

P-02.

Rs.3000/-

BOARD OF INTERMEDIATE & SECONDARY EDUCATION MALAKAND

BID SOLICITATION DOCUMENTS (BSDs)

e-Tender, 2026-27

For

Hiring of Transport Services

Last date & time for Bid Submission	Bid Opening date/time	Venue
Wednesday 02 September 2026 11:00 AM	Wednesday 02 September 2026 11:30 AM	Office of the Secretary BISE Malakand at Chakdara Dir Lower
Pre Bid Meeting Date, Time and venue		
Thursday 27 August 2026 11:00 AM Office of the Secretary BISE Malakand at Chakdara Dir Lower.		

1. *[Signature]* 2. *[Signature]* 3. *[Signature]*
4. *[Signature]* 5. *[Signature]*

BOARD OF INTERMEDIATE AND SECONDARY EDUCATION,
MALAKAND

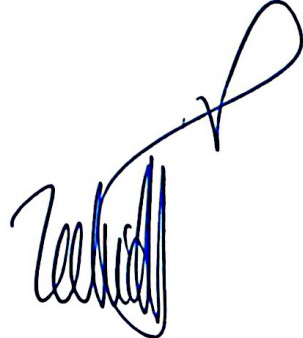
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BOARD OF INTERMEDIATE AND SECONDARY EDUCATION,
MALAKAND

BIDDER INFORMATION FORM TENDER FOR TRANSPORT SERVICES, 2026-27

Name of Company/Firm: _____

Name of Representative/Authorized Person: _____

Mobile & Whatsapp No. for correspondence etc.: _____

Office Tel No.: _____ Valid Email Address: _____

Postal Address: _____

Tender Fees Amount: _____ Challan No.: _____ Dated: _____

Signature: _____ Dated: _____

1 *2206*

2 *[Signature]*

3 *[Signature]*

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[Signature]

BOARD OF INTERMEDIATE AND SECONDARY EDUCATION, MALAKAND

Invitation for e-Bids/Tender Notice 2026-27 BISE Malakand

Board of Intermediate & Secondary Education Malakand invites sealed e-bids from contractors for provision of "Transport Service" as per Rule 31(A) framework contract (KPPRA Rules 2014) for transportation of staff and examination materials to exam centers and specified banks located at different districts/cities within the jurisdiction of BISE Malakand under *Single Stage One Envelope* Bidding procedure.

Tender Description	Tender Type	Tender Fee	Submission Last Date and Time	Opening Date, Time & Venue
Provision of "Transport Services" for transportation of staff and exam materials to exam centers and specified banks within the jurisdiction of BISE Malakand (Districts Malakand, Dir Lower, Dir Upper and Bajaur)	Single Stage, One Envelope Procedure	Rs. 3000/- (non-refundable)	Wednesday 02 September 2026 11:00 AM	Wednesday 02 September 2026 11:30 AM Office of the Secretary BISE Malakand at Chakdara Dir Lower
Pre Bid Meeting Date, Time and Venue				
Thursday 27 August 2026 11:00 AM Office of the Secretary BISE Malakand at Chakdara Dir Lower.				

Terms & Conditions:

1. Bidding shall be online through ePADs as per rule 6 2(a) of KPPRA Rules 2014. The bidding form, Bid solicitation Documents, Tender Notice etc. can be downloaded from KPPRA & BISE Malakand (www.bisemalakand.edu.pk) websites. Complete set of Tender documents can also be obtained from the office of the undersigned during office hours. The bidders shall be bound to fill and submit electronic bid through ePADs only, and attach scan copies of required documents (online).
2. Bidder should be registered with Income Tax and relevant Sales Tax Departments of Government of Pakistan/KPRA and should be reflected on the Active Taxpayer Lists (ATL) of FBR and KPRA.
3. Bids shall be submitted through ePADs up to Wednesday, 02 September 2026 at 11:00 AM which will be opened on the same date in the office of Secretary BISE Malakand 11:30 AM in the presence of the bidders or their authorized representatives who may like to attend.
4. Bids must be accompanied by a bid security of Rs.200,000/-(fixed) in shape of CDR deposited in favor of Secretary Board of Intermediate & Secondary Education Malakand . Bids without appropriate bid security shall be declared as non-responsive.
5. In case of closed/forced holidays from Govt, tender opening time/date will be considered as the next working day.
6. BISE Malakand reserves the right to reject or cancel any or all bids for cogent reasons, in accordance with the applicable procurement rules.

