



Dated' _____

BIDDING DOCUMENT FOR THE PURCHASE OF**(a) Letter of invitation for Bids**

Sealed Tenders are invited under the Balochistan Public Procurement Rules (BPPR) - 2014 by the _____ (Name of Procuring Agency) from “Eligible Bidders” (as detailed below), dealing in Sales and after-sale services of _____ as per details contained here-under:

Eligibility Criteria for Bidders:

S. No.	Bidders Eligibility Factor	Requirement	Document Required
1	Registration with Income Tax	Mandatory	Attach Copy of NTN
2	Registration with Sales-Tax	Mandatory	Attach Copy GST registration Certificate
3	Relevant Experience	For Self-experienced / Old Firms: ___ No. of successfully completed similar assignments in previous _ year/s (To be specified by the Procuring Agency)	Attach copies of Supply Orders with relevant completion certificate or Inspection Report
		For In-experienced / New Firms: MoU / JV or Agreement with a Firm fulfilling the above mentioned criteria	Attach signed & stamped copy of original Agreement duly attested by Notary Public
4	Financial Capacity	Annually PKR. ___ for the past _ years (To be specified by the Procuring Agency)	Attach supporting Bank Certificate of Company's Bank Account
5	Agreement with all the terms & conditions	Must unconditionally agree with all the instructions, terms & conditions specified in the bidding documents & contract agreement	Signature & company seal on every page of the bidding document.
6	Delivery time	Must agree to serve the Contract within the stipulated time period (To be specified by the Procuring Agency if required)	Completion time must be clearly specified in the Technical Bid
7	Any other relevant factor	(To be specified by the Procuring Agency if required)	(To be specified by the Procuring Agency as required)

(b) Data-Sheet of the Assignment

S. No.	Item Name	Item Details / Specification	Qty
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Brand names & model numbers (if any) referred-to in this tender document are only for reference purpose in the light of BPP Rules - 2014 # 13(1), however **ALL** offers in conformity with the generic specification shall be evaluated as equal.

(c) Method of Procurement Used: Procedure of bidding shall be **“Single stage - Two envelope bidding procedure”** as per Rule # 41(3) of the Balochistan Public Procurement Rules 2014.

(d) Instructions for preparing Bids:

These Instruction are being given for strict compliance by the Bidders, failure to fulfill any instruction given here-under may result in dis-qualification of the Bid/s. Proposals shall be prepared on following lines: -

- 1. Technical Bid:** Sealed Envelope containing the technical bid should clearly state **“Name of Bidder AND Technical Bid”**. A set of this bidding document duly filled, supported with Bidder’s covering Letter be attached with the Technical Proposal, which shall be prepared keeping in view the specifications provided in the Data Sheet above. Following information should be attached/contained in the technical proposal :-
 - Documentary evidence of fulfillment of eligibility criteria as required from the Bidder.
 - Dealership / authorization from the manufacturer / authorized importer / distributor, (as the case may be) clearly stating the sales and after-sales support (as the case may be) for the bidder to participate in this Tender.
 - Brochure / technical literature of the quoted items.
 - Statement of post-sales services / service contract
 - Guaranty/Warranty details. (As applicable)
 - Format of Product genuineness / method of Product verification from the Manufacturer, such as unique Product code etc. (Where applicable)
 - Completion time, which means; time consumed in delivery to _____ Office (Procuring Agency), time required for demonstration, fixation, installation, commissioning & training (as the case may be) of the delivered Items/ Equipment.
 - Every page of the Bid must be numbered, signed & stamped by the authorized representative.
 - Any other information relevant to the technical aspect of the items deemed necessary by the Bidder to mention.
- 2. Financial Bid:** Sealed Envelope containing the Financial Bid should clearly state **“Name of Bidder AND Financial Bid”**. A set of this bidding document duly filled, supported with Bidder’s covering Letter be attached with the Financial Proposal. The Financial Bid should be quoted on the bidders letter head on the following format :-

