

**Part-I**

**THIS BIDDING DOCUMENT CONTAINS 03 PARTS & 12 PAGES**

**BIDDING / TENDER DOCUMENTS FOR PROCUREMENT OF FERTILIZER AT RESEARCH & DEVELOPMENT CENTRE RAKH KHAIREWALA, LAYYAH DURING 2020-21**

TENDER NUMBER & DATE \_\_\_\_\_

LAST DATE & TIME FOR ISSUANCE OF TENDER **16.11.2020 Up to 10:00 AM**

DATE & TIME FOR RECEIPT OF TENDER **16.11.2020 at 11.00 AM**

DATE & TIME FOR OPENING OF TECHNICAL PROPOSAL **16.11.2020. at 11.30 AM**

DATE & TIME FOR OPENING OF FINANCIAL PROPOSAL **16.11.2020. at 11.30 AM**

VENUE **Deputy Director, Research & Development Centre, Rakh Khairewala Tehsil Choubara, District Layyah**

TENDER FEE (Non refundable) **Rs.500-00**

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**BIO-DATA OF PARTICIPATING FIRM**

Name of contracting firm \_\_\_\_\_

Name of Authorized person \_\_\_\_\_

Income Tax No \_\_\_\_\_

Sales Tax No. \_\_\_\_\_

Circle of Income Tax Deptt. \_\_\_\_\_

Call Deposit No. with Date, \_\_\_\_\_

Amount & Address of Bank) \_\_\_\_\_

Permanent Address \_\_\_\_\_

Phone No. \_\_\_\_\_

No. of Pages attached by bidder \_\_\_\_\_

With bidding document

Phone or Cell No. \_\_\_\_\_

Fax No. or Email Address \_\_\_\_\_

**Detail of tender documents**  
**Bio-data form** = 01  
**Schedule for invitation**  
**of proposals** = 06  
**Technical Proposal** = 01  
**Financial Proposal** = 01  
**Total pages** = 09

**Signature & Stamp** \_\_\_\_\_  
**Name** \_\_\_\_\_  
**Firm** \_\_\_\_\_  
**Address** \_\_\_\_\_

**SCHEDULE FOR INVITATION OF BIDDING DOCUMENTS, BID EVALUATION / QUALIFICATION CRITERIA WITH TERMS & CONDITIONS FOR PROCUREMENT OF FERTILIZER FOR 2020-21**

Last date & time for issuance of tenders = 16.11.2020 Up to 10:00 AM  
 Last date & time for receipt of tenders = 16.11.2020 at 11.00 AM  
 Date & time for opening of Technical Proposal = 16.11.2020 at 11.30 AM  
 Date & Time of opening of Financial Proposal = 16.11.2020 at 11.30 AM

Delivery Venue Deputy Director (Research & Development), Rakh Khairewala Tehsil Choubara, District Layyah

Delivery period 30 days after the issuance of award of contract & free delivery at consignee end.

Bid validity 16.12.2020

**BID EVALUATION CRITERIA**

**REQUIREMENTS OF TECHNICAL AND FINANCIAL PROPOSALS**

1. Cost effectiveness will be the priority of procuring agency and subjected to decisions of technical experts.
2. Technical & Financial Proposals must be complete in all respect and authenticated with Stamp & Signatures.
3. Income Tax & Sales Tax certificates will have to be provided by the participating firms.
4. Quality of Fertilizer will be verified by technical committee.
5. Quality of Fertilizer will be verified through Germination at R&DC Rakh Khairewala.
  
6. Any change in contents of technical or financial proposals or leaving any column blank will liable to be rejected.
7. Any offer not received as per terms and conditions of the bidding documents will be rejected.
8. Any cutting, erasing or over writing in contents of technical or financial proposals will liable to be rejected
9. No change, alteration will be allowed to the bidders after opening of technical and financial proposals
10. The procuring agency at its discretion may ask any applicant for clarification of its tender if to assist in the evaluation of technical or financial proposal.
11. Technical Proposals must be complete in all respect and authenticated with certified documentary evidences according to check list attached.
12. Financial proposals of technically evaluated and qualified firms will be opened in the presence of bidders on **16.11.2020** at **11.30 AM** whereas financial proposals of technically non responsive firms will be returned un-opened on the spot under proper receipt & acknowledgement.

