

NO. PD/ESW/PCSW/12-3/2018



Punjab Commission on the Status of Women

PMU 'Generating Data to Advance Women's Social and Economic Wellbeing in Pakistan' Project of PCSW 100-A Saint John Park Lahore Cantt.

BIDDING DOCUMENTS

FOR

PROCUREMENT OF MEDIA KITS

Bid Reference No:		
Package Name:	Media Kits	
Method of Procurement	Single Stage one envelope (Accumulative Cost basis Least Cost Method)	
Last Date & Time of Receipt of Bids	09-05-2018	11:00 A.M
Opening Date & Time	09-05-2018	11:30 A.M

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To

Subject: - Invitation for Bids

Dear Sir(s),

PMU Generating Data to Advance Women's Social and Economic Wellbeing in Pakistan 2016-18' of PCSW located at 100A St' John Park Abid Majeed Road, Lahore Cantt, intends to procure from the eligible firms the media kits containing the following items:

Sr. No.	Item	Approximate Quantity*	Specifications
1	Customized Steel Pens with Laser Printing	600	As per sample
2	Printed Diaries	600	As per sample
3	Printed Ceramic Mugs	600	As per sample
4	Wooden Key Chains	600	As per sample
5.	Sandblasted glass paper weight /block	600	As per sample

* The Quantity is subject to the provision of budget and can be decreased.

In this regard Project Director Generating Data to Advance Women's Social and Economic Wellbeing in Pakistan 2016-18' invites sealed bids for the supply of above mentioned from the well reputed bidders having valid and active GST and NTN Number. Therefore,

1. You are hereby invited to submit bid for the stores 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, 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 and rejected.
5. The purchaser does not pledge himself to accept the lowest bid and reserves to him the right of accepting the full or part quantity offered and the bidder shall supply the same at the rate quoted.

Yours faithfully
Project Director,
'Generating Data to Advance Women's
Social and Economic wellbeing in Pakistan
(PCSW)

SCHEDULE OF INVITATION OF BIDS AGAINST TENDER NO. PD/ESW/PCSW/12-3/2018

Tender Price	Rs.500/-
Delivery period.	Within 15 days after confirm order
Selling Date.	Immediately after advertisement
Last date and time for submission of bids.	09.05.2018 by 11:00 am
Date and time of opening of bids.	09.05.2018 by 11:30 am.
Bid Security	A Banker's cheque / bank draft / call Deposit in the name of The Project Director, Generating Data to Advance Women's Social and Economic Wellbeing in Pakistan 2016-18' Project Lahore amounting to Rs. 54000/- (which is within 5 % of the estimated price) must be attached, in original, with 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 as given in the Bidding Documents.

INSTRUCTIONS TO BIDDERS

1. Single stage one envelope procedure will be adopted.
2. Erasing, cutting/ overwriting should be avoided. However in case of erasing, cutting / overwriting, the same shall properly be signed.
3. Envelopes should be properly sealed so that contents of the bid are fully enclosed and cannot be known until duly opened.
4. Bid No. and Package Name should clearly be written on top left corner of the envelope.
5. Address and contact No. of the bidder on the envelope should be written.
6. Bids will publically be opened on the exact date and time given in the invitation to bid in the presence of the bidders / representatives who may choose to be present.
7. The bid should be properly page numbered along with index. Separators should be used for differentiation of various documents.
8. Bidders are also required to state, in their bid, the name, title, contact number (landline, Mobile) fax number and e-mail address of the authorized representative through whom all communications shall be made until the process has been completed.
9. All bids must be received in the office of PMU of the project 'Generating Data to Advance Women's Social & Economic Wellbeing in Pakistan 2016-18' 100-A Saint John Park, Lahore Cantt., Lahore within due date and time as mentioned in the invitation to bid / advertisement.
10. The Procuring agency will not be responsible for any costs or expenses incurred by bidders in connection with the preparation or delivery of bids.
11. Bidding documents should properly be signed and stamped.
12. Item wise rate, in words and figures may be quoted at the respective columns of the Form of Bid.
13. No bid will be accepted after closing date and time.
14. The quoted price must be inclusive of all applicable taxes and duties as per prevailing Govt. rules, transportation / delivery, installation and commissioning charges etc. in Pak Rupees.
15. Bidders should accept all the terms & conditions of bidding documents and conditional bid should not be submitted.
16. Duly filled, signed and stamped bidding documents must be attached in the bid / proposal as token of acceptance of terms of conditions of bidding documents.
17. Bidders must submit bids on the basis of complete scope of work. Any bidder offering partial scope of work shall be rejected as non-compliance in terms of PPRA-2014.

