

TENDER FORM NO. 04/2021-2022 (MACHINERY AND EQUIPMENTS)**Part -I****BIDDING DOCUMENT FOR PROCUREMENT OF MACHINERY & EQUIPMENTS, UNDER SCHEME “STRENGTHENING OF VETERINARY SERVICES AT UNION COUNCIL LEVEL IN DISTRICT LODHRAN” (2021-2022)**

TENDER ENQUIRY NUMBER & DATE _____

DATE & TIME FOR RECEIPT OF TENDER 29-09-2021 at 12:30 PMDATE & TIME FOR OPENING OF TENDER 29-09-2021 at 01:00 PMVENUE Additional Director Livestock, Lodhran.TENDER FEE (Non refundable) **Rs.500-00****BIO-DATA OF PARTICIPATING FIRM**

1. Name of the firm _____
2. Name of Authorized person (Authority letter) _____
3. Issuing Authority _____
4. Manufacturer/ Assembler _____
5. Sole Distributor _____
6. GST Registered No. _____
7. Income Tax No. _____
8. Professional tax Clearance certificate _____
9. Circle of Income Tax Deptt. _____
10. Previous Experience
Attach documents, if any _____
11. Permanent Address _____
12. No. of extra pages attached _____
13. Phone, Fax No. & Email Address _____

DETAIL OF BIDDING DOCUMENT**PART -I**

- i. Bio Data form
- ii. Schedule of tenders
- iii. Terms & conditions
- iv. Check List

PART -II

- i. Technical Proposals

PART -III

- ii. Financial Proposals

Signature & Stamp _____**Name** _____**Firm** _____**Address** _____***No column should be left blank**

SCHEDULE FOR INVITATION OF TENDERS, TERMS & CONDITIONS FOR PROCUREMENT OF MACHINERY AND EQUIPMENTS UNDER SCHEME “STRENGTHENING OF VETERINARY SERVICES AT UNION COUNCIL LEVEL IN DISTRICT LODHRAN” (2021-2022)

Last date of issue of tenders	=28-09-2021 till 04:00 PM
Last time of receipt of tenders	=29-09-2021 at 12:30 PM
Date & time of opening of tenders (Technical)	=29-09-2021 at 01:00 PM
Date of opening of tenders (Financial)	=06-10-2021 at 01:00 PM
Consignee	=Additional Director Livestock Lodhran
Delivery period	= 20 days

Firms are required to quote prices on free delivery to consignee end. Offer shall remain valid till 30-06-2022, from the date of acceptance of tender. Offer less than 30-06-2022 will not be accepted.

#	Name of Items	Delivery point
1	Refrigerator	1. Additional Director Livestock, Bahawalpur Road, Lodhran.
2	Deep Freezer	2. Deputy Director Livestock Lodhran 3. Deputy Director Livestock Kehror Pacca 4. Deputy Director Livestock Dunya Pur

REQUIREMENTS OF TECHNICAL AND FINANCIAL PROPOSALS

1. Quantity can be increased / decreased according to the budgetary provision, cost effectiveness & reasonability of price, any technical issues without any intimation to the tenderer.
2. Original Technical Literature, Operation Manual, Tool Kit etc. should be supplied with the bidding documents with technical proposal.
3. Technical Proposals must be complete in all respect and authenticated with certified documentary evidences **according to check list attached.**
4. Certified copy of the price list indicating MRP & Trade Price must be appended with technical proposal.
5. Manufacturing license, Distributor's Authority or Authorized Institutional supplier certificate will have to be appended with the Technical proposal.
6. Trade Marks, make & model will have to be provided by the bidders in technical proposals.
7. Income Tax and Sales Tax certificates will have to be provided by the participating firms.
8. Professional tax clearance certificate valid for 2021-2022 will have to be annexed with technical proposal.
9. All rates should be quoted including GS, No rate without GST deduction will be accepted.
10. Inspection certificate will be issued after satisfactory performance of the store by inspection authority. No compromise will be offered on store specification at the time of supply. Decision of inspecting authority will be final in any case.

