

BIDDING DOCUMENTS

**HIRING & SUPPLY OF EQUIPMENT
FOR ESTABLISHMENT OF RAMZAN
BAZAR 2021
DISTRICT ATTOCK**



**OFFICE OF THE DEPUTY COMMISSIONER
ATTOCK**

OFFICE OF THE DEPUTY COMMISSIONER ATTOCK

SCHEDULE FOR INVITATION

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

- Tender Fee: Rs.3000/- (Non Refundable)
- Last Date of Issuance: 09.04.2021 till 11.00 AM
- Receiving Date & Time: 10.04.2021 at 11:00 AM
- Opening Date & Time: 10.04.2021 at 11.30 AM
- Venue: Office of the Deputy Commissioner, Attock
- For Queries: Tel #057-9316122
- Earnest Money: Rs. 300,000/- in the shape of CDR

Name of Representative/Bidder:_____

Company Name:_____

Company Seal / Stamp:_____

OFFICE OF THE DEPUTY COMMISSIONER ATTOCK

TENDER FORM

**Hiring & Supply of Equipment for Establishment
of Ramzan Bazar 2021 in District Attock**

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 ATTOCK

CERTIFICATE/ UNDERTAKING

(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 an 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, Attock 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 ATTOCK

INSTRUCTIONS FOR BIDDERS

Hiring & Supply of Equipment for Establishment of Ramzan Bazar 2021 in District Attock

**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 Bidder must include CDR of Rs. 3,00,000/- in favor of Deputy Commissioner Attock. The Successful bidder will have to submit 05% (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 Bazar 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 operations of Ramzan Bazar.
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 Attock by paying Rs.3000/- 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 that 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 ACCEPTANCE 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 ATTOCK

Part- I (06 Bazars in Tehsil Attock)

QUOTATION/TENDER NOTICE

BID FORM NO: _____

Section A (Services on Rent)

Sr. No	Description of Items	Quantity (A)	Unit Rate per Month (B)	Total Rate per Month C=(A*B)
1	Portable washroom (6 x 4)	06		
2	Shamyana (15 x 15) with all accessories	100		
3	Kanat 15*10	205		
4	Canopy 45*45 with all accessories	30		
5	Carpet/ Runner (20 x 6)	75		
6	Table (4x 4)	100		
7	Foam Chair with Cover	400		
8	Sanitizer 500 ML	60		
9	Mask	600 Pack		
10	Pedestal Fan	30		
11	4 CCTV Cameras 2 Mega Pixel IP based with 4 Channel NVR + Hard Disk + Installation testing commissioning for 30 days with maintenance to keep system up and functional (4 Cameras for each 7azaar)	30		
12	Electrification work for 06 Ramzan Bazars with 5 sogo lights 1000W 40 LED bulbs, 80 Connection for Fans, & allied fixing electrical connection fixtures/equipment as per need for each Bazar. One electrician per 7azaar shall be deputed for 30 days.	6 Bazar		
13	Flower Pot	200		
14	Public Announcement System	06		
15	Digital Board	06		
16	Walk Through Gate	06		

Note: Transportation Charges/ Provision at Spot and Installation Charges may be included

OFFICE OF THE DEPUTY COMMISSIONER ATTOCK

Section B: (Items for procurement/Purchase)

Sr. No	Item Name	Quantity	Unit Price	Total Price
1	Rexene Sheet	3000 Meter		
2	LED 48"	06		
3	Banners / Panaflex rate per Sq.Ft	10000 sqft		
4	Printed Bag for Sugar Size (1 & 2 KG)	1100 KG		
5				
6	Dust Bin	75		
7	Weight Machine Best Quality (50 KG weight)	06		
8	Plastic Basket (1' x 2')	200		
9.	Cloth (White/ Green/ Red/Blue)	3200 Meter		
10.	Extension Led (10-15 Feet cable with 04 Soket)	20		
11.	Connector	18		
12	Sound System	06		
13	Light Plug	50		
14	Lime (Chona)	150 Mon		
15	Stationary Item			
	i. Legal/ A 4 Paper Rim	36		
	ii. Ball Pen Pack	60 Pack		
	iii. Marker	60 Pack		
	iv. File Cover Soft	600		
	v. Stapler with pin	12		
	vi. Pin Opener	12		
	vii. Printer Toner	12		
	viii. Shapner, Pencil, Razer	18 each		
	ix. Printed Taq for Sabzi/ Fruits	5000		
	x. Stands for Rate List	30		
	xi. Register -20 Number	36		

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	Requirement
1.	NTN, GST, PRA Registration Certificates.	Compulsory
2.	Bank statements of last 3 years	Compulsory
3.	Work Orders for relevant work experience (minimum 3 years)	Compulsory
4.	List of employees with designation / responsibility	Compulsory
5.	CDR Rs. 300,000/-	Compulsory
6.	AFFADAVIT on Stamp Paper `	Compulsory
7.	Quoted items brands and Specification	Compulsory

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