

**GOVERNMENT OF THE PUNJAB
AGRICULTURE DEPARTMENT
DIRECTORATE GENERAL AGRICULTURE (WATER MANAGEMENT)
PUNJAB, LAHORE**



BIDDING DOCUMENTS

PURCHASE OF STATIONERY

TENDER NO. 2017-18/AGRI/WMTI

**DIRECTORATE GENERAL AGRICULTURE (WATER MANAGEMENT)
PUNJAB, LAHORE 21-DAVIS RAOD, LAHORE**

CONTACTS:

Phone: 042-99233577
Email: wmtilhr@gmail.com

Tender Price	Rs. 500/-
Delivery period.	10 Days after issuance of Purchase Order
Selling Date.	9-03-2018 To 29-03-2018
Last date and time for submission of bids.	29-03-2018 by 02.00 p.m.
Date and time of opening of bids.	29-03-2018 at 02.30 p.m.
Bid Security	A bank draft/call at deposit in the name of Director General Agriculture (Water Management) Punjab, Lahore Rs. 10,000/- must be attached, in original.
Evaluation Criteria	The bids shall be evaluated on the basis of terms and conditions/ Instructions/ Specifications/ Special Conditions/Special Instructions/Conditions for submission of Bids etc. as given in the Bidding Documents.

INSTRUCTIONS TO BIDDERS.

A. TENDER INSTRUCTIONS

i.	Offer should remain valid for acceptance upto 45 days and rates offered will remain the same upto 30-06-2018 for frame work contract for further supply of stores during the current financial year 2017-18.
ii.	Incomplete offer/offer received after the notified date & time/offer not fulfilling any condition of the tender will straightaway be ignored/not entertained.
iii.	Rate should be quoted both in figures and words on the basis of free delivery at consignee's end/place of delivery. The quotation must be inclusive of Sales Tax. However, the amount of Sales tax at prevailing rate must be shown separately.
iv.	Tendering firm should be registered with the Sales Tax Department and Income Tax Department and quote their registration numbers in their quotation along-with the address of concerned office. Copy of Registration certificate of sales tax/income tax should be submitted with the offer. The deduction of all relevant taxes is applicable.
v.	The amount equal to the sales tax will be paid against the prescribed sales tax invoice showing the amount of sales tax.
vi.	Original tender documents each and every page duly signed/stamped and requisite certificates duly filled in/signed/stamped.

Item No.	Description of Lot	Total Qty.	Name of Consignee/ Place of Delivery.
1.	Paper Reams (A4) 80 grams imported	200 Reams	Director, Water Management Training Institute, Punjab, Lahore 13-km, Multan Road, Thokar Niaz Baig Chowk, Lahore
2.	Paper Reams (A4) 90 grams imported	100 Reams	
3.	Ballpoint (0.8 mm)	400 packs	
4.	Ballpoint (0.8 mm)	80 packs	

B. SPECIAL CONDITIONS:

1.	The bidders are required to submit the bids under Single Stage-one Envelope procedure. The bid shall comprise a single package containing the Financial Proposal and the Technical Proposal as per Rule 38 (1) of Punjab Procurement Rules, 2014.
2.	Store should be brand new and in original manufacturers packing.
3.	The prices shall be fixed/ quoted on delivery duty paid (DDP) basis inclusive of all taxes and duties delivered and installed at the place of delivery specified in the purchase order.
4.	100% payment will be allowed on receipt of full stores duly inspected by the members of Purchase Committee.
5.	The deduction, at source, of all relevant taxes at the prescribed rates is applicable.

C. SPECIAL INSTRUCTIONS:

1.	The store is required by the consignee within 10 days after issuance of the purchase order. However, the bidders are required to indicate their own guaranteed earliest date by which the stores will be supplied by them.
2.	Bidders must quote on the prescribed invitation to Bidder Form.
3.	Bids should be addressed to Director General Agriculture (Water Management) Punjab, Agriculture Department, Government of the Punjab, 21-Davis Road, Lahore.
4.	Bidders should quote their firm and final rates both in words as well as in figures.
6.	Any conditional, ambiguous or incomplete offer in any respect shall be ignored. No supplementary or revised offer after the opening of tenders shall be entertained.
7.	Bidders should indicate in their bids, the complete address or the place/places where stores will be offered for inspection.
8.	Bidders should specifically indicate their National Tax Number (NTN) and General Sales Tax (GST) Number.
9.	Any erasing/cutting/crossing, etc, appearing in the offer, must be properly signed by the person signing the tender. Moreover, all pages to the tender must also be properly signed, offers with any overwriting shall in no circumstances be accepted.
10.	A certificate should be given by the bidders that they will be responsible for the free replacement of stores if the same is found to be substandard and/or at variance with the specifications given in the tender enquiry. In case a similar store offered is at variance with the specifications given in the tender enquiry, the bidders must clearly identify variations in their offers. Stores offered of a specification superior to the one specified in the tender enquiry shall, however, be acceptable.

