding documents by amendment.

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8.2 All prospective Bidders that have received the bidding documents shall be notified of the amendment in writing and shall be binding on them.

8.3 In order to allow prospective Bidders reasonable time in which to consider the amendment in preparing their bids, the Investment Committee, at its discretion, may extend the deadline for the submission of bids. Amendment notice to that effect shall be communicated in the same manner as the original invitation to bid.

9. **Qualification and Disqualification of Bidders.**

9.1 The Procurement Committee/ Investment Committee shall determine to its satisfaction whether the bidder that is selected as having submitted the highest (in terms of profit rate) is qualified to perform the contract satisfactory, in accordance with the criteria or otherwise.

9.2 In determining its satisfaction, the procuring agency shall take into account the Bidder's capabilities past performance in similar contracts. It shall be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder as well as such other information/premises visit as the Investment committee deems necessary and appropriate.

9.3 The investment committee, at any stage of the bid proceedings, having credible reasons for or prima facie evidence of any defect in Bidder's capacities may require the bidder to provide information concerning their professional, technical, financial, legal or managerial competence.

9.4 The Investment Committee shall disqualify a bidder if it finds that the information submitted by him concerning his qualification as service provider was false and materially inaccurate or incomplete.

10. **Corrupt or Fraudulent Practices**

10.1 The Investment Committee requires that all bidders observe the highest standard of ethics during the bidding and execution of such contract.

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- a) For the purposes of this provision, the terms set forth below as follows:
- 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 Investment Committee to establish a rate at artificial, noncompetitive levels for any wrongful gain.
  - iii. **Corrupt practice** by offering, giving, receiving or soliciting, directly, of anything of value to influence the acts of another party for wrongful gain.
  - iv. **Fraudulent practice** by any act 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, persons or their property to influence their participation in a procurement process, or affect the execution of a contract or deliberately destroying, altering or concealing of evidence material to the investigation or making false statements before investigations in order to materially impede an investigation in to 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.
- b) Shall reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question; shall declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a contract if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, a contract.

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## Preparation of Bids

### 11. Language of Bid

- 11.1 The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanging by the Bidder and the Investment Committee shall be written in English. Supporting documents and printed literature by the Bidder may be in another language provided they are accompanied by an accurate translation of the relevant passages in English, in which case, for purpose of interpretation of the Bid, the translation shall govern.

### 12. Documents Comprising the Bid

- 12.1 The bid prepared by the Bidder shall comprise the following components.
- a) A Bid Form and rate Schedule completed in accordance with Clauses 13 and 14 (to be submitted along with proposal);
  - b) Documentary evidence establishing that the Bidder is eligible to bid and is qualified to perform the Contract if its bid is accepted.

### 13. Bid Form and Rate Schedule

- 13.1 The Bidder shall complete the Bid Form and an appropriate rate Schedule furnished in the bidding documents.

### 14. Bid rates

- 14.1 The Bidder shall indicate on the rate Schedule the fixed rate for deposit of Endowment Funds for maturity period of 1 year based on the interest rate specified in advance.
- 14.2 Rate Schedule is to be filled in very carefully and should be written/typed. Any alteration/ correction must be initialed. Every page is to be signed and stamped at the bottom.

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14.3 Rated offered should be for "GB Lawyer Welfare Contributory Endowment Fund" in order to cater the service charges of Service Provider Organizations for providing for providing welfare services to the deserving GB Lawyers.

15. **Bid Currencies**

15.1 Rate should be quoted in Pak Rupees.

16. **Bid Validity**

16.1 Bids shall remain valid for a period of 45 days after opening of bid prescribed by the Investment Committee. A bid valid for a shorter period shall be rejected by the Investment Committee as non-responsive.

16.2 The Investment Committee shall ordinarily be under an obligation to process and evaluate the bid within the stipulated bid validity period. However, under exceptional circumstances and for reasons to be recorded in writing, if any extension is considered necessary, all those who have submitted their bids shall be asked to extend their respective bid validity period. Such extension shall be for not more than the period equal to the period of the original bid validity.

16.3 Bidders who,

- a) Agree the Investment Committee's request for extension of bid validity period shall not be permitted to change the substance of their bids; and
- b) Do not agree to an extension of the bid validity period shall be allowed to withdraw their bids, if any.