Bid Form

To,

The Project Director,
Generating Data to Advance Women's
Social & Economic Wellbeing in Pakistan
100-A Saint John Park, Lahore Cantt., Lahore
Tel. No. 042-99332346-51

Dear Sir,

Having examined the bidding documents the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply the following Items, in conformity with the below mentioned required specification as per following price, at ESW PROJECT OF PCSW Secretariat 96-H Gulberg-II Lahore.

Sr. No.	Item	Approximate Quantity	Specifications
1	Customized Steel Pens with Laser Printing	600	As per sample
2	Printed Diaries	600	As per sample
3	Printed Ceramic Mugs	600	As per sample
4	Wooden Key Chains	600	As per sample
5.	Sandblasted glass paper weight /block	600	As per sample

(Amount of Grand total in Words _____)

We understand that the purchaser intends to award the contract to the lowest evaluated bidder. We will not claim any additional cost in respect of aforesaid Items due to any variations. We undertake, to complete the Work/ Supply within the given time period in case we are declared lowest evaluated bidder.

We understand that the process of procurement is governed by PPRA Rules 2014. However, any additional conditions specified in the bidding document shall remain applicable.

Dated this _____ day of _____ 2017.

TENDER FORM FOR FINANCIAL BID

From

To

Dear Sir,

With reference to your tender enquiry published at PPRA & PCSW 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 specifications, terms and conditions contained in bidding document. A bank draft/pay order / call at
deposit amounting to Rs..... on the account of bid security is enclosed.

Sr. #	Description of store	Unit price in Pak rupees including all Taxes	Qty	Total Price Including all Taxes

A	Total Bid Without Sales Tax		
B	Sales Tax as per applicable Law		
	Gross Bid Amount (A+B)		

GST No.....

NTN

Technical Specifications

Sr.no	Item Name with Specification	Approximate Quantity	Specifications
1	Customized Steel Pens with Screen Printing	600	As per sample*
2	Printed Diaries with engraved / embossed cover	600	As per sample
3	Printed Ceramic Mugs	600	As per sample
4	Wooden Key Chains with engraving	600	As per sample
5.	Sandblasted glass paper weight / block	600	As per sample

* Note: Sample can be seen at the PMU Office of the Generating Data to Advance Women's Social and Economic Wellbeing in Pakistan 2016-18' Project located at 100-A Saint John Park, Lahore Cantt. Lahore (Opposite Fortress Stadium Lahore)

FORM FOR AWARD OF CONTRACT (CONTRACT AGREEMENT)

This agreement is made in the presence of the witnesses named below on this ____ day of 2018 at _____ between ESW PROJECT OF PCSW Lahore (hereinafter called "the Purchaser") and _____ (hereinafter called "the Supplier").

Whereas the Purchaser invited bids for supply of Media Kits containing the above mentioned Items and has accepted a bid by the Supplier for the supply of the intended items in the sum of Rs. ----- {contract price in words and figures}(hereinafter called "the Contract Price").

Now this agreement witnesses as follow:

1. In this agreement words and expressions shall have the same meanings as are respectively assigned to them in the bid document referred to.
2. The following documents shall be deemed to form and be read and construed as part of this agreement, viz., the:
 - (a) Invitation to bid as publicized / advertised by the Purchaser
 - (b) Bidding document as bought from the Purchaser
 - (c) Specifications of items
 - (d) Form of Bid
 - (e) Undertaking submitted by the bidder along with the bid papers
 - (f) Procurement Order.
 - (g) General and special conditions regarding procurement as given in the bidding documents and
 - (h) This contract agreement as executed between the Purchaser and the Supplier.
 - (i) The Bid Security and the Performance Guarantee
 - (j) The Purchaser's Notification of Award
3. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the goods and services and to replace the defective items in conformity and in all respects with the provisions of the award of contract.
4. The purchaser hereby covenants to pay the supplier in consideration of the provision of the goods and services and replace the defective items therein, the contract price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

5. All disputes or differences between the parties in connections with or arising out of this agreement shall be settled through arbitration in accordance with the provisions of Punjab Procurement Rules 2014. The arbitration should be made through mutually agreed single arbitrator.

