

## **Bidding Document**

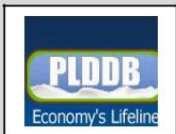
**For the provision of Alfalfa Seed**

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### **Document No.**

PLDDB/Proc./Oct-0154/2020



**Punjab Livestock & Dairy Development Board**

29-EII, Model Town Lahore

Ph: 042 – 35915346-47; URL: [www.plddb.pk](http://www.plddb.pk)



## **Tender Notice** **For the provision of Alfalfa Seed**

Punjab Livestock & Dairy Development Board (PLDDB) is a non-profit Organization established under Section 42 of the Companies Ordinance, 1984. PLDDB invites sealed Tenders from registered parties, firms and persons for the provision of following item for LES-Farm, Khizerabad Sargodha.

Sr. #	Item	Variety	Quantity	Quoted Rate
01	Alfalfa Seed	Sg 2002 or Equivalent	2,000 Kg	Per Kg

- ▶ The detailed bidding documents can be purchased on submission of request on company letter head along with Rs. 500/- (non-refundable) from PLDDB office during working hours (09:00 am to 05:00 pm) immediately after the publication of tender notice and the same is mandatory to be obtained signed copy one (01) day before opening of the tender from Procurement Cell of PLDDB Head Office.
- ▶ Bidding shall be conducted through Open Competitive Bidding Single Stage-Two Envelops procedure as per PPRA Rules.
- ▶ The Bid Security/Earnest Money @ 3% (Rs.52,800) of estimated cost (Rs. 1,760,000) in the form of “CDR i.e. Bank Draft, Pay Order etc.” in favor of “Punjab Livestock & Dairy Development Board” is required to be submitted with the Technical Bid.
- ▶ The bids shall be submitted on or before 10:30 am on November 03, 2020 and that shall be opened on 11:00 am on the same day in the presence of all Bidders or their authorized representatives.
- ▶ PLDDB reserves the rights to accept or reject all the tenders prior to acceptance, as per PPRA rules 2014.



Procurement Cell  
**Punjab Livestock & Dairy Development Board**  
29-EII, Model Town, Lahore  
Phone No. 042-35915346-7, URL: [www.plddb.pk](http://www.plddb.pk)



## Terms & Conditions:

- A. PLDDB encourages the legal business in the country so only NTN & GST registered Firms may participate in the Bidding process.
- B. At least 03 years experienced company in the same field may participate in the Bid.
- C. Seed should be healthy, clean and safe from all the damages, diseases and insect attack.
- D. Parties are required to submit the financial quotation on the basis of mentioned specifications.
- E. Ambiguous quotations will be rejected on the spot.
- F. Tenders received after due date and time will not be entertained at any cost.
- G. Financial invoices will be included all sort of taxes, PLDDB will not bear any kind of tax.
- H. Bidders are required to submit 3 % (refundable) of bid security of estimated amount with their financial bid in shape of CDR.
- I. Successful Bidder will deliver the product at LES-Khizerabad at their own expense; company will not bear any freight charges or other expenses like vehicle fuels, maintenance or toll taxes etc.
- J. Technical committee of the tender may reject the product during inspection if not found it up to the standards.
- K. Performance Guarantee @ 10% (in shape of cheque) of the total amount of contract deposited by the successful bidder shall be retained by this office up to the completion of contract/agreement period. It will be forfeited in case of failure to comply with the conditions as specified in this document as well as contract/agreement.
- L. Successful Bidder is required to provide the item as per requirement/demand of PLDDB. In case of failure, the contract will be considered breached and bid/performance security amount will be considered forbidden.
- M. Payment will be made within a month after the delivery of the items in favor of the company.
- N. Procuring agency has reserves the right to cancel the tender without assigning any reason.