17. **Submission of Bid**

17.1 Bidding Documents must reach at the address at the address of Office of the Secretary Law & Prosecution Department, GB on 25<sup>th</sup> May 2026 at **11:00 am.**

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18. **Withdrawal of Bids**

18.1 The Bidders may withdraw its bid prior to the deadline specified in the invitation to bid.

18.2 No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified in clause 17. Withdrawal of a bid during this interval will make the bidder eligible to be debarred for further biddings for a period as deemed necessary by the Investment Committee.

19. **Procedure of Bids**

19.1 Single stage-two envelope bidding procedure shall be applied;

19.2 The bid shall comprise a single package containing both technical details for technical evaluations as per the terms and conditions specified above and quoted rate of return/profit on endowment fund, separately on the official letter head of the bank/financial institution.

19.3 The envelope shall be marked as “**GB Lawyers Welfare Contributory Endowment Fund**” in bold and legible letters to avoid confusion.

19.4 The Bid Opening Committee/ Investment Committee shall evaluate the technical documents of bidder, without reference to the rate offered and reject any proposal which do not conform to the specified requirements.

19.5 During the evaluation no amendments in the proposal shall be permitted.

19.6 The bid found to be having offered the highest rate shall be declared successful bidder provided the bidder is qualified as per the terms and conditions specified above.

19.7 Upon acceptance, the agreement shall be signed with the successful bidder.

20. **Clarification of Bids**

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20.1 During evaluation of the bids, the Investment Committee may, at its discretion, ask the bidder for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the rate or substance of bid like indication or re-indication of profit rate shall be permitted.

20.2 **General Terms and Conditions**

1. The proposal and price shall remain valid for a period of not less than 45 days from the closing date of closing of submission of the proposal.
2. If the bidder fails to execute the Contract in a satisfactory manner, or if his conduct is considered improper or if the bidder contravenes any of the laws and conditions of the contract, his name will placed on the list defaulting bidders.
3. Contract agreement will supersede all previous stages of bidding process.
4. All responses to this bid shall become the property of Investment Committee.
5. Proposal sent to Investment Committee by Fax or Email will not be accepted.
6. Proposal submitted after due date and time will be rejected.
7. Technical successful bidder shall submit on one proposal indicating the rate offered.
8. Conditional/optional bids will be treated as nonresponsive.
9. Investment Committee shall accept bid found at the highest accepted interest rate determined.
10. The bidders can view the results of its tender submission. The aggregate results of offering will be announced on notice board of Law & Prosecution Department, GB.
11. The Settlement date shall be the date when the successful bidder's account is debited for its acceptance of bid.
12. Maturity date shall be the date on which Banks account is credited with principal and interest.
13. Proposal with the same rate shall be processed as a group and partial awarding may accrue.
14. For sake of safety the bidder must indicate provision for early withdrawal feature associated early withdrawal penalty, if any.

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15. Amount of Endowment Fund (s) may increase during the investment period as per requirement of Government and rate shall be applicable on the actual amount.

**Knockout Clauses**

S.#	Administrative Evaluation to determine the Strength of the Bidder	Points
1.	Bid is received after the time and date announced for submission of bid	KO
2.	Bidding firm is blacklisted or suspended by the government semi government /department /agencies	KO
3.	The bid offer is conditional	KO
4.	The bid offer is received with shorter validity time than mention in bidding documents	KO
5.	Acceptance of Terms & Conditions of bidding documents not signed	KO
6.	The offer is received from the Bank having below A Rating	KO

I / We agree with the above mentioned terms & conditions

Name and Signature of Proprietor/Supplier  
With stamp & full address of firm/bank

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

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**Bid Form**

Name of Bidder \_\_\_\_\_

S.#	Name of Bank	Amount (in million)	Interest Rate offered in (%) in Pak Rupees	Rating as per Pakistan Rating Agency	Remarks
		100.000			Fixed deposit for one year (Extendable as per PPRA Rules-2022, Clause-29).
		20.000			Will be utilized at any time on need basis.

**Note: Two separate TDR's are mandatory for the bidding process.**

**Name and Signature of Proprietor/Supplier**  
**With stamp & full address of firm/bank**

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