

TENDER # 02/SPU/QABAD/2020-21**Part-I****THIS BIDDING DOCUMENT CONTAINS 03 PARTS & 9 PAGES****BIDDING / TENDER DOCUMENT FOR PROCUREMENT OF “WHEAT STRAW (BHOOSA)” UNDER NON-DEVELOPMENT SCHEME SEMEN PRODUCTION UNIT, QADIRABAD DISTRICT SAHIWAL**

TENDER DOCUMENT NUMBER _____ *Dated* _____

LAST DATE & TIME FOR RECEIPT OF TENDER 08.02.2021 upto 11:30 A.M

DATE OF OPENING OF TECHNICAL PROPOSAL 08.02.2021 at 12:30 P.M.

DATE OF OPENING OF FINANCIAL PROPOSAL 10.02.2021 at 12:00 P.M.

VENUE: **Office Deputy Director Semen Production Unit Qadirabad District Sahiwal.**
TENDER FEE (Non refundable) **Rs.1000-00**

BIO-DATA OF THE PARTICIPATING FIRM *(To be compulsory filled)*

Name of the firm _____

Manufacturing License No. _____

Name of Authorized person _____

Category (Please Tick) (1). Manufacturer (2). Sole Distributer (3). Authorized Agent

Income Tax No. _____

Sales Tax No. _____

Previous Experience No. of Years (_____) please attach relevant documents _____

Permanent Address of firm _____

No. of Pages attached by bidder _____
with Bidding document _____

Phone or Cell No. _____

Fax No. or Email Address _____

It is certified that the above Bio data form is duly filled is correct and nothing is left blank. We understand that any column leaving blanks will liable to be rejected.

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 “WHEAT STRAW (BHOOSA)” UNDER NON-DEVELOPMENT SCHEME

Last date & time for issuance of tenders	=	08.02.2021 upto 11:00 A.M
Last date & time for receipt of tenders	=	08.02.2021 upto 11:30 A.M
Date & time for opening of Technical Proposal	=	08.02.2021 upto 12:30 P.M
Date & Time of opening of Financial Proposal	=	10.02.2021 at 12:00 PM

Consignee **Deputy Direct, Semen Production Unit Qadirabad District Sahiwal.**

Delivery period **10 days after the issuance of award of contract & free delivery at consignee end.**

Bid validity **30.06.2021**

BID EVALUATION CRITERIA

REQUIREMENTS OF TECHNICAL AND FINANCIAL PROPOSALS

1. Technical Literature should be appended with Technical Proposal.
2. Manufacturing license issued by the Competent Authority will be compulsory with Technical Proposals in case of manufacturer.
3. Distributor’s Authority or Authorized dealer ship for Institutional supplies in Govt. of the Punjab issued from the manufacturer will be compulsory to be appended with Technical Proposal in case of distributor or supplier.
4. Office address & traceability of supplying firms in case of sole distributor will have to provided with Technical Proposal
5. Income Tax certificate and Sales Tax Registration Certificate will have to be provided by the participating firms, which will also be verified.
6. Any change in contents of Technical Proposal or leaving any column blank will liable to be rejected.
7. Any change in contents of Financial Proposals or leaving any column blank will liable to be rejected.
8. Any offer not received as per terms and conditions of the bidding documents will be rejected.
9. Any cutting, erasing or over writing in contents of Technical Proposal or leaving any column blank will liable to be rejected
10. Any cutting, erasing or over writing in contents of Financial Proposal or leaving any column blank will liable to be rejected
11. No change, alteration will be allowed to the bidders after opening of Technical and Financial Proposals
12. The procuring agency reserves the rights to accept or reject any bid without incurring any liability to the bidder.
13. The procuring agency at its discretion may ask any applicant for clarification of its tender to assist in the evaluation of Technical or Financial Proposal, which will be properly documented.
14. Technical Proposals must be complete in all respect and authenticated with certified documentary evidences **according to check list attached** & No other method or criteria for evaluation of Technical or Financial Proposal will be permitted.
15. Quantities of store items can be changed according to the budgetary provisions, cost effectiveness & reasonability of price, or any Technical issues.
16. Inspection certificate will be issued after satisfactory performance of the store of supplying firm by inspection committee. No store items will be received at Consignee end without proper inspection in the stores of supplying firm.
17. No compromise will be offered on store specification at the time of supply. Decision of inspecting authority will be final in any case.
18. Any damage or leakage during delivery in the stores of respective consignees will be borne by the supplying firms.
19. Finished Product will be examined. In case of any observation by Inspection Committee, no stores will be received and the supplying firms have to replace the stock at their own risk and expenses.
20. The firm will supply one sample of “Wheat Straw (Bhoosa)” along with bid which will be evaluated by the technical evaluation committee.