#	Name of Items	Specification	Quantity
1	DAP Fertilizer	Nitrogen 18 % Phosphoric 46 %	200 Bag

**SPECIAL INSTRUCTIONS AND EVALUATION CRITERIA**

1. No offer shall be considered if :-
  - (i) Received without earnest money from unregistered firm.
  - (ii) It is received after the time and date fixed for its receipt in bidding schedule.
  - (iii) The tender is unsigned.
  - (iv) The offer is ambiguous.
  - (v) The offer is conditional.
  - (vi) The offer is from a firm, blacklisted, suspended or removed from institutional supplies throughout the country.
  - (vii) The offer is received by telegram or postage / courier service.
  - (viii) Offer received with shorter bid validity than required in tender enquiry.
2. Offers will remain valid till **16.12.2020** from the date of acceptance of tender.
3. No offer will be received beyond the schedule for invitation of tenders already mentioned in this bidding documents.
4. Financial proposal of technically responsive bids will be opened only.
5. All tenders must be submitted in double cover. The outer cover should indicate the name of the addressee, only with date of opening but not the name of the firm which must appear in the inner envelope clearly mentioning tender number and name of the firm. The envelope must be properly sealed. Technical proposals and Financial bids should be provided separately under sealed envelopes and will be evaluated / scrutinized under Single stage–Two envelop bidding procedure notified PPRA Rules,2014.
6. Purchaser reserves the right to purchase full or part of the Fertilizers or ignore / scrap & cancel the tender without assigning any reasons as well any decrease or increase in the quantity subject to availability of funds, reasonability of price & cost effectiveness.

7. (a) If the acceptance of tender issued during the validity period and offer is not accepted by the tender, the Earnest Money shall be forfeited for the Fertilizer Purchased at Contractor's risk and expenses.  
(b) In case the offer is withdrawn, amended or revised during the validity period of the offer, the Earnest Money is liable to be forfeited in case of failure.  
(c) 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 shall be forfeited and the said items will have to provide within prescribed delivery period mentioned in contract award thereof.
8. The buyer reserves the right to claim compensation for the loss caused by delay in delivery of said items damages would be charged as under rules on late supply. No privilege of late supply will be given at any cost & no justification in this regard will be accepted.
09. Tenders must quote their bids & proposals & offers on prescribed bidding documents.
10. Tenders should be addressed to **Deputy Director, Research & Development Centre, Rakh Khairewala Tehsil Choubara, District Layyah**
11. Tenders should quote their firm and final rates in figures. Any over writing or cutting on the rates offered shall stand cancellation of said offer.
12. **2 % call deposit as Earnest money of total estimated cost, Rs. 900,000/- (0.9 million) will have to be provided with bidding documents in the name of Deputy Director, Research & Development Centre, Rakh Khairewala Tehsil Choubara, District Layyah.**
13. Stamp duty will paid by bidders (0.2 %)
14. Any conditional, ambiguous or incomplete offer in any respect shall be ignored. No supplementary or revised offer after the opening of tenders shall be entertained. Rather no justification nor any negotiation would be entertained; PPRA Rules-2014 will be adhered strictly.
15. **The tenders should specifically append their Income Tax & Sales Tax registration Certificates with bidding documents. It is necessary.**
16. All pages to the tender must also be properly signed & stamped.
17. However the Purchase Committee is not bound to accept the lowest offer and mention the reason for rejecting the lowest offer.
18. Inspection of the said item including quality & quantity will be conducted by notified Technical / Evaluation Committee will be accepted.

**“This is to certified that we M/S ..... have obtained quotation against invitation to Tender No..... due on .....and we have agreed to supply said Fertilizer strictly in accordance with the specification laid down in the said Invitation and accept all terms and conditions of the bidding documents“**

**It is also certified that we will abide that all rules notified under regulatory frame work of PPRA Rules-2014 Govt. of the Punjab.**

**CERTIFICATE**

1. We hereby also confirm to have read carefully the description of the Fertilizer and all the terms and conditions of your tender enquiry No..... due for opening on **16.11.2020** for the supply of said item to Office of **Deputy Director, Research & Development Centre, Rakh Khairewala, Tehsil Choubara, District Layyah**, for the year **2020-21** in addition to the conditions of PPRA Rules, 2014. We agree to abide by all those instructions / conditions.
2. We also hereby categorically confirm that the Fertilizer offered by us is exactly to the particulars as laid down in your tender enquiry in all respects.
3. We accept that, if the required Earnest Money is not furnished or our offer is found lacking in any of the requirement of your tender enquiry, it shall be ignored & we have no rights to represent against the decision of competent authority at any forum. All bidding documents received from procuring agency is being submitted in Original as well.
4. We hereby confirm to adhere to the delivery period specified in the tender enquiry, which would be the essence of the contract and will be strictly adhered to us. In case of failure we agree unconditionally to accept the recovery of liquidated damages on belated supplies.