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SECRETARY,
BISE, Malakand
Ph# 0945-703324

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1. BID DATA SHEET

1.1	Tender number	03-2026
1.2	Bid Inviting Entity and Address	Board of Intermediate & Secondary Education Malakand at Chakdara, Dir Lower Number :0945-703324, Whatapp: 0306-8055950 Website: www.bisemalakand.edu.pk
1.3	Project allocation tentative amount	Rs. 03-million
1.4	Name of Contract	Single stage one envelope, Best evaluated cumulative lowest package
1.5	Language of the bid	English
1.6	Bid price and currency	PKR, Duty Paid Price (DDP), Bid Price adjustable to fluctuations in fuel prices
1.7	Qualification Requirements	Best evaluated cumulative lowest price, Not blacklisted by any Public and Private Department/Agency/Organization
1.8	Amount of Bid security	Rs. 2,00,000/- in shape of CDR
1.9	Validity of Bid	Bid should be valid for at least 90 days from the date of opening of the bid.
2.0	Address for Bids submission	On ePADs which will be opened on Wednesday 02 September 2026 at 11:30 in the office of Secretary BISE Malakand.
2.1	Contract Award	Best evaluated cumulative lowest bid per kilometer, however adjustable to increase or decrease percentage in fuel prices during period of contract.

2. OBJECTIVES

BISE Malakand is seeking a service provider/supplier/contractor for transportation of staff & exam stationery etc. to examination/collection centers/Banks etc. constituted for four (04) examinations during the year 2026-27 within its jurisdiction. The jurisdiction comprises district Malakand, Dir Lower, Dir Upper and Bajaur. All the relevant activities will be controlled from BISE Malakand.

1 *Dr. A. H. Khan*
2 *Dr. A. H. Khan*
3 *Dr. A. H. Khan*
4 *Dr. A. H. Khan*
5 *Dr. A. H. Khan*

3. SCOPE OF WORK

The Contractor shall provide specific type/model of vehicle along with drivers as mentioned in the financial proposals on as & when required/demand basis. Type of vehicle rented shall be appropriate & shall cater the needs of the particular trip(s). Please be aware that prices will be set at the quoted rates for contract period of one (01) year. However, percentage adjustment will be allowed to increase or decrease according to fuel prices. The services will be hired for use anywhere in the jurisdiction of BISE Malakand.

4. GENERAL INSTRUCTIONS

- i. Financial proposals shall be complete in all respects. No partial/conditional proposals will be considered.
- ii. The bidders shall submit all the requirements/documents through ePADs and substantiate the same with documentary evidences through ePADs.
- iii. Payment will be made on submission of bills on part of the Contractor on monthly basis via bank transfer to the bank account of the contractor.

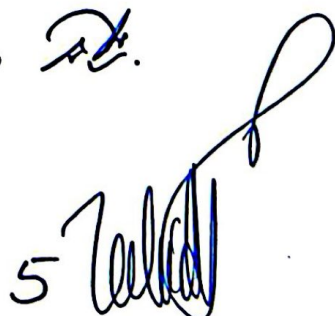
5. PROJECT TIMELINE

The contract will take effect from September, 2026 to August, 2027.

6. KEY DELIVERABLES/RESPONSIBILITIES OF THE CONTRACTOR

The bidders are required to meet the following conditions:

- i. In case of any accident/incident the procuring entity (BISE Malakand) will bear no liability at all.
- ii. Registered for operation during the period of Contract with registration documentation in the vehicle and registration/number plates affixed to the vehicle as required by law.
- iii. The Contractor will nominate a FOCAL PERSON to liaison with the BISE Malakand official/queries.
- iv. Fuel shall have to be provided by the contractors.
- v. ACs, Heaters & Seat belts (all seats - front and back where necessary) etc. shall be in working conditions.
- vi. Condition of vehicles shall be excellent in all respect (Mechanical and physically)
- vii. Valid technical inspection certificates of vehicles when required.
- viii. Food and accommodation for the driver during field will be managed by the Contractor.
- ix. The drivers accompanying the vehicles shall be valid license holder.
- x. The vehicles will be required for different examinations/Collection centers/Banks etc. located within the jurisdiction of BISE Malakand.
- xi. The vehicle should be road-worthy, in sound running condition.
- xii. Any deviation will be treated as breach of agreement and liable for penalty.
- xiii. The vehicle shall be equipped with necessary safety items, stepney tyre, mechanical jack and basic hand tools.
- xiv. The vehicle shall be equipped with roadworthy tyres in good condition which shall not be more than two (2) years old.
- xv. The transportation of stationery materials to all examination centres and designated banks shall be completed at least two (2) days before the commencement of the examination.
- xvi. Log Book will be maintained.

