

BIDDING DOCUMENT

Purchase of Miscellaneous Services for Printing and Publicity



**Government of the Punjab
L&DD DEPARTMENT SOUTH PUNJAB**

INVITATION TO BIDS

For Purchase of Miscellaneous Services for Printing and Publicity

L&DD Department (South Punjab), Bahawalpur invites sealed bids from the eligible bidders for purchase of Miscellaneous Services for Printing and Publicity for the financial year 2022-23, under the Punjab Procurement Rules, 2014:

1. Interested eligible bidders can obtain detailed bidding documents, which are available in the office of the undersigned on payment of Rs. 2,000/- (non-refundable) as bidding document fee, after publication of this advertisement till 05.04.2023.
2. Sealed and complete bids in accordance with the requirements of the bidding document along-with 5% of bid security of the estimated cost (available in bidding document) in favour of the Section Officer (General), L&DD Department (South Punjab), in the form of Bank Draft / Pay Order / CDR must be submitted by 11:30 AM on 05.04.2023 and shall be opened on same date in the presence of the bidders / their representatives (who choose to attend) at 12:30 PM in the office of the undersigned.
3. Bidding shall be conducted through Single Stage two Envelope bidding procedure under the Punjab Procurement Rules, 2014. The sealed envelope shall be clearly marked with Tender Name for which the proposal is submitted.
4. In an event where the last date for submission of bids be declared a public holiday the due date for submission and opening of bids shall be the next working day at the same appointed timings and venue.
5. The procuring agency may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The procuring agency shall upon request communicate to any bidder, the grounds for its rejection for all bids or proposals but shall not be required to justify those grounds

**Section Officer (General)
L&DD Department (South Punjab)**

SECTION-I

BIDDING DOCUMENT FOR MISCELLANEOUS SERVICES FOR PRINTING AND PUBLICITY

Instructions to Bidders (ITB) General Conditions:

1. Content of Bidding Document

1.1. The bidding procedures, contract terms and conditions are prescribed in the bidding documents.

1.2. The bidding procedures and terms & conditions are prescribed in the bidding documents according to prevailing Government rules / laws. The "Invitation for Bids" may be part of Bidding Documents, as a reference only.

1.3. The bidders are expected to examine all instructions, forms, terms and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or to submit a bid not substantially responsive to the bidding documents in all respect shall be at the bidder's risk and may cause rejection of its bid.

2. Source of Funds

L&DD Department South Punjab, Bahawalpur hereinafter referred as L&DD Department South Punjab.

3. Bidding Document Price

L&DD Department South Punjab on publication of bid shall charge fee price Rs. 1000/- (Non-Refundable) keeping in view the cost of printing and provision of the documents, provide a set of bidding documents to the prospective bidders.

4. Cost of Bidding

The bidder shall bear all expenses associated with the preparation and submission of its bid, and the L&DD Department South Punjab shall in no case be responsible or liable for those expenses, regardless of the conduct or outcome of the bidding process.

5. Clarification of Bidding Documents

A prospective bidder requiring any clarification of the bidding documents may notify the L&DD Department South Punjab in writing. The L&DD Department South Punjab shall respond in writing to any request for clarification of the bidding documents, which should receive not later than 5 days prior to the deadline for the submission of bids prescribed in the Invitation for Bids. Written copies of the Procuring Agency'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.

6. Discriminatory and Difficult Conditions

6.1 Save as otherwise provided L&DD Department South Punjab shall not introduce any condition, which creates discrimination between bidders. (As per PRA34)

6.2 Explanation; In ascertaining the discriminatory or difficult nature of any condition, reference shall be made to the ordinary practices of that car rental services, trade business to which the particular procurement is related.

7. Amendment of Bidding Documents

7.1 At any time prior to the deadline for submission of bids, the L&DD Department South Punjab, 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.

7.2 All prospective bidders that have received the bidding documents shall be notified of the amendment in writing through post, courier, email or any other authentic source of communication and shall be binding on them. All prospective bidders must provide acknowledgement of amendment of bidding document.

7.3 In order to allow prospective bidders reasonable time in which to take the amendment into account in preparing their bids, the Procuring Agency, 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.

