

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



**BIDDING DOCUMENT**

**BRANDING OF GOVT. VEHICLES**

**TENDER NO. 2016-17/AGRI/WM/PIPIP//02**

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

**CONTACTS:**

**Phone: 042-99200703  
042-99200713  
Fax: 042-99200702  
Email: pipipwm@gmail.com**

From

The Director General Agriculture  
(Water Management), Punjab,  
Lahore

**INVITATION TO TENDER NO.2016-17/AGRI/ PIP/02**

**DUE ON: 15-06-2017 at 11.00 a.m.**

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 bidder 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, marking, 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 of quantity offered and the bidder shall supply the same at the rate quoted.

Yours faithfully,

For and on behalf of Governor of Punjab  
(Director General Agriculture (Water Management),  
Punjab, Lahore.

Copy to:-

Endst. No. \_\_\_\_\_/

Dated Lahore, the

1. P.S. To Secretary / Chief Purchase Officer, Government of the Punjab, Agriculture Department, Lahore.
2. The Deputy Director (A&A). 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, Director General Agriculture (Water Management) Punjab, Lahore.
4. Master File
5. Office file.

Yours faithfully,

For and on behalf of Governor of Punjab  
(Director General Agriculture (Water Management)  
Punjab, Lahore

Tender Price	Rs.200/-
Delivery period	Fifteen (15) days after signing of agreement
Selling Date	30-05-2017 to 15-06-2017
Last date and time for submission of bids.	15-06-2017 by 11.00 a.m.
Date and time of opening of bids.	15-06-2017 by 11.30 a.m.
Bid Security	A bank draft/call deposit in the name of Director General Agriculture (Water Management) Punjab, Lahore Rs. 5,000/- 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 for 30 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 inclusive of 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 the contract in Pak Rupees.
v.	Tendering firm should be registered with the Sales Tax and Income Tax Departments 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.
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.

<b>Item No.</b>	<b>Description of Lot</b>	<b>Total Qty.</b>	<b>Specifications attached</b>	<b>Name of consignee/ place of delivery.</b>
1	Branding of Suzuki Cultus	10	Annex-I & II	Director General Agriculture (Water Management) Punjab, 21-Davis Road, Lahore.
2	Branding of Double Cabin Pickups	04		

## **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.	The lot 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 product.
4.	The contractor shall be responsible for branding of vehicles as <i>per art work given in the specifications attached as annexure-I &amp; II</i> with its free delivery at consignee's end in safe and sound conditions. The inspection of the material shall be carried out at consignee's end.
5.	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.
6.	<b>Warranty:</b> The bidding firm shall provide a certificate of free replacement warranty for three (03) years alongwith the offer.
7.	The bidding firm shall also provide a certificate alongwith the offer for availability of spare material and branding facilities for three years.
8.	In case of non-clarity in quoted specifications or for quality demonstration the Director General Agriculture (Water Management) Punjab, Lahore reserve the rights for demonstration of the quoted item for scrutiny purpose at firm's cost.
9.	The bidding firm is required to quote the firm and final rates as there shall be no negotiation.
10.	The deduction, at source, of all relevant taxes at the prescribed rates is applicable.

## **C. SPECIAL INSTRUCTIONS:**

1.	The lot is required by the consignee within fifteen (15) days after signing of the contract/agreement. However, the bidders are required to indicate their own guaranteed earliest date by which the lot 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.
5.	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 Director General Agriculture (Water Management) Punjab, Lahore (by designation only) within the period specified in Advance Acceptance of Tender, failing which repurchase shall be made at his risk and expense.
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.
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 Lot 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

**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 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 30 days from the date of opening of tender unless otherwise specified.
10. The successful bidder shall furnish Performance Guarantee in the form of Call Deposit, Pay Order or Banker’s cheque equal to 10% of the value of contract for the satisfactory completion of the contract without any interest being charged on it.
11. 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.
12. The bidder shall furnish complete information and particulars as specified in the “Invitation to tender”.

13. Tender samples 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.

14. 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.
15. 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.
16. 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.
17. 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.
18. 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. _____
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Bidder's Signature.

19. The documents to invitation of tender may be purchased from appropriate authority specified and cash receipt must be enclosed with the tender.
20. The unsolicited, late and delayed tenders shall not be considered.
21. 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.
22. 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.
23. 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 NO2015-16/AGRI/WM/PIPIP/WMTI/01**

Last date and time for submission of bids.	15-06-2017 by 11.00 a.m.
Date and time of opening of bids.	15-06-2017 by 11.30 a.m.
Delivery period.	Fifteen (15) days after signing of agreement

