

From

The Divisional Forest Officer,
Okara Forest Division, Okara.

(Due on 04.08.2021)

INVITATION TO BID

TENDER NO. /DFO/OK/PB/2021-22

Dear Sir,

You are hereby invited to submit your tender for the store as detailed in the schedule to this invitation to Tenders subject to the condition laid in PPRA and those mentioned here under and given in the schedule. The contract resulting from this invitation to tender shall be governed by the General conditions of contract as contained in Tender Enquiry as required under Punjab Procurement Rules 2009 and Amended Rules 2014, the special Condition contained in SL.No.35-44 where ever applicable. The tender quoting against this invitation to tender shall be deemed to have read and understood the conditions thereof and their particular of the store required and their specification etc.

2. The tenderer shall quote on the prescribed schedule to this invitation to tender on the basis indicated there in and shall sign, the certificate given therein to the effect that the stores shall be supplied exactly in accordance with the requirement the tender otherwise it would be perused that offer is strictly in accordance with the requirement specified in the scheduled. In case there is any deviation it should be clearly stated by the tender otherwise it would be presumed that offer is strictly in accordance with the requirement of the tender noted.

3. In the case of offers for supply of stores both imported and indigenous from within the country price quoted shall be inclusive of all taxes. Duties and charges for packing, marking handing etc. **where sales tax is leviable and included in the price quoted it shall be indicated separately.**

4. Offer for supply of stores subject to prior sale shall not be entertained.

5. The store is required for delivery/shipment as stated in the schedule. If however, it is not possible to given delivery/shipment by the specified the tenderer shall given guarantee date by which he can deliver/ship the store.

6. Failure to submit the tender in the manner prescribed in the invitation to tender will returned it liable to be ignored.

7. The purchase does not pledge himself to accept the lowest tender/reserves to himself the right of accepting the full or part quantity offered and the tendered shall supply the same at the rate quoted. The tenderer is at liberty to quote for the full or part quantity.

Yours faithfully.



DIVISIONAL FOREST OFFICER, OKARA FOREST DIVISION, OKARA

Phone # 0449200058

Email: dfo_okara@yahoo.com

BID MONEY /SECURTIES TENDER PRICE RS.1000/- (NON REFUNDABLE)
EARNEST MONEY RS. @ 5% OF THE TENDER VALUE AND 10% SECURITY SCHEDULE TO
INVITATION TO ADVERTISED TENDER ENQUIRY NO. DFO/OK/PB/2021-22/

A	Date of Opening	04.08.2021
B	Time of receipt	11:00 A.M
C	Time of Opening	11:30 A.M
D	Delivery period	Up to 30.06.2022/or earlier

INSTRCTIONS TO BIDDER:-

1. An offer not fulfilling any of T/E's condition will be ignored.
2. Offer shall remain open for current financial year 2021-22 days for acceptance from the date of opening of tender.
3. Tenders should quote their rates both in words and figures failing which their offer will be ignored.
4. Tenders should quote their rates ex-Consignee basis at Okara. Inspection of store with association of the Indenting officer will be conducted.
5. The firm if fails, to execute contract as per terms & condition of the contract, the earnest money, if any will be forfeited in addition to other actions under the rules on the subject.

FORM OF BID/FORM OF CONTRACT

ITEMS NO.	DESCRIPTION STORE	UNIT/QTY
DFO/OK/PB/2021-22	Polythene Bag Size 8" x 4" (Gauge 0.002 mm (Approx 500 to 550 P. Bags Per KG)	600 KG

GENERAL CONDITIONS OF CONTRACT.

6. The supplier shall have to ensure the supply of said store within 10-days after receipt of confirmed supply order.
7. Certified document of Store must be provided by the supplier at the time of delivery of store and this responsibility rests with consignee/indenter representative who receive the store at the time of taking delivery after Inspection.
8. Payment of store is to be made by the consignee on receipt of store according to contract specification satisfactorily and within stipulated period, given to the supplier by the Department.
9. **In case of have authorization from their principals**, the Supplier/Agent/Dealer will have to attach the attested copy of valid Dealership certificate/License or authorization from the manufacturer.
10. The rate offers should be according to approved list of DSC (Government of the Punjab) FW&F Department, **on the basis of single stage procedure with two envelope system i.e Technical and Financial offers/proposals separately, as amended Rule 38(a) of PPRA Rules 2014.**
11. Rate offers should be from only such persons/firms who are registered with Sales Tax/Income tax Department and are required to quote their sale Tax registration Number and showing the amount of sales tax invoice as well as professional Tax clearance certificate.
12. Income Tax will be deducted by the department at the prescribe rate by the Income Tax Department.
13. The rates offered should be as per Specifications mentioned in the Tender Enquiry.
14. All the bidders must sign and stamp each paper of Tender Enquiry.
15. By all the Bidders/ firms must attach Earnest Money with Financial/Commercial offers @5% of the total value of tender in favour of Divisional Forest Officer, Okara. Earnest Money of the successful bidders should be returned after opening the tenders as soon as possible.
16. The successful bidder shall have to deposit security in the shape of Call Deposit @ of 10% total value of the tender in the name of Divisional Forest Officer, Okara within 7-days of the acceptance of the tender, otherwise tender will be rejected and Earnest Money forfeited.
17. The offers must include all kinds of duties, transportations upto Consignee and taxes etc. and should remain valid for current year 2021-22 from the date of opening the tenders. The successful tenderer shall have to supply the store within 30-days of the issue of purchase order, other-wise the earnest Money shall be forfeited, tender cancelled and the firm will be black listed.
18. Conditional or late tenders shall not be accepted/considered.
19. Department reserves the right to reject all the tenders as per amended Rule 35 of PPRA Rules 2014 prior to issuance of Advance Acceptance Tender/ Purchase Order.



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LIST OF GOODS OR BILL OF QUANTITIES (WHEREAPPLICABLE/DELIVERY TIME ARE COMPELETION SCHDULE)

PROFORMA TENDER ENQUIRY FOR PURCHASE ON FREE DELEIVERY SCHEDULE INVITATION OF.