S. No.	Item Name / Model No. / Description	Quantity	Unit Price	Total Price
1				

2				
3				
4				
5				
6				
7				
8				
9				
10				

- a. Serial Numbers of items must be quoted as mentioned in the “Bidding Document” (in-case of difference in serial numbers in “Bidding Documents” viz-a-viz “Financial Bid” the bid may qualify for rejection.
- b. No technical detail / specification may be mentioned in the financial bid. In-case of multiple offers/ items quoted against a single item, each item may be distinguished as option # 1, 2, 3 etc. against the respective Serial No.
- c. Offer must be quoted on TCA (Total Cost of Acquisition) basis at the risk & cost of the bidder. This means:
 - i. ALL costs (including duties, taxes & other Govt. payables) incurred up-to delivery at _____Office (Address: _____)
 - ii. Completion time must be clearly mentioned
 - iii. Loading, unloading and other labor charges.
 - iv. Hardware and Software Installation/configuration/commissioning/training (where applicable)
 - v. Cost including fixation, assembling, dismantling etc. (As & where applicable)
- d. Taxes must be included along-with the price of each item.
- e. In-case of any Tax exemptions, exemption certificate from the concerned Tax Office / Regional Tax Office pertaining particularly to this case may be provided; otherwise taxes shall be deducted as per Government Policy / Rules.
- f. Every page of the Bid must be numbered, signed & stamped by the authorized representative.

(e) Bid Security:

1. Financial Bids must be accompanied with Bid Security in the form of Bank Guarantee or Deposit at Call from a scheduled bank @ 2% of total bid value favoring the _____(DDO Designation).
2. Performance Security @ 10 % in the form of Pay Order, Demand Draft, Bank Guarantee, or Insurance Bond (by AA ranking Insurance Company) favoring the (DDO Designation _____) of the Supply Order value shall be required to be provided by the bidder at the time of acceptance of Supply Order/ award of contract.

(f) Submission of Bids: Sealed Tenders (Single Envelope containing two separately sealed envelopes of Technical and Financial bids) must reach the office of the (Procurement Officer Designation _____) latest by Date & Time _____ through courier or may be dropped in the **Tender Box** at the office of the (Procurement Officer - Designation _____)

(g) Opening of bids: The technical proposal will be opened on the same day/ last day declared for submission for bids @ **Time (____)** sharp in the Office of (DDO Designation _____) in presence of the bidders who want to be present in the Bid opening session.

(h) Evaluation Criteria: Selection of the successful bidder shall be based on the **Least-Cost Selection Method** which means, **“Technically responsive, lowest financial bid, received from Eligible Bidders”** (as specified under the heading of the “Letter of invitation for Bids - Eligibility Criteria for Bidders”) Procedure for which is as follows: -

1. **Bidders Eligibility Assessment.** Initial evaluation of the Technical proposals shall be carried-out by the **PROCUREMENT COMMITTEE**, subsequent upon fulfilment of requirements of the eligibility criteria laid down under the heading of “Letter of Invitation for Bids – Eligibility Criteria for Bidders” and Bidders shall be categorized as:
 - i. Eligible Bidders
 - ii. Ineligible Bidders
2. **Return of Proposals from Ineligible Bidders.** Proposals from Ineligible Bidders shall be declared “Non-Responsive”, consequently shall **NOT** be accepted for any further evaluation:
 - i. Their Financial Proposals shall be returned without being opened.
 - ii. Their Bid security shall be released upon their written request.
3. **Item-wise / Package-wise Evaluation.** The Bids received from the Eligible Bidders shall then be evaluated by the **“TECHNICAL COMMITTEE OR THE TECHNICAL MEMBER OR THE PROCUREMENT COMMITTEE ITSELF.”** (if the required items are not technically complex) Technical Proposal shall be evaluated **Item-wise / Package-wise (Select 1 option)** on technical specification / requirements through comparison of minimum required technical qualification (as stated in the Data-Sheet) compared with specifications mentioned in the Technical Bid. Bids conforming to the required specification / technical requirements shall stand Responsive, hence will qualify for Financial Bid opening. All proposals shall be categorized as:
 - i. Responsive Proposals
 - ii. Non-Responsive Proposals
4. **Return of Non-Responsive Proposals & preparation of Technical Evaluation Report.** Technical Proposals not fulfilling the specification/s and or any technical requirements shall be declared as “Non-Responsive”, consequently shall **NOT** be accepted for any further evaluation:
 - i. Their financial proposals shall be returned without being opened.
 - ii. Their Bid security shall be released upon their written request.
 - iii. If the work can be split among multiple vendors and evaluation is being done on item-wise basis, then a Firm shall only be Non-Responsive for specific items in which it does not meet the minimum technical qualification. And may be recommended for items in which it is technically responsive.
 - iv. Technical Evaluation Report shall be prepared duly signed by all the members of the Procurement Committee, giving **REASONS** for;
 1. Acceptance of the Eligible & Responsive Bids and;
 2. Rejection of the Ineligible & Non-Responsive Bids
5. **Financial Evaluation.** Financial Proposals of the Responsive Technical Proposals shall be publicly opened in the **same/ next** meeting (date to be fixed by the procuring agency) as communicated by the Procuring Agency. Financial Evaluation Report /comparative statement of the “Responsive Proposals” shall be prepared by the **PROCUREMENT COMMITTEE** as per the format given hereunder. Subsequently, the prepared Financial Evaluation Report shall duly be signed by all the members of the Procurement Committee.
6. **Recommendation of Procurement Committee & Uploading of Evaluation Report.** After Technical and Financial Evaluation of the Bids, both the Technical & the Financial Evaluation Reports shall be combined. This Report shall be called as the “Evaluation Report”. This Evaluation Report must clearly state, justification for acceptance of lowest evaluated Bid, and reasons for non-acceptance of all other Bids. Consequently, lowest financial Bidder among the “Responsive” and “Eligible Bidders” shall be recommended for the Award of Contract by the **PROCUREMENT COMMITTEE**. The Procuring Agency shall upload this Bid Evaluation Report at the website of