**Additional Director Livestock
Lodhran**

Note: Please read the following note and instructions carefully.

1. **Any offer not received as per terms and conditions is liable to be rejected.**
2. **Any change in the contents of columns No. 2 to 4 or leaving the columns No. 5 to 8 blank of Technical & Financial proposals will liable to be rejected.**

SPECIAL INSTRUCTIONS

1. No offer shall be considered if :-
 - (i) Received without earnest money from unregistered firm or from a firm not registered for the items mentioned in this tender.
 - (ii) It is received after the time and date fixed for its receipt.
 - (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.
 - (ix) earnest money is less than the bid value.
2. Offers will remain valid till 30-06-2022 from the date of acceptance of tender.
3. All tenders must be submitted in double cover. The outer cover should indicate the name of the addressee, only with 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. **Technical proposals and Financial Proposal should be provided separately under sealed envelopes and will be evaluated / scrutinized under Single stage – Two envelop bidding procedure notified by Govt. of the Punjab S&GAD Department under PPRA rules-2014 (Amended) time to time.**
4. Purchaser reserves due to the right to purchase full or part of the store or ignore / scrap & cancel the tender due to any reasons as well any decrease or increase in quantity subject to availability of funds, reasonability of price & cost effectiveness.
5.
 - (a) If the acceptance of tender is issued during the validity period and offer is not accepted by the tenderer, the Earnest Money shall be forfeited for the store purchased at contractor's risk and expenses apart from other legal action under rules.
 - (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 as the store purchased at his risk and expense.

- (d) If the supplied store contravenes technical specifications at the time of delivery the contract award will be cancelled alongwith forfeiture of earnest money.
6. The buyer reserves the right to claim compensation for the loss caused by delay in delivery of store and liquidated damages would be charged as under rules on late supply. No privilege of late supply will be given at any cost & no justification in this regard will be accepted.
 7. The store is required by the consignee at tehsil level delivery. However, the tenderers are required to indicate their own delivery date by which the store will be supplied by them.
 8. Tenderers must quote their bids & proposals / offers on prescribed invitation bidding documents. No offer will be accepted on letter heads of bidding firms. Rather no column of technical and financial proposals should be left blank.
 9. Tenders should be addressed to **Additional Director Livestock, Lodhran.**
 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. 5 % Earnest money in shape of call deposit against the total bid value of different goods being contested in financial proposal must be attached in the name of Additional Director Livestock, Lodhran. Otherwise the offer shall stand cancelled.
- (a) The successful bidder will have to furnish **performance Guarantee 10% of contract amount**, in the form of call deposit in favor of Additional Director Livestock Lodhran(by designation only).
12. Against Indigenous stores Tenderers who are manufacturers, they must indicate name and address of the works in Pakistan from where they intend to supply the store. Other than manufacturers tenderers must enclose certificate from their manufacturers as under, failing which the offers shall be ignored without the provision of authority of manufacturer assembler& following certificate will have to be provided and filled.

“This is to certify that we M/S have obtained quotation against invitation to Tender No..... due onand we have agreed to supply / manufacture the said machinery & equipment’s strictly in accordance with the specification laid down in the said Invitation and accept all terms and conditions of the bidding documents“

It is also certified that we will abide by all rules notified under regulatory frame work of PPRA Rules-2014 (Amended) time to time.
 13. Any conditional, ambiguous or incomplete offer in any respect shall be ignored. No supplementary or revised offer after the opening of tenders shall be entertained. Rather no justification nor any representation would be entertained.PPRA Rules-2014 amended time to time will be observed in this concern. No bidder shall be allowed to alter or modify his bid after the closing time.
 14. The Tenderers should indicate in their tenders, the complete address or the place / places where stores will be offered for inspection.
 15. The tenderers shall enclose catalogues / leaflets / literature and other technical data and information’s required from columns 2 to 8 of the technical and financial proposal, in respect of store offered by them. Bidders are not allowed to change the substance of bid any cost.

