

## **INVITATION TO BID**

Pakistan Bait-ul-Mal (PBM), a body corporate of the Federal Government is contributing towards poverty reduction through its various poor focused services. One of these services is the empowerment of women through establishment of Women Empowerment Centers (WECs). PBM invites Sealed Bids under the single stage-two envelope procedure which contains two separate envelopes, each for the Technical and Financial bid from reputed, well established Firms/Distributers/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 cloth, gadgets and raw material items to 22 WECs of PBM-Balochistan for the Financial Year 2019-2020.

The Bidding documents, containing detailed terms and conditions, etc. are available from office of the Director, Pakistan Bait ul Mal, Provincial Office, Balochistan within 15 days from the date of publication of this advertisement. Price of the bidding document is Rs.1,000/- (non-refundable) *as per Rule 23 (5) of the Public Procurement Rules, 2004*, which will be deposited in PBM Account No. NIDA-3004341963 at NBP, Industrial Branch Sirki Road, Quetta. Bidding documents can also be downloaded from PBM's Website i.e. [www.pbm.gov.pk](http://www.pbm.gov.pk) free of cost. Call Deposits @ Rs. 2 % of total bid rate in the name of Director, PBM, Provincial Office, Balochistan, Quetta must be attached with the Tender Form. The firms must bring samples of the cloth, gadgets and raw material items at the time of opening of Tender which should conform to the samples of PBM.

The bids, prepared in accordance with the instructions in the bidding document, must reach at the below mentioned address before or on 16<sup>th</sup> day of publication of this advertisement i.e. February 17, 2020 by 11:30 A.M. Proposals will be opened the same day at 12:00 P.M. This advertisement is also available on PBM website [www.pbm.gov.pk](http://www.pbm.gov.pk) and PPRA website [www.ppra.org.pk](http://www.ppra.org.pk)

**Director**  
Pakistan Bait-ul-Mal,  
Provincial Office, Balochistan  
House No.C-59, Railway Housing Society,  
Joint Road, Quetta.  
Phone: 081-2446108; Fax: 081-2472877.  
E-mail: pbmqta@gmail.com



## **TENDER DOCUMENT**

**For**

**PROCUREMENT OF CLOTHS, GADGETS & RAW MATERIAL FOR PBM'S  
WOMEN EMPOWERMENT CENTRES (WECs), BALOCHISTAN**

**For the**

**FINANCIAL YEAR, 2019-2020**

Government of Pakistan  
Poverty Alleviation & Social Safety Division  
**Pakistan Bait-ul-Mal**  
Provincial Office, Balochistan.  
House No. C-59, Railway Housing Society,  
Joint Road, Quetta  
Phone No.081-2886108, Fax No.081-2472877  
E-mail: [pbmqta@gmail.com](mailto:pbmqta@gmail.com)

**SUMMARY OF TENDER FORM  
FOR  
PROCUREMENT OF CLOTHS, GADGETS & RAW MATERIAL FOR PBM'S  
WOMEN EMPOWERMENT CENTRES (WECs) BALOCHISTAN  
FOR CFY 2019-20**

**SUBMITTED BY M/S**-----

TOTAL	TOTAL PRICE (INCLUDING SALE TAX) IN PKR
Total quoted rate including GST	

**Rupees in words (Grand Total)**-----

Bank Account No. and Name of the Bank:\_\_\_\_\_

Address of the Firm:\_\_\_\_\_

Telephone No.\_\_\_\_\_ Fax No.\_\_\_\_\_

Sales Tax Registration No.\_\_\_\_\_ NTN No\_\_\_\_\_

Name & Title.\_\_\_\_\_ Date\_\_\_\_\_

Signature and stamp:\_\_\_\_\_

**Sign and seal of the Firm**

**Assistant Director (Admin)**

**1. GENERAL TERMS AND CONDITIONS OF CONTRACT FOR SUPPLY OF CLOTHS, GADGETS AND RAW MATERIAL FOR PBM'S WECs, BALOCHISTAN FOR CFY 2019-20.**

Sealed tenders under the single stage-two envelope procedure (both technical and financial in separate envelopes) are invited from reputed, well established firms registered with Income Tax and Sales Tax Departments and who are on Active Taxpayers List of the Federal Board of Revenue, for supply of Cloths, Gadgets and Raw Material for 22 Women Empowerment Centres (WECs) of PBM-Balochistan. **NO LATE PROPOSALS WILL BE ACCEPTED** and the same will be returned without being opened.

The items will be purchased on terms and conditions as prescribed below:

- i. Cost of tender form: Rs.1,000/-
- ii. Date of tender opening: February 17, 2020
- iii. Time for tender opening: 12:00 P.M.
- iv. Name of Bidder: \_\_\_\_\_
- v. Item-wise rate may be quoted (as per list given **Annex-A**).