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7. FEATURES OF VEHICLES

- i. Brakes will be ready and OK
- ii. Air Conditioning (proper heating and cooling where necessary)
- iii. Genuine Tool Kit and tire accessories
- iv. Handy fire Extinguisher
- v. New Tyres (not older than 2 years)

8. MAINTENANCE

The company/firm shall provide timely oil/filter change and mechanical maintenance service as recommended/proposed for the vehicle by BISE Malakand.

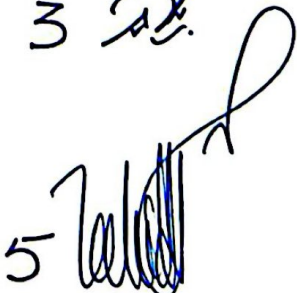
9. INSURANCE

Insurance of the vehicles will be the responsibility of contractor/bidder. However, Insurance is not mandatory.

10. INSTRUCTIONS TO BIDDERS

It would be deemed that by submitting a bid, the bidder has:

- i. Made a complete and careful examination of the Tender Document and agrees to all conditions and implications that arises from it;
- ii. Sought, obtained and perused all relevant information for the submission of the bid;
- iii. Completely understood the contents & interpretation of the Tender Document, its annexures or any information passed on to the bidder by the BISE Malakand or any of its officials. Hence, BISE Malakand will not be liable to address/redress any request of the bidder for redressal of grievance or reconsideration.
- iv. BISE Malakand reserves the right to annul the entire or part of the bidding process or to reject any or all proposals as per KPPRA rules if:
 - a) If, at any stage of the bidding process, a bidder makes or is found to have made any material misrepresentation, the bid shall be rejected, and the bidder may be disqualified from further participation in the procurement process.
 - b) he bidder fails to respond, within the prescribed time, to any query, request for clarification, or request for additional information issued by the Procuring Entity; or
 - c) The bidder, its representatives, agents, or any person acting on its behalf attempts to influence, interfere with, or improperly affect the tender process in any manner whatsoever.
 - d) Where the bid of the highest evaluated bidder is rejected or the bidder is disqualified for any reason, BISE Malakand may proceed with the procurement process by inviting the next highest evaluated responsive bidder, in accordance with the Khyber Pakhtunkhwa Public Procurement Regulatory Authority (KPPRA) Rules.
- v. During the validity of the Contract, the transportation rates may be adjusted to account for any increase or decrease in the officially notified fuel prices. Such adjustment shall be subject to the mutual written agreement of both parties and shall be supported by documentary evidence issued by the competent authority.
- vi. No advance payment will be made to the Contractor.
- vii. Payment will be made against proper invoice on monthly basis submitted with vehicle log book/transport proforma duly signed by the authorized official of BISE Malakand who used the vehicle.
- viii. BISE Malakand will deduct applicable taxes as per rules.
- ix. The Contractor will be responsible for the safety/security of the Board assists as well as maintenance of the vehicle and safe driving.
- x. The Contractor shall deploy only those drivers who have valid driving license from the concerned authorities.
- xi. BISE Malakand will have the right to check the documents of the vehicle and to check the driving licenses of the driver.

