

TENDER DOCUMENTS

2022-23

For the purchase of Equipment, Machinery and Furniture in the PSDP Project Titled

“Construction of Office and Laboratory Building of Animal Quarantine Department, Karachi”

Executed by the

Animal Quarantine Department

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GOVERNMENT OF PAKISTAN
MINISTRY OF NATIONAL FOOD SECURITY AND RESEARCH
(Animal Quarantine Department)

Bids Invitation Notice

Animal Quarantine Department, an attached department of Ministry of National Food Security & Research invites **Single stage – two envelope procedure** sealed bids (*The bids shall comprise a single package containing two separate envelopes from well reputed firms. Each envelope shall contain separately the financial proposal and the technical proposal; the envelopes shall be marked as “**FINANCIAL PROPOSAL**” and “**TECHNICAL PROPOSAL**” in bold and legible letters to avoid Confusion*) from the original manufacturers/authorized distributors/suppliers, registered with Income Tax and Sales Tax Departments and who are on Active Taxpayers List of the Federal Board of Revenue for supply of Equipment, Machinery and Furniture for the Project titled “**Construction of Office and Laboratory Building of Animal Quarantine Department, Karachi**” executed by Animal Quarantine Department (AQD) at Karachi.

2. Bidding documents, containing detailed terms and conditions, etc. can be obtained from Animal Quarantine Department offices till **13th April, 2023** before closing of office hours on payment of **Rs. 300** as per Rule 23(5) of Public Procurement Rules, 2004 by submitting a written application on firm/company’s letterhead and in case of company representative by submitting an authority letter along with the written application from respective firm/company’s owner including details of the owner.

3. The bids, prepared in accordance with the instructions in the bidding documents, must reach at the office of the concerned Quarantine Officer, Animal Quarantine Department at Islamabad, Sialkot and Multan on or before **14th April 2023 till 10:30 am**. Technical proposal(s) will be opened on the same day at **12:00 pm** in the office of Quarantine Officer of the Animal Quarantine Department at Karachi whereas the financial proposal of the technically qualified bids will be opened at the same venue on **17th April, 2022 at 11:30 am** in the presence of bidders or their authorized representatives. This advertisement is also available on PPRA website at www.ppra.org.pk and AQD website at www.aqd.gov.pk.

SD/-
(Dr. Muhammad Ilyas)
Project Director
(Tel: 021 34552679. Fax: 021 34380646)

TERMS & CONDITIONS

1. The firm should be well established, having sales tax registration number and must be present on Active Taxpayers List (ATL) of FBR and registered dealer of the quoted items. The tender should be submitted on the letterhead of the firm; cutting/overwriting will not be acceptable.
2. Bids of only those bidders will be entertained in whose name Tender Documents have been purchased directly or through a local agent.
3. Call deposit/Bid Security of 2% of the total quoted price (including accessories, if any) in form of pay order or bank draft as earnest money in favor of Project In-charge should be attached with the bids. The amount of the bid security mentioned in pay order/demand draft should be in Pak rupees and must be issued from a scheduled bank in Pakistan.
4. Rates offered should be valid at least 40 days after tender closing date.
5. Supplies are to be made to the concerned office within 10 days of the issuance of supply orders; in case of failure of the supplies, AQD reserves the right to forfeit/confiscate the earnest money/call deposit.
6. The price quoted should be **inclusive of All Taxes and General Sales Tax etc.**, if any. Income Tax shall be deducted as per government rules.
7. The bidding procedure is single stage – two envelope of sealed bids (The bids shall comprise a single package containing two separate envelopes from well reputed firms. Each envelope shall contain separately the financial proposal and the technical proposal; the envelopes shall be marked as “FINANCIAL PROPOSAL” and “TECHNICAL PROPOSAL” in bold and legible letters to avoid Confusion), otherwise the proposal will be rejected straightaway. No leniency will be granted to any participant in this regard.
8. Other terms and conditions of the tender are available in the Tender Documents. However, the same can also be seen in the office of the undersigned.
9. In case any holiday is announced or unforeseen circumstances, occur on the day of tendering, the tender documents shall be submitted and opened on next working day, respectively.
10. It is advised that Technical Proposal may be well documented and clearly indicate the contents with page numbers/ flags.

11. The Animal Quarantine Department reserves the right to accept or reject all or any bid or proposal subject to relevant provisions of PPRA Rules, 2004 (Amended to date) at any stage of the procurement process.

