

Bidding Document

For Assets Insurance Tender

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Document Number

PLDDB/Pro/June-035/2017



Punjab Livestock & Dairy Development Board

29-EII, Model Town, Lahore

Ph: 042 – 35915346-47; URL: www.plddb.pk



Tender Notice

For Insurance Cover of Assets

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 invites the sealed Bids from minimum A-rated (by PACRA/JCR-VIS) Assets Insurance Companies (having at least 05 years' experience) for the following PLDDB assets insurance for a period of one year:

- | | |
|----------------------------|------------------------|
| a- 40 KV diesel Generator, | f- 31 Vehicles |
| b- 04 Motorbikes | g- IT equipment |
| c- Laptops | h- Cell phones |
| d- Electric Appliances | I- Cash |
| e- Silage Machineries | f- And others (if any) |

Applicants must have their head office or sub-office in Lahore. Interested Firms may participate in the tender while providing following information:

- Full name of the firm, permanent address and number of major clients.
- Financial Bid against the said services.
- Information about infrastructure of the insurance company including offices, sub offices and branches details.
- Annual financial statement for the last five years.
- List of major clients.
- Must submit 2% bid security (refundable) of total estimated amount (estimated bid amount is Rs.1, 500,000 only) through bank instrument in favor of PLDDB along with Bid.

Interested parties may send sealed envelope containing separately sealed Technical & Financial Bids along-with 2% of estimated financial bid cost (estimated financial bid cost is Rs. 500,000) as Bid Security (refundable) at the under given address on or before 07 July, 2017 till 11:30 am. Tender will be opened at 12:00 pm 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 1000 (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.



Senior Manager Finance & Admin
Punjab Livestock & Dairy Development Board
 29-E11, Model Town, Lahore
 Ph: 042 – 35915346-7; URL: www.plddb.pk



List of Assets to be insured

Sr. No.	Asset purchase date	Items	Opening balance
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VEHICLES

1	29-Mar-12	Suzuki Alto -1000cc LEJ 1120 white color	789,629
2	29-Aug-12	Toyota Hilux -2494 cc LEJ 1439 white color	3,254,745
3	8-Nov-12	Suzuki Mehran 800 cc CPM white colorLEJ1196	682,050
4	8-Nov-12	Suzuki Cultus 1000 cc MM white colorLEJ1577	1,021,150
5	14-Nov-12	Suzuki Cultus 1000 cc CDM white colorLEJ1575	1,021,150
6	30-Oct-12	Yamaha Mini 100 cc Motor Cycle (Red)LEJ1601	66,147
7	22-Nov-12	Yamaha Mini 100 cc Motor Cycle (Red)LEJ1602	66,147
8	8-Dec-12	Yamaha Mini 100 cc Motor Cycle (Red)LEJ1603	66,146
9	16-Nov-11	Vehicle Toyota Corolla XLI 1300cc LEJ-11-1461	1,598,630
10	2-Nov-11	Vehicle Suzuki Cultus VXR CNG 1000cc LEJ-11-1457	988,900
11	16-Jan-12	Vehicle Suzuki Cultus VX 1300cc LEJ-12-1022	988,250
12	2-Nov-11	Vehicle Suzuki Mehran VX 800cc LEJ-11-1454	567,525
13	11-Nov-11	Vehicle Suzuki Mehran VX 800cc LEJ-11-1458	568,061
14	31-Jan-12	Vehicle Suzuki Mehran VX 800cc LEJ-12-1018	553,583
15	31-Jan-12	Vehicle Suzuki Mehran VX 800cc LEJ-12-1020	553,583
16	5-Jun-12	Vehicle Suzuki Mehran VX 800cc LEJ-12-1195	605,868
17	5-Jun-12	Vehicle Suzuki Mehran VX 800cc LEJ-12-1196	633,604
18	5-Jun-12	Vehicle Suzuki Mehran VX 800cc LEJ-12-1198	605,868
19	5-Jun-12	Vehicle Suzuki Mehran VX 800cc LEJ-12-2001	632,804
20	28-Mar-12	Master Forland M-330 Truck	1,353,463
21	25-Nov-10	Vehicle Toyota Corolla GLI 1300cc LEJ-10-512	1,541,955
22	26-Nov-10	Vehicle suzuki liana car 1300cc LED-6985	1,266,600
23	26-Feb-11	Toyota LEJ-11-111 for GM FIELD SERVICES	1,457,815
24	21-Feb-11	Toyota LEJ-11-1083 for GM FARM PRODUCTION	1,460,000
25	13-Jun-11	Suzuki Cultus LEJ-11-1264 for Manager Finance & Admin	966,421
26	15-Oct-11	Honda CD 70 LEJ1432	69,075
27	21-Dec-11	Suzuki Mehran for Manager Technical FPP LEJ 11-1499	572,473
28	4-Apr-12	Suzuki Cultus for LEJ-12 1123	1,015,567
29	9-May-12	Suzuki Mehran for LEJ-12 1164	563,100
30	9-Jan-13	Suzuki Mehran for LEJ-13 1059	640,550
31	12-Apr-12	Toyota Hilux -2494 cc LEJ 1148 white color	3,455,350

