

## **Bidding Documents**

**For the Harvesting, Chopping & Transportation of Maize crop**

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### **Document Number**

PLDDB/Proc. Cell/May-032/17



**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**

### **100 Acres Maize Heap Silage making**

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 quotations from NTN registered Firms and Companies for the provision of 100 acres maize crop harvesting, chopping, transportation and heap making at silage bailing point. Silage production is located at Livestock Experiment Station (LES) Khizerabad, Sargodha and crop is also at the same farm.

Interested parties may send sealed envelope containing Technical & Financial Bids separately sealed in two envelopes against harvesting of maize crop, transportation, compaction, complete plastic covering including floor, mud coverage with 1 inch thickness and any other task related to heap silage process. Bidders are required to submit 2% of Financial Bid as bid security (estimated financial bid amount is Rs. 950,000) at the under given address on or before 06 June, 2017 till 10:30 am. Tender will be opened at 11:00 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-E11, Model Town, Lahore  
Ph. 042 –35915346-7, URL: [www.plddb.pk](http://www.plddb.pk)



**Terms & Conditions:**

- a) Job include harvesting of maize crop, chopping, transportation, compaction, complete plastic covering including floor, mud coverage with 1 inch thickness and any other task related to heap silage process.
- b) Chopping size of maize including grains should be between 3 to 5 cm.
- c) At least 02 years experienced company in the same field may participate in the Bid.
- d) PLDDB encourages the legal business in the country so only NTN 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 quotation should be inclusive all sort of taxes.
- g) Tenders received after due date and time will not be entertained at any cost.
- h) 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.
- i) Failure to comply the clause "f" the contract will be terminated immediately.
- j) All sorts of fuels, transportation cost, machinery maintenance cost & other miscellaneous expenses will be solely responsibility of the bidder.
- k) Ambiguous quotations will be rejected on the spot.
- l) Payment will be made after the delivery of the items in favor of the Company.

**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 one year from the date of opening the tender.
3. Successful bidder will provide services within 10 days of the agreement.
4. The procuring Agency reserves the rights 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, Silage (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.

## Short listing Criteria

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

**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 & GST registration certificate.
- B. Company/ Firm registration certificate, authority letter in case of dealer.
- C. Bank Statement of last 6 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 100 acres heap silage making**

Dear Sir,

It is submitted that our organization .....is interested to participate in the Bidding process of Harvesting, Chopping & Transportation of Maize crop 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. Detail of our representative is as under:

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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.....Tear Page from here to seal financial bid separate.....

**Financial Bid for  
Harvesting, Chopping & Transportation of Maize crop**

To,  
Procurement Committee,  
PLDDB,

From,

**Company Name:** .....,

**Representative Name:** .....,

**SUBJECT: Financial Bid for Harvesting, Chopping & Transportation of Maize crop**

Dear Committee Members,

It is hereby stated that I have participated in the tender captioned in the subject line. I am fully competent to accomplish the tasks give in the tender specifications. My financial quotation is as under and if I qualify as lowest bidder and I am awarded the job then I am bound to complete the jobs in a given time period.

Sr. #	Description	Rate/Price inclusive all Taxes	Total Amount

Sr. #	Bank Draft Number	Bank Draft Date	Bank Draft Amount

NOTE: Please tear this page and seal separately in the financial bid envelope,

**Bidder's Stamp & Sign**



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