**2. TERMS & CONDITIONS:**

- a. Rates should be inclusive of all applicable taxes and rates/amount of GST shall be mentioned separately;
- b. Tender should be accompanied with 2% of tendered amount/cost offered as earnest money in shape of CDR/Demand Draft/Call Deposit in favor of Director Pakistan Bait-ul-Mal, Balochistan. No Tender/Offer will be entertained without earnest money;
- c. Tender (both Technical and Financial) will be opened in the presence of bidders or their authorized representatives at Provincial Office on date and time to be intimated;
- d. Contract will be valid for the current Financial Year, 2019-20 effective from date of signing of agreement by both parties i.e. PBM and Successful Bidder(s);
- e. Earnest Money will not be released till the completion of successful delivery and completion of warranty period;
- f. The quantity can be increased or decreased by the PBM Competent Authority;
- g. The supplier will be responsible for delivery of items to WECs throughout Balochistan (Address of WECs are at Annex-B) on its expense as per quantity mentioned in supply order issued from time to time;
- h. The supplier/contractor will be responsible for any loss, theft, and damage until delivery is received by PBM respective WECs;
- i. The supplier will be responsible to replace the items if it doesn't correspond to the approved samples, and will replace them (at its own cost);
- j. PBM reserves the right to request additional supporting or supplementary data from the bidder(s), accept any proposal in whole or in part and contact any number of candidates as required to achieve the overall evaluation objectives;
- k. Pakistan Bait ul Mal reserves the right to accept any proposal, in whole or in part; or, to reject any or all proposals. The procuring agency shall upon request communicate to any supplier or contractor who submitted a bid or proposal, the grounds for its rejection of all bids or proposals, but is not required to justify those grounds;

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**3. TENDER CHANGE POLICY:**

Erase or other correction in the proposal must be explained and the signature of applicant shown alongside. All changes to a proposal must be received prior to the closing time and date. It must be clearly indicated that it is a modification and supersedes the earlier proposal, or state the changes from the original proposal. Proposal may be withdrawn on written request received from bidders prior to the opening time and date. Bidders are expected to examine all the instructions pertaining to the work. Failure to do so will be at bidder's own risk and disadvantage.

**4. PROPOSAL EVALUATION:**

- i. The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the Financial Proposal and the Technical Proposal;
- ii. Initially, only the envelope marked "TECHNICAL PROPOSAL" shall be opened;
- iii. The envelope marked as "FINANCIAL PROPOSAL" shall be retained in the custody of the procuring agency without being opened;
- iv. The procuring agency shall evaluate the Technical Proposal as prescribed in Clause No.5, without reference to the price and reject any proposal which does not conform to the specified requirements;
- v. During the Technical Evaluation no amendments in the Technical Proposal shall be permitted;
- vi. The financial proposals of bids shall be opened publicly at a time, date announced and communicated to the bidders in advance at the premises of the Provincial Office;
- vii. After the evaluation and approval of the Technical Proposal the procuring agency, shall at a time within the bid validity period, publicly open the Financial Proposals of the technically accepted bids only. The financial proposal of bids found technically nonresponsive shall be returned un-opened to the respective bidders; and
- viii. The bid found to be the lowest evaluated bid shall be accepted.

The Tender Committee will examine the proposals whether they are complete in all respects, whether any computational errors have been made, whether the documents have been properly signed, and whether the proposals are generally in order. Arithmetical errors will be rectified on the following basis: If there is 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 errors, its proposal will be rejected. If there is a discrepancy between words and figures the amount in words will prevail.

**5. TECHNICAL PROPOSAL EVALUATION.**

The Technical Proposal includes the following. Kindly tick (✓) the box for "Yes" or "No" against each document mentioned submitted with your bid.

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S. #	REQUIRED DOCUMENTS LIST	YES	Doc. placed
1.	Company/Firm Profile	<input type="checkbox"/>	<input type="checkbox"/>
2.	Income Tax and Sale Tax Registration Certificate with ATL Status Proof.	<input type="checkbox"/>	<input type="checkbox"/>
3.	Bank statements of last two years	<input type="checkbox"/>	<input type="checkbox"/>
4.	Relevant Experience, copy of Supply/Work Orders, completed with completion certificate in the last 02 years.	<input type="checkbox"/>	<input type="checkbox"/>
5.	An Affidavit that the bidder is not blacklisted by any Government Department / Semi Government / Private Company in Pakistan.	<input type="checkbox"/>	<input type="checkbox"/>
6.	Guarantee/Warranty: A certificate showing Guarantee/Warranty Service, replacement for all items for which the rate(s) is quoted for a period of 06 months after successful delivery.	<input type="checkbox"/>	<input type="checkbox"/>
7	Sample of Cloths, Gadgets and Raw Material Items as per list given at Annex-A, should be produced/provided at the time of opening of Technical Bid.	<input type="checkbox"/>	<input type="checkbox"/>

The Technical Committee will evaluate all the points of Technical Proposals to confirm the responsiveness of the firm. Firms confirming to all the requirements stated in the technical proposal would be accepted as technically sound/responsive. The Committee will also evaluate the samples of all items of Cloths, Gadgets and Raw material and give its report as to whether the samples are acceptable or not acceptable.

