



TENDER DOCUMENTS FOR PRINTING OF LITERATURE, FOLDERS FOR FARMER'S AWARENESS.

SCHEDULE OF INVITATION TO TENDER NO: 02/DCE/2022-23

Date of Opening	=	24.05.2023
Time of Receipt	=	10:30 am
Time of Opening	=	11:30 am
Price of Tender Document	=	Rs.500/- (non-refundable)
(For Downloaded Forms, Tender processing fee Rs.500 can be submitted in the office during working hours)		
Available At	=	Directorate Communication & Extension L&DD Department, Govt. of the Punjab 16 Cooper Road Lahore
Delivery Period	=	within 15 days after issuance of supply order

Offer shall remain valid for a period of 45 days from the date of opening of tender. The offer with validity less than 45 days will not be accepted. Bid security in the form of Call Deposit Receipt (CDR)/Pay Order/Bank draft @ 5% of the estimated cost in favor of the undersigned must be attached with the financial proposal and photocopy with technical proposal.

SPECIFICATIONS

(Estimated Cost Rs.0.5 Million)

نمبر شمار	کتابچہ (ٹوپی)	سائز	مقن	مقن (مقن + ناگل)	پرنٹنگ / جلد بندی	تعداد
1	مچھوئوں کی افزائش	8.5"x5.75"	68 گرام آفٹ (نگل)	115 گرام آفٹ ہیچ	مقن 1 رنگ، مکمل 4 رنگ / سینئر این 2 عدد	5000
2	گائےوں کی افزائش	8.5"x5.75"	68 گرام آفٹ (نگل)	115 گرام آفٹ ہیچ	ایضاً	5000
3	مچھوئوں کی افزائش	8.5"x5.75"	68 گرام آفٹ (نگل)	115 گرام آفٹ ہیچ	ایضاً	5000
4	مچھوئوں کی افزائش	8.5"x5.75"	68 گرام آفٹ (نگل)	115 گرام آفٹ ہیچ	ایضاً	5000
5	کلو سے بچھڑنے پر کرنا	8.5"x5.75"	68 گرام آفٹ (نگل)	115 گرام آفٹ ہیچ	ایضاً	5000
6	دیجیٹر فرمائی	8.5"x5.75"	68 گرام آفٹ (نگل)	115 گرام آفٹ ہیچ	ایضاً	5000
نمبر شمار	نام فولڈر	سائز	مقن	مقن	پرنٹنگ / فولڈنگ	تعداد
1	جانور دہل کی اہم بیماریاں	8.5"x4"	115 گرام آفٹ ہیچ	5 فولڈ	4 کمر	3000

DIRECTOR
COMMUNICATION & EXTENSION
L&DD, PUNJAB, LAHORE

SPECIAL INSTRUCTIONS

1. Store should be delivered to the consignees end free of all charges in safe and sound condition.
2. The tenderer must attach detail of previous jobs/works completed indicating its exact location/addresses.
3. Payment will be made by the procuring agency after supply stores and technical inspection report as per PPRA Rules.

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COMMUNICATION & EXTENSION
L&DD, PUNJAB, LAHORE**

PROFORMA TENDER
ENQUIRY FOR PURCHASE OF
PRINTING OF LITERATURE & FOLDERS FOR FARMER'S AWARENESS
On
FREE DELIVERY
TO CONSIGNEE'S END ON THE BASIS SCHEDULE INVITATION TO
TENDER NO. 02/DCE/2022-23

INSTRUCTIONS TO BIDDERS

Date & Time of Receipt: 24.5.2023 up-to 10:30 A.M.
Date & Time of Opening of Tender: 24.5.2023 at 11.30 A.M.
Delivery Period: within 15 days after issuance of supply order

Note: Please read the following Terms and conditions and instructions carefully:-

1. Any offer not received as per terms and conditions of the tender enquiry is liable to be ignored. No offer shall be considered if it;
 - Received without bid security @ 5% of the estimated price of the tender,
 - Received after the time and date fixed for its receipt,
 - The tender is unsigned;
 - The offer is ambiguous;
 - The offer is conditional;
 - The offer is from a firm which is blacklisted, suspended or removed from the approved list of contractors of any Department of Government of Punjab, or Federal Govt.
 - The offer is received by telegram/email;
 - Offer received with shorter validity than required in the tender enquiry; and
2. Offers will remain valid for 45 days from the date of opening of the tender
3. All tenders must be submitted as per procedure/criteria as provided under Clause 38(2)(a) of the PPRA Rules, 2014 (amended time to time) in shape of single stage two envelopes bidding procedure. The bid found to be the lowest evaluated will be accepted.
4. The procuring agency reserves the right to purchase full or partial quantity of stores of the tender giving proper justification.
5.
 - If the acceptance of tender issued during the validity period of the offer is not accepted by the tenderer, the Earnest Money will be forfeited and the stores purchased at his risk and expense.
 - In case the offer is withdrawn, amended or revised during the validity period of the offer, the bid security is liable to be forfeited.
 - In case, the contractor fails to execute the contract strictly in accordance with terms and conditions laid down in the contract, the security deposited by him will be forfeited and the stores purchased at his risk and expense.
6. The procuring agency reserves the right to claim compensation for the loss caused by the delay in the delivery of stores.