Date of Opening	04.08.2021
Time of Receipt	11.00 A.M
Time of Opening	11.30 A.M
Delivery Period	As early as possible (upto 30.06.2022) or earlier

Note: - Please read the following note and instructions carefully:-

Any offer not recovered as per terms and conditions of the tender enquiry is liable to be ignored. No offer shall be considered if:-

- i. Received without earnest money.
 - ii. It is received after the time and date fixed for its receipts
 - iii. The tender is unsigned.
 - iv. The offer is ambiguous.
 - v. The offer is conditional
 - vi. The offer is from a firm, black listed. Suspended or removed from the approved list from any Government Department/Organization.
 - vii. The offer is received by telegram.
 - viii. Offer received with shorter validity than required in the tender enquiry; and
 - ix. Offer is for store not confirming to specification indicated in the tender enquiry.
2. Offers will remain valid for financial year 2021-22 from the date of opening the tender.
3. All tenders must be submitted in double cover. The outer cover should indicate the name of the addressee tender number and 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, i.e technical proposal and financial proposal separately.
4. The purchaser reserves the right to purchase full or part of the store or ignore/scrap/cancel the tender without assigning any reasons.
5. (a) If the acceptance of tender issued during the validity period of the offer is not accepted by the tenderer, the earnest money shall be forfeited and the store purchased at his risk and expense.
(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 condition laid down in the contract the security deposited by him shall be forfeited and the store purchased at the risk and expense.
6. The buyer reserves the right to claim compensation for the loss caused by the delay in the delivery of store.

QUALIFICATION CRITERIA/SPECIAL INSTRUCTIONS.

1. The store is required by the consignee by "As early as possible." However the tenders are required to indicate their own guaranteed earliest date by which the store will be supplied by them.
2. Tendereres must quote on the prescribed invitation to Tender Form in limited tender as well as in advertised tender. Cash Receipts (in original or photocopy) in token of having purchase the tender, must accompany the offer.

3. Tenders should be addressed to Divisional Forest Officer, Okara
4. Tenders should quote their firm and final rates both in words as well as in figures.
5. Tenderers who are not registered for the specified store shall be Deposit at Call of the amount of 5% of the Tender Value in favor of the Divisional Forest Officer, Okara.
6. The successful tenderer may be required to furnish security deposit upto 10% in the form of deposit at call in favour of Divisional Forest Officer, Okara (by designation only) within the period specified in advance acceptance of Tender, failing which repurchase shall be made at their risk and expense.
7. Against indigenous stores Tenderers who are manufacturers must indicate name and address of the works in Pakistan from where they intend to supply the store. Other than manufacturers/ as under failing which the offers shall be ignored tenders must enclose certificate from their manufacturer.

"This is to certify that

M/S. _____ have obtained quotation from us against invitation to Tender No. _____ due on _____ and we have agreed to supply manufacturer the said stores strictly in accordance with the specification laid down in the said invitation to tender."

8. Any conditional; ambiguous or called in-complete offer in any respect shall be ignored.

- No supplementary or revised offer after the opening of tenders shall not be entertained.
9. The tenders should indicate in their tenders, the complete address or the place/places where stores will be offered for inspection.
10. The tenderers shall enclose catalogues/leaflets/literature and other technical data, if any respect of store offered by them.
11. Tenders should specifically indicate their G.I.R.No and Circle of the Income Tax Department.
12. Any erasing/cutting/crossing etc, appearing in the offer, must be properly signed by the person signing the tender. Moreover, all pages of the tender must also be properly signed, offers with any over-writing
13. The quotation should be submitted on the basis of accounting units specified in the invitation to tender.
14. (a) 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 tenders must clearly identify variation in their offers. Store offered of a specification superior to the one specified in the tender enquiry shall however, be acceptable.
- (b) In case indigenous stores is offered as a store similar to that specified in the tender enquiry the tenders shall within seven days of the opening of the tender have the said stores, wherever, possible, pre-inspected by the inspection Wing at their own cost.
- (c) Where offers have been invited for specified brands offers for other brands shall not be acceptable.
15. Store should be brand new and in original manufacturers packing.
16. One/Two years free service and supply of spare parts on payment basis must be guaranteed.
17. Tender samples where needed should be submitted by the tenderers along with their offers. Bulky samples should be delivered at the time of the opening of the tenders, failing which the offer shall not be entertained.
18. The stores is required as per indenters specifications which is available in the office "Divisional Forest Officer, Okara" and can be seen during office hours.
19. I) In case of spare parts of imported origin:-

A certificate should be given by the tenderers that the spare parts shall be genuine, brand new and in the original packing of the manufacturer.

ii) A certificate should be given by the tenderes that they will be responsible for free replacement of parts if not found suitable for the engine, machinery or its ancillary equipment or demand.

iii)Manufacturer's name, in whose packing the spares will be offered inspection must be given in the offer.

iv) Import documents shall be produced at the time of inspection to ensure that stores offered for inspection are imported/genuine brand new and in the original packing of the manufacturer.

v) The tenderer should undertake that the security may be forfeited if they fail to furnish the import documents on inspection as at (IV) or to the purchase of store at their risk and expense.

Vi) Part No. and nomenclature of each item must be given in the quotations as per particulars contained in the tender enquiry in case superseded parts Nos. are support of the offer made to them.

vii) 100% payment will be allowed on receipt of inspection and accepted store by the consignee who shall return the inspection notes to the authorized representative of the firm duly receipted within a period of 10-days.

20. Testing charges of sample/samples against the tender/advance bulk suppliers will be born by the tenderer/contractor irrespective of the result of the sample/samples.

21.(a) The tender shall be enclosed in a double cover. The out cover shall bear the address of the office issuing the invitation to tender without any indication that it encloses a tender. The inner cover shall be sealed and the number of the Invitation to Tender and date of opening shall be clearly marked on it. All out-station tenders must be sent by Registered Post well in time and only one "Tender" shall be enclosed in one cover.