16. **The tenderers should specifically append their Income tax, sales tax & Professional Tax registration certificates with bidding documents. It is necessary.**
17. Any erasing / cutting / crossing etc. appearing offer doubtful shall cancel the said offer. Moreover, all pages to the tender must also be properly signed & stamped by bidder. Offers with any overwriting shall in no circumstances be accepted.
18. The quotation should be submitted on the basis of accounting unit specified in the invitation to tender.
19.
 - (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, i.e column No.2 & 3. In case a similar store offered is at variance with the specification given in the tender enquiry, the tenderers must clearly identify variations in their offers, especially & spiritedly.

However the Scrutiny & Evaluation / Technical Committee is not bound to accept the lowest offer and mention the reason for rejecting the lowest offer.
 - (b) In case indigenous store is offered as a store similar to that specified in the Tender Enquiry the tenderers shall have the said stores within 03 days after opening of tenders. Wherever possible will be 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.
20. Store should be brand new and in original manufacturers packing.
21. Replacement of stocks if found substandard at any stage is understood to be guaranteed.
22. **Tender samples should be submitted by the tenderers alongwith their offers, samples should be delivered at the time of the opening of the tenders, failing which the offer shall not be entertained.**
23. No third party involvement in supplied and payments will be allowed.
24. Firms quoting rates must be registered with Sale Tax and Income Tax Departments.
25. Inspection of the stores and verification of specification including quality & quantity will be conducted by notified Committee.
26. **Each and every page of the bidding document, schedule of tenders, technical & financial proposals must be duly verified, certified, signed and stamped by the bidders.**

CERTIFICATE

1. We hereby confirm to have read carefully the description of the stores and all the terms and conditions of your tender enquiry No..... due for opening on 29-09-2021 for the supply of Machinery & Equipments to Office of Additional Director Livestock, Lodhran, for the year 2021-2022 in addition to the conditions of PPRA Rules-2014 amended time to time. We agree to abide by all those instructions / conditions.
2. We also hereby categorically confirm that the stores offered by us are exact to the particulars and specifications as laid down in your tender enquiry in all respects.
3. The store offered by us are of

Please tick

 - (a) imported / foreign origin
 - (b) local origin.
4. We accept that, if the required Earnest Money is not furnished or our offer is found lacking in any of the requirement of your tender enquiry, it shall be ignored & we have no rights to represent against the decision of competent authority at any forum. All bidding documents received from senior purchase officer are being submitted in Original as well.
5. We hereby confirm to adhere to the delivery period specified in the tender enquiry, which would be the essence of the contract and will be strictly adhered to us. In case of failure we agree unconditionally to accept the recovery of liquidated damages on belated supplies.
6. Certified that the prices quoted to the Department against Tender No..... 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.

**We guarantee to supply stores exactly in
accordance with the requirements specified
in the invitation to**

Name of Tenderer -----

Address-----

Signature--- -----

Seal -----

Declaration by the supplier is required to be provided with bidding documents / technical proposals on judicial affidavit of Rs. 200-00

Declaration

1. We hereby confirm to have read carefully the description of the stores and all the terms and conditions of your tender enquiry due for opening on **29.09.2021** for the supply of Machinery Equipment items in office of Additional Director Livestock, Lodhran for the year **2021-2022** in addition to the conditions of PPRA Rules-2014 amended time to time. We agree to abide by all those instructions / conditions.
2. We also hereby categorically confirm that the stores offered by us are exactly to the particulars and specifications as laid down in your tender enquiry in all respects.
3. 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.
5. Certified that the prices quoted to the Department against instant tender for the year **2021-2022** are not more than the prices charged from any other organization in the country and in case of any discrepancy our firm hereby undertakes to refund the price charged in excess.
6. We are established & reputable manufacture/dealers do extend our full guarantee & warrantee all terms & condition of the contract for **2021-2022**.