8. Qualification and Disqualification of Bidders

8.1 In the absence of prequalification, the Procuring Agency shall determine to its satisfaction whether the Bidder that is selected as having submitted the lowest evaluated responsive bid is qualified to perform the contract satisfactorily, in accordance with the criteria listed in clause 43.

8.2 The determination shall take into account the bidder's financial, technical capabilities. It shall be based upon an examination of the documentary evidence of the bidder's qualifications submitted by the bidder as evaluation criteria, as well as such other information as the Procuring Agency deems necessary and appropriate.

8.3 An affirmative determination shall be a pre-requisite for Award of Contract to the bidder. A negative determination shall result in rejection of the bidder's bid.

8.4 The Procuring Agency shall disqualify or blacklist a bidder if it finds, at any time, that the information submitted by him concerning his qualification as car rental services provider was false inaccurate or incomplete, or otherwise to be indulging in corrupt and fraudulent practices as per rule 21 of Punjab Procurement Rules 2014.

9. Corrupt or Fraudulent Practices

The L&DD Department South Punjab requires that all bidder's / car rental services providers observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, the procuring agency:

- a. defines, for the purposes of this provision, the terms set forth below as follows:
 - i. "corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and
 - ii. "fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to

the detriment of the procuring agency, and includes collusive practice amongst bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the procuring agency of the benefits of free and open competition;

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 and may disqualify or blacklist the Bidder either indefinitely or for a stated period of time;

c. Shall reject the bid which is to be awarded a contract or contract if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in acquiring or executing, a contract.

10. Blacklisting

The Punjab Procurement Rules (PPRA), 2014 (As amended 2019) under rule 21 shall be followed.

SECTION-II

PREPARATION OF BIDS

11. Invitation for Bid

The L&DD Department South Punjab invites sealed tenders from the reputed bidders under the applicable laws / PPRA Rule 2014 for providing Miscellaneous Services for Printing and Publicity.

12. Methods of Procurement

Single Stage–Two Envelope: procurement procedure of the Punjab Procurement Rules, 2014 (amended 2020) will be adopted.

13. Laws to Be Followed

The Punjab Procurement Rules, 2014 (amended 2020) will be followed for the subject procurement.

14. Mode of Advertisement

This procurement is being advertised on PPRA's website. The bidding document can be purchased on submission of request on company letter head and can be obtained from the office of the Section Officer (General), L&DD Department South Punjab, during office hours at a price of Rs. 1,000/- per copy (non-refundable) as tender fee.

15. Contact Details

All prospective bidders, for any query, may contact the L&DD Department South Punjab through post, courier and e-mail or in person at the following address:

Section Officer (General)
L&DD Department (South Punjab), Bahawalpur
Email: secylddsouthpunjab@gmail.com

16. Submission of Bid

16.1 The bid shall comprise a single package containing two envelopes (Technical and financial). Each envelope shall be clearly marked in bold and legible letters.

a. All required valid information and supporting documents must be attached accordingly otherwise no mark will be given against relevant column.

b. Financial Bids of Eligible bidder will be evaluated on cumulative price of package / items. Bidder having lowest price of total package / items will be considered eligible for work / supply order. Hence, quoting price of all items for every bidder is mandatory.

c. Minor oversight, clerical mistakes; other inconsistencies that do not alter the substances of the financial bid may be corrected by the Procuring Agency. Bids received through Fax or E-mail shall not be accepted.

d. Bids received without bid security / earnest money (2% of estimated price), incomplete, unsealed, unsigned or unstamped of every page of all bidding documents and submitted other than specified mode may not be considered.

16.2 If more than one financial proposal is received of the same rate than the Procuring Agency may ask only those tenders whose financial offers are same to rebid on the spot to the extent of financial bid.

16.3 The bid must reach on or before the date and time mentioned in the advertisement at the address given therein. Any bid received by Procuring Agency after the deadline prescribed in the advertisement will be rejected and returned. Moreover, delays in the mail or person in transit, or delivery of a bid to the wrong office shall not be accepted as an excuse for failure to deliver a bid at the proper place and time. It shall be the bidder's responsibility to determine the manner in which timely delivery of his bid will be accomplished either in person, by messenger or by post or courier.