ADDITIONAL TERMS & CONDITIONS

1. Specifications of items tendered for should be clearly mentioned in the bids. Bids received after due date and time or incomplete in any sense will not be entertained.
2. The bidder will be responsible for un-interrupted after sale service/support, maintenance, replacement, warranty & guarantee, etc for one year. Suppliers will be required to install/ configures the equipment and train the users for its operation. All necessary support equipment & essential accessories will have to be arranged by the bidder for operation. The substandard items will be rejected/replaced/returned on expense of bidder.
3. An affidavit on Stamp Paper properly attested by the Oath Commissioner be attached with the bid to the effect that the firm has neither been black listed, nor having any dispute with any government organization and also there is no litigation against the firm.
4. Complete literature/specification sheets for the offered items should be submitted, where necessary.
5. In case of items being generally specified, the bidder shall present the sample items for the review of the purchase committee or may arrange the visit of production unit for better visualization and understanding at its own cost.
6. The offered items should be brand new. Brand/origin of equivalents be quoted with the undertaking of being genuine/original products with a supporting certificate of the agent of respective company/brand in Pakistan. Equipment of genuine brands will only be acceptable. Equipment should be according to the specifications given. However, bidder may quote the equivalents or better specifications of the indicated models/brands.
7. Sales Tax Invoice of bill of entry of the manufacturers/suppliers, where applicable shall be submitted along with the goods.
8. The bids without call deposit or conditional bids will not be accepted. Previous call deposit will not be valid / accepted for the tender in question and Cheque are also not acceptable.
9. The quantity of items will be fixed subject to the availability of funds.
10. A certificate duly supported by copies of relevant documents from the firm regarding, technical capabilities, previous track record of executing similar nature of work and a financial stability certificate from any scheduled bank is essential. Also attached copies of Sales Tax Registration Certificate and NTN (National Tax Number). Company/Firm's profile with complete mail address (present) and Bank Account Number must be mentioned.

11. A performance guarantee (ten percent of the contract amount) in form of pay order or bank draft will be furnished by the successful bidders in favor of Director, Animal Quarantine Department, that will be returned after the expiry of the period of warranty/guarantee.
12. In case of issuance of supply order to the successful bidder, the bidder will be responsible for the supply of these items within the specified period and will also bear the cost of installation **(if required)**.
13. In case of failure of supplies within stipulated time, AQD may forfeit/confiscate the earnest money/ performance guarantee and the firm may be black listed.
14. The department reserves the right to modify any term(s)/condition(s) by intimating all the participating firms before the issuance of supply order.
15. Submission of any false statement/document including concealment of any information is likely to disqualify the bidder.

(Dr. Muhammad Ilyas)
Project Director
(Tel: 021 34552679. Fax: 021 34380646)

Bid(s) Evaluation Criteria

Sr. No.	Assessment Parameter	Marks (Max.)
1.	<p>Physical features of the Product</p> <p>a. Having required Specifications (65 Marks)</p> <p>b. Products not having required specifications (0 Mark)</p>	65
2.	<p>Financial Position/Soundness</p> <p>a. Income Tax Filing Return of 2020-21 (10 Marks)</p> <p>b. Execution of govt. contracts of more than Rs. 0.5 million in current financial Year (10 Marks)</p> <p style="padding-left: 20px;">1-3 contracts (05 marks)</p> <p style="padding-left: 20px;">4-5 contracts (07 marks)</p> <p style="padding-left: 20px;">More than 5 contracts (10 marks)</p> <p>c. Annual Turnover of the Firm (10 Marks)</p> <p style="padding-left: 20px;">Rs. 1-2 million (03 marks)</p> <p style="padding-left: 20px;">Rs. 2.1-4 million (05 marks)</p> <p style="padding-left: 20px;">Rs. 4.1-7 million (07 marks)</p> <p style="padding-left: 20px;">Rs. 7.1-10 million (09 marks)</p> <p style="padding-left: 20px;">Rs. 10.1 million and above (10 marks)</p>	30
3.	<p>Successful Operationalization of the contracting firm</p> <p>a. Last 03 years or less than 03 years (02 Marks)</p> <p>b. More than three years but up to 05 years (03 Marks)</p> <p>c. More than five years (05 Marks)</p>	05

List of Furniture

S. No.	Items	Number required	Cost (Million Rs.)
1.	Officer Chairs	12	0.14
2.	Office Tables	30	0.50
3.	Office Chairs	30	0.20
4.	Visitor Chairs	60	0.35
5.	Steel Almirahs	12	0.24
6.	File Cabinets	10	0.20
7.	Computer Tables	10	0.12
8.	Conference Room Table	01	0.20
9.	Conference Room Chairs	15	0.20
10.	Library Table	02	0.10
11.	Library Chairs	12	0.10
12.	Book Racks	04	0.15
13.	Office Sofa Set	02	0.10
14.	Miscellaneous items	10	0.30
Total			2.90

List of Machinery & Equipment

S. No.	Items	Number required	Cost (Million Rs.)
1.	Refrigerator	02	0.20
2.	Deep Freezer	02	0.25
3.	Air Conditioners	09	1.00
4.	Water Dispenser	05	0.15
5.	Photocopier	01	0.50
6.	PABX Telephone Exchange	01	0.08
7.	Power Generator (Diesel) 100 KVA	01	2.50
8.	Laptop	02	0.30
9.	Desktop Computers	05	0.60
10.	Laserjet Network Printers	05	0.50
11.	LED TV 75" for Conference Room	01	0.25
12.	Miscellaneous items	15	0.10
Total			5.18