22. All tenders shall be opened at the time and date specified in the Invitation to Tender. The tenderer's representative shall be at liberty to be present at opening of the tenders.

23. The person signing the tender on behalf of the tenderer must specify his authority, that is to say, whether he signs as the Sole proprietor, Active Managing Partner, Managing Director, Acting Director, Manager, Secretary, or "Per procurator" for the firm and if so required shall have to produce copy of the documents authorizing him to sign the tender.

Note: - All the members or an attorney duly authorized by all of them or the Manager of the firm shall sign the tender and other subsequent documents.

24. It is in the interest of the tenderers to get themselves registered with the Department as "APPROVED CONTRATORS"/PRE-QUALIFIED FIRM IF REQUIRED.

25. The tenderer shall give the following information, if called upon to do so :-

- (1) Registration No. as approved Contractor
- (2) C.C.I and Registration No.
- (3) Income Tax Registration No.
- (4) Sales Tax Registration No.
- (5) Professional tax registration No.

26. The submission of tender against the Invitation to Tender by the tenderer, shall deemed to his having read and accepted the conditions contained in detail given in tender documents and thoroughly examined the specifications, drawing and particulars specified in the Invitation to Tender, Further the tenderer shall be deemed to be fully aware of the nature of goods required and shall be bound to accept the contract. if placed with him on the basis of his prices within the validity of his tender.

27. The tenderer shall be certify in his tender that stores offered for supply shall be strictly in accordance with the requirements set out in the Invitation to Tender. This shall be done by affixing the green Certificate as under the top of the first sheet of his tender.

We guarantee to supply stores exactly in accordance with the requirement specified in the Invitation to Tender No.----- ----- Tenderer's Signature----- -----

28. The period Invitation to Tender may be purchase from appropriate authority specified ans cash receipt must be enclosed with the tender.

29. The unsolicited, late and delayed tenders shall not be considered.

30. Any correction or alteration in the tender must be signed in full by the same person, who is signing the tender for and on behalf of the tenderer.

31. The purchaser does not pledged himself to accept the lowest tender and reserved to himself the right of accepting the whole or any part of the tender or portion of the quantity offered, and the tendrer shall supply the same at the rate quoted. The tenderers are at liberty to tender for the whole or any portion or to satae in the tender that the rate quoted shall apply only if the entire quantity is purchased.

32. Acceptance by the Purchaser will be communication by telegram, letter of acceptance or advance Acceptance of Tender or formal "ACCEPTANCE OF TENDER". In case, where acceptance is communicated by the courier/ fax or letter or Advance Acceptance of tender, the formal Acceptance of Tender will be forwarded to the successful tenderer as soon as possible but the instructions contained in the courier/fax, letter or advance Acceptance of Tender shall be acted upon immediately.

33. The tenderer must always give his tender for brand new stores of latest design, robust construction and made according to the modern manufacturing practice. Unsolicited, late and delayed tenders shall not be considered.

34. Tenderers offering stores subject to prior sale shall not be considered.

SPECIAL CONDITIONS FOR PLANT AND MACHIONERY

35. The plant and machinery offered by the tenderers must be suitable for operation in extreme tropical climate at site and for the working duty (8 hours, 12 hours or continuous 24 hours etc). as specified in the Invitation to Tenser.

36. The plant and machinery offered by the tenderer shall be of latest well tried design and robust construction to give adequate service life expected from them after installation at site.

37. The successful tenderrr shall be required to furnish complete details for suitable layout, foundation, installation erection, inspection and tests, operations and maintenance.

38. The plant and machinery offered shall always be complete with its normal standard accessories fittings, tool kit and spare parts, if any.

39. A successful tenderer shall furnish at the option of the purchaser a price spare part list of the plant and machinery offered by him, to facilitate the supply of spare parts afterwards.

40. The tenderers are advice in their own interest to make sure that the plant and machinery offered by them meet the specified requirements and are pcapable of giving the required performance and service at site with its local conditions regarding climate, ground air, water, power and fuel.

41. The successful tenderer shall have to make suitable arrangements for Inspection and tests if required by the Inspector/Purchaser after correction at site.

42. The tenderer must ensure the use of best materials in the making of plant and machinery tenderer by them or their principals. The use of any below standard materials shall make the goods liable to rejection and the tenderers liable to compensation and disciplinary and monetary repercussion upon the tenderer.

43. The price quoted by the tenderer shall include the cost of competent Engineers to supervisor initial operation and training of the consignee's staff and to guide for the servicing and maintenance of the plant and machinery offered and supplied.

44. The prices quoted by the tenderer shall include the cost of all routine and type tests stipulated in the specifications governing the supply of goods.

**DIVISIONAL FOREST OFFICER
OKARA FOREST DIVISION
OKARA**

CERTIFICATE

- i. We hereby confirm to have read carefully the description of stores and all the terms and conditions of your tender enquiry No. _____/2021-22 due for opening on 04.08.2021 at 11:30 AM in the Office of the Divisional Forest Officer, Okara for the supply of **Polythene Bags size 8" x 4" at Site in Okara Forest Division.**
- I. As per specification attached **Annex-A)** in additions to the conditions laid down and also all the special instructions attached to the said tenders enquiry, we agree to abide by all these instructions conditions.
- II. 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 respect.
- III. The stores offered by us are of (a) foreign origin or (b) local origin.
- IV. We accept that if the required earnest money is not furnished for our offer is found lacking in any or the requirement of your tender enquiry, it shall be ignored.
- V. We hereby confirm to adhere to the delivery period required in the tender enquiry which should be the essence of the contract and un-conditionally to accept the recovery of belated damages on letter suppliers at 2% per month or part thereof.
- VI. Certificate that the price quoted to the Department against Tender are not more than the prices charged from any other Purchasing Agencies in the Country and in case of any discrepancy, the tenderer hereby undertakes to refund the price charged in excess. From PR-Vii duly filed in and signed is enclosed.

