

GOVERNMENT OF THE PUNJAB
AGRICULTURE DEPARTMENT
PURCHASE CELL, LAHORE



BIDDING DOCUMENTS

PROCUREMENT OF **FAX MACHINES.**

TENDER NO. 2082/AGRI/WM/PIPIP(LOT # 8).

SENIOR PURCHASE OFFICER, PURCHASE CELL, 21-AGHA KHAN ROAD,
AGRICULTURE DEPARTMENT, LAHORE

CONTACTS:

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From

The Chief Purchase Officer,
Government of the Punjab,
Agriculture Department,
Lahore

INVITATION TO TENDER NO.2080/AGRI/WP/PIPIP.

DUE ON: 28.11.2014

Dear Sir/Sirs,

1. You are hereby invited to submit bid for the store as detailed in the schedule to this invitation to tender subject to the conditions laid down in bidding documents. The contract resulting from this invitation to tender shall be governed by the conditions as contained in bidding documents. The bid quoting against this invitation shall be deemed to have read and understood the conditions thereof and particulars of the stores required and their specifications, etc.
2. The bidder shall quote on the prescribed schedule to this invitation to tender, on the basis indicated therein and shall sign the certificate to the effect that the stores shall be supplied in accordance with the requirement specified in the schedule. In case there is any deviation, it should be clearly stated by bidder otherwise it will be presumed that offer is strictly in accordance with the requirement of the bid notice.
3. In the case of offers for supply of stores both imported and indigenous from within the country price quoted shall be inclusive of all taxes, duties and charges for packing, making, handling etc, where sales tax is leviable and is included in the price quoted it shall be indicated separately.
4. Failure to submit the bid in the manner prescribed in the invitation to tender will render it liable to be ignored.
5. The purchaser does not pledge himself to accept the lowest bid and reserves to himself the right of accepting the full or part quantity offered and the bidder shall supply the same at the rate quoted.

Yours faithfully

(Senior Purchase Officer)

Copy to:-
Endst. No. _____ /

Dated Lahore, the

1. The indentor / Director General Agri.(Water Management), Punjab, Lahore. He is requested to intimate within 5 days of receipt of this endorsement if there is any discrepancy in the invitation to tender failing which it will be presumed that the same is in order and in accordance with his requirement.
2. The Technical Officer(concerned). He is requested to point out within 5 days of receipt of this endorsement if there is any discrepancy in the particulars of stores/specifications given in the schedule failing which it will be presumed that the same are in order.
3. Signature Verifying Officer, Purchase Cell, Agriculture Department, Lahore.
4. Master File
5. Office file.

Yours faithfully,

(Senior Purchase Officer)

SCHEDULE OF INVITATION OF BIDS AGAINST TENDER ENQUIRY
NO. 2080/AGRI/WM/PIPIP(LOT # 6)

Tender Price	Rs.500/-
Delivery period.	60 days after order.
Selling Date.	25.10.2014 to 27.11.2014
Last date and time for submission of bids.	28.11.2014 by 11.00 a.m.
Date and time of opening of bids.	28.11.2014 at 11.30 a.m.
Bid Security	A bank draft/call at deposit in the name of Chief Purchase Officer, Agriculture Department, Lahore @ 2% of total value of bid must be attached, in original with the financial proposal.
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 for 90 days from the date of opening of the tender, failing which the offer will be ignored.
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 including Sales Tax, however, the amount of Sales tax at prevailing rate must be shown separately.
iv.	The successful bidder shall furnish Performance Guarantee @ 10% of the total value of contract in Pak Rupees.
v.	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 the 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.
vi.	The amount equal to the sales tax will be paid against the prescribed sales tax invoice showing the amount of sales tax.
vii.	Manufacturer's name and country of origin for the quoted item must be mentioned duly supported by the literature showing detailed specifications/part number etc.
viii.	Original tender documents each and every page duly signed/stamped and requisite certificates duly filled in/signed/stamped must accompany the offer alongwith cash receipt in original or photocopy in token of having purchased the tender.