## **Bids' Submission instructions:**

### **Bidders are required to follow the following instructions:**

1. Any offer not received as per Terms and Condition for the tender enquiry is liable to be ignored. No offer should be considered if,
  - i. Received without earnest money from unregistered firm or a firm not registered for the item / service mentioned in this tender.
  - ii. Received after the time and date fixed.
  - iii. The tender is unsigned.
  - iv. The offer is conditional.
  - v. The offer is from a firm blacklisted, suspended, or removed from the approved list.
  - vi. The offer is recovered from the telegram.
  - vii. Offer received from shorter validity than required in the tender enquiry and
  - viii. The offer is for store/service NOC confirming to specification indicated in the tender enquiry.
2. Offer will remain valid for 180 days from the date of opening the tender.
3. Successful bidder will provide services as per tender terms & conditions/agreement.
4. The procuring Agency reserves the right to purchase full or part of the store /service or ignore/scrape/cancel the tender assigning any reasons (as per PPRA Rules 2014 clause No. 35).
5. (a) In the case the offer is withdrawn, amended or revised during the validity period of the order, the earnest money is liable to be forfeited and the procuring agency has the right to black list the firm/company on temporary or permanent basis as per PPRA rules.  
(b) In the case of contractor fails to execute the contract strictly in accordance with terms and conditions of the tender, the contractor will bear all expenses. PLDDB will not bear any expense.  
(c) The Procuring Agency reserves the right to cancel the contract/work order immediately and can also claim compensation for the loss caused by the bidder and forfeit the CDR of bidder.

## **GENERAL INSTRUCTIONS**

- 1) Tender should be addressed to the Procurement Cell.
- 2) Tender should be quoted final rates both in word as well as in figures.
- 3) Bidders are required to submit 3% of financial bid as earnest money (refundable in case of non-successful bidding) in favor of PLDDB.
- 4) Any condition, ambiguous or called incomplete offer in any respect shall be ignored. No supplementary or revised offer after the opening of tender shall be entertained.
- 5) The tenders should indicate the tender's complete address or the place where store / service will be offered for inspection.
- 6) The tender shall enclose catalogue/leaflets/literature and other technical data, if any in respect of store/service offered by them.
- 7) The tender should specifically indicate their G.S.T. No. and Sales Tax No.
- 8) Any erasing / cutting / crossing etc appearing in the offer must be properly signed by the person signing in the tender. Moreover, all pages to the tender must also be properly signed. Offer with any over-writing shall in no circumstances be accepted.
- 9) In case of representative's participation in the bidding process, he/ she must have NOC by the senior management of his/her office.

**Required Documents to be submitted as part of Tender Notice submission:**

Following documents are required to be submitted with the Technical Bid:

1. Valid NTN registration certificate.
2. Company/firm registration certificate, authority letter in case of dealer.
3. Copy of CNIC
4. Bank statement of last six months.
5. Public & Private client list.
6. Copy of quality certificates (if any)
7. Any other information.

Tender Submission Form

(Applicant's Internal Official Letter  
Number.....)

To,

**Punjab Livestock & Dairy Development Board,**

29 EII, Model Town,

Lahore.

**From,**

\_\_\_\_\_

\_\_\_\_\_

SUBJECT: **Tender Submission for Alfalfa Seed**

**Dear Sir,**

It is submitted that our organization .....is interested to participate in the bidding process of Alfalfa Seed advertised by your organization in the PPRA website and PLDDB official website. It is further stated that our organization is fully competent and fulfill your requirements as per your Bidding Document.

Authorized person: .....

Signature: .....

Dated: .....

## Authorities:

### **A- ON BEHALF OF PLDDB**

Authorized Person: .....

Designation: .....

Seal:

### **B- ON BEHALF OF TENDER SUBMITOR**

Authorized Person: .....

Designation: .....

Seal:



### **Bona-fide Statement by the Bidder**

I hereby declare that the information and particulars furnished above by my office are true. I further declare that if any of the above particulars or information is found by the company to be inaccurate or false in any respect whatsoever, my Tender before or after the acceptance may be canceled and the whole process may be considered void ab-initio.

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**Authorized Signature**

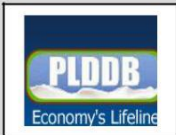
*Procurement section*  
*Punjab Livestock & Dairy Development Board*

### **Closing Remarks by Bidders**

I hereby declare that the Bidding Process was transparent and proceeded as per PPRA rules-2014; the process was conducted in the presence of all bidders or their representatives and was according to the clauses mentioned in the Bidding Documents issued by PLDDB. Further I secured the score as per the quoted technical and financial bids by my office.

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**Authorized Signature**



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