29,626,209

MACHINERY

1	19-Jul-12	Pilot Trolley (3 Ton Capacity)	23,500
2	3-Sep-12	Trolley 8.5 Ton	1,125,200
3	3-Sep-12	Trailer 12 Ton	893,200
4	3-Sep-12	Bucket	133,400
5	3-Sep-12	Bucket	133,400
6	3-Sep-12	Bale Grip	133,400
7	3-Sep-12	Bale Grip	133,400
8	3-Sep-12	Front Loader	372,360
9	3-Sep-12	Front Loader	372,360
10	3-Sep-12	Front Loader	372,360
11	3-Sep-12	Front Loader	372,360
12	27-May-13	Conveyer	78,000
13	27-May-13	Conveyer	78,000
14	5-Sep-12	Gowell Baler	28,472,975
15	15-Sep-12	Twin row harvestors	2,215,630
16	15-Sep-12	Twin row harvestors	2,215,630
17	15-Sep-12	Twin row harvestors	2,215,630
18	15-Sep-12	Twin row harvestors	2,215,630
19	15-Sep-12	Single row harvestors	931,803
20	15-Sep-12	Single row harvestors	931,803
21	15-Sep-12	Single row harvestors	931,803
22	15-Sep-12	Mover conditioner	1,139,709
23	15-May-16	Baler	722,250
24	15-May-16	Baler	722,250
25	15-May-16	Baler	722,250
26	15-May-16	Baler	722,250
27	15-May-16	Choper	203,300
28	15-May-16	Choper	203,300
29	15-May-16	Choper	203,300
30	15-May-16	Choper	203,300
31		China Baler	1,275,000
32		China Baler	1,275,000
33		China Baler	1,275,000
34		China Baler	1,275,000
35		Weiging Scale	1,800,000

56,093,756

TRACTORS

1	18-Aug-12	Tractor Class 120 HP	6,561,343
2	3-Sep-12	Tractor MF 455 (100 HP 4WD)	4,274,060
3	3-Sep-12	Tractor MF 385 (85 HP 2WD)	1,050,701
4	3-Sep-12	Tractor MF 385 (85 HP 2WD)	1,050,701
5	3-Sep-12	Tractor MF 385 (85 HP 2WD)	1,050,701
6	3-Sep-12	Tractor MF 385 (85 HP 2WD)	1,050,701
7	3-Sep-12	Tractor MF 385 (85 HP 4WD)	1,504,543
8	3-Sep-12	Tractor MF 385 (85 HP 4WD)	1,504,543
9		Tractor MF 385 (85 HP 4WD)	1,694,175
10		Tractor MF 385 (85 HP 4WD)	1,694,175
11		Tractor MF 385 (85 HP 2WD)	1,126,860
12		Tractor MF 385 (85 HP 2WD)	1,126,860
13		Tractor MF 385 (85 HP 2WD)	1,126,860

24,816,223
OFFICE EQUIPMENT

1	1-Feb-11	Telephone Exchange Panasonic KX-TEM824BX	116,050
2	12-Oct-14	Camera, Sony, 20.4 Mega Pixels	60,000
3	7-Apr-11	Waves Deepfreezer	31,000
4	11-Sep-12	Waves Deepfreezer	36,846
5	5-Dec-14	Deep Freezer	39,162