Balochistan Public Procurement Regulatory Authority, at-least ten days prior to the award of Contract. Copy of the same shall also be provided to bidders upon their written request.

7. **Award of Contract.** Contract for Supply of the Item/s to the recommended Bidder/s shall be placed with the lowest evaluated bidder/s (**“Technically Responsive, lowest Financial Bid, received from Eligible Bidder/s, for each item / Complete Package” (Select 1 option)**), after ten days of uploading of the Evaluation Report at B-PPRA Website.

(i) **Tender Price Assessment and Tax liability**

i. **Tender Price Assessment Mechanism**

1. Initially, Eligibility of Bidders as required under the heading “Letter of invitation for Bids” shall be assessed by the “PROCUREMENT COMMITTEE” during the Technical evaluation in the following manner:

<u>FORMAT FOR ASSESMENT OF BIDDERS ELIGIBILITY</u>				
Bidders Eligibility Factor	Requirement	Bidder 1	Bidder 2	Bidder 3
		YES / NO	YES / NO	YES / NO
Registration with Income Tax	Copy of NTN attached?			
Registration with Sales-Tax	Copy of GSTRN attached?			
Relevant Experience	For Self-experienced / Old Firms: __ No. of Supply Orders with relevant completion certificate or Inspection Report of successfully completed similar assignments in past __ year/s attached?			
	For In-experienced / New Firms: Signed & stamped copy of MoU / JV or Agreement of support, with a Firm fulfilling the above mentioned criteria duly attested by Notary Public attached?			
Financial Capacity	Bank Certificate of Company’s Bank Account certifying annual turn-over of PKR. __ For the past __ years attached?			
Agreement with all the terms & conditions	Signature & company seal at the end of bidding document affixed?			
Delivery time	Quoted completion time within the stipulated time period?			
Any other relevant factor	(To be specified by the Procuring Agency if required)			

2. Firm must score “YES” in all requirements of the eligibility criteria to be categorized as Eligible. “NO” to any requirement of the eligibility criteria, by any bidder shall render the Firm as Ineligible.
3. Upon completion of assessment of Bidders eligibility, Technical Proposals of Eligible Firms, shall further be technically evaluated by the “TECHNICAL COMMITTEE OR THE TECHNICAL MEMBER OR

THE PROCUREMENT COMMITTEE ITSELF.” (if the required items are not technically complex) in the following format:

FORMAT FOR TECHNICAL EVALUATION OF BIDS						
Technical Requirement/s	Eligible Bidder 1		Eligible Bidder 2		Eligible Bidder 3	
	Fulfill Requirement YES / NO	Reason	Fulfill Requirement YES / NO	Reason	Fulfill Requirement YES / NO	Reason
Requirement 1						
Requirement 2						
Requirement 3						
Requirement 4						
Requirement 5						

4. All Bid/s not fulfilling the technical requirements shall be declared as Non-Responsive. The remaining / Responsive Bids shall further be financially evaluated in the following manner:

