

## **Bidding Document**

For Harvesting, Chopping, Transportation & Making Heap Silage of 90 Acres  
Maize Crop

### **Document contains**

A-Advertisement	02
B-Terms & Conditions	03
C-Bid Submission Instructions	04
D-General Instructions	05
E-Short listing Criteria	06
E-Required Documents	07
F-Tender Submission Form	08
G-Authorities	09
H- Bona-fide Statement	10
I- Bidders' acknowledgement	11

### **Document No.**

PLDDB/Pro/Nov-0057/2017



**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 Harvesting, Chopping, Transportation & Heap Silage Making of 90 Acres  
Maize Crop**

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 interested parties for the provision 90 acres maize crop harvesting, chopping, transportation and heap silage making. Silage production site is located at Livestock Experiment Station (LES) Khizerabad, Sargodha and crop is also at the same farm.

Interested parties may send sealed envelopes of Technical & Financial Bids separately sealed. Bidders are required to submit 2% of estimated Financial Bid (which is 1,600,000) as bid security (refundable) at the under given address on or before 8<sup>th</sup> December, 2017 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 may be obtained from Procurement Section of PLDDB Head Office, immediately. However the bidders are required to submit PKR 500 (non-refundable) to the Account Department of the company before the submission of Tender. PLDDB reserves the rights to accept or reject all the tenders prior to acceptance, as per PPRA rules 2014.



**Senior Manager, LES Farm**  
**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- Tenders received after due date and time will not be entertained at any cost.
- c- PLDDB encourages the legal business in the country so only NTN registered Firms may participate in the Bidding process.
- d- Bidders are required to submit 2 % (refundable) of Financial Bid as earnest money along with Bid submission.
- e- Parties having capacity of harvesting, chopping & transportation of 350 to 400 ton crop (about 20 to 25 acres) per day may participate in the bid.
- f- Failure to comply the clause “e” the contract will be terminated immediately.
- g- Financial invoice will be quoted inclusive all taxes.
- h- All sorts of fuels, transportation cost, wrapping material cost including plastic sheet, heap making, machinery maintenance cost & other miscellaneous expenses will be solely responsibility of the bidder.

**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 considers 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 05 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 Procurement Cell.
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.

### Short listing Criteria

A. Bidder's Profile and Strengths		Total Marks = 15		
Sr. No.	Criteria	Range	Max. Score	Score Obtained
02	Agri Experience in years	05 or plus 01 or plus	20 10	
03	Experience in Silage making	05 or plus 01 or plus	20 10	
04	Renowned Public sector clients	05 or plus Less	10 0	
05	Renowned Private sector clients	05 or more Less	10 05	
07	Technical Score	Total Scores = 60		
08	Bidders are required a minimum 40 scores out of 60 to participate in the Financial Bid.	Obtained Score=		

**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 three 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,

Project Executive, Silage

Punjab Livestock & Dairy Development Board,

29 E ii, Model Town,

Lahore.

From,

\_\_\_\_\_

\_\_\_\_\_

SUBJECT: **For Harvesting, Chopping, Transportation & Making Heap Silage of 90 Acres Maize Crop**

Dear Sir,

It is submitted that our organization .....is interested to participate in the Bidding process of Heap Silage 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 PLDDDB**

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.**



Senior Manager, LES Farm  
**Punjab Livestock & Dairy Development Board**

29-E II, Model Town, Lahore

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