**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 30 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.

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 goods supply and services to be rendered 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, unused of the most recent or current models and shall have no defect.
3.	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.
4.	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 abeyance.
5.	The contractor shall keep the Consignee, Inspection Authority and the Purchase Officer well informed with the supply position.
6.	Inspection call should be sent one week before the date when the inspection is required, failing which actual date of inspection or one week after the receipt of the Inspection Call whichever is earlier will be considered the date of offering the stores for inspection.
7.	The contractor shall return within 3 days the receipt of the contract in token of having received the order.
8.	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 that 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 Deputy Director (A&A) failing which the entire responsibility for wrong payment will lie on the contractor.
9.	A joint inspection of the store supplied shall be carried out by notified inspection committee 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.
10.	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.
11.	<b>Liquidated Charges:</b> 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.
12.	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.
13.	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.
14.	The contracting firm shall be responsible for free installation and result oriented display of the material at consignee's end.
15.	The contractor shall provide the proof of payment of duties and taxes at the time of payment. (if applicable)
16.	The free warranty shall remain valid for three (03) years after the goods and services to be rendered have been delivered/installed to at the final destination as specified in the specifications.
17.	<b>PERFORMANCE GUARANTEE:</b> the successful bidder shall furnish 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 of three (03) years. 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.

## ٹینڈر نوٹس

ڈائریکٹر جنرل زراعت (اصلاح آبپاشی) پنجاب، لاہور کو "پنجاب میں آبپاشی زراعت کی پیداوار بڑھانے کا منصوبہ" کے تحت مندرجہ ذیل گاڑیوں کی برانڈنگ کیلئے سیلز ٹیکس / انکم ٹیکس رجسٹرڈ فرموں سے کوٹیشن مطلوب ہیں۔

- (i) سوزو کی کلئس 10 عدد
  - (ii) ویگو ڈبل کیبن پک اپ 4 عدد
- یہ کوٹیشن درج ذیل شرائط پر وصول کی جائیں گی۔
- ۱۔ ٹینڈر دستاویزات کی کاپی مبلغ -/200 روپے کے عوض دفتر ہذا سے مذکورہ تاریخ اور وقت تک پیرتا جمعہ دفتری اوقات میں وصول کی جاسکتی ہے۔
  - ۲۔ کوٹیشن کے ساتھ مبلغ -/5,000 روپے کا کال ڈیپازٹ بنام ڈائریکٹر جنرل زراعت (اصلاح آبپاشی) پنجاب، لاہور منسلک کرنا ہوگا جو کہ معاہدہ کی تکمیل کے بعد قابل واپسی ہوگا۔ معاہدے پر عمل پیرا نہ ہونے کی صورت میں کال ڈیپازٹ کی رقم ضبط کر لی جائے گی اور کوئی عذر قابل قبول نہ ہوگا۔
  - ۳۔ بغیر کال ڈیپازٹ کے کوٹیشن قابل قبول نہ ہوگی۔
  - ۴۔ کوٹیشن قبول ہونے کی صورت میں کوٹیشن دہندہ زیر دستخطی کے ساتھ ایک معاہدہ کرے گا، جس کے تحت ورک آرڈر جاری ہونیکے 15 دن کے اندر برانڈنگ منظور شدہ آرٹ ورک کے مطابق مکمل کرنا ہوگی۔
  - ۵۔ کمیٹی کو اختیار ہے کہ پھر اٹو انین کے تحت ساری کوٹیشن مسترد کر دے۔ کسی اعتراض کی صورت میں زیر دستخطی کا فیصلہ حتمی ہوگا جو کہ کسی کورٹ / فورم میں چیلنج نہیں کیا جاسکے گا۔
  - ۶۔ کوٹیشن میں تمام مروجہ سرکاری ٹیکسز شامل ہونگے۔
  - ۷۔ برانڈنگ میٹریل کی کم از کم مدت معیاد (Life) تین سال ہوگی۔ مذکورہ عرصے سے پہلے برانڈنگ میٹریل میں کسی بھی قسم کی خرابی پر کوٹیشن دہندہ بلا معاوضہ مکمل گاڑی کی برانڈنگ تبدیل کر کے دینے کا پابند ہوگا۔ میٹریل کوالٹی میں کسی قسم کا عذر قبول نہیں کیا جائے گا۔
  - ۸۔ کوٹیشنز مورخہ 15-06-2017 بروز جمعرات صبح 11:00 بجے تک وصول ہونگی اور اسی دن دوپہر 11:30 بجے تمام کوٹیشن دہندگان کے سامنے کھولی جائیں گی۔
  - ۹۔ کوٹیشنز اشتہار میں دیئے گئے مذکورہ وقت (مورخہ 15-06-2017 صبح 11:00 بجے تک) کے اندر دفتر ہذا کو دفتری اوقات (پیرتا جمعہ) میں جمع کروائی جاسکتی ہیں۔
  - ۱۰۔ دلچسپی رکھنے والے کوٹیشن دہندہ مندرجہ بالا گاڑیوں کو مذکورہ تاریخ تک پیرتا جمعہ دفتری اوقات میں دفتر ہذا میں ملاحظہ کر سکتے ہیں۔

الہٰی شہزادہ

ڈائریکٹر جنرل زراعت (اصلاح آبپاشی) پنجاب، ۲۱- ڈیوس روڈ، لاہور فون: 042-99200703

Cultus Car Branding Stickers with Transparent Background



## Vigo Double Cabin Pickup Branding Stickers with Transparent Background