283,058
Electrical Equipment

1	1-Feb-11	Plasma tv samsung 50" inch model # PS50C430A1 Series 4+430 1 Remote,1 wall mount bracket 50",1 moveable stand	108,810
2	1-Feb-11	LCD Tv, 40" inch samsung model# LA40C550J1R series 5 550 along with 1 remote,1 wall mount bracket 40" 1 movable stand,2 villidor speaker,1 tinly microphone M-916,1vga cable	100,000
3	29-May-12	Generator 40KVA Perkins	1,694,840
4	13-May-16	Dynmo Generator	89,000
5	27-May-16	Dynmo Generator	89,000
6	5-Dec-14	Generator	62,500
7	26-Feb-16	LED 32" Sumsung	22,500

2,166,650
Mobile

1		Cell Phone(Samsung)	40,000
2		Cell Phone(Samsung -J5)	28,000
3		Cell Phone(Samsung Galaxy Grand 2)	37,500
4		Samsung S 6	89,350
5		Samsung Note-V	79,500

274,350

Laptop

1	26-Jun-14	Appel Mac Book Air- Intel core i5 GHz Turbo 2.6 GHz	123,500
2	26-Jun-14	Appel Mac Book Air- Intel core i5 GHz Turbo 2.6 GHz	123,500
3		Laptop	67,000
4	12-Jan-16	HP probook 440G3,Ci7600u-2.5GHZ tubo upto 3.1 GHZ,	98,400
			412,400
Grand Total			113,672,646

Terms & Conditions:

- A. Financial quotation should be inclusive all sort of taxes.
- B. At least 05 years experienced company in the same field may participate in the Bid.
- 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 & GST registered Firms may participate in the Bidding process.
- E. Bidders are required to submit 2 % (refundable) of Financial Bid as earnest money along with Bid submission.
- F. Financial invoices will be included all sort of taxes, PLDDB will not bear any kind of tax.
- G. Payment will be made after the completion of job.
- H. Successful Bidder is required to complete the task within 20 days.

Bidder's short listing Criteria

All prospective bidders are hereby informed that following criteria will be considered for short listing the Bidders. Consequently, only technically short listed bidders will be considered for next stage.

Note: In order to qualify for the financial Bid, bidders will be required to obtain a minimum score of fifty (35) out of fifty (50).

A. Bidder's Profile and Strengths	Total Marks = 25		
Criteria	Range	Score	Score Obtained
Annual Revenue	1.5 Billion plus	15	
	less	05	
Rating of Firm/Company	A+	10	
	A_	05	
B. General	Total Marks = 25		
Criteria	Range	Score	Score Obtained
Head Office in Lahore	N//A	05	
Branch office in Lahore	N//A	03	
Number of dedicated staff for PLDDB	03 plus persons	05	
	Less	03	
Number of clients having one billion plus turn over	15-20	05	
	10-15	03	
Public Sector Clients	10 plus	05	
	less	03	
Experience with Section 42 Companies	Yes	05	
	No	0	
C.	Total Marks = 25		

NOTE: PLDDB will not accept any depreciation cost on its assets; only bidders will be considered qualified complying the said condition.

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 Senior Manager Finance & Admin, PLDDB.
2. Tender should be quoted final rates both in word as well as in figures.
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

1. Copies of registration of Company
2. Company profile (with particular reference to project in the related business field)
3. List of Board of Directors
4. Bank statements for the one five year
5. Audited financial statements of last five year
6. Statement that the bidder has not been blacklisted by any of the public sector regulatory bodies or others
7. Membership of Chamber of Commerce / Trade Associations (if any)
8. Rating category evidence
9. Head office, Branch offices list
10. Client list with financial strength evidence
11. Name and designation of Officers dedicated for PLDDB
12. 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 Assets Insurance**

Dear Sir,

It is submitted that our organizationis interested to participate in the Bidding process of Assets Insurance 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

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Senior Manager Finance & Admin
Punjab Livestock & Dairy Development Board

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