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- xii. The Contractor shall be solely responsible for any loss of, or damage to, the vehicle arising from an accident, theft, fire, natural calamity, or any other cause whatsoever. BISE Malakand shall not be liable for any loss of or damage to the vehicle, its contents, or any injury to, or death of, the driver or any other person engaged by the Contractor in connection with the performance of the contract.
- xiii. In the event of unsatisfactory performance by the Contractor, BISE Malakand may, upon the recommendation of the Store In-charge, deduct an appropriate amount from the Contractor's bill, withhold or disallow payment of the invoice, or terminate the contract, as the circumstances may warrant. Where the contract is terminated on account of unsatisfactory performance, breach of contract, or any other valid reason attributable to the Contractor during the contract period, BISE Malakand may initiate proceedings for the blacklisting of the Contractor in accordance with the Khyber Pakhtunkhwa Public Procurement Regulatory Authority (KPPRA) Act, Rules, and Regulations, as amended from time to time. Upon such termination, BISE Malakand may award the remaining contract to the next highest evaluated responsive bidder, in accordance with the applicable provisions of the KPPRA Rules.
- xiv. The firm shall not have been blacklisted, debarred, or suspended by any Government Department, Government Agency, statutory authority, public sector organization, or regulatory authority at the time of submission of the bid.
- xv. Toll tax/parking will be paid by the contractor/bidder.
- xvi. The vehicle shall be equipped with a fully functional odometer to accurately record the initial and final mileage for each trip.
- xvii. The Contractor shall, at the conclusion of each trip, submit a duly completed trip sheet containing the initial and final odometer readings, total distance travelled (in kilometres), date and time of departure and arrival, and the duration of the trip. The trip sheet shall be verified and signed by the authorized officer/official of BISE Malakand accompanying the vehicle.

11. ELIGIBILITY CRITERIA

The bidders are required to fulfill the following criteria with supporting documents for consideration of the proposal.

- i. Valid registration documents of NTN & KNTN with Taxation Authorities.
- ii. Affidavit, on judicial stamp paper of Rs. 100 as per Annexure-A to the effect that the Firm/Vender has neither been blacklisted by any agency nor is involved in any subversive activities.
- iii. The bidder must have proper personal office for coordination etc.
- iv. Last one year Bank account statements.

12. BID PRICES SCHEDULE

The bid shall be submitted on the financial proposals on Annexure-B.

13. CONFIDENTIALITY OF EXAMINATION MATERIAL

- i. The Contractor will ensure the privacy and confidentiality of the examination material etc. through their drivers during their travel.
- ii. In the event of a breach of the contract, the Contractor shall be liable to blacklisting or debarment in accordance with the KPPRA Rules, and BISE Malakand may initiate appropriate legal action against the Contractor.

14. BID CURRENCY

All rates shall be quoted in Pakistani Rupee (PKR) and must be inclusive of all applicable taxes etc.

15. PAYMENTS

Payment shall be made within thirty (30) days after the submission of a duly verified invoice, subject to satisfactory performance and fulfillment of all contractual obligations.

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16.

ELIGIBLE SERVICES

All services provided under the Contract shall conform to the applicable laws, policies, rules, and regulations of the Government of Pakistan and the Government of Khyber Pakhtunkhwa, as in force from time to time. Payments under the Contract shall be made only in respect of the transportation services actually rendered in accordance with the terms and conditions of the Contract, including any ancillary services expressly required thereunder.

17.

COST OF BIDDING

The Bidder shall bear all costs and expenses incurred in connection with the preparation and submission of its bid. The Board of Intermediate & Secondary Education, Malakand (hereinafter referred to as the "Procuring Entity") shall, in no event, be liable for any such costs or expenses, regardless of the conduct, outcome, cancellation, or termination of the procurement proceedings.

18.

CLARIFICATIONS OF BIDDING DOCUMENTS

Any prospective bidder requiring clarification of the Bidding Documents may submit a request through e-PADS before the deadline specified in the Bid Data Sheet. The Procuring Entity shall issue any clarification, corrigendum, or addendum through e-PADS and, where applicable, on the official websites of KPPRA and BISE Malakand. Such clarifications shall form an integral part of the Bidding Documents. Bidders shall regularly monitor e-PADS and the official websites of KPPRA and BISE Malakand (www.bisemalakand.edu.pk) for updates and ensure that their contact details, including email address and mobile/WhatsApp number, are kept up to date.

19.

AMENDMENTS OF BIDDING DOCUMENTS

- i. At any time prior to the deadline for submission of bids, the Procuring Entity, for any reason, whether at its own initiative or in response to a clarification requested by an interested bidder may modify the bidding documents by amendment(s).
- ii. All bidders who have obtained or downloaded the Bidding Documents shall be deemed to have been notified of any amendment, corrigendum, or addendum issued through e-PADS or the official websites of KPPRA and BISE Malakand, and such amendments shall be binding upon them.
- iii. Any addendum, corrigendum, or amendment shall form an integral part of the Bidding Documents. The Procuring Entity may, where necessary, extend the deadline for submission of bids to enable bidders to take such changes into account.
- iv. Any corrigendum/amendment/change if needed in tender documents or tender notice will be uploaded by BISE Malakand.