Name of Tenderer_____

Signature of Tenderer_____

Designation _____

Seal_____

Witness

a) Name_____ (Signature)_____

b) Full Address_____

c) Date) _____

PARTICULAR OF STORE DEMAND

Annexure – A

Item No.	Description of Stores	Specification No. Drawing No. and other particulars to guide supply	Accounting Unit	Total
1	Supply of Polythene Bags at Site in Okara Forest Division	Polythene Bag 8” x 4” (Gauge 0.002 mm) (Approx 500 to 550 P. Bags Per KG)	KG	

DIVISIONAL FOREST OFFICER

OKARA FOREST DIVISION

From

The Divisional Forest Officer,
Okara Forest Division, Okara.

(Due on 04.08.2021)

INVITATION TO BID

TENDER NO. /DFO/OK/PB2/2021-22

Dear Sir,

You are hereby invited to submit your tender for the store as detailed in the schedule to this invitation to Tenders subject to the condition laid in PPRA and those mentioned here under and given in the schedule. The contract resulting from this invitation to tender shall be governed by the General conditions of contract as contained in Tender Enquiry as required under Punjab Procurement Rules 2009 and Amended Rules 2014, the special Condition contained in SL.No.35-44 where ever applicable. The tender quoting against this invitation to tender shall be deemed to have read and understood the conditions thereof and their particular of the store required and their specification etc.

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6. Failure to submit the tender in the manner prescribed in the invitation to tender will returned it liable to be ignored.

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BID MONEY /SECURTIES TENDER PRICE RS.500/- (NON REFUNDABLE)
EARNEST MONEY RS. @ 5% OF THE TENDER VALUE AND 10% SECURITY SCHEDULE TO
INVITATION TO ADVERTISED TENDER ENQUIRY NO. DFO/OK/PB2/2021-22/

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FORM OF BID/FORM OF CONTRACT

ITEMS NO.	DESCRIPTION STORE	UNIT/QTY
DFO/OK/PB2/2021-22	Polythene Bag Size 5" x 9" (5" x 9" having a gauge of 0.003" or 0.08 mm)	1000 KG

GENERAL CONDITIONS OF CONTRACT.

25. The supplier shall have to ensure the supply of said store within 10-days after receipt of confirmed supply order.
26. Certified document of Store must be provided by the supplier at the time of delivery of store and this responsibility rests with consignee/indenter representative who receive the store at the time of taking delivery after Inspection.
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12. Any erasing/cutting/crossing etc, appearing in the offer, must be properly signed by the person signing the tender. Moreover, all pages of the tender must also be properly signed, offers with any over-writing
13. The quotation should be submitted on the basis of accounting units specified in the invitation to tender.
14. (a) 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 tenders must clearly identify variation in their offers. Store offered of a specification superior to the one specified in the tender enquiry shall however, be acceptable.
- (b) In case indigenous stores is offered as a store similar to that specified in the tender enquiry the tenders shall within seven days of the opening of the tender have the said stores, wherever, possible, pre-inspected by the inspection Wing at their own cost.
- (c) Where offers have been invited for specified brands offers for other brands shall not be acceptable.
15. Store should be brand new and in original manufacturers packing.
16. One/Two years free service and supply of spare parts on payment basis must be guaranteed.
17. Tender samples where needed should be submitted by the tenderers along with their offers. Bulky samples should be delivered at the time of the opening of the tenders, failing which the offer shall not be entertained.
18. The stores is required as per indenters specifications which is available in the office "Divisional Forest Officer, Okara" and can be seen during office hours.
21. I) In case of spare parts of imported origin:-

A certificate should be given by the tenderers that the spare parts shall be genuine, brand new and in the original packing of the manufacturer.

ii) A certificate should be given by the tenderes that they will be responsible for free replacement of parts if not found suitable for the engine, machinery or its ancillary equipment or demand.

iii)Manufacturer's name, in whose packing the spares will be offered inspection must be given in the offer.

iv) Import documents shall be produced at the time of inspection to ensure that stores offered for inspection are imported/genuine brand new and in the original packing of the manufacturer.

v) The tenderer should undertake that the security may be forfeited if they fail to furnish the import documents on inspection as at (IV) or to the purchase of store at their risk and expense.

Vi) Part No. and nomenclature of each item must be given in the quotations as per particulars contained in the tender enquiry in case superseded parts Nos. are support of the offer made to them.

vii) 100% payment will be allowed on receipt of inspection and accepted store by the consignee who shall return the inspection notes to the authorized representative of the firm duly receipted within a period of 10-days.

22. Testing charges of sample/samples against the tender/advance bulk suppliers will be born by the tenderer/contractor irrespective of the result of the sample/samples.

21.(a) The tender shall be enclosed in a double cover. The out cover shall bear the address of the office issuing the invitation to tender without any indication that it encloses a tender. The inner cover shall be sealed and the number of the Invitation to Tender and date of opening shall be clearly marked on it. All out-station tenders must be sent by Registered Post well in time and only one "Tender" shall be enclosed in one cover.

22. All tenders shall be opened at the time and date specified in the Invitation to Tender. The tenderer's representative shall be at liberty to be present at opening of the tenders.

23. The person signing the tender on behalf of the tenderer must specify his authority, that is to say, whether he signs as the Sole proprietor, Active Managing Partner, Managing Director, Acting Director, Manager, Secretary, or "Per procurator" for the firm and if so required shall have to produce copy of the documents authorizing him to sign the tender.

Note: - All the members or an attorney duly authorized by all of them or the Manager of the firm shall sign the tender and other subsequent documents.

24. It is in the interest of the tenderers to get themselves registered with the Department as "APPROVED CONTRATORS"/PRE-QUALIFIED FIRM IF REQUIRED.

25. The tenderer shall give the following information, if called upon to do so :-

- (6) Registration No. as approved Contractor
- (7) C.C.I and Registration No.
- (8) Income Tax Registration No.
- (9) Sales Tax Registration No.
- (10) Professional tax registration No.

26. The submission of tender against the Invitation to Tender by the tenderer, shall deemed to his having read and accepted the conditions contained in detail given in tender documents and thoroughly examined the specifications, drawing and particulars specified in the Invitation to Tender, Further the tenderer shall be deemed to be fully aware of the nature of goods required and shall be bound to accept the contract. if placed with him on the basis of his prices within the validity of his tender.

