

## **Bidding Document**

### **For Purchase of Seed, Fertilizer and Agri-Chemicals**

#### **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/Oct-051/2017



**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 the provision of Seed, Fertilizer and Agri-Chemicals

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 inputs for crop.

Sr. No.	Items/Tender		Quantity	Bid Security for tenders
1	Item No. 01 <b>Seed</b>	Wheat Crop Seed	20,000 Kg	Rs. 100,000
		Barseem Seed	2,400 Kg	
		Oat Seed	4,500 Kg	
		Mustard Seed	300 Kg	
	Item No. 02 <b>Fertilizer</b>	DAP (50 Kg bag)	400 Bag	
		Urea (50 Kg bag)	1150 Bag	
	Item No. 03 <b>Agri-Chemicals</b>	Pinoxadine	133 Liter	
		Starane M	120 Liter	
		Metafin S (14 gram)	5.6 Kg	
		Humic Acid 8 Kg	150 Bag	

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 at the under given address on or before 30<sup>th</sup> October 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 1,000 (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. Technical committee has right to reject any item if not found up to standards.
- B. Only technically approved items will be preceded further for financial bid opening.
- C. Seed should be healthy, clean and safe from all the damages, diseases and insect attack. Seed verity approval will be subject to the approval of technical members of the committee.
- D. Only Granular Fertilizer producers may participate in the Bid.
- E. Only Government approved fertilizer and agri chemical producers may participate in the tender.
- F. Fertilizer producer must have track record to provide Fertilizer to commercial farms. Only Certified Fertilizer producers by relevant authorities may apply.
- G. Technical committee will finalize the chemical selection as per their need.
- H. Agri Chemicals producer must have track record to provide chemicals to commercial farms.
- I. Only certified agri chemicals producers by relevant authorities may apply.
- J. Technical committee has rights to reject the chemical.
- K. Tenders received after due date and time will not be entertained at any cost.
- L. PLDDB encourages the legal business in the country so only NTN registered Firms may participate in the Bidding process.
- M. Successful Bidder will deliver the items at LES, Khizerabad, District Sargodha at its own cost.
- N. Financial bid must be inclusive all sort of taxes and freight.
- O. Technically rejected tenders will not be considered for financial opening stage.

**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 Procurement Cell of 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 SEED, FERTILIZER AND AGRI-CHEMICALS**

**Dear Sir,**

It is submitted that our organization .....is interested to participate in the Bidding process of Seed, Fertilizer and Agri-Chemicals 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 PLDDDB. 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)