20.

LANGUAGE OF BID

Bid documents and related correspondence will always be in the English language.

21.

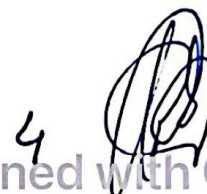
LATE BIDS

Any bid received by the Procuring Entity after the deadline for submission of bids will be rejected.

22.

MODIFICATION AND WITHDRAWAL OF BID

- i. Any bidder may modify or withdraw his/her bid prior to the deadline for submission of bids.
- ii. No bid shall be modified after the deadline for submission of bids.
- iii. A bid shall not be withdrawn during the bid validity period. Any withdrawal may result in forfeiture of the Bid Security.

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23. **OPENING OF BIDS BY PROCURING ENTITY**

- i. The Procuring Entity will open all bids through EPADS in the presence of bidders/representatives who opt to attend, at the time, on the date, and at the place specified in the Bid Data Sheet. The bidders/representatives who are present shall sign a register evidencing their attendance.
- ii. Any issue raised by a bidder during the bid opening proceedings shall be resolved on the spot by the Bid Opening Committee. No objection or complaint relating to the proceedings shall be entertained after the conclusion of the bid opening.

24. **CLARIFICATION OF BIDS**

During evaluation of the bids, the Procuring Entity may, at its discretion, ask the bidder for a clarification of its bid. The bidder request for clarification and the response shall be in writing, and no change in the prices or substance of the bid shall be sought, offered, or permitted.

25. **PROCURING ENTITY' RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS**

As per KPPRA Rules; the Procuring Entity reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) of the grounds for the Procuring Entity's action.

26. **RESOLUTION OF DISPUTES**

- i. The Procuring Entity and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.
- ii. If a dispute remains unresolved after thirty (30) days of amicable negotiations, either party may refer the dispute to conciliation, adjudication, arbitration, or any other dispute resolution mechanism agreed upon by the parties.

27. **APPLICABLE LAWS**

The Contract shall be interpreted in accordance with the prevalent laws.

28. **MANAGEMENT/REPORTING**

- i. The firm will report to the Secretary BISE Malakand.

29. **TERMINATION FOR DEFAULT**

The Procuring Entity, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Contractor, may terminate the Contract in whole or in part:

- i. If the Contractor fails to deliver any or all of the services within the required time or Contractor fails to perform any other obligation(s) under the Contract.

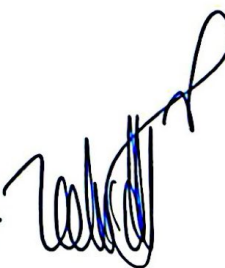
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- ii. If the Contractor, in the judgment of the Procuring Entity has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.
- iii. In this case the performance guarantee of the Contractor will be forfeited in favor of BISE Malakand.

30. TERMINATION FOR CONVENIENCE

The Procuring Entity may, at its sole discretion, terminate the Contract, in whole or in part, for convenience at any time by written notice to the Contractor. The notice shall specify the scope of the termination and the date on which it shall take effect.

31. PENALTIES ON CONTRACTOR

BISE Malakand will impose penalty in case of breach of contract as per following detail:

- i. In case of delay in arrival of vehicle from the time specified Rs. 3000/- per hour penalty will be applicable on Contractor.
- ii. In the event of the Contractor's failure to transport the materials to the designated destination, the corresponding invoice or payment claim shall not be entertained.

32. EVALUATION CRITERIA

- i. The evaluation of bids will be carried out on the basis of Rate Per Kilometer offered for provision of a vehicle in financial proposals i.e. Annexure-B for all four districts (Malakand, Dir Lower, Dir Upper and Bajaur).
- ii. Total cumulative lowest financial proposal will be considered.

TENTATIVE USAGE OF VEHICLE IN A YEAR			
1	2	3	4
S.No	Vehicle Type	Will be used for	Kilometer consumed
1	HiAce/Flying Coach (Good working condition)	Before and after exam activities	As per actual
4	Dyna (Good working condition)	Before and after exam activities	As per actual

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33. SAMPLE OF AFFIDAVIT/CERTIFICATE

(To be filled and signed by the bidder on Stamp Paper of Rs. 100/-)

I/We undertake that our firm M/S _____ has neither been blacklisted by any Government Department/Agency/Private Organization etc. nor is involved in any subversive activities in any part of Khyber Pakhtunkhwa/Pakistan and that we are/were not involved in any litigation/arbitration and that no work order issued to me/us in the past has been ever rescinded.