27. The tenderer shall be certify in his tender that stores offered for supply shall be strictly in accordance with the requirements set out in the Invitation to Tender. This shall be done by affixing the green Certificate as under the top of the first sheet of his tender.

We guarantee to supply stores exactly in accordance with the requirement specified in the Invitation to Tender No.----- ----- Tenderer's Signature----- -----

28. The period Invitation to Tender may be purchase from appropriate authority specified ans cash receipt must be enclosed with the tender.

29. The unsolicited, late and delayed tenders shall not be considered.

30. Any correction or alteration in the tender must be signed in full by the same person, who is signing the tender for and on behalf of the tenderer.

31. The purchaser does not pledged himself to accept the lowest tender and reserved to himself the right of accepting the whole or any part of the tender or portion of the quantity offered, and the tendrer shall supply the same at the rate quoted. The tenderers are at liberty to tender for the whole or any portion or to satae in the tender that the rate quoted shall apply only if the entire quantity is purchased.

32. Acceptance by the Purchaser will be communication by telegram, letter of acceptance or advance Acceptance of Tender or formal "ACCEPTANCE OF TENDER". In case, where acceptance is communicated by the courier/ fax or letter or Advance Acceptance of tender, the formal Acceptance of Tender will be forwarded to the successful tenderer as soon as possible but the instructions contained in the courier/fax, letter or advance Acceptance of Tender shall be acted upon immediately.

33. The tenderer must always give his tender for brand new stores of latest design, robust construction and made according to the modern manufacturing practice. Unsolicited, late and delayed tenders shall not be considered.

34. Tenderers offering stores subject to prior sale shall not be considered.

SPECIAL CONDITIONS FOR PLANT AND MACHIONERY

35. The plant and machinery offered by the tenderers must be suitable for operation in extreme tropical climate at site and for the working duty (8 hours, 12 hours or continuous 24 hours etc). as specified in the Invitation to Tenser.

36. The plant and machinery offered by the tenderer shall be of latest well tried design and robust construction to give adequate service life expected from them after installation at site.

37. The successful tenderrr shall be required to furnish complete details for suitable layout, foundation, installation erection, inspection and tests, operations and maintenance.

38. The plant and machinery offered shall always be complete with its normal standard accessories fittings, tool kit and spare parts, if any.

39. A successful tenderer shall furnish at the option of the purchaser a price spare part list of the plant and machinery offered by him, to facilitate the supply of spare parts afterwards.

40. The tenderers are advice in their own interest to make sure that the plant and machinery offered by them meet the specified requirements and are pcapable of giving the required performance and service at site with its local conditions regarding climate, ground air, water, power and fuel.

41. The successful tenderer shall have to make suitable arrangements for Inspection and tests if required by the Inspector/Purchaser after correction at site.

42. The tenderer must ensure the use of best materials in the making of plant and machinery tenderer by them or their principals. The use of any below standard materials shall make the goods liable to rejection and the tenderers liable to compensation and disciplinary and monetary repercussion upon the tenderer.

43. The price quoted by the tenderer shall include the cost of competent Engineers to supervisor initial operation and training of the consignee's staff and to guide for the servicing and maintenance of the plant and machinery offered and supplied.

44. The prices quoted by the tenderer shall include the cost of all routine and type tests stipulated in the specifications governing the supply of goods.

**DIVISIONAL FOREST OFFICER
OKARA FOREST DIVISION
OKARA**

CERTIFICATE

- ii. We hereby confirm to have read carefully the description of stores and all the terms and conditions of your tender enquiry No. _____/2021-22 due for opening on 04.08.2021 at 11:30 AM in the Office of the Divisional Forest Officer, Okara for the supply of **Polythene Bags size 5" x 9" at Site in Okara Forest Division.**
- VII. As per specification attached **Annex-A)** in additions to the conditions laid down and also all the special instructions attached to the said tenders enquiry, we agree to abide by all these instructions conditions.
- VIII. 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 respect.
- IX. The stores offered by us are of (a) foreign origin or (b) local origin.
- X. We accept that if the required earnest money is not furnished for our offer is found lacking in any or the requirement of your tender enquiry, it shall be ignored.
- XI. We hereby confirm to adhere to the delivery period required in the tender enquiry which should be the essence of the contract and un-conditionally to accept the recovery of belated damages on letter suppliers at 2% per month or part thereof.
- XII. Certificate that the price quoted to the Department against Tender are not more than the prices charged from any other Purchasing Agencies in the Country and in case of any discrepancy, the tenderer hereby undertakes to refund the price charged in excess. From PR-Vii duly filed in and signed is enclosed.

Name of Tenderer_____

Signature of Tenderer_____

Designation _____

Seal_____

Witness

c) Name_____ (Signature)_____

d) Full Address_____

c) Date) _____

PARTICULAR OF STORE DEMAND

Annexure – A

Item No.	Description of Stores	Specification No. Drawing No. and other particulars to guide supply	Accounting Unit	Total
1	Supply of Polythene Bags at Site in Okara Forest Division	Polythene Bag Size 5" x 9" (having a gauge of 0.003" or 0.08)	KG	

DIVISIONAL FOREST OFFICER

OKARA FOREST DIVISION

From

The Divisional Forest Officer,
Okara Forest Division, Okara.

(Due on 04.08.2021)

INVITATION TO BID

TENDER NO. /DFO/OK/SILT/2021-22

Dear Sir,

You are hereby invited to submit your tender for the store as detailed in the schedule to this invitation to Tenders subject to the condition laid in PPRA and those mentioned here under and given in the schedule. The contract resulting from this invitation to tender shall be governed by the General conditions of contract as contained in Tender Enquiry as required under Punjab Procurement Rules 2009 and Amended Rules 2014, the special Condition contained in SL.No.35-44 where ever applicable. The tender quoting against this invitation to tender shall be deemed to have read and understood the conditions thereof and their particular of the store required and their specification etc.