In witness whereof, the parties have hereinto set their respective hands and seals the day and the year hereinto before set forth.

<u>Purchaser</u>	<u>Supplier / Contractor</u>
Signature: _____	Signature: _____
Name: _____	Name: _____
Designation: _____	Designation: _____
Date: _____	Date: _____

WITNESS:

1. _____

2. _____

TERMS & CONDITIONS

1. Scope of Work

Bidder must submit bids of all items of the package. The contractor will be responsible for delivery of all items at consignee's end in safe and sound condition.

2. Procurement Procedure and Method of Procurement

Single stage one envelope bidding procedure will be adopted following least cost method on accumulative cost basis

3. Validity of Bids

The bids shall remain valid for a period of 90 days from the date of opening of bids. Further extension if required be obtained as per Punjab Procurement Rules 2014.

4. Currency

Firm and final rates should be quoted in PAK Rupees.

5. Govt. Taxes and Transportation Charges

The total quoted price must be inclusive of all applicable taxes as per prevailing Govt. rules, duties, transportation, charges etc. in Pak Rupees.

6. Preparation of bids

Proposal / bid must be prepared as per instructions of bidding documents. The bid should be properly page numbered along with index. Separators should be used for differentiation of various documents. Sealed bid should consist of duly signed and stamped bidding documents, Form of bid and all other information / documents must be placed in the bid for evaluation.

7. Rates on the Form of Bid

Rates should be quoted on the attached prescribed Form of Bid. Bidder shall fill all blank columns of the Form of Bid. In case bidder desires to quote higher specifications, the same should be provided in the respective columns of the Form of Bid against the specific item. Brand of each & every items must be quoted.

8. Alternative Bids

More than one bid / offer / tender of a package will not be considered from the same bidder. Further, alternative bid / bids of an item / items will not be considered and such a bid will be liable to be rejected.

9. Verification

Procuring agency can verify any or all documents / information submitted by the bidder. In case of bogus documents and wrong information the same would not be considered for evaluation and the bid will be rejected.

10. Change in Quantity and place of Delivery

Procuring agency may change the quantity and place of delivery at any time during the procurement proceeding.

11. Provision of Sample

The Bidders are required to submit the samples of all the items for checking the performance / quality of the same. Samples will make the part of the evaluation as well. On satisfactory performance / quality of the sample, the bidder will be responsible for delivery of the same. In case performance / quality of the sample are un- satisfactory or the bidder fails to provide the sample, the procuring agency can reject the same and the bid will be technically dis-qualified.

12. Acceptance of Arithmetical Errors

In case of discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the bidder does not accept the correction of the errors, its bid will be rejected and its bid security will be forfeited. If there is discrepancy between words and figures the amount in words will prevail.

13. Submission of Bids

The interested bidders should submit bids of the complete package on the basis of "single stage one envelope procedure". All bids must be received in the office of Manager (Procurement), Purchase Cell, ESW PROJECT OF PCSW 100-A Saint John Park, Lahore Cantt., Lahore within due date and time as mentioned in the Invitation to Bid / Advertisement.

14. Opening of Bids

Bids will publically be opened by the Procurement Committee of ESW PROJECT OF PCSW, Secretariat in the presence of bidders or their representatives who may choose to be present, as per date, time and venue mentioned in the invitation to bid.

15. Evaluation

Evaluation of bids shall be made on accumulative cost basis of complete package following least cost method, conforming to the required specification as given in Form of Bid and other conditions mentioned in the bidding documents (Lowest Delivered Duty Paid (DDP) Total Price offered by the qualified responsive bidder.) In case bidder quoted items are of higher or better specification, his / her bid will be treated responsive, and finally the evaluation will be made on accumulative cost basis.

16. Method of Selection of Lowest Evaluated Bidder

A bid most closely conforming to evaluation criteria and other conditions specified in the bidding documents and having lowest evaluated cost will be selected as lowest evaluated bid.

