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PART III

Other Notifications, Orders, etc.

GOVERNMENT OF PAKISTAN
MINISTRY OF INTER PROVINCIAL COORDINATION
GUN AND COUNTRY CLUB
(Gun and Country Club Procurement Regulations, 2023)

NOTIFICATION

Islamabad, the 17th November, 2023

No. F. 8-7/2023-IPC(S-II).—In exercise of the powers conferred under section 15(2) read with section 6(2)(b) of the Gun and Country Club Act, 2023, the Management Committee of the Gun and Country Club is pleased to make the following regulations, namely:—

1. **Short title and commencement.**—(1) This instrument shall be called **the Gun and Country Club Procurement Regulations, 2023.**

(2) It shall come into force at once.

(2729)

Price : Rs. 5.00

[2154(2023)/Ex. Gaz.]

GENERAL PROVISIONS

2. **Definitions.**—In these regulations, unless there is anything repugnant in the subject or context,—

- (a) **“Act”** means the Gun and Country Club Act, 2023 (LI of 2023);
- (b) **“GCC” OR “Club”** means the Gun and Country Club, Islamabad;
- (c) **“Administrator”** means Administrator of Gun and Country Club;
- (d) **“Management Committee”** means Management Committee of Gun and Country Club;
- (e) **“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;
- (f) **“bidder”** means a person who submits a bid;
- (g) **“blacklisted”** means a bidder that is declared by the Authority untrustworthy after establishing the fact that the bidder was found involved in any corrupt and fraudulent practice or practices;
- (h) **“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 and includes both national competitive bidding and international competitive bidding;
- (i) **“contractor”** means a person, consultant, firm, company or an organization who undertakes to supply goods, services or works;
- (j) **“contract”** means an agreement enforceable by law;
- (k) **“e-Procurement”** means use of information and communication technologies or digital or electronic means for procurement process;
- (l) **“framework agreement”** means a contractual arrangement which allows GCC to procure goods, services or works that are needed continuously or repeatedly at agreed terms and conditions over an agreed period of time, through placement of a number of orders;

(m) **“most advantageous bid”** means,—

- (i) a bid or proposal for goods, works or services that after meeting the eligibility or qualification criteria, is found substantially responsive to the terms and conditions as set out in the bidding or request for proposals document; and
- (ii) evaluated as the highest ranked bid or proposal on the basis of cost or quality or qualification or any combination thereof, as specified in the bidding documents or request for proposal documents which shall be in conformity with the selection techniques to be issued by the GCC;

(n) **“repeat orders”** means procurement of the same commodity from the same source without competition and. includes enhancement of contracts;

(o) **“supplier”** means a person, consultant, firm, company or an organization who undertakes to supply goods, services or works;

3. **Scope and applicability.**—Save as otherwise provided, these regulations shall apply to all procurements made by GCC.

4. **Principles of procurements.**—GCC, while engaging in procurements, shall ensure that the procurements are conducted in a fair and transparent manner, the object of procurement brings value for money to the agency and the procurement process is efficient and economical.

5. **Approval mechanism.**—The Administrator. shall provide clear authorization and delegation of powers for different categories of procurement and shall only initiate procurements once approval of the competent authorities concerned has been accorded.

PROCUREMENT ADVERTISEMENTS

6. **Methods of advertisement.**—(1) Procurements over Ten hundred thousand Pakistani Rupees shall be advertised on the GCC’s website as well as in other print media or newspapers having wide circulation in the manner and format specified from time to time. The advertisement in the newspapers shall principally appear in at least two national dailies, one in English and the other in Urdu;

(2) The GCC while utilizing electronic media shall ensure that the information posted on the website is complete for the purposes for which it has

been posted, and such information shall remain available on that website until the closing date for the submission of bids.

7. **Response time.**—The Administrator, GCC may decide the response time for receipt of bids or proposals (including proposals for pre-qualification) from the date of publication of an advertisement or notice, keeping in view the individual procurement's complexity, availability and urgency. However, under no circumstances the response time shall be less than 15 days for national competitive bidding and 30 days for international competitive bidding from the date of publication of advertisement or notice. Provided that no time limit shall be applicable in case of emergency cases as declared by "Administrator".

8. **Procurement of common use items, services and commodities through framework agreements.**—(1) The GCC shall arrange the procurement through framework agreements of recurrent or common/daily use items and services including maintenance services and those commodities, whose market prices fluctuate during the term of the agreement, for a maximum period of three years;

(2) The GCC may on need basis pre-qualify new suppliers or service providers during continuity of framework agreements with previously pre-qualified suppliers or service providers.

METHODS OF PROCUREMENT

9. **Principal method of procurement.**—Save as otherwise provided hereinafter, the GCC shall use open competitive bidding as the principal method of procurement for the procurement of goods services and works.

10. **Open competitive bidding.**—The GCC shall engage in open competitive bidding if the cost of the object to be procured is more than the prescribed financial limit which is applicable under section 20 of these regulations. A bid opening & evaluation Committee will be notified with the approval of Administrator for opening and evaluation of bid process.

OPENING, EVALUATION AND REJECTION OF BIDS

11. **Opening of bids.**—(1) The date for opening of bids and the last date for the submission of bids shall be the same. Bids shall be opened at the time specified in the bidding documents. The bids shall be opened at least thirty minutes after the deadline for submission of bids.

(2) All bids shall be opened publicly in the presence of the bidders or their representatives who may choose to be present, at the time and place announced prior to the bidding. The procuring agency shall read aloud the unit price as well as the bid amount and shall record the minutes of the bid opening. All bidders in attendance shall sign an attendance sheet. All bids submitted after the time prescribed shall be rejected and returned without being opened.

12. **Evaluation criteria.**—The GCC shall formulate an appropriate evaluation criterion listing all the relevant information against which a bid is to be evaluated. Such evaluation criteria shall form an integral part of the bidding documents. Failure to provide for an unambiguous evaluation criteria in the bidding documents shall amount to mis-procurement.

13. **Evaluation of bids.**—All bids shall be evaluated by the bid opening and evaluation Committee required in accordance with the evaluation criteria and other terms and conditions set forth in the prescribed bidding documents.

14. **Clarification of bids.**—No bidder shall be allowed to alter or modify his bid after the bids have been opened. However the procuring agency may seek and accept clarifications to the bid that do not change the substance of the bid.

15. **Rejection of bids.**—(1) The GCC may reject all bids or proposals at any time prior to the acceptance of a bid or proposal.

(2) The procuring agency shall incur no liability, solely by virtue of its invoking section 15(1) towards suppliers or contractors who have submitted bids or proposals.

(3) Notice of the rejection of all bids or proposals shall be given promptly to all suppliers or contractors that submitted bids or proposals.

16. **Re-bidding.**—(1) If the GCC rejects all bids under Section 15 of these regulations, it may call for a re-bidding

(2) The GCC before invitation for re-bidding shall assess the reasons for rejection and may revise specifications, evaluation criteria or any other condition for bidders as it may deem necessary.

17. **Procedures of open competitive bidding.**—(1) Save as otherwise provided in these regulations, the following procedures shall be permissible for open competitive bidding, namely:—

- (a) **Single stage – one envelope procedure.**—Each bid shall comprise one single envelope containing, separately, financial proposal and technical proposal (if any). All bids received shall be opened and evaluated in the manner prescribed in the bidding document.
- (b) **Single stage – two envelope procedure.**—
- (i) The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal;
 - (ii) The envelopes shall be marked as “FINANCIAL PROPOSAL” and “TECHNICAL PROPOSAL” in bold and legible letters to avoid confusion;
 - (iii) Initially, only the envelope marked “TECHNICAL PROPOSAL” shall be opened;
 - (iv) The envelope marked as “FINANCIAL PROPOSAL” shall be retained in the custody of the GCC without being opened;
 - (v) The GCC shall evaluate the technical proposal in a manner prescribed in advance, without reference to the price and reject any proposal which does not conform to the specified requirements;
 - (vi) During the technical evaluation no amendments in the technical proposal shall be permitted;
 - (vii) The financial proposals of bids shall be opened publicly at a time, date and venue announced and communicated to the bidders in advance;
 - (viii) After the evaluation and approval of the technical proposal, the GCC, shall at a time within the bid validity period, publicly open the financial proposals of the technically accepted bids only. The financial proposal of bids found technically non-responsive shall be returned unopened to the respective bidders;

18. **Acceptance of bids.**—The bidder with the most advantageous bid, if not in conflict with any other regulations or policy of the GCC, shall be awarded the procurement contract, within the original or extended period of bid validity.

19. **Disqualification of suppliers and contractors.**—The GCC shall disqualify a supplier or contractor if it finds, at any time, that the information submitted by him concerning his qualification as supplier or contractor was false and materially inaccurate or incomplete.

20. **Alternative methods of procurements.**—The GCC may utilize the following alternative methods of procurement of goods, services and works, namely:

- (a) **Petty purchases.**—The GCC may provide for petty purchases through single quotation where value of the object of the procurement is up to the financial limit of two hundred thousand Pakistani Rupee, without resorting to bidding or quotations and the contract for the provision of such goods, services or works may be a local purchase order.
- (b) **Request for quotations.**—The GCC shall engage in this method of the procurement only if following conditions exist, namely:—
 - (i) Where the value of procurement is more than two hundred thousand Pakistani Rupee but does not exceed ten hundred thousand Pakistani Rupee, the GCC may engage in procurement through request for three quotations from GST registered firms, original equipment manufacturers or authorized dealers, without resorting to bidding.
 - (ii) The object of the procurement has standard specifications;
 - (iii) Minimum of three quotations have been obtained; and
 - (iv) The object of the procurement is purchased from the supplier offering the lowest price;
- (c) **Direct contracting.**—The GCC shall only engage in direct contracting if the following conditions exist, namely:—
 - (i) The procurement concerns the acquisition of spare parts or supplementary services from original manufacturer or supplier;
 - (ii) In case of an emergency as decided by “Administrator” of GCC;

- (iii) For purchase of motor vehicle from local original manufacturers or their authorized agents at manufacturer's price.
- (d) **Negotiated tendering.**—The GCC may engage in negotiated tendering with one or more suppliers or contractors with or without prior publication of a procurement notification. This procedure shall only be used when,—
 - (i) For technical or artistic reasons, or for reasons connected with protection of exclusive rights or intellectual property, the supplies may be manufactured or delivered only by a particular supplier;
 - (ii) For reasons of extreme urgency brought about by events unforeseeable by the GCC, the time limits laid down for open and limited bidding methods cannot be met.

21. **Removal of difficulties.**—If any difficulty arises in giving effect to any provision of these regulations or any other matter not specified therein, the “Administrator” may make such orders as appear to him to be necessary for purpose of removing the difficulty.

AHMAD HANIF ORAKZAI (PAS),
Administrator, GCC.