Item No.	Description of store.	Total Qty.	Specifications attached	Name of consignee/ place of delivery.
1.	Fax Machines	1 No.	Annex-I	Director, Water Management Training Institute, Thokar Niaz Beg, Lahore.

B. SPECIAL CONDITIONS:

1.	The bidding firms are required to submit the bids in Single Stage-one Envelope procedure containing financial and technical proposal as per clause 38(1) of Punjab Procurement Rules, 2014.
2.	The store should be brand new, of latest model & in conformity with the tender specifications and free from any manufacturing defect.
3.	The contractor shall be responsible for free installation/commissioning and result oriented operation of the equipment alongwith required standards accessories etc. and training of staff at consignee's end.
4.	Make and model must be given in the offer, relevant literature must be provided and specifications of the quotation should be given line to line in comparison with the specifications of tender enquiry.
5.	The contractor shall be responsible for free delivery of the stores at consignee's end in safe and sound conditions. The inspection of the store shall be carried out at consignee's end.
6.	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.
7.	Warranty: The bidding firm shall provide a certificate alongwith the offer for free spare and labour warranty for all components for a period specified in the specifications.
8.	The bidding firm shall provide a certificate alongwith the offer for availability of spare parts and repair facilities for five years.
9.	In case of non-clarity in quoted specifications or for quality demonstration the Purchase Cell reserve the right for demonstration of the quoted item for scrutiny purpose at firm's cost.
10.	The bidding firm is required to quote the firm and final rates as there shall be no negotiation.
11.	The deduction, at source, of all relevant taxes at the prescribed rates is applicable.
12.	The contractor shall provide all required import documents at the time of inspection of stores.
13.	The bids will be evaluated on lot/package basis, however the bidders must quote price of each item on unit basis.

C. SPECIAL INSTRUCTIONS.

1.	Bidders must quote on the prescribed invitation to Bidder Form.
2.	Bids should be addressed to Chief Purchase Officer, Purchase Cell, Agriculture Department, Government of the Punjab, Lahore.
3.	Bidders should quote their firm and final rates both in words as well as in figures.
4.	The successful bidder may be required to furnish Performance Guarantee upto 10% in the form of deposit at call/pay order/ banker cheque in favour of Chief Purchase Officer (by designation only) within the period specified in Advance Acceptance of Tender, failing which repurchase shall be made at his risk and expense.

5.	Against Indigenous stores, bidders who are manufacturers must indicate name and address of the works in Pakistan from where they intend to supply the store. Other than manufacturers, bidders must enclose certificate from their manufacturers as under, failing which the offers shall be ignored.	
	<p style="text-align: center;">“This is to certify that M/S _____ have obtained quotation from us against invitation to Tender No. _____ due on _____</p> <p style="text-align: center;">And we have agreed to supply/manufacture the said stores strictly in accordance with the specifications laid down in the said invitation to tender.</p>	
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.	The bidders shall enclose catalogues/leaflets/literature and other technical data, if any in respect of stores offered by them.	
9.	Bidders should specifically indicate their National Tax Number (NTN) and General Sales Tax (GST) Number and copies of registrations must be attached with the bid.	
10	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.	
11.	(a)	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.
	(b)	Where offers have been invited for specified brands, offers for other brands shall not be acceptable
12.	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.	
13.	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.

14. The documents to invitation of tender may be purchased from appropriate authority specified and cash receipt must be enclosed with the proposal.
15. The unsolicited, late and delayed tenders shall not be considered.
16. 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.

**PROFORMA TENDER ENQUIRY FOR PURCHASE ON FREE DELIVERY TO CONSIGNEE BASIS
SCHEDULE INVITATION TO TENDER NO.2080/AGRI/WM/PIPIP.**

Last date and time for submission of bids.	28.11.2014 by 11.00 a.m.
Date and time of opening of bids.	28.11.2014 at 11.30 a.m.
Delivery period.	60 days after 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 **90** days from the date of opening the tender.
3. The bidders are required to submit the bids under Single Stage one Envelope procedure.
4. The purchaser reserves the right to increase or decrease the quantity of store or reject all bids/proposal at any time prior to the acceptance of bids or proposals.
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 upto ten (10) percent or part thereof.
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 _____

Price Schedule in Pak Rupees.