#### **6. INSPECTION COMMITTEE:**

Inspection of the items/material will be carried out by PBM designated "Inspection Committee" (IC) as notified by the Competent Authority. (IC) will ensure that the quantity and quality of the material is as per specifications and samples. The quality of the supply will be determined from the report of the IC. Venue of inspection will be decided by the IC with the approval of the competent authority.

#### **7. INSPECTION AND REJECTION:**

- i. The Inspection Committee may reject as part or the whole of the consignment tendered for inspection. If after inspection any portion thereof, as the committee may decide that his consignment is below the sample, the same will be returned to the supplier/contractor for replacement;
- ii. The decision of the Inspection Committee (IC) in this regard shall be binding on the supplier/contractor;
- iii. In case some items are rejected as aforesaid then without prejudice to any other right of the Purchaser, Supplier/Contractor may replace these items at its own cost within stipulated time period and such resubmission will not mean extension in delivery time period;

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- iv. On final rejection, the Purchaser shall have the following rights:-
  - a. To purchase the rejected items at the cost and expenses of contractor/supplier; and
  - b. To terminate the contract and recover from contractor the loss, thereby incurred.

**8. DELIVERY PERIOD:**

The items shall be supplied within 30 days from the date of issuance of supply order. The Inspection Committee will inspect the goods as per Annex-A, either at godown of the supplier or any other place as decided by the PBM' competent authority. After inspection, material/items will be properly packed/sealed/labelled at the expense of the contractor clearly showing the number of items therein. In case of these instructions not followed, the loss if any due to defective or incorrect packing shall be the responsibility of the contractor. The supplier will supply the same to the PBM's WECs premises. Responsibility of safe and complete delivery of items shall be rested upon the contractor. All transportation charges involved in above process shall be borne by the Contractor. On receipt of Cloths, Gadgets and Raw material Items at the PBM' WECs, the Assistant Director/District Officer concerned and Teacher Incharge of the PBM' WECs shall confirm and acknowledge the quality and quantity of all the items received.

**9. WARRANTY:**

The Contractor/Supplier will furnish a warranty certificate that the items supplied are as per approved samples and that in the event of the material being found defective within the period of 06 months from the date of supply, the supplier will be held responsible for all losses and cost. During warranty period, the supplier will replace the defective items and deliver the same at the designated place/places/cities/towns at its own cost.

**10. SALES TAX AND OTHER GOVERNMENT DUTIES:**

Payment of all taxes, duties, Octroi Charges, Sales Tax (if applicable), Income Tax, Freight charges and other Government charges will be the responsibility of the supplier/contractor, and he will not claim more than the offered rate. Offered rate should be inclusive of all taxes.

**11. TERMS OF PAYMENT:**

- a. No advance payment shall be made to the supplier/contractor;
- b. Payment will be made through crossed cheque in accordance with supply orders & subject to satisfactory inspection report after deduction of tax as per government rules;
- c. Contractor/supplier will be entitled for payment against his bills duly supported with the following documents:-
  - i. Bill in duplicate with GST, NTN number and GST Invoice;
  - ii. Goods Receipt Certificate duly signed by the WEC Incharge and Assistant Director/District Officer concerned;
  - iii. Certificate to the effect that the billed amount has not been claimed or received earlier;
  - iv. NOC/Inspection Certificate issued by Inspection Committee; and
  - v. Delivery Challan duly signed by the Assistant Director/District Officer/Teacher Incharge concerned.

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## **12. FAILURE AND TERMINATION OF CONTRACT:**

In case the Contractor fails to deliver the supply within specified period the PBM Authority shall be authorized to take action on any of the following options:-

- i. To recover from him/her liquidated damages levied at the rate of 2% per day or maximum 10% of undelivered items of the value of the rate of items per additional day of delay;
- ii. To purchase from anywhere without notice to the supplier at its cost, the items not delivered, without cancelling the contract in the respect of the consignment;
- iii. To cancel the contract at his/her risk and cost along-with forfeiture of earnest money / call deposit; and
- iv. In case of action being taken under (ii) above, supplier/contractor will be liable for any loss which the Authority may decide on that account, but the supplier will not be entitled to any gain on purchase made against the supply order placed to the supplier.

If during the course of execution of the contract, the contractor is black-listed, the purchaser solely at its own discretion may proceed with all or any of the actions detailed below:-

- i. To allow the contract to run its course till completion;
- ii. To stop further supplies with or without financial repercussions; and
- iii. To cancel the contract with or without reservation of rights.

## **13. RESPONSIBILITY FOR EXECUTING THE CONTRACT:**

Contractor/Supplier will be fully responsible for successful execution of the contract in all respects and in accordance with terms and conditions as specified in the contract.

## **14. DEMURRAGE:**

Demurrage charges incurred due to any of the reasons mