

Part-I

BIDDING / TENDER DOCUMENT FOR PROCUREMENT OF MISCELLANOUS ITEMS FOR NATIONAL HORSE & CATTLE SHOW 2023 AT FORTRESS STADIUM, LAHORE

Schedule of Tender

LAST DATE & TIME FOR ISSUANCE OF TENDER 04.03.2023 up to 11:00 AM
LAST DATE & TIME FOR SUBMISSION OF TENDER 04.03.2023 up to 11:30AM.
DATE OF OPENING OF TECHNICAL/ FINANCIALPROPOSAL 04.03.2023 up to 12:30 PM

VENUE Directorate Of Breed Improvement , AI Section , Inside Hostels UVAS , Outfall Road , Lahore 042-99211912, 042-99211841

Tender Fee: (Non-refundable) Rs.300-00

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

Name of the firm _____

Name of Authorized person _____

Income Tax No. _____

Sales Tax No. _____

Proof of Previous Experience _____

No. of Year () _____

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 and nothing is left blank. We understand that leaving blanks will make over bid liable to be rejected.

Signature & Stamp

Firm _____

Address _____

TENDER
DOCUMENTS FOR
PURCHASE OF MISCELLANEOUS ITEMS
FOR NATIONAL HORSE & CATTLE SHOW 2023

SCHDULE OF INVITATION OF TENDER NO. L&DD/NHCS/2023/01

Date of opening	=	<u>04.03.2023</u>
Time of receipt	=	11:00 AM
Time of Submission	=	11:30 AM
Time of opening	=	12:30 PM
Price of tender	=	Rs. 300/- (non-refundable)
Required at	=	Directorate Of Breed Improvement , AI Section , Inside Hostels UVAS , Outfall Road , Lahore 042- 99211912, 042-99211841
Delivery Period	=	As and when required during validity period

SPECIAL INSTRUCTIONS

1. The tenders received late or without Earnest Money or submitted without complete documents or incomplete in any respect will not be considered.
2. Items should be delivered to the consignee free of all charges in safe and sound condition.
3. Inspection may be carried out at the consignee end.
4. The tenders will be opened in the presence of the tenderers or their authorized representatives who wish to be present at the time of opening of the tenders.
5. The quantity can be increased or decreased by any margin depending on the requirement and budget.
6. The supplier will be responsible for delivery supply and installation of the material in good condition at Lahore at their own cost and no other charges for the same is to be payable. Transportation of all items to site and back from Lahore is total responsibility of the firm.
7. The supplier/selected firm have to supply and install the items well before three days in advance of the National Horse & Cattle Show being conducted at Lahore as and when required.
8. In the event of the supplier failing, declining, neglecting or delaying the supply or in the event of any damage occurring or being caused by supplier, the Security Deposits will be forfeited along with other legal and punitive actions.
9. All supplied items should be as per standard specification, if the items are not found satisfactory, the same will be sent back and the expenditure will be borne by the supplier.
10. All required items should be in good conditions & will be cleaned by supplier's staff after installation/putting on site.
11. Rate must be quoted on unit basis (including transportation, labor, installation etc.) including all taxes (if any).
12. All precautionary safety measures should be adopted by the supplier in erecting hangers, tents etc. The L&DD Department shall not be responsible for any mis-happening and loss caused due to the supplier's negligence.

13. The representatives of the firm should be available on telephone and also on mobile to enable to call them in emergency situation. Therefore telephone nos. as well as mobile nos. must be provided.
14. No Advance Payment will be made.
15. Final payment will be released after successful completion of event and after deducting all applicable Govt. taxes.
16. Offer shall remain valid till 30.06.2023 from the date of opening of tender. The offer with validity less than 30.06.2023 will not be accepted. The earnest money in the form of Call Deposit Receipt (CDR) @ 2% of the Estimated Cost in favor of the undersigned must be attached its original with the financial proposal as well as a photocopy of the same to be attached with technical proposal. The Estimated Cost is Rs. 2.990 Million.
17. Any offer not received as per terms and conditions of the tender enquiry is liable to be ignored. No offer shall be considered if
 - Received without earnest money @ 2% 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, blacklisted, suspended or removed from the approved list;
 - The offer is received by telegram/email;
 - Offer received with shorter validity than required in the tender enquiry; and
 - The offer is for store not conforming to specifications indicated in the tender enquiry.
18. Offers will remain valid till 30.06.2023 from the date of opening the tender.
19. All tenders must be submitted as per procedure/criteria as provided under Clause 38(2)(a) of the PPRA Rules, 2014 in shape of single stage two envelopes bidding procedure. The bid found to be the lowest evaluated will be accepted.
21.
 - 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 store purchased/hired at his risk and expense.
 - 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, 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 store purchased / hired at his risk and expense.
22. The buyer reserves the right to claim compensation for the loss caused by the delay in the delivery of store.

TERMS & CONDITIONS

1. Income Tax certificate and Sales Tax will have to be provided by the participating firms.
2. Any change in contents of technical proposal or leaving any column blank will liable to be rejected.
3. Any change in contents of financial proposals or leaving any column blank will liable to be rejected.
4. Any offer not received as per terms and conditions of the bidding documents will be rejected.
5. Any cutting, erasing or over writing in contents of technical proposal or leaving any column blank will liable to be rejected
6. No change, alteration will be allowed to the bidders after opening of technical and financial proposals
7. The procuring agency reserves the rights to accept or reject any bid without incurring any liability to the bidder.