2. The tenderer shall quote on the prescribed schedule to this invitation to tender on the basis indicated there in and shall sign, the certificate given therein to the effect that the stores shall be supplied exactly in accordance with the requirement the tender otherwise it would be perused that offer is strictly in accordance with the requirement specified in the scheduled. In case there is any deviation it should be clearly stated by the tender otherwise it would be presumed that offer is strictly in accordance with the requirement of the tender noted.

3. In the case of offers for supply of stores both imported and indigenous from within the country price quoted shall be inclusive of all taxes. Duties and charges for packing, marking handing etc. **where sales tax is leviable and included in the price quoted it shall be indicated separately.**

4. Offer for supply of stores subject to prior sale shall not be entertained.

5. The store is required for delivery/shipment as stated in the schedule. If however, it is not possible to given delivery/shipment by the specified the tenderer shall given guarantee date by which he can deliver/ship the store.

6. Failure to submit the tender in the manner prescribed in the invitation to tender will returned it liable to be ignored.

7. The purchase does not pledge himself to accept the lowest tender/reserves to himself the right of accepting the full or part quantity offered and the tendered shall supply the same at the rate quoted. The tenderer is at liberty to quote for the full or part quantity.

Yours faithfully.



DIVISIONAL FOREST OFFICER, OKARA FOREST DIVISION, OKARA

Phone # 0449200058

Email: dfo_okara@yahoo.com

BID MONEY /SECURTIES TENDER PRICE RS.500/- (NON REFUNDABLE)
EARNEST MONEY RS. @ 5% OF THE TENDER VALUE AND 10% SECURITY SCHEDULE TO
INVITATION TO ADVERTISED TENDER ENQUIRY NO. DFO/OK/SILT/2021-22/

A	Date of Opening	04.08.2021
B	Time of receipt	11:00 A.M
C	Time of Opening	11:30 A.M
D	Delivery period	Up to 30.06.2022/or earlier

INSTRCTIONS TO BIDDER:-

39. An offer not fulfilling any of T/E's condition will be ignored.
40. Offer shall remain open for current financial year 2021-22 days for acceptance from the date of opening of tender.
41. Tenders should quote their rates both in words and figures failing which their offer will be ignored.
42. Tenders should quote their rates ex-Consignee basis at Okara. Inspection of store with association of the Indenting officer will be conducted.
43. The firm if fails, to execute contract as per terms & condition of the contract, the earnest money, if any will be forfeited in addition to other actions under the rules on the subject.

FORM OF BID/FORM OF CONTRACT

ITEMS NO.	DESCRIPTION STORE	UNIT/QTY
DFO/OK/SILT/2021-22	Supply of material i.e. Manure, Silt & Sand	19200 CFT

GENERAL CONDITIONS OF CONTRACT.

44. The supplier shall have to ensure the supply of said store within 10-days after receipt of confirmed supply order.
45. Certified document of Store must be provided by the supplier at the time of delivery of store and this responsibility rests with consignee/indenter representative who receive the store at the time of taking delivery after Inspection.
46. Payment of store is to be made by the consignee on receipt of store according to contract specification satisfactorily and within stipulated period, given to the supplier by the Department.
47. **In case of have authorization from their principals**, the Supplier/Agent/Dealer will have to attach the attested copy of valid Dealership certificate/License or authorization from the manufacturer.
48. The rate offers should be according to approved list of DSC (Government of the Punjab) FW&F Department, **on the basis of single stage procedure with two envelope system i.e Technical and Financial offers/proposals separately, as amended Rule 38(a) of PPRA Rules 2014.**
49. Rate offers should be from only such persons/firms who are registered with Sales Tax/Income tax Department and are required to quote their sale Tax registration Number and showing the amount of sales tax invoice as well as professional Tax clearance certificate.
50. Income Tax will be deducted by the department at the prescribe rate by the Income Tax Department.
51. The rates offered should be as per Specifications mentioned in the Tender Enquiry.
52. All the bidders must sign and stamp each paper of Tender Enquiry.
53. By all the Bidders/ firms must attach Earnest Money with Financial/Commercial offers @5% of the total value of tender in favour of Divisional Forest Officer, Okara. Earnest Money of the successful bidders should be returned after opening the tenders as soon as possible.
54. The successful bidder shall have to deposit security in the shape of Call Deposit @ of 10% total value of the tender in the name of Divisional Forest Officer, Okara within 7-days of the acceptance of the tender, otherwise tender will be rejected and Earnest Money forfeited.
55. The offers must include all kinds of duties, transportations upto Consignee and taxes etc. and should remain valid for current year 2021-22 from the date of opening the tenders. The successful tenderer shall have to supply the store within 30-days of the issue of purchase order, other-wise the earnest Money shall be forfeited, tender cancelled and the firm will be black listed.
56. Conditional or late tenders shall not be accepted/considered.
57. Department reserves the right to reject all the tenders as per amended Rule 35 of PPRA Rules 2014 prior to issuance of Advance Acceptance Tender/ Purchase Order.



DIVISIONAL FOREST OFFICER, OKARA FOREST DIVISION, OKARA

Phone # 0449200058

Email: dfo_okara@yahoo.com

LIST OF GOODS OR BILL OF QUANTITIES (WHEREAPPLICABLE/DELIVERY TIME ARE COMPELETION SCHDULE)

PROFORMA TENDER ENQUIRY FOR PURCHASE ON FREE DELEIVERY SCHEDULE INVITATION OF.

Date of Opening	04.08.2021
Time of Receipt	11.00 A.M
Time of Opening	11.30 A.M
Delivery Period	As early as possible (upto 30.06.2022) or earlier

Note: - Please read the following note and instructions carefully:-

Any offer not recovered as per terms and conditions of the tender enquiry is liable to be ignored. No offer shall be considered if:-

- xix. Received without earnest money.
- xx. It is received after the time and date fixed for its receipts
- xxi. The tender is unsigned.
- xxii. The offer is ambiguous.
- xxiii. The offer is conditional
- xxiv. The offer is from a firm, black listed. Suspended or removed from the approved list from any Government Department/Organization.
- xxv. The offer is received by telegram.
- xxvi. Offer received with shorter validity than required in the tender enquiry; and
- xxvii. Offer is for store not confirming to specification indicated in the tender enquiry.
- 2. Offers will remain valid for financial year 2021-22 from the date of opening the tender.

3. All tenders must be submitted in double cover. The outer cover should indicate the name of the addressee tender number and 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, i.e technical proposal and financial proposal separately.

4. The purchaser reserves the right to purchase full or part of the store or ignore/scrap/cancel the tender without assigning any reasons.

5. (a) If the acceptance of tender issued during the validity period of the offer is not accepted by the tenderer, the earnest money shall be forfeited and the store purchased at his risk and expense.

(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 condition laid down in the contract the security deposited by him shall be forfeited and the store purchased at the risk and expense.

6. The buyer reserves the right to claim compensation for the loss caused by the delay in the delivery of store.

QUALIFICATION CRITERIA/SPECIAL INSTRUCTIONS.

1. The store is required by the consignee by "As early as possible." However the tenders are required to indicate their own guaranteed earliest date by which the store will be supplied by them.

2. Tendereres must quote on the prescribed invitation to Tender Form in limited tender as well as in advertised tender. Cash Receipts (in original or photocopy) in token of having purchase the tender, must accompany the offer.

3. Tenders should be addressed to Divisional Forest Officer, Okara

4. Tenders should quote their firm and final rates both in words as well as in figures.

5. Tenderers who are not registered for the specified store shall be Deposit at Call of the amount of 5% of the Tender Value in favor of the Divisional Forest Officer, Okara.

6. The successful tenderer may be required to furnish security deposit upto 10% in the form of deposit at call in favour of Divisional Forest Officer, Okara (by designation only) within the period specified in advance acceptance of Tender, failing which repurchase shall be made at their risk and expense.

7. Against indigenous stores Tenderers who are manufacturers must indicate name and address of the works in Pakistan from where they intend to supply the store. Other than manufacturers/ as under failing which the offers shall be ignored tenders must enclose certificate from their manufacturer.

"This is to certify that

M/S. _____ have obtained quotation from us against invitation to Tender No. _____ due on _____ and we have agreed to supply manufacturer the said stores strictly in accordance with the specification laid down in the said invitation to tender."

8. **Any conditional; ambiguous or called in-complete offer in any respect shall be ignored.**

No supplementary or revised offer after the opening of tenders shall not be entertained.

9. The tenders should indicate in their tenders, the complete address or the place/places where stores will be offered for inspection.

10. The tenderers shall enclose catalogues/leaflets/literature and other technical data, if any respect of store offered by them.

11. Tenders should specifically indicate their G.I.R.No and Circle of the Income Tax Department.

12. Any erasing/cutting/crossing etc, appearing in the offer, must be properly signed by the person signing the tender. Moreover, all pages of the tender must also be properly signed, offers with any over-writing

13. The quotation should be submitted on the basis of accounting units specified in the invitation to tender.

14. (a) 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 tenders must clearly identify variation in their offers. Store offered of a specification superior to the one specified in the tender enquiry shall however, be acceptable.

(b) In case indigenous stores is offered as a store similar to that specified in the tender enquiry the tenders shall within seven days of the opening of the tender have the said stores, wherever, possible, pre-inspected by the inspection Wing at their own cost.

(c) Where offers have been invited for specified brands offers for other brands shall not be acceptable.

15. Store should be brand new and in original manufacturers packing.

16. One/Two years free service and supply of spare parts on payment basis must be guaranteed.

17. Tender samples where needed should be submitted by the tenderers along with their offers. Bulky samples should be delivered at the time of the opening of the tenders, failing which the offer shall not be entertained.

18. The stores is required as per indenters specifications which is available in the office "Divisional Forest Officer, Okara" and can be seen during office hours.

23. I) In case of spare parts of imported origin:-

A certificate should be given by the tenderers that the spare parts shall be genuine, brand new and in the original packing of the manufacturer.

ii) A certificate should be given by the tenderes that they will be responsible for free replacement of parts if not found suitable for the engine, machinery or its ancillary equipment or demand.

iii)Manufacturer's name, in whose packing the spares will be offered inspection must be given in the offer.

iv) Import documents shall be produced at the time of inspection to ensure that stores offered for inspection are imported/genuine brand new and in the original packing of the manufacturer.

v) The tenderer should undertake that the security may be forfeited if they fail to furnish the import documents on inspection as at (IV) or to the purchase of store at their risk and expense.

Vi) Part No. and nomenclature of each item must be given in the quotations as per particulars contained in the tender enquiry in case superseded parts Nos. are support of the offer made to them.

vii) 100% payment will be allowed on receipt of inspection and accepted store by the consignee who shall return the inspection notes to the authorized representative of the firm duly receipted within a period of 10-days.

24. Testing charges of sample/samples against the tender/advance bulk suppliers will be born by the tenderer/contractor irrespective of the result of the sample/samples.

21.(a) The tender shall be enclosed in a double cover. The out cover shall bear the address of the office issuing the invitation to tender without any indication that it encloses a tender. The inner cover shall be sealed and the number of the Invitation to Tender and date of opening shall be clearly marked on it. All out-station tenders must be sent by Registered Post well in time and only one "Tender" shall be enclosed in one cover.

22. All tenders shall be opened at the time and date specified in the Invitation to Tender. The tenderer's representative shall be at liberty to be present at opening of the tenders.

23. The person signing the tender on behalf of the tenderer must specify his authority, that is to say, whether he signs as the Sole proprietor, Active Managing Partner, Managing Director, Acting Director, Manager, Secretary, or "Per procurator" for the firm and if so required shall have to produce copy of the documents authorizing him to sign the tender.

Note: - All the members or an attorney duly authorized by all of them or the Manager of the firm shall sign the tender and other subsequent documents.