I/We hereby confirm to have read carefully the complete descriptions of the items and all terms & conditions of these bidding documents issued by BISE Malakand. I/We agree to abide by all these terms, conditions, stipulations, obligations and instructions in the bidding/tender document.

I/We undertake in case of unsatisfactory performance, the deduction from the bill may be made as mentioned in the BSDs (S.No.31), invoice may be disallowed, or the contract may be cancelled. In case of default, I/We will accept any action/order of BISE Malakand, if the same is covered by rules. In case of cancellation of the contract due to unsatisfactory performance or other valid reasons during the contract period, BISE Malakand reserves the right to forfeit our performance security and to take any legal action. In case of cancellation of the contract BISE Malakand may award the contract to the 2nd (Second) lowest bidder and so on.

The Contractor will solely be responsible for any loss or damage caused to the vehicle due to accident, theft or any other reasons. BISE Malakand has no responsibility whatsoever for any loss or damage to the vehicle or its goods or driver.

I/We solemnly affirm and declare that contents of this undertaking are true to the best of my/our knowledge and belief.

Signature : _____

Name : _____

Address : _____

Designation : _____

Company : _____

Company Seal: _____

Dated : _____

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1 *Oze!*

2 *[Signature]*

3 *[Signature]*

4 *[Signature]*
5 *[Signature]*

ANNEXURE-B

34. Financial Proposals For Transport Service Tender No 03-2026

Name of Firm/Bidder: _____
Date of Incorporation: _____ Cell#: _____
Office Tel No: _____ Valid Email Address: _____
Postal Address: _____
Mobile No. having WhatsApp for correspondence etc _____
Income Tax No & CNIC: _____
Sales Tax Reg. No _____ Account IBAN No _____

(Please fill in the form correctly)

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S.No	Vehicle Type	<u>Rate Per Kilometer (inclusive taxes etc.)</u>
1	HiAce/Flying Coach (Good working condition)	
4	Dyna (Good working condition)	

Note: **Total cumulative lowest financial proposal will be considered.**

1. The above quoted price includes boarding & accommodation of driver accompanying the vehicle.

Signature & Seal: _____

1 *[Signature]*

2 *[Signature]*

3 *[Signature]*

4 *[Signature]*

5 *[Signature]*

1. SAMPLE OF CONTRACT AGREEMENT

(To be filled and signed by the bidder on stamp paper)

This Contract Agreement (hereinafter called the "Agreement") made on the _____ day of _____ (month) 2025 between Board of Intermediate & Secondary Education Malakand (hereafter called the "Procuring Entity") of the one part & M/s _____ (hereafter called the "Contractor") of the other part.

Whereas, the Procuring Entity is desirous to avail Transport Services on as and when required basis from 1st January, 2026 till 30th June, 2026 shall be executed by the Contractor as per rates/bid accepted by the Procuring Entity & term/conditions accepted by the Contractor for the execution and completion of such services.

NOW, this Agreement witnessed as follows:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the bidding documents hereinafter referred to.
2. The following documents after incorporating addenda, if any, shall be deemed to form and be read and construed as part of this Agreement:
 - (a) The Contract Agreement;
 - (b) General Instructions to the bidder;
 - (c) Bid Security/Earnest Money
 - (d) Specific Terms/Conditions and Responsibilities to the bidder.
 - (e) And the bidding documents.
3. In consideration of the payments to be made by the Procuring Entity to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Procuring Entity to execute and complete the services in all respects with the provisions of the Contract and bidding documents.
4. The Procuring Entity hereby covenants to pay the Contractor, in consideration of the execution and completion of the services of the Contract, the Contract Price or such sum as may become payable under the provisions of the Contract at the times and in the m prescribed by the Contract and bidding documents.

In Witness Whereof the parties hereto have caused this Agreement to be executed on the month and year first before written in accordance with their respective laws

Signature of the Contactor/firm

Signature of Procuring Entity

(Seal)

(Seal)

Signed, Sealed and Delivered in the presence of:

Witness: _____
(Name, Title and Address)

Witness: _____
(Name, Title and Address)

1 *[Signature]*2 *[Signature]*3 *[Signature]*4 *[Signature]*5 *[Signature]*

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