D. CONDITIONS FOR THE SUBMISSION OF BIDS.

1. The purchaser is the Governor of the Punjab.
2. The inspection authority will be one as specified in the contract resulting from this tender.
3. The bidder shall quote his firm and final price in Pak Rupees for each item separately inclusive of standard packing on FOR basis for the unit specified in the invitation to tender.
4. For imported and/or indigenous goods offered ex-stock in Pakistan, the bidder shall quote firm and final price for each item separately inclusive of packing in rupees on free delivery to consignee basis as per financial bid form.
5. For indigenous goods not in stock, the bidder shall quote firm and final price for each item separately inclusive of packing in Rupees on free delivery to consignee basis as per financial bid form.
6. The quotation shall be submitted for the unit as specified in the invitation of tender.
7. The conversion of prices quoted in foreign currencies shall be done in Rupees at the official rate of exchange on the date of opening of bidder.
8. The prices in case of local contracts shall mean “Free Delivery to Consignee” without any additional charge.
9. The bidder shall keep his quotation valid for acceptance upto 45 days from the date of opening of tender unless otherwise specified and rate will be valid upto 30-06-2018 for framework contract.
10. The bidder, shall furnish with his quotation complete particulars, specifications and drawings, maker’s technical features, guarantees and warranty of the goods offered by him. The instructions books shall be provided by the successful bidder, if so, required by the Purchaser.
11. The bidder shall furnish complete information and particulars as specified in the “Invitation to tender”.
12. Tender sample are not required to be submitted with the quotation unless specifically called for. Tender samples if called for, shall not be less than the quantity necessary for test as specified and shall have a sealed label affixed with these particulars:-
 - i. Bidder’s name and address.
 - ii. Tender No.
 - iii. Date of opening of tender.
 - iv. Item No. of the tender for this sample.

The samples shall be sent to the officer specified in the invitation to tender to reach him at the specified date. The cost and freight of sending the sample shall be borne

by the bidder and there will be no obligation on part of the Receiving Officer for their safe custody. The dispatch documents for each sample shall be promptly sent to the concerned officer for prompt delivery.

13. The sealed sample, drawings and other particulars governing the supply of stores, if specified in the invitation to tender shall be seen at the place and time indicated therein.
14. All bids shall be opened at the time and date specified in the invitation to tender. The bidder's representative shall be at liberty to be present at opening of tenders.
15. The person signing the tender on behalf of the bidder must specify his authority, that is to say, whether he signs as the Sole Proprietor, Active Managing Partner, Managing Director, Acting Director, Manager or Secretary of the firm and if so required shall have to produce copy of the documents authorizing him to sign the tender.
16. The submission of bid against the invitation to tender by the bidder, shall be deemed to his having read and accepted the conditions contained in tender documents and thoroughly examined the specifications, drawing and particulars specified in the invitation to tender. Further the bidder shall be deemed to be fully aware of the nature of goods required and shall be bound to accept the contract, if placed with him on the basis of prices within the validity of his bid.
17. The bidder shall certify in his tender that stores offered for supply shall be strictly in accordance with the requirements set out in the invitation to tender. This shall be done by affixing the certificate as under on the first sheet of his bid.

We guarantee to supply stores exactly in accordance with the requirements specified in the invitation to Tender No. _____

Bidder's Signature.

18. The documents to invitation of tender may be purchased from appropriate authority specified and cash receipt must be enclosed with the tender.
19. The unsolicited, late and delayed tenders shall not be considered.
20. Any correction or alteration in the bid must be signed in full by the same person, who is signing the bid for and on behalf of the bidder.
21. The purchaser does not pledge himself to accept the lowest bid and reserves to himself the right to accepting the whole or any part of the bid or portion of the quantity offered, and the bidders shall supply the same at the rate quoted.
22. Acceptance by the Purchaser will be communicated by letter of acceptance or advance acceptance of tender or formal "ACCEPTANCE OF TENDER". In case, where acceptance is communicated by letter of Advance Acceptance of Tender, the formal Acceptance of Tender will be forwarded to the successful bidder as soon as possible but the instructions contained in the letter or advance acceptance of tender shall be acted upon immediately.

**PROFORMA TENDER ENQUIRY FOR PURCHASE ON FREE DELIVERY TO
CONSIGNEE BASIS SCHEDULE INVITATION TO TENDER NO
2017-18/AGRI/WMTI**

Last date and time for submission of bids. 29-03-2018 by 02.00 p.m.

