

*BID FORM NO.*_____

BIDDING COCUMENTS

**HIRING & SUPPLY OF EQUIPMENT
FOR ESTABLISHMENT OF RAMZAN
BAZARS 2021
DISTRICT MANDI BAHAUDDIN**



**OFFICE OF THE DEPUTY COMMISSIONER
MANDI BAHAUDDIN**

OFFICE OF THE DEPUTY COMMISSIONER MANDI BAHAUDDIN

SCHEDULE FOR INVITATION

**Hiring & Supply of Equipment for
Establishment of Ramzan Bazars 2021
in District Mandi Bahauddin**

- Tender Fee: 2000/- (Non Refundable)
- Last Date of Issuance: 05.04.2021 till 04:00PM
- Receiving Date & Time: 06.04.2021 at 11:00AM
- Opening Date & Time: 06.04.2021 at 01:00PM
- Venue: Office of DC Office, M.B.Din
- For Queries: Tel# 0546-506488
- Earnest Money: 2% of Estimated Price in the shape of CDR

Name of Representative/Bidder: _____

Company Name: _____

Company Seal/ Stamp: _____

OFFICE OF THE DEPUTY COMMISSIONER MANDI BAHAUDDIN

TENDER FORM

**Hiring & Supply of Equipment for Establishment
of Ramzan Bazars 2021 in District Mandi Bahauddin**

I/We submit the following particulars of the firm with tender for the above services.

Name of Firm: _____

Name of Proprietor _____

CNIC of Proprietor _____

Complete Address _____

Office Telephone / Fax No. _____

Name of Authorized Representative _____

Cell No. Authorized Representative _____

CNIC No. (Copy Attached) _____

Sales Tax Reg. No. _____

Income Tax Reg. No. _____

CDR# with Banks Name _____

Company Seal/ Stamp _____

OFFICE OF THE DEPUTY COMMISSIONER MANDI BAHAUDDIN

CERTIFICATE

(Must Be Provided on Stamp Paper of Rs.100/-)

We M/S: _____ are not Black listed/Defaulter of any Organization / Department/ Government/autonomous Body/ Authority / Institution at any time. We accept the terms & conditions of the bidding documents and hereby categorically confirm that the supplies offered by us are exactly of the same particulars and specifications as laid down in the bidding documents. In case of any violation of any of the terms and conditions, our security / call deposit maybe forfeited. We further hereby undertake that such any action of the administration shall not be challenged in any court of law.

We also confirm that the prices quoted in the office of Deputy Commissioner, Mandi Bahauddin are not more than the prices quoted in any other Government/Autonomous Institution for the same services, in case of any difference, overpricing detected at any stage, we shall be bound to refund the differential amount to the institution in the best interest of the Government of the Punjab.

SIGNATURE OF THE BIDDER

Name of Representative/Bidder:_____

Company Name:_____

Company Seal / Stamp:_____

OFFICE OF THE DEPUTY COMMISSIONER MANDI BAHAUDDIN

INSTRUCTIONS FOR BIDDERS

Hiring & Supply of Equipment for Establishment of Ramzan Bazars 2021
in District Mandi Bahauddin

QUOTATION/TENDER NOTICE
BID FORM NO: _____

1. Bidder must be NTN/[GST/PRA Registered Firm.
2. Bank Statement for last 03 years should be provided.
3. The Bidder / Company should not be black listed by any firm or organization/department/authority.
4. The Company/Bidder must have relevant experience of minimum 03 years and attach relevant work orders. (Tentage, lighting and allied arrangements for various events).
5. The Quotation must include CDR of 2% of the total value of the Bid in favor of Additional Deputy Commissioner (Rev), Mandi Bahauddin. The Successful bidder will have to submit 5%) contract award money) insurance/Bankers Cheque as security.
6. Rates will be quoted against each item mentioned in bid document on prescribed bidding document format.
7. The installation and dismantling of the whole Bazars will be the responsibility of the successful bidder. The bidder must provide essential labor (03 person) in bazar for any changes required by the administration during the operation of Ramzan Bazars.
8. Tents/ Canopy/ Shamayana must be clean/neat and in new condition.
9. The security of all items installed by the bidder is his own responsibility. He has to ensure the functioning of all items of bazars installed by him. In case of Storm/rain the bidder has to ensure that the bazar remains functional within 06 hrs. Any material damaged during the operations will be replaced by the vendor on the same day.
10. Any applicable taxes of Government are the responsibility of the bidder.
11. All Quotations will be opened under Rules 38(2)(a) (Single Stage Two Envelops). The bid shall be a single package consisting of two separate envelopes, containing separately the financial and the technical proposals.
12. The envelopes shall be marked as "Financial Proposal" and "Technical Proposal".
13. The instructions issued by the Services and General Administration Department, Punjab and PPRA Rules 2014 will be applicable on all bids.
14. Tenders incomplete/Cut/Broken & unsealed etc. and after due time and date will not be accepted.
15. Tender Documents can be obtained from DC Office Mandi Bahauddin by paying Rs.2000/- for registration of your firm to participate in the bidding process.
16. The tender advertisement can also be seen from the website of PPRA.
17. In the financial bids (at the time of opening the financial proposal) the arithmetical errors shall be rectified on the following basis.
 - i. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the Bidders/Suppliers do not accept the correction of the errors, its bid shall be rejected. If there is a discrepancy between words and figures, the amount in words shall prevail.
18. The System is required to be functional nonstop for the desired time period. This has to be ensured by the bidder.

19. The contract will be awarded to the successful bidder on the basis of lowest rates (lump sum) offered for highest quality of services.
20. The Bidder/Company will submit its execution plan.
21. The office of the Deputy Commissioner has the right to cancel tenders before ADVANCE ACCDEPTANCE is issued in the light of Rules 35 amendment Rules PPRA-2014.

Acceptance of the terms and conditions of the Bid by the Bidder:

Signature of the Bidder:_____

Name of the Bidder:_____

Company Seal/ Stamp:_____

OFFICE OF THE DEPUTY COMMISSIONER, MANDI BAHAUDDIN

Part-1 (4 Bazars in District Mandi Bahauddin)

QUOTATION/TENDER NOTICE

BID FORM NO: _____

Section A (Services on Rent)

Sr. No.	Description of Items	Quantity (A)	Unit Rates per Month (B)	Total Rate per Month (A+B)=C
1.				
2.				
3.				
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34.				

OFFICE OF THE DEPUTY COMMISSIONER, MANDI BAHAUDDIN

Section A (Services on Rent)

Sr. No.	Items Name	Quantity	Unit Price	Total Price
1.				
2.				
3.				
4.				
5.				
6.				

Grand Total Section (A+B)/ Amount Rs. _____

Amount in Words _____

Company Seal/ Stamp _____

CHECK LIST
LIST TO ATTACH WITH THE TECHNICAL BID

Sr. No.	Items	Yes/ No
1.	NTN/GST/PRA Registration Certificate	
2.	Bank Statements of last 3 years	
3.	Work Orders for relevant work experience (minimum 3 years)	
4.	List of employees with designation /responsibility	
5.	CDR 2%	
6.	AFFADAVIT on Stamp Paper	
7.	Quoted items brands and Specification	

All the documents must be tagged properly and arranged in a sequence.