16.4 Upon request, acknowledgment of receipt of bids will be provided to those, making delivery in person or by messenger.

16.5 The L&DD Department South Punjab may, at its discretion, extend the deadline for submission of bids by issuing an amendment in which case all rights and obligations of the Procuring Agency and the bidders previously subject to the original deadline will thereafter be subject to the deadline as extended. (As per PPR-14)

17. Modification, Substitution and Withdrawal of Bids

i. Any bidder may modify substitute or withdraw his bid after bid submission provided that the modification, substitution or written notice / request of withdrawal are received by the procuring agency prior to two days of the deadline for submission of bids.

ii. The modification, substitution, or notice / request for withdrawal of any bid shall be prepared, sealed, marked and delivered with the envelope additionally marked "MODIFICATION", "SUBSTITUTION" or "WITHDRAWAL" as appropriate.

iii. No bid shall be modified by a bidder after the deadline for submission of bids.

iv. Withdrawal of a bid during the interval between the deadline for submission of bids and the expiration of the period of bid validity specified in the Form of Bid may result in forfeiture of the Bid Security.

18. Language of the Bid

Bid shall be prepared in English language and be submitted in hard copy form, as described in this bidding document.

19. Currency of the Bids

All monetary values quoted in the bid shall be in the Pak Rupees.

20. Bid Security

20.1 Prospective bidder's are required to submit Bid Security 2% of the estimated price within the limits of PPRA, Rules 2014 along-with tender in shape of Bank

Draft / Pay Order / CDR in favour of the Section Officer (General), L&DD Department South Punjab.

20.2 The bid security submitted by the successful bidders shall be released after one-month of satisfactory performance of the services provided.

20.3 The bid security of the unsuccessful bidders shall be retained till the signing of contract or to decide the grievance filed by the bidder or may be returned subject to submitting affidavit on non-judicial paper or company letterhead that he is satisfied with the proceeding of the procurement and he shall not challenge this process at any forum / Court. (As per rule 38(2)(vii) of PPR 2014)

21. A Bid Security May Be Forfeited

- i. If the bidder withdraws its bid during the completion of procurement process after the deadline of submission of the bids.
- ii. In case of successful bidder, if it fails within the specified time to furnish the necessary performance security 10%, before sign the contract / issuance of supply or work order and achieve the financial close in case of default or any other reason mentioned in the bidding documents.

22. Performance Guarantee

10% of the contract / supply order amount.

23. Bid Validity

23.1 Bids shall remain valid for a period of 180 days from the date of submission of the bid prescribed by the Procuring Agency. A bid valid for a shorter period shall be rejected by the Procuring Agency as non-responsive.

23.2 The Procuring Agency 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 an extension is considered necessary, all those who have submitted their bids shall be asked to extend their respective bid validity period by communicating reasons for such extension. Such extension shall be for not more than the period equal to the period of the original bid validity. Bidders who, do not agree to an extension of the bid validity period shall be allowed to withdraw their bids. In case the bids have been opened and evaluated even in that case the non-willing bidder shall not be penalized and his bid shall be returned without forfeiting of bid security / any penalty.

24. Correction of Errors

Bids determined to be substantially responsive will be checked by the Procuring Agency for any arithmetic errors which does not change the substance of the bids. Errors will be corrected by the Procuring Agency as follows:

- i. Where there is a discrepancy between the amounts in figures and in words, the amount in words will govern; and
- ii. The amount stated in the Form of Bid will be adjusted by the Procuring Agency 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 "Bid Price", his bid will be rejected.

25. Cost of Proposals

The bidders shall bear all costs associated with the preparation and submission of the bid in response to this Bidding Document. Procuring Agency shall in no case be responsible or liable for these costs.

26. Confidentiality

Issues Information relating to the examination, clarification, evaluation, comparison of bids, and recommendations for the award of a contract, shall not be disclosed to any bidder or any other persons not officially concerned with such process until the award to the successful bidder has been announced. Any effort by a bidder to influence Procuring Agency in processing of bids may result in the forthwith rejection of the bidder's proposal. Bidders authorize Procuring Agency to release any information that is reasonably required as part of the bid evaluation process, which would otherwise be prevented by Procuring Agency from releasing due to confidential nature of such information.