17. Award of Contract and Procurement Order

Contract will be awarded to the lowest evaluated bidder for complete package on accumulative cost basis following least cost method. Procurement Order will be issued after signing of contract agreement.

18. Repeat Order

The contractor may provide deliverable items on repeat order up to (15% of the original procurement order) under the provision of Punjab Procurement Rules, 2014, if asked for.

19. Rejection of the Bid

Bids will be rejected in case of the following:

- i. Received without bid security as demanded in the advertisement.
- ii. Received after due date and time.
- iii. Bidding documents are unsigned / unstamped.
- iv. The bid is conditional.
- v. The bid is from a bidder who is black listed, by any Government / Semi-Government Department / Autonomous Bodies in any part of Pakistan
- vi. The bid is received by telephone/ telex/ fax/ telegram/E-mail.
- vii. Offering partial scope of work / incomplete bids

20. Inspection

- i. The inspection shall be conducted at the premises of the final destination.
- ii. The procuring agency may reject the delivered items which fail to conform to the technical specification, in inspection the contractor shall replace the rejected goods / items within fifteen working days, free of cost.
- iii. The purchaser's post-delivery right to inspect, and where necessary, reject the goods / items shall in no way be limited or waived by reason of pre-delivery inspection, passing of the goods.

21. Payment Mode

Payment will be made through cross cheque after complete delivery at consignee premises, and successful final inspection. The contractor shall provide all necessary supporting documents along with invoice for payment.

22. Taxes

The purchaser shall deduct all applicable taxes at the prevailing rate prescribed by the Govt., from all payments submitted by the contractor. Change in the rate of tax announced by the Govt. from time to time will be applicable.

23. Penalty

In case of late delivery, of goods / items, beyond the period specified in the bidding documents, a delay penalty @ 0.2% per day of the late delivered items shall be imposed on the supplier up to a maximum of 10% of the contract amount.

24. DELIVERY

1. The lowest evaluated successful bidder will be responsible for delivery, complete in all respect at places as mentioned in the Form of Bid in safe and sound condition at its own risk & cost within 30 days of issuance of procurement order.

2. Delivery period can be extended by competent authority on the written request of the contractor, giving compelling reasons for delay in delivery.

25. Authority Letter

Authority Letter from the Bidder Company authorizing the relevant person to represent the company. If an Agent submits bids on behalf of more than one Manufacturer, unless each such bid is accompanied by a separate Bid Form for each bid, and a bid security, when required, for each bid, and a valid authorized dealership certificate from the respective Manufacturer, all such bids will be rejected as nonresponsive.

26. Warranty

The Supplier warrants that the Goods supplied under the Contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the Contract.

1. The Supplier further warrants that all Goods supplied under this Contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the Purchaser's specifications) or from any act or omission of the Supplier, that may develop under normal use of the supplied Goods in the conditions prevailing in the country of final destination.

2. This warranty shall remain valid for twelve (12) months after the Goods, or any portion thereof as the case may be, have been delivered.

3. The Purchaser shall promptly notify the Supplier in writing of any claims arising under this warranty.

4. Upon receipt of such notice, the Supplier shall, within 10 days repair or replace the defective Goods or parts thereof, without costs to the Purchaser.

5. If the Supplier, having been notified, fails to remedy the defect(s) within the period specified, the Purchaser may proceed to take such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Purchaser may have against the Supplier under the Contract.

FORMAT OF ALL SECURITIES REQUIRED

1. Bid Security

All bids accompany the bid security as demanded in the Advertisement / invitation to bid in the form of CDR/DD/PO/ Banker's cheque in favor of Chairperson ESW PROJECT OF PCSW. In case of withdrawal of bid after opening of bids, or non-compliance of the procurement order/ procurement contract, the bid security will be forfeited.

2. Release of Bid Security

Bid Security of unsuccessful bidders will be released after signing of contract agreement with the successful bidder. Bid Security of successful bidder will be released after complete / successful inspection.

FRAMEWORK CONTRACT

The purchaser may enter into a framework contract with the bidder in order to ensure the uniformity in the future procurement against the agreed sum or rate per item or lump sum.

ARBITRATION

In case of any dispute between the procuring agency and the contractor after the procurement contract, the dispute should be resolved through Arbitration.