24. It is in the interest of the tenderers to get themselves registered with the Department as "APPROVED CONTRATORS"/PRE-QUALIFIED FIRM IF REQUIRED.

25. The tenderer shall give the following information, if called upon to do so :-

- (11) Registration No. as approved Contractor
- (12) C.C.I and Registration No.
- (13) Income Tax Registration No.
- (14) Sales Tax Registration No.
- (15) Professional tax registration No.

26. The submission of tender against the Invitation to Tender by the tenderer, shall deemed to his having read and accepted the conditions contained in detail given in tender documents and thoroughly examined the specifications, drawing and particulars specified in the Invitation to Tender, Further the tenderer shall be deemed to be fully aware of the nature of goods required and shall be bound to accept the contract. if placed with him on the basis of his prices within the validity of his tender.

27. The tenderer shall be certify in his tender that stores offered for supply shall be strictly in accordance with the requirements set out in the Invitation to Tender. This shall be done by affixing the green Certificate as under the top of the first sheet of his tender.

We guarantee to supply stores exactly in accordance with the requirement specified in the Invitation to Tender No.----- ----- Tenderer's Signature----- -----

28. The period Invitation to Tender may be purchase from appropriate authority specified ans cash receipt must be enclosed with the tender.

29. The unsolicited, late and delayed tenders shall not be considered.

30. Any correction or alteration in the tender must be signed in full by the same person, who is signing the tender for and on behalf of the tenderer.

31. The purchaser does not pledged himself to accept the lowest tender and reserved to himself the right of accepting the whole or any part of the tender or portion of the quantity offered, and the tendrer shall supply the same at the rate quoted. The tenderers are at liberty to tender for the whole or any portion or to satae in the tender that the rate quoted shall apply only if the entire quantity is purchased.

32. Acceptance by the Purchaser will be communication by telegram, letter of acceptance or advance Acceptance of Tender or formal "ACCEPTANCE OF TENDER". In case, where acceptance is communicated by the courier/ fax or letter or Advance Acceptance of tender, the formal Acceptance of Tender will be forwarded to the successful tenderer as soon as possible but the instructions contained in the courier/fax, letter or advance Acceptance of Tender shall be acted upon immediately.

33. The tenderer must always give his tender for brand new stores of latest design, robust construction and made according to the modern manufacturing practice. Unsolicited, late and delayed tenders shall not be considered.

34. Tenderers offring stores subject to prior sale shall not be considered.

SPECIAL CONDITIONS FOR PLANT AND MACHIONERY

35. The plant and machinery offered by the tenderers must be suitable for operation in extreme tropical climate at site and for the working duty (8 hours, 12 hours or continuous 24 hours etc). as specified in the Invitation to Tenser.

36. The plant and machinery offered by the tenderer shall be of latest well tried design and robust construction to give adequate service life expected from them after installation at site.

37. The successful tenderrer shall be required to furnish complete details for suitable layout, foundation, installation erection, inspection and tests, operations and maintenance.

38. The plant and machinery offered shall always be complete with its normal standard accessories fittings, tool kit and spare parts, if any.

39. A successful tenderer shall furnish at the option of the purchaser a price spare part list of the plant and machinery offered by him, to facilitate the supply of spare parts afterwards.

40. The tenderers are advice in their own interest to make sure that the plant and machinery offered by them meet the specified requirements and are pcapable of giving the required performance and service at site with its local conditions regarding climate, ground air, water, power and fuel.

41. The successful tenderer shall have to make suitable arrangements for Inspection and tests if required by the Inspector/Purchaser after correction at site.

42. The tenderer must ensure the use of best materials in the making of plant and machinery tenderer by them or their principals. The use of any below standard materials shall make the goods liable to rejection and the tenderers liable to compensation and disciplinary and monetary repercussion upon the tenderer.

43. The price quoted by the tenderer shall include the cost of competent Engineers to supervisor initial operation and training of the consignee's staff and to guide for the servicing and maintenance of the plant and machinery offered and supplied.

44. The prices quoted by the tenderer shall include the cost of all routine and type tests stipulated in the specifications governing the supply of goods.

**DIVISIONAL FOREST OFFICER
OKARA FOREST DIVISION
OKARA**

CERTIFICATE

- iii. We hereby confirm to have read carefully the description of stores and all the terms and conditions of your tender enquiry No. _____/2021-22 due for opening on 04.08.2021 at 11:30 AM in the Office of the Divisional Forest Officer, Okara for the **Supply of material i.e. Manure, Silt & Sand 19200 Cft in Okara Forest Division.**
- XIII. As per specification attached **Annex-A)** in additions to the conditions laid down and also all the special instructions attached to the said tenders enquiry, we agree to abide by all these instructions conditions.
- XIV. 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 respect.
- XV. The stores offered by us are of (a) foreign origin or (b) local origin.
- XVI. We accept that if the required earnest money is not furnished for our offer is found lacking in any or the requirement of your tender enquiry, it shall be ignored.
- XVII. We hereby confirm to adhere to the delivery period required in the tender enquiry which should be the essence of the contract and un-conditionally to accept the recovery of belated damages on letter suppliers at 2% per month or part thereof.
- XVIII. Certificate that the price quoted to the Department against Tender are not more than the prices charged from any other Purchasing Agencies in the Country and in case of any discrepancy, the tenderer hereby undertakes to refund the price charged in excess. From PR-Vii duly filed in and signed is enclosed.

Name of Tenderer_____

Signature of Tenderer_____

Designation _____

Seal_____

Witness

e) Name_____ (Signature)_____

f) Full Address_____

c) Date) _____

PARTICULAR OF STORE DEMAND

Annexure – A

Item No.	Description of Stores	Specification No. Drawing No. and other particulars to guide supply	Accounting Unit	Total Quantity Required	Rate offered by the Contactor /Supplier	Amount
1	Supply of material i.e. Manure, Silt & Sand at Site in Okara Forest Division	Supply of material i.e. Manure, Silt & Sand	Cft	19200		

**DIVISIONAL FOREST OFFICER
OKARA FOREST DIVISION**