27. Due Diligence by Bidders

27.1 The information contained in this Bidding Document as well as any information appended here to is being supplied to the bidders for their guidance only and the bidders at their own discretion may or may not use the information for the purposes of developing their bids. Procuring Agency will not assume any responsibility or liability for completeness, accuracy or up-dating of such information. In this respect the bidders are requested to conduct their own due diligence involving their technical, financial and legal personnel to verify or develop their own assumptions for the purposes of bid development and submission.

27.2 Potential bidders shall verify the accuracy, reliability and completeness of the information provided in this Bidding Document, however, as stated earlier they are entitled to perform due diligence and wherever necessary obtain independent advice from appropriate sources. Procuring Agency makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the project information. Each bidder shall conduct its own studies and analysis and is advised to collect and obtain any other information that may be necessary for evaluating the procurement and preparing the bid, at its own responsibility and cost. The bidders shall be deemed to have satisfied themselves before submitting their bids, as to the risks, contingencies and all other circumstances, which may influence or affect the project and subsequently their bids.

28. Manner of Opening the Proposals

- i. The bids shall be opened in presence of bidders or their authorized representatives who may like to be presented.
- ii. The bids shall be opened publicly at a place and time given in the advertisement.
- iii. Successful bidder will be informed via "Letter of Acceptance" and they would be required to sign contract agreement with the Procuring Agency subsequently.
- iv. All bids must be accompanied by a Bank Draft / Pay Order / CDR amounting to 2% of estimated cost (as bid security), in favour of the Section Officer (General), L&DD Department South Punjab, issued by any scheduled bank allowed / carrying

financial transactions in Pakistan. ***Cash security or cross cheque will not be entertained.***

29. Procuring Agency Rights

In issuing this bidding document, procuring agency retains the following rights under PPRA 2014 (amended from time to time):

- i. Issuing addendum to the bidding document, including extension or otherwise revising the timeline for submission of bids which will be as per Rule 29 of PPRA Rules 2014.
- ii. Requesting clarification and from the bidders at any point in the bidding process as per provisions of the PPRA and the rules made there under.
- iii. Executing contract agreement with a lowest evaluated bidder on the basis of the original proposals and / or any other information submitted by the bidder during the bidding process.
- iv. Withdrawing, re-issuing, or modifying the bidding document.
- v. Rejecting all proposals as may be deemed to be in the best interest of Procuring Agency. (As per PPR-35)

30. Announcement of Evaluation Reports

A procuring agency shall announce the results of bid evaluation in the form of a report and shall upload the same on PPRA website giving justification for acceptance or rejection of bids at least ten (10) days prior to the award of procurement contract. (As per PPR-37)

31. Redressal of Grievances

After announcement of evaluation report by the procuring agency any bidder feeling aggrieved may lodge a written complaint not later than ten (10) days. Thereafter, the procuring agency shall constitute a committee comprising odd number of persons, with proper powers and authorizations to consider justification of their entry into procuring contract, who will investigate upon the complaint within fifteen (15) days after receipt of the complaint. (As per PPR-67)

32. Re-Bidding

If the Procuring Agency rejects all bids and promptly inform about the rejection of the bids to all bidders, it may call for a rebidding. (As per PPR-36)

33. Consequence of Submission the Bid

The submission of a bid shall not, in any way, be deemed as a contract or confer any vested right to the bidder.

34. Award of Contract

34.1 The Procuring Agency shall award the contract / order to the bidder whose bid has been declared qualified and is the lowest evaluated bid.

34.2 The Procuring Agency at any stage of the bid evaluation, having credible reasons for or prima facie evidence of any defect in service provider's, may require the service provider to provide information concerning their professional, technical, financial, legal or managerial competence; Provided that such qualification shall

only be laid down after recording reasons therefore in writing. They shall form part of the records of that bid evaluation report.

35. Notification of Award

35.1 Prior to expiration of the period of bid validity prescribed by the Procuring Agency will notify the successful bidder for security services in writing ("Letter of Acceptance") that his / her bid has been accepted. However, this letter does not mean a contract and create no right in favour of the bidder.

