

## **Bidding Document**

### **For Purchase of Printed Bags**

#### **Document contains**

A-Advertisement	02
B-Terms & Conditions	03
C-Bid Submission Instructions	04
D-General Instructions	05
E-Required Documents	06
F-Tender Submission Form	07
G-Authorities	08
H- Bona-fide Statement	09
I- Bidders' acknowledgement	10

#### **Document No.**

PLDDB/Pro/June-092/2018



### **Punjab Livestock & Dairy Development Board**

29 E-II, Model Town Lahore

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



## **Tender Notice**

For the provision of Printed Bags

Punjab Livestock & Dairy Development Board (PLDDB) is a non-profit Organization established under Section 42 of the Companies Ordinance, 1984. The PLDDB has been aimed to develop Livestock & Dairy sector of the Punjab while facilitating small & large farmers in production, processing & marketing with the latest infrastructure and modern farming technologies to improve their animals' genetics and milk/ meat production ratio. PLDDB is managing a modern Livestock Farm at Livestock Experiment Station (LES) Khizerabad; district Sargodha having around 1600 acres land and 1500 small and large animals.

PLDDB invites sealed Tenders from registered firms/ authorized representatives for the provision following printed bags for Value Added Crop Residues & Wanda Project.

Sr. No.	Description	Size	Quantity	Est. Bid Cost & Bid Security
01	Item No. 01 <b>Printed Bags of VACR Project</b> (With the logo of Project)	40 Kg	5,000	Rs. 5,000/-
	Item No. 02 <b>Printed Bags of Wanda Project</b> (With the logo of Project)	40 Kg	5,000	

Interested parties may send sealed envelope containing Technical & Financial Bids separately sealed in two envelopes against said items. Bidders are required to submit 2% of Financial Bid as bid security (estimated financial bid amount is Rs. 250,000) at the under given address on or before 26<sup>th</sup> June 2018 till 11:00 am. Tender will be opened at 11:30 am on the same day in the presence of all Bidders or their authorized representatives.

Tender Document is immediately available at PPRA MIS and PLDDB official website and the same is mandatory to be obtained a signed copy from Procurement Section of PLDDB Head Office 02 days before opening of the tender while paying PKR 500 (non- refundable) to the Account Department of the company. PLDDB reserves the rights to accept or reject all the tenders prior to acceptance, as per PPRA rules 2014.



Procurement Section  
**Punjab Livestock & Dairy Development Board**  
 29-EII, Model Town, Lahore  
 Ph. 042 –35915346-47, URL: [www.plddb.pk](http://www.plddb.pk)



**Terms & Conditions:**

- a) At least 02 years experienced company in the same field may participate in the Bid.
- b) PLDDB will procure the printed bags of Wanda & VACR Project with the logo of the projects.
- c) Tenders received after due date and time will not be entertained at any cost.
- d) PLDDB encourages the legal business in the country so only NTN registered Firms may participate in the Bidding process.
- e) Financial Bid should be inclusive all kind of taxes.
- f) Bidders are required to submit 2% (refundable) of Financial Bid as earnest money along with Bid submission.
- g) 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.
- h) Successful Bidder is required to provide the items when the PLDDB will demand, In case of failure, the contract will be considered breached and performance security amount will be not be returned.
- i) Successful bidder is bound to provide the items within the 10 days of supply order.

**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 ambiguous.
  - V. The offer is conditional.
  - VI. The offer is from a firm blacklisted, suspended, or removed from the approved list.
  - VII. The offer is recovered from the telegram.
  - VIII. Offer received from shorter validity than required in the tender enquiry and
  - IX. The offer is for store/ service NOC confirming to specification Indicated in the tender enquiry.
2. Offer will remain valid for 30 days from the date of opening the tender.
3. Successful bidder will provide services within 30 days of the 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.  
(b) In the case of contractor fails to execute the contract strictly in accordance with terms and conditions laid down in the contract at risk and expense.
6. The Procuring Agency reserves the right to claim compensation for the loss caused by in the delivery of store and provision of services, as per detail.

**GENERAL INSTRUCTIONS**

1. Tender should be addressed to the Project Executive NRM Wing to PLDDB.
2. Tender should be quoted final rates both in word as well as in figures inclusive of all taxes.
3. Bidders are required to submit 2% 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:

- A. Valid NTN registration certificate.
- B. Company/ Firm registration certificate, authority letter in case of dealer.
- C. Bank Statement of last six months.
- D. Public & Private Client List.
- E. Copy of quality certificates (if any)
- F. Any other information.

*Tender Submission Form*

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

**To,**  
Punjab Livestock & Dairy Development Board,  
29 E II, Model Town,  
Lahore.

**From,**  
\_\_\_\_\_  
\_\_\_\_\_

Subject: **TENDER SUBMISSION FOR PRINTED BAGS**

**Dear Sir,**

It is submitted that our organization .....is interested to participate in the Bidding process of Printed Bags advertised by your Organization in the PPRA MIS, and 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.

\_\_\_\_\_  
**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.

\_\_\_\_\_  
**Authorized signature**



Procurement Section  
**Punjab Livestock & Dairy Development Board**  
29-EII, Model Town, Lahore  
Ph. 042 –35915346-47, URL: [www.plddb.pk](http://www.plddb.pk)