FORMAT FOR FINANCIAL EVALUATION OF BIDS							
Item/s Name & description	Quantity	Responsive Bidder 1		Responsive Bidder 2		Responsive Bidder 3	
		Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
Item 1							
Item 2							
Item 3							
Item 4							
Item 5							

5. Bid/s found to be financially lowest among the Responsive Bids shall be recommended for the award of contract.

(j) Terms and Conditions:

- Completion time may be clearly specified. Where completion time shall mean; time consumed in delivery of the ordered items to the designated location of Procuring Agency _____, also including but not limited to time required for installation, commissioning & training. **(Complete delivery including required services detailed in the Data-Sheet)**
- Maximum completion time for the order is _____ Days from the date of Supply Order (bids quoting greater lead times are likely to be rejected).
- In case of late delivery, the supplier may be blacklisted and late delivery penalty (Liquidated Damages) shall be imposed at the rate of 0.1% (of the value of items delivered late) per day, upto a maximum of 10% of the Contract Value (As specified in the Contract).
- The Consignment, as per the Supply Order, must be accompanied by the authorized representative (technical) at the time of delivery at procuring agency/ designated Office.
- Partial delivery is **allowed/Not-allowed** – (Select 1)
- Quantity may vary up-to an extent of **10%** of quantities specified in the “Data-Sheet of the Assignment” as per requirement of Procuring Agency
- Work may be split among multiple lowest evaluated bidders, on the basis of the evaluation criteria for independent / non-related items.
- Provision of partial payment does not exist in this Tender; payment shall be made within one month from the date of successful inspection.
- Payment release is subject to satisfactory inspection by the joint team comprising of:
 - The Purchase Committee of Procuring Agency

- ii. Authorized representative of the Vendor (To be clearly specified in the Tender Document)
- 10. Bid Security of successful bidder/s shall be released upon submission of Performance Security.
- 11. Bid Security of unsuccessful bidder/s shall be released within thirty days from the date of award of contract to the successful bidder/s.
- 12. Performance security of the successful bidder/s shall be released within two months from the date of successful inspection. In case of unsatisfactory performance on part of the supplier, the "Performance Security" shall be forfeited or retained till satisfactory completion of task.
- 13. Any other terms or conditions deemed necessary by the Procuring Agency.

ii. Tax Liability

- 1. Complete Tax liability is to be borne by the Vendor.
- 2. Quoted prices shall be inclusive of all applicable Taxes, be filled item-wise as per the aforementioned format at Para-2 and may not be applied to the sub-total of the package.
- 3. In-case of any Tax exemptions, exemption certificate from the concerned Tax Office / Regional Tax Office pertaining particularly to this case may be provided; otherwise taxes shall be deducted as per Government Policy / Rules.

(j) CURRENCY & BID VALIDITY

- 1. Tenders must be quoted in Pakistani Rupees (PKR).
- 2. Validity of the bid would be at-least __ days (to be specified by the procuring agency/ office) from the date of Tender opening

(k) BIDDER'S INFORMATION:

1. Name of company : _____

2. Complete Postal Address : _____

3. Tel No: _____ 4. Email address: _____

5. Fax No: _____ 6. Mobile No: _____

7. Authorized Representative's name & designation: _____

8. Type of Business:

(1) Sole Proprietorship (2) Partnership

(3) Corporation (Private Ltd.) (4) Corporation (Public Ltd)

9. National Tax Number: _____

10. Sales Tax Registration #: _____

11. Year of Establishment: _____

12. Work experience: (Please attach specimen i.e. similar Award of Contract)

a. _____

b. _____

c. _____

13. Approx. turn-over for previous three years: (In millions)

2013: Rs. _____ 2014: Rs. _____ 2015: Rs. _____

14. Certificates / Awards (if any, please attach)

15. Company Profile: (Please attach)

DECLARATION BY THE BIDDER

I solemnly undertake that:

- a. Having read, understood & made myself aware of all the Terms & conditions mentioned in this Bidding Document & the Rules, Regulations & Policies of the Government of Balochistan, governing the procurement & financial matters, **AGREE, ACCEPT & UNDETAKE TO ABIDE BY THE SAME.**
- b. The information provided in this form is correct to the best of my knowledge & in the event of change; details will be provided as soon as possible

Name & Designation _____

Signature _____ Date _____

Company stamp.

Procuring Agency's Name _____

Procuring Agency's Address _____

Procuring Agency's Phone & Fax No. _____ Procuring Agency's Website _____