8. 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.
9. 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.
10. Quantities of store items can be changed according to the budgetary provisions, cost effectiveness & reasonability of price, or any technical issues.
11. Inspection certificate will be issued after satisfactory performance of the store by committee.
12. No compromise will be offered on store specification at the time of supply. Decision of inspecting authority will be final in any case.
13. Any damage during delivery in the stores of respective consignees will be borne by the supplying firms.

GENERAL 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.
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. The Committee 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.
6.
 - (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.
7. The L&DD Department 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.

8. Tenderers must quote their bids & proposals & offers on prescribed invitation bidding documents.
9. Tenders should be addressed to Directorate Breed Improvement , L&DD Punjab Lahore.
10. Tenderers should quote their firm and final rates both in words as well as in figures. Any over writing or cutting on the rates offered shall stand cancellation of said offer.
11. Any conditional, ambiguous or incomplete offer in any respect shall be ignored. Rather neither justification nor any representation would be entertained PPRA Rules2014 will be adhered strictly.
12. The Financial Proposal should be submitted on the basis of unit price specified in the invitation to tender.
13. All store articles will be in original manufacturer's packing and match with the appended samples already provided.
14. Replacement of stocks if found substandard at any stage is understood to be guaranteed.
15. Firms quoting rates must be registered with relevant Tax Departments.
16. Inspection of the stores and verification of specification including quality & quantity will be conducted by notified store inspection Committee.

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 Tender No..... due for opening on 04.03.2023 for the supply of items mentioned in tender at Lahore for the year 2022-23 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/services offered by us are exactly to the particulars and specifications 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.
6. Certified that the prices quoted to the Department against Tender No..... 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. 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 Miscellaneous items.

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 we are not black listed or banned for manufacturing or 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 valued till 30.06.2023.
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 complaint of bidders that may occur prior to the entry into the force procurement contract.

#	Designation	Status
1	Director Livestock Lahore Division s	Convener
2	Assistant Director General (E&P) L&DD Punjab O/O DGE Lahore	Member
3	Additional Director Livestock Kasur	Member

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	Tenders have been submitting under single stage two envelop procedure according to PPRA Rules 2014		Yes		No
2	Technical/Financial Bid have been prepared on the prescribed Performa provided with bid document by the department and nothing is left blank		Yes		No
3	Technical/financial Bid is attached with covering letter on letter head of our firm		Yes		No
4	Bio Data form is duly filled and signed and nothing is left blank		Yes		No
5	Income Tax Registration Certificate attached		Yes		No
6	Sale Tax Registration attached		Yes		No
7	Integrity Pact on judicial stamp paper of Rs.100-00 attached.		Yes		No
8	Original Tender purchase Receipt		Yes		No
9	Copy of CNIC of the Bidder		Yes		No
10	Original CDR attached with Technical Proposal		Yes		No

It is certified that certificates given in bid document have been read, understood, agreed and signed by us.

Signature & Stamp

Name _____

Firm _____

Address _____

Cell No _____

Part-II

TECHNICAL PROPOSAL
TENDER NO. L&DD/NHCS/2023/01

Name of Firm_____

Address_____

Income Tax #_____

Name of Firm Representative _____

#	Description	Tentative Quantity	Specifications Offered
1	Good Quality Stitched Uniform White Medium (Wash& Wear Kaiti Cloth)	300	
2	Good Qaulity Stitched Uniform White Large (Wash & Wear /Kaiti Cloth	300	
3	Socks white (pair)	300	
4	Vest (Banian)	300	
5	White Fleet Shoes (pair) Large Size	100	
6	White Fleet Shoes (pair) Medium Size	200	
7	Wooden Manger(Khurli) 4X6 feet	30	
8	Wooden Manger(Khurli) 2X6 feet	10	
9	Plastic Tub 30 Litre Good Quality Plastic	10	
10	Plastic Tub 50 Liter Good Quality Plastic	20	

Signature & Stamp

Name _____

Firm _____

Address _____

Cell No _____

Part-III
FINANCIAL PROPOSAL
TENDER NO. L&DD/NHCS/2023/01

Name of Firm_____

Address_____

Income Tax #_____

Name of Firm Representative _____

#	Description	Tentative Quantity	Rate per Unit including all Taxes (Rs.) per Unit
1	Good Quality Stitched Uniform White Medium (Wash& Wear Kaiti Cloth)	300	
2	Good Qaulity Stitched Uniform White Large (Wash & Wear /Kaiti Cloth	300	
3	Socks white (pair)	300	
4	Vest (Banian)	300	
5	White Fleet Shoes (pair) Large Size	100	
6	White Fleet Shoes (pair) Medium Size	200	
7	Wooden Manger(Khurli) 4X6 feet	30	
8	Wooden Manger(Khurli) 2X6 feet	10	
9	Plastic Tub 30 Litre Good Quality Plastic	10	
10	Plastic Tub 50 Liter Good Quality Plastic	20	

Signature & Stamp

Name _____

Firm _____

Address _____

Cell No _____