Date and time of opening of bids. 29-03-2018 at 02.30 p.m.

Delivery period. 10 Days after issuance of supply order

Note: *Please read the following note and instructions carefully:*

1. Any offer not received as per terms and conditions of the tender enquiry is liable to be ignored. No offer shall be considered if:
 - (i) Received without Bid Security.
 - (ii) It is received after the time and date fixed for its receipt.
 - (iii) The tender is unsigned.
 - (iv) The offer is ambiguous
 - (v) The offer is conditional.
 - (vi) The offer is from a blacklisted firm.
 - (vii) The offer is not dropped in the Tender Box.
 - (viii) Offer received with shorter validity than required in the tender enquiry, and
 - (ix) The offer is for store not conforming to specifications indicated in the tender enquiry.
2. Offers will remain valid for 45 days from the date of opening the tender.
3. The bidders are required to submit the bids under Single Stage one Envelope procedure as per Rule 38 (1) of Punjab Procurement Rules, 2014.
4. The purchaser reserves the right to increase or decrease the quantity of store or ignore/scrap/cancel the tender without assigning any reason.
5.
 - (a) If the acceptance of tender issued during the validity period of offer is not accepted by the bidder, the Bid Security shall be forfeited and the store purchased at his risk and expenses.
 - (b) In case, the offer is withdrawn, amended or revised during the validity period of the offer, the Bid Security is liable to be forfeited.
 - (c) In case, the contractor fails to execute the contract strictly in accordance with the terms and conditions laid down in the contract, the security deposited by him shall be forfeited and the store purchased at his risk and expense.
6. The buyer reserves the right to claim compensation for the loss caused by the delay in the delivery of store.

CERTIFICATE

1.	We hereby confirm to have read carefully the description of stores and all the terms and conditions of your tender enquiry No. _____ due for opening on _____ for the supply of specified stores in addition to the conditions as appended herewith and also all the special instructions attached to the said tender enquiry. We agree to abide by all those instructions/conditions.
2.	We also hereby confirm that the stores offered by us are exactly to the particulars and specifications as laid down in your tender enquiry in all respects.
3.	The stores offered by us are of (a) foreign origin or (b) local origin.
4.	We accept that if the required Bid Security is not furnished or our offer is found lacking in any of the requirement of your tender enquiry, it shall be ignored.
5.	We hereby confirm to understand that the delivery period is the essence of the contract and it will be strictly adhered to by us. In case of failure we agree unconditionally to accept the recovery of liquidated damages on belated supplies at 0.5% per week.
6.	Certified that the prices quoted to the department against Tender No. _____ are not more than the prices charged from any other purchasing agencies in the country. In case of any discrepancy, the bidder hereby undertakes to refund the price charged in excess.
	Name of bidder _____ Signature of bidder _____ Designation of bidder _____ Seal _____

Witness:

(a) Name _____ Signature _____

(b) Address: _____

(c) Date _____

TENDER FORM FOR FINANCIAL BID

From

To Director General Agriculture
(Water Management) Punjab, Lahore.

Dear Sir,

With reference to your tender enquiry published in newspapers/ PPRA / Agriculture Department/ OFWM websites bearing Tender No. _____ due for opening on _____, we hereby offer to supply the following goods at the price quoted against respective items, in accordance with the specifications, terms and conditions contained in bidding document. A bank draft/pay order/call at deposit amounting to Rs. -----/- only on account of bid security is enclosed.

Item #	Description	Unit price in Pak rupees including sales tax if any.	Qty.	Total price in Pak Rupees.	Bid Security (Rupees)	Remarks.
1.						
2.						
3.						
4.						

A.	Total Bid Amount	Rs.
B.	Sales Tax as per applicable law.	Rs.
	Gross bid amount(A+B)	Rs.

Signature _____ Date _____ Place _____

Name _____ Designation _____

Telephone No. _____ Fax No. _____ E-mail _____

GST No. _____ NTN No. _____

Company Seal _____

General/Special Conditions of the Contract.

1.	The stores supplied under this contract shall confirm to the standard mentioned in the technical specifications.
2.	The supplier warrants that the goods supply services to be rendered under the contract are new and shall have no defect.
3.	The contractor shall keep the Consignee, Inspection Authority and the Purchase Officer well informed with the supply position.
4.	The store supplied should be brand new, absolutely free from any material/manufacturing defects and in safe and sound and in conformity with the specifications in operational condition.
5.	The contractor shall provide the proof of payment of duties and taxes at the time of payment. (if applicable)