SPECIAL INSTRUCTIONS

1. No offer shall be considered if:–
 - (i) Received without earnest money from unregistered firm or from a firm not registered for the items mentioned in this tender.
 - (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) Offer received with shorter validity than required in tender enquiry.
 - (viii) The offer is for store not conforming to specifications indicated in the tender enquiry.
2. Offers will remain valid till **30-06-2021** from the date of acceptance of tender.
3. No offer will be received beyond the schedule for invitation of tenders already mentioned in bidding documents.
4. Financial Proposal of Technically responsive bids will be opened only. Whereas the Financial Proposal Technically non responsive will be not be opened & returned back to the bidder under proper receipt / acknowledgement.
5. Financial and Technical proposal should be sealed in separate envelops. It should be duly signed, stamped, sealed and in conformity with bidding document. Proposals shall be marked as “TECHNICAL PROPOSAL” and “FINANCIAL PROPOSAL” in bold and legible alphabets to avoid any confusion. Under clause No.38 (2) (a) of PPRA Rules 2014.
6. Purchaser reserves the right to purchase full or part of the store or ignore / scrap & cancel the tender 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 tenderer, the Earnest Money shall be forfeited.
 - (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.
 - (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. Rather on rejection by Inspection Committee. The supplying firm will have to replace the consignments in full according to required specification detailed in Tender documents.
8. The buyer reserves the right to claim compensation for the loss caused by delay in delivery of store and liquidated 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. Earnest money and performance guarantee will e forfeited thereof apart from other legal action.
9. The store is required by the consignee at **Semen Production Unit Qadirabad District Sahiwal.**

10. Tenderers must quote their bids & Proposals & offers on prescribed invitation bidding documents. No other mode of offer of Technical or Financial Proposal will be accepted.
11. Tenders should be addressed to **Deputy Director, Semen Production Unit, Qadirabad District Sahiwal.**
12. Tenderers should quote their firm and final rates both in words as well as in figures. Particularly any over writing or cutting on the rates offered shall stand cancellation of said offer.
13. **02 % Earnest money of total estimated value in shape of call deposit in Financial Proposal must be attached in the name of Deputy Director Semen Production Unit, Qadirabad District Sahiwal.**
14. Against Indigenous stores tenderers who are manufacturers, they must indicate name and address of the works in Pakistan from where they intend for inspection of store. Other than manufacturers, tenderers must enclose certificate from their manufacturers as under, failing which the offers shall be ignored without the provision of authority of manufacturer & following certificate will have to be provided and filled.

“This is to certify that we M/S have obtained quotation against invitation to Tender No..... due onand we have agreed to supply / manufacture the said stores 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 all Rules notified under regulatory frame work of PPRA Rules-2014 Govt. of the Punjab.
15. Any conditional, ambiguous or incomplete offer in any respect shall be ignored. Rather neither justification nor any representation would be entertained. PPRA Rules-2014 will be adhered strictly.
16. The tenderers shall enclose catalogues / leaflets / literature and other Technical data and information's required from columns of the Technical and Financial Proposal, in respect of store offered by them.
17. The tenderers should specifically append their Income Tax and Sales Tax Registration Certificates with bidding documents. It is necessary, which will also be verified by concerned department.
18. Any erasing / cutting / crossing etc. appearing offer doubtful shall cancel the said offer. Moreover, all pages of the tender must also be properly signed & stamped by the bidder.
19. The Financial Proposal should be submitted on the basis of unit price specified in the invitation to tender. Rates must be mentioned in words instead of figures.
20. All store articles will be in original Manufacturer packing and match with the appended sample already provided.
21. Replacement of stocks if found substandard at any stage is understood to be guaranteed.
22. Inspection of the stores and verification of specification including quality & quantity will be conducted by notified Technical / evaluation Committee.
23. Payment will be made to the contractor after the receipt of successful inspection report of the Technical/inspection committee notified for the same.
24. Each and every page of the bidding document, schedule of tenders, Technical & Financial Proposals must be duly verified, certified, signed and stamped by the bidders.

C E R T I F I C A T E

1. We hereby confirm to have read carefully the description of the stores and all the terms and conditions of your tender enquiry No due for opening on for the supply of **“WHEAT STRAW (BHOOSA)”** to Office of **Deputy Director Semen Production Unit, Qadirabad District Sahiwal**, during 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 stores offered by us are exactly to the particulars and specifications as laid down in your tender enquiry in all respects.
3. The store offered by us is of **(Please tick)**

(a) Imported / foreign origin	(b) local origin
(c) Imported and repacked in Pakistan	(d) local and repacked
4. 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.
5. 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.
6. Certified that the prices quoted to the Department against Tender No.03/SPU/QABAD/2018-19 are not more than the prices charged from any other organization in the country and in case of any discrepancy the tenderer hereby undertakes to refund the price charged in excess.
7. A certificate should be given by the tenderers that they 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, i.e. column No.2 & 3. In case a similar store offered is at variance with the specification given in the tender enquiry, the tenderers must clearly identify variations in their offers & specialty.