Name of Firm -----

Address-----

Signature--- -----

Stamp -----

Above judicial stamp paper / integrity pact will be certified by concerned judicial authority

To be filled by the contractor

CHECK LIST TO BE ATTACHED WITH TECHNICAL PROPOSAL

**Please tick Yes or No
(No box should be left un-attended)**

1	Tender form No._____.Dated_____	Yes	No
2	Certified copy of price list attached	Yes	No
3	Manufacturing license in case of manufacturer	Yes	No
4	Authority letter of the manufacturer / importer in case of dealership attached	Yes	No
5	GST Registration Certificate attached	Yes	No
6	Income Tax registration attached	Yes	No
7	Professional Tax Clearance Certificate attached	Yes	No
8	Literature/broachers/PIB etc attached	Yes	No
9	Judicial Stamp Paper Rs.200/- for certification of quoted rates, quality & reasonability of price	Yes	No
		_____	_____

Signature & Stamp

Name _____

Firm _____

Address _____

Cell No. _____

TENDER FORM NO. 04/2021-2022 (MACHINERY & EQUIPMENTS)**PART-II OF BIDDING DOCUMENT****TECHNICAL PROPOSAL****AMOUNT OF CALL DEPOSIT = Rs****PROCUREMENT OF MACHINERY & EQUIPMENTS UNDER SCHEME STRENGTHENING OF VETERINARY SERVICES AT UNION COUNCIL LEVEL IN DISTRICT LODHRAN” (2021-2022)**Tender Inquiry No. _____ Date of Issue of Tender Form : _____ Tender Fee **Rs. 500-00** (Non Refundable)

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

Date of opening: 29-09-2021**Opening Time: 01:00 PM****Guaranteed By : _____
(Name of Bank)**

S.NO	Name of item	Specifications	Quantity required	Importer / assembler or Authorized Dealership Documents attached or not.indicate (Yes or No)	Manufacturer's Trade Mark & origin	Import or whole sale dealership Licence Attached with technical proposal or not Indicate (Yes or No)	letter of importer or Dealership's Authority, if contesting indirectly Attached with technical proposal or not, indicate (Yes or No)
1	2	3	4	5	6	7	8
1	Deep Freezer	15 Cft Double door Direct Cool white Color Capacity 385 Litre- Power= 220 V, 50 Hz inverter, alongwith wooden chowki	15Nos.				
2	Refrigerator	11-14 Cft Double door Direct Cool Grey Color Capacity 328 Litre- Power= 220 V, 50 Hz Inverter, alongwith wooden chowki	60Nos.				

No column should be left blank
Photocopy of CDR must attached with Technical Proposal

Signature of the Bidder _____

Stamp _____

TENDER FORM NO. 04/2021-2022 (MACHINERY & EQUIPMENTS)**PART-III OF BIDDING DOCUMENT****FINANCIAL PROPOSAL****PROCUREMENT OF MACHINERY & EQUIPMENTS UNDER SCHEME “STRENGTHENING OF VETERINARY SERVICES AT UNION COUNCIL LEVEL IN DISTRICT LODHRAN” (2021-2022)**

Tender Inquiry No. _____ Date of Issue of Tender Form : _____ Tender Fee Rs. 500-00 Non Refundable

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

Date of opening: 06-10 -2021

Opening Time: 01:00 PM

Guaranteed By : _____
(Name of Bank)

S.NO	NAME OF ITEM	Specifications	Trade Name / Marks of the finished Product	Rate Quoted Per Unit		Manufacturer's Name & Brand
				In figures	In words	
1	2	3	4	5	6	7
1	Deep Freezer	15 Cft Double door Direct Cool white Color Capacity 385 Litre- Power= 220 V, 50 Hz inverter, alongwith wooden chowki				
2	Refrigerator	11-14 Cft Double door Direct Cool Grey Color Capacity 328 Litre- Power= 220 V, 50 Hz Inverter, alongwith wooden chowki				

5 % Earnest money in shape of call deposit must be attached in the name of Additional Director Livestock Lodhran
No column shall be left blank.

Signature of the Bidder _____

Stamp _____