7. Successful Bidder will have to complete the work within the stipulated period fixed by the Competent Authority; otherwise liquidated damages @ 2% per month or part of a month will be levied against the price of stores which the contractor fails to deliver within prescribed period.
8. No supplementary or revised offer after the opening of Tender shall be entertained.
9. In case of the holidays declared by the Govt. the Tender will be opened on next working day at same time and place.
10. The Tenderers shall enclose Brochure as well as Catalogues/Leaflets/Literature and other Technical Documentary proof of imported (if any).
11. Any erasing/cutting/crossing etc. appearing in the offer must be properly signed by the person signing the Tender. Moreover, all pages to the Tender must also be properly signed. Offers with any overwriting shall in no circumstances be accepted.
12. Performance guarantee @ 10% will be given by the successful bidder before entering into contract agreement.
13. Stamp duty and late delivery charges will be paid by the contractor.
14. **Liquidated Damage**

The completion period is essence of the contract if the contractor fails to adhere to the delivery schedule & intends to seek extension thereof, it will be the discretion of the procuring agency either to grant or refuse extension in delivery period. However, the extension in delivery period if granted shall be subject to liquidate damage @ 2% per month or part thereof.

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TERMS & CONDITIONS

1. Firms will attach following documents with technical proposal.
 - ✓ National Income tax number/certificate.
 - ✓ GST certificate.
 - ✓ Active Tax payer. List-(ATL)
 - ✓ PST Certificate
2. All types of expenditures including all taxes & transportation (etc.) of stores at the Directorate Communication & Extension, L&DD Department, 16 Cooper Road, Lahore Punjab mentioned in bidding documents will be responsibility of suppliers.
3. The purchase committee reserves the right to accept or reject all offers without assigning any reasons thereof or terminate proceeding at any stage, in terms of Rules-35 of PPRA Rules 2014.
4. Performance security 10% will be submitted by the contractor as per PPRA rule.

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FINANCIAL PROPOSAL

Name of Firm: _____

Address: _____

GST. # _____

Income Tax # _____

Name of Firm Owner/ Representative: _____

Particulars	Quantity Required	*Unit Price including All Texes (Rs.)	Total quoted price including All Texes (Rs.)
Buffalo Production	5000		
Cows Production	5000		
Beef Production	5000		
Goat Rearing	5000		
Sheep Rearing	5000		
Rural Poultry	5000		
Important Diseases of Animals	3000		

Signature_____

Name_____

Stamp_____

Date_____

TECHNICAL PROPOSAL

Date of Opening: 24.5.2023

Specifications Required (by the procuring agency)			Specifications Offered (by the Bidder)		
Sr. No	Stores	Specifications	Sr. No	Stores	Specifications
1.	Buffalo Production	Mentioned above at Page # 01	1.		
2.	Cows Production		2.		
3.	Beef Production		3.		
4.	Goat Rearing		4.		
5.	Sheep Rearing		5.		
6.	Rural Poultry		6.		
7.	Important Diseases of Animals		7.		

It is certified that the stores to be supplied shall be in conformity with the above mentioned specifications.

Signature_____

Name_____

Firm_____

Stamp_____

CHECK LIST

- | | |
|--|-----|
| • NIC Card (Copy) | Y/N |
| • Receipt of purchase of bidding document | Y/N |
| • Bid Security as per Bid/ CDR/Bank Draft (Original and photocopy) | Y/N |
| • Black list certificate | Y/N |
| • Professional Tax Certificate (attach Latest tax payer paper print) | Y/N |
| • Income Tax Certificate | Y/N |
| • Sales Tax Certificate | Y/N |
| • Manufacture/Supplier/importers/Exporters | Y/N |
| • Bidding Documents attested by the Firm | Y/N |
| • Letter Pad, Address, Contact No. etc | Y/N |
| • Stamp paper certified by Oath Commissioner | Y/N |
| • Authorization of personal on behalf of the bidding Co. | Y/N |
| • Samples of paper etc. | Y/N |

Contract Agreement

(Must be provided on stamp paper)

1. I/We/M/S _____ hereby confirm to have read carefully the description of stores and all terms and conditions of your tender enquiry **No.02/DCE/2022-23** due for opening on **24.5.2023** for the purchase of **Printing of Literature, folder for farmer's awareness** by the office of Directorate Communication & Extension L&DD Punjab, Lahore. We agree to abide by all instructions and conditions as laid down in tender documents.
2. It is declared that we are not suspended; black listed/defaulters of any Government/ Autonomous Institution at any time.
3. In case of violation of any term and condition our security/call deposit may be forfeited which we shall not challenge in any Court of Law.
4. We also hereby categorically confirm that the stores offered by us are exactly of the same particulars and specifications as laid down in your tender enquiry in all respects.
5. Offers will remain valid 45 days from the Date of Opening of Tender.
6. **Certified that the prices quoted vide this Tender Enquiry are not more than the prices charged from any other Purchasing Agency in the country or Prevailing Market Rates and in case of any discrepancy, the Tenderer hereby undertakes to refund the price charged in excess.**
7. We accept that if the required bid security is not furnished or our offer is found lacking in any of the requirement of your tender enquiry, it shall be ignored.
8. We hereby confirm to adhere to the delivery period required in the Tender Enquiry which would be essence of the contract and which will be strictly adhered to by us. In case of failure we agree unconditionally to accept the recovery of belated damages on supplies at 2% per month or part thereof.
9. Certified that tenderer will be responsible for the free replacement of stores if the same is found to be substandard and/or at variance with the specification given in the Tender Enquiry.
10. **Liquidated Damage**
The delivery period is essence of the contract. If the contractor fails to adhere to the delivery schedule & intends to seek extension thereof, it will be the sole discretion of the purchaser either to grant or refuse extension in delivery period.
11. Stamp duty will be paid by the contractor.
12. In case of any dispute, the Secretary L&DD, is the arbitrator and his decision will be final.

Name _____ Signature _____

Firm _____ (Stamp)

Address _____

Witness:

Name _____

Signature _____

Address _____