We guarantee to supply stores exactly in accordance with the requirements specified in the invitation to the bid for procurement “Wheat Straw (Bhoosa)”

Name of Tenderer -----

Address-----

Signature-----

Seal -----

Integrity pact is required to be provided by bidding firms on judicial affidavit of Rs. 100-00**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 & accepted by us. The supplying firm hereby undertakes as below:

1. Prices quoted in Financial Proposals are not more than any other supply in any institution of the country. However if found excess at any stage, the supplying firm will be bound to refund and accept the responsibility of any over charge apart from other action taken the procuring agency.
2. The supplying firm undertakes that brands quoted in Technical Proposal are of **local / foreign origin** and are in confirmation of the Technical Proposals & generic descriptions.
3. The supplying firm undertakes that we are not black listed or banned for manufacturing or institutional supplies by any agency of Govt. of Pakistan.
4. The supplying firm will strictly adhere PPRA Rules-2014.
5. The supplying firm undertakes that our bid and rates quoted in Financial Proposal are valued till **30.06.2021**.
6. 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 complaint of bidders that may occur prior to the entry into the force procurement contract.

#	Designation	Status
1	Dr. Muhammad Yousaf, Deputy Director (HQ) Directorate of Breed Improvement, L&DD, Punjab, Lahore.	Convener
2	Dr. Muhammad Ashiq, Deputy Director, Semen Production Unit, Karaniwala, District Bahawalpur.	Member
3	Mr. Akhtar Ali, Admn. Officer, office of the Director, Breed Improvement, L&DD, Punjab, Lahore.	Member

2. Any bidder feeling aggrieved by any act of the procuring agency after the submission of his bid may lodge a written complaint concerning 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.

To be filled by the contractor

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

Please tick Yes or No

1	Technical/Financial Bid have been prepared on the prescribed Performa provided with bid document by the department and nothing is left blank	Yes		No	
2	Technical/Financial Bid is attached with covering letter on letter head of our firm	Yes		No	
3	Bio Data form is duly filled and signed and nothing is left blank	Yes		No	
4	Manufacturing license in case of manufacturer	Yes		No	
5	Authority letter of the manufacturer in case of dealership attached	Yes		No	
6	Income Tax Registration Certificate attached	Yes		No	
7	Sale Tax Registration attached	Yes		No	
8	Literature/broachers/PIB etc attached	Yes		No	
9	Integrity Pact on Judicial stamp paper of Rs.100-00 attached.	Yes		No	
10	Import documents in case of imported products.	Yes		No	
11	Trade marks & make certification attached	Yes		No	
12	Copy of Professional Tax registration attached	Yes		No	

It is certified that certificates given at Page No. 01 to 07 of the bid document have been read, understood, agreed and signed by us.

Signature & Stamp

Name _____

Firm _____

Address _____

Cell No _____

PART-II OF BIDDING DOCUMENT**TENDER # 02/SPU/QABAD/2020-21****TECHNICAL PROPOSAL (AMOUNT OF CDR Rs. _____)****PROCUREMENT OF WHEAT STRAW (BHOOSA) UNDER NON-DEVELOPMENT SCHEME DURING 2020-21.**

Tender Inquiry No. _____ Date of Issue of Tender Form : _____ Tender Fee Rs. 1000-00 (Non Refundable)

To whom issued. _____ Amount of Call Deposit. _____ CDR No. _____ Dated _____

Date of opening: 08-02-2021	Opening time: 11:30 am	Guaranteed By : _____
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#	Specifications Required	Quantity Required	Manufacturer's Name and trade mark & make	Manufacturer/firm registration & Sale License No's copy attached with Technical Proposal Indicate (Yes or No)	Manufacturer/Assembler In Pakistan or Authorized Supplier Documents attached or not. Indicate (Yes or No)	Dealership's Authority letter of Manufacturer, if contesting indirectly through supplying firm where required. Attached with Technical Proposal or not, indicate (Yes or No)
	PROCUREMENT OF INNER LINER (ROUGH & SMOOTH) AND WHEAT STRAW (BHOOSA)					
1.	Wheat Straw (Bhoosa) Dry & Clean in Bundle	36000 kg (900 Mand)				

*Note: Each & every column must be filled. Leaving any column blank is liable to rejection of Technical Proposal.
Amount of CDR may also be filled.*

Signature of Bidder _____

Stamp

Date _____

PART-III OF BIDDING DOCUMENT**TENDER # 02/SPU/QABAD/2020-21****FINANCIAL PROPOSAL****PROCUREMENT OF WHEAT STRAW (BHOOSA) UNDER NON-DEVELOPMENT SCHEME DURING 2020-21.**

Tender Inquiry No. _____ Date of Issue of Tender Form : _____ Tender Fee **Rs.1000-00 (Non Refundable)**
 To whom issued. _____ Amount of Call Deposit. _____ CDR No. _____ Dated _____

Date of opening: 10.02.2021

Opening Time: 12:00 P.M.

Guaranteed By : _____

#	Name of Item & Specifications Required	Quantity required	Per Unit Rates must be quoted in figures & words (Including all taxes)	Manufacturer's Name & Brand
1	Wheat Straw (Bhoosa) Dry & Clean in Bundle	36000 kg (900 Mand)		

Note: Each & every column must be filled. Leaving any column blank is liable to rejection of Financial Proposal

Signature Bidder _____

Stamp

Date _____