Name of bidder _____

For Lot # 6

1	2	3	4	5	6	7	8
Item	Description	Country of origin	Quantity	Unit price excluding Sales tax (Rs.)	Sales Tax (Rs.)	Unit price including Sales Tax (Rs.)	Total Amount including Sales Tax (Rs.)
1							
2							
Total Amount without GST							
GST @							
Total Amount including GST.							

Signature of bidder. _____

Name _____ Designation _____

General/Special conditions of the contract.

1.	The goods supply under this contract shall confirm to the standard mentioned in the technical specifications.
2.	The supplier shall provide such packing of the goods to prevent their damage or deterioration during transit to their final destination as indicated in the contract.
3.	The supplier warrants that the goods supply under the contract are new, unused of the most recent or current models and shall have no defect.
4.	The contractor should as per terms of the contract submit his bill on the prescribed bill form duly machine numbered. In case of any deviation from the above-prescribed procedure, the payment office will not be responsible for any delay so caused.
5.	The contractor is required to issue 'Acknowledgement' immediately on receipt of cheque from the Payment Officer. In case he fails to acknowledge the receipt of cheque within 7 days, his subsequent payment will be held in obedience.
6.	The contractor shall keep the Consignee, Inspection Authority and the Purchase Officer well informed with the supply position.
7.	Inspection call should be sent two weeks before the date when the inspection is required, failing which actual date of inspection or two weeks after the receipt of the Inspection Call whichever is earlier will be considered the date of offering the stores for inspection.
8.	The contractor shall return within 3 days the receipt of the contract in token of having received the order.
9.	The contractor is required to send specimen signatures (in triplicate) of their authorized representative who is competent to sign the bills and receive payment on their behalf for onward transmission to Audit Officer duly attested by the Purchase Officer to enable the Audit Office to verify if payment has been received by an authorized representative of the contractor. The change of the contractor's representative authorized to sign bills and receive payments, etc. should be promptly reported by the contractor to the Audit Office as well as to the Purchase Officer failing which the entire responsibility for wrong payment will lie on the contractor.
10.	A joint inspection of the equipment supplied shall be carried out by Technical Wing of Purchase, Punjab, Lahore and Indenter/Consignee or his representative in the presence of firm's representative. In this respect, a joint inspection certificate will be issued which will be attached with payment invoice in case of hardware and proper installation and operation in case of software.
11.	The Supplier should note that if the stores inspected and released by the Inspection Authority rejected by either the consignee or actual user/consumer and on re-inspection of such stores by the Inspection Authority in the presence of supplier's representative, it is concluded that rejection is justified in terms and conditions of contract, stores shall stand rejected and shall be replaced by the contractor at his own risk and cost, failing which the stores shall be purchased at his risk and expense.
12.	Liquidated Charges: The delivery period is essence of the contract. If the contractor fails to adhere to the delivery schedule and intends to seek extension thereof, it will be sole discretion of the purchaser either to grant or refuse extension in delivery period. However, the extension in delivery period if granted shall be subject to liquidated damages @ 0.5% per week upto ten (10) percent or part thereof.
13.	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.
14.	During warranty period, the contractor shall be responsible for free and immediate replacement/repair of stores if found defective, sub-standard or materially at variance from that as specified in the contract.
15.	The contracting firm shall be responsible for free installation/commissioning and result oriented operation of the equipment alongwith chemicals/standards etc. required during trial run and testing and training of staff at consignee's end.
16.	The contractor shall provide the proof of payment of duties and taxes at the time of payment.
17.	The free warranty shall remain valid after the goods have been delivered/installed to at the final destination as specified in the specifications.
18.	PERFORMANCE GUARANTEE: the successful bidder shall furnished the performance guarantee @ 10% of the total value of the contract as specified in the advance acceptance of tender which may be discharged after the expiry of free warranty period. In case the contractor fails to execute the contract satisfactorily, the amount of security shall be forfeited. The purchaser also reserves the right to purchase the material from elsewhere without any notice at the risk and cost of the defaulting contractor.