**We guarantee to supply Fertilizer exactly in accordance with the requirements specified in bidding document and accept all terms & conditions of procuring Agency**

Name of Tenderer -----
Address-----
Signature--- -----
Seal -----
Integrity pact is required to be provided by bidding firms on judicial affidavit of Rs. 50-00

## **INTEGRITY PACT**

We M/S \_\_\_\_\_ hereby certify that all terms & conditions of bidding documents have been carefully read / signed by us. All terms & conditions of procuring agency detailed in bidding documents will be complied are accepted by us. The supplying firm hereby undertakes as below:

1. All supplied Fertilizer rejected by the committee members will be replaced.
2. The supplying firm undertakes that we are not black listed or banned for institutional supplies by any agency of Govt. of Pakistan.
3. The supplying firm will strictly adhere PPRA Rules-2014.
4. The supplying firm undertakes that our bid and rates quoted in financial proposal are valid till **16.12.2020**.
5. The supplying firm also undertakes that, if all information & documents contained in said tender found incorrect, ambiguous at any stage, the firm is bound to refund all state expenditure apart from accepting any legal action taken by procuring agency

## **GRIEVANCES REDRESSAL COMMITTEE**

1. Following committee for redressal of grievances of the bidders is constituted in pursuance clause 67 (1) of PPRA Rules-2014 to address the complaints of bidders if may occur prior to the entry into force of the procurement contract.
2. Any bidder feeling aggrieved by any act of the procuring agency after the submission of his bid may lodge a written complaint concerning to his grievances not later than 10 days after the announcement of Bid Evaluation Report. Whereas said committee shall investigate and decide upon the complaints within 15 days of the receipt of complaint in pursuance of Section 67 (2) (3) of PPRA Rules-2014.



NAME OF OFFICERS	DESIGNATION	STATUS
1. Dr. Imtiaz Ahmad	Farm Superintendent, CBRI, Rakh Mahni, District Bhakkar	Convener
2. Mr. Adil Islam	Veterinary Officer, Office of Deputy Director, Research & Development Centre, Rakh Khairwala, Layyah	Member
3. Dr. Muhammad Mustjab Aalim	Veterinary Officer, Office of Deputy Director, Research & Development Centre, Rakh Khairwala, Layyah	Member

**Deputy Director**  
**Research & Development Centre**  
**Rakh Khairwala District Layyah**

*To be filled by the contractor*

**CHECK LIST TO BE ATTACHED WITH  
TECHNICAL PROPOSAL**

**Please tick Yes or No**

- |   |  |            |           |
|---|--|------------|-----------|
| 1 | Income Tax Registration Certificate of the firm            | <b>Yes</b> | <b>No</b> |
| 2 | Sales Tax registration attached                            | <b>Yes</b> | <b>No</b> |
| 3 | Integrity Pact on judicial affidavit of Rs.50-00 attached. | <b>Yes</b> | <b>No</b> |
| 4 | 2% earnest money in shape of call deposit attached.        | <b>Yes</b> | <b>No</b> |
| 5 | Experience certificate / evidences attached.               | <b>Yes</b> | <b>No</b> |

**Signature & Stamp**

**Name** \_\_\_\_\_

**Firm** \_\_\_\_\_

**Address** \_\_\_\_\_

**Cell No.** \_\_\_\_\_

**Part – II****TECHNICAL PROPOSAL****PROCUREMENT OF FERTILIZER****AT RESEARCH & DEVELOPMENT CENTRE RAKH KHAIREWALA DURING 2020-21**

Tender Inquiry No. \_\_\_\_\_ Date of Issue: \_\_\_\_\_ Tender Fee Rs.500-00 (Non Refundable) CDR No. \_\_\_\_\_ Dated \_\_\_\_\_

To whom issued \_\_\_\_\_

Amount of CDR \_\_\_\_\_ Dated \_\_\_\_\_ Guaranteed By: \_\_\_\_\_ (Name of Bank)

Date of opening 16.11.2020

Final Time for receipt of tender: 11.00 AM

Opening Time: 11.30 AM

#	Name of Items	Specification	Quantity
1	DAP Fertilizer	Nitrogen 18 % Phosphoric 46 %	200 Bag

Signature of the Bidder \_\_\_\_\_

Stamp \_\_\_\_\_

Date \_\_\_\_\_

**Part-III**

**FINANCIAL PROPOSAL**  
**PROCUREMENT OF FERTILIZER**  
**AT RESEARCH & DEVELOPMENT CENTRE RAKH KHAIREWALA DURING 2020-21.**

Tender Inquiry No. \_\_\_\_\_ Date of Issue \_\_\_\_\_ Tender Fee Rs.500-00 (Non Refundable) CDR No. \_\_\_\_\_ Dated \_\_\_\_\_

To whom issued \_\_\_\_\_

Amount of Call Deposit. \_\_\_\_\_ Guaranteed By: \_\_\_\_\_ (Name of Bank)

Date of opening: 16.11.2020

Final Time for receipt of tenders: 11.00 AM

Opening Time: 11.30 AM

#	Name of Items	Specification	Quantity	Rate per Unit
1	DAP Fertilizer	Nitrogen 18 % Phosphoric 46 %	200 Bag	

**2% Earnest money of total estimated value in shape of call deposit must be appended with the proposal.**

Signature of the Bidder \_\_\_\_\_

Stamp \_\_\_\_\_

Date \_\_\_\_\_