BLACK LISTING

The procuring agency may, for a specified period, debar a bidder or contractor from participating in any public procurement process of the procuring agency, if the bidder or contractor has:

- (a) Acted in a manner detrimental to the public interest or good practices.
- (b) Consistently failed to perform his obligation under the contract.
- (c) Not performed the contract up to the mark; or
- (d) Indulged in any corrupt practice.

Black listing mechanism will be followed as per Punjab Procurement Rules 2014.

COMMUNICATION

In case of any query regarding preparation and submission of bids, Admn. & Logistics Officer of the project 'Generating Data to advance Women's Social & Economic Wellbeing in Pakistan' may be contacted on the below mentioned address:

1. Admn. & Logistics Officer,
100-Saint John Park, Lahore Cant., Lahore.
Tel: 042-99332348-51(Ext. 112)

2. Finance & Operations Assistant
100-Saint John Park, Lahore Cant., Lahore.
Tel: 042-99332348-51(Ext. 114)

CERTIFICATE

- A. We undertake that our Firm M/s_____ is not black listed by any Government / Semi-Government Department / Agency / Autonomous Bodies in any part of Pakistan.
- B. We undertake that in case our bid is accepted, the goods to be supplied under the contract agreement will be genuine, brand new, non-refurbished, unaltered in any way, as per required specification, imported (if any) through proper channel.
- C. We have read all terms & conditions and undertake to abide by all Terms & Conditions mentioned in this Tender Document.
- D. We also hereby categorically confirm that the proposal / bid offered by us complies to particulars and specification as given in the Bidding Documents.
- E. It is certified that quoted rates against each item are as per market rate and we will refund the excess amount, in case we offered the same items at lowest rate anywhere in Pakistan.

CHECK LIST /Evaluation

All bidders are requested to read the under mentioned checklist carefully and ensure that the under mentioned all requirements are met for the preparation and submission of their bids:

Sr. No.	Requirements (Technical Bid)	Yes / No
01	Certificate of Incorporation of bidder's firm showing its location and the date of registration etc.	
02	Copies of i) Income Tax Registration certificate and NTN Detail ii) GST Registration Certificate iii) Proof that the bidder is active tax payer iv) CNIC of the Firm's Proprietor	
04	Company Profile Attached	
05	Copies of Work Orders – Previous agreement with Public sector etc. by firm	
06	Copy of Proprietor CNIC	
07	Name, title, contact number (landline, Mobile) fax number and e-mail address of the authorized representative provided	
08	Affidavit regarding non-involvement in any litigation with the government agency/department	
09	Bid Security as demanded in the advertisement / invitation to bid is attached with technical proposal in original	
10	Number of Copies: Original along with one Copy of the bid. Bids must be accompanied by unit price and total price.	
11	Envelopes are properly sealed	
12	Literature / manual / brochure (in Urdu / English) placed in the technical bid, is in conformity with the required specifications of items	
13	Bid is submitted within due date and time	
14	Bid is not conditional	
15	Bids are addressed to Project Director 'Generating Data to Advance Women's Social and Economic Wellbeing in Pakistan 2016-18' project of PCSW 100-A Saint John Park, Abid Majeed Road Lahore Cantt (Opposite Fortress Stadium), Lahore.	
15	All pages of bidding documents are properly signed and stamped at the given place	
16	Certificate at the end of bidding documents is signed and stamped	
17	Read and understand all the bidding documents	
18	Address and contact No. of the bidder on the main (outer) is written	
19	Firm has not been blacklisted.(A certificate to this effect on stamp paper must be attached)	
20	Samples of the Quoted Items provided	
Requirements (Financial Bid)		
01	The envelop is properly sealed	
02	No item of a package missed and rates of all items in a package quoted	
03	No Erasing, cutting/ overwriting made in the financial bid. If made the same is properly signed and stamped. No calculation or arithmetic error is made.	
04	Item wise and grand total are quoted at the respective columns of the Form of Bid.	
05	Final rates are quoted in PAK Rupees	

06	Quoted bids are inclusive of all taxes, duties, transportation charges etc. in Pak Rupees	
07	Rates are quoted on the attached prescribed Form of Bid	
08	Certificate at the end of bidding documents is signed and stamped	
Note: Firms must fill-up above mentioned checklist / table and attach copies of required documents with proper annexures along with tender document'		