35.2 The notification of award and its acceptance by the bidder will constitute the formation of the contract, but not binding the Procuring Agency till signing of the formal contract. However, the Procuring Agency may withdraw the letter of acceptance prior to signing of the contract.

35.3 Upon furnishing by the successful bidder of a performance security, the Procuring Agency will promptly notify the other bidders that their Bids have been unsuccessful and return their bid securities accordingly.

36. Limitations on Negotiations

Save as otherwise provided there shall be no negotiations with the bidder / car rental company having emerged as lowest bidder or with any other bidder. However, after completion of procurement process in accordance with all applicable laws / rules the successful bidder may voluntarily offer rebate to the procuring agency for the goodwill gestures of welfare of the public at large.

37. Single Complying Proposal

Subject to rule 35, if one complying bid is received, the procuring agency may award the contract to the bidder / car rental servicers' company. (As per PPR-55A)

38. Mis-Procurement of Awards

Any violation of these rules shall be treated as mis-procurement. (As per PPR-69)

39. Record of Procurement

A procuring agency shall maintain a record of procurement along with all associated documents for a minimum period of five years. Such maintenance of record shall be subject to the regulations framed in this regard from time to time.

40. Applicable Law

This contract shall be governed by the laws of Islamic Republic of Pakistan and the courts of Punjab (Pakistan) shall have exclusive jurisdiction.

SECTION-III

41. Evaluation Criteria

The bidder will be declared Non-Responsive / Ineligible due to non-fulfilling the below mentioned mandatory criteria:

- a. 5% Bid security along with the Bid / Proposal.
- b. NTN and GST / PST Certificates.
- c. A certificate / affidavit (Annexure-A) that Applicant is not blacklisted by any Government / Autonomous bodies and further all information provided in the application is correct.
- d. Copy of CNIC

UNDERTAKING

Proposal duly signed must be furnished along with the following Undertaking: (This should be written in the Rs.100 Stamp Paper)

We, the undersigned, hereby offer to provide items to L&DD Department South Punjab Bahawalpur (L&DD Department South Punjab) in accordance with its Bidding Documents (BD) due for opening on 13.12.2022. We are hereby submitting our Bid and we hereby declare that:

- a) All the information and statements made in this Bid/Proposal are true and we accept that any misrepresentation contained in it may lead to our disqualification;
- b) We are currently not on the removed / blacklisted or suspended by any procuring agency of Pakistan or by any regulatory body in Pakistan and has no dispute with any Government Organization.
- c) We, do not have any pending litigation / arbitration / bankruptcy proceeding (other than the litigation declared alongside this form) with any government department / public sector undertaking/ private sector entity/or any other agency for which we have executed / undertaken the works/services.
- d) We agree to abide by the terms and conditions of the bidding document and in addition to the conditions we also agree to abide by all the special instructions mentioned in the bidding document. We also hereby categorically confirm that we are fully capable to provide items as laid down in the terms of reference
- e) We fully understand and recognize that L&DD Department South Punjab is not bound to accept this Bid/Proposal that we shall bear all costs associated with its preparation and submission, and that L&DD Department South Punjab will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the evaluation.

Yours sincerely,

Authorized Signature and Stamp _____

Name, ID Card No. and Title of Signatory: _____

Name of Firm: Contact Details: _____

WITNESS

Signature:

Designation & ID Card No.

FINANCIAL PROPOSAL

Purchase of Miscellaneous Services for Printing and Publicity L&DD Department, South Punjab, for the Year 2022-2023

#	Name and description of Items	Qty	Quoted Rate / Unit
1	Printing of Annual Livestock Nama 2022-2023 A4 Size Art Card paper covering 32-36 Pages 4 Color Glaze paper Printing Material will be provided by Department and proof should be approved before final Printing	400	
2	Booklet for Farmers Awareness	2000	
3	Booklet for Farmers Awareness	2000	
Total Quoted per unit Cost of Package			
1	FMD Awareness Chart Hard Board 4 Colour Printing	1000	
2	Vaccination Schedule Hard Board 4 Colour Printing	1000	
Total Quoted per unit Cost of Package			

Note: Lowest bidder of cumulative total in each package will be awarded supply order. Hence, quoting all items of package is mandatory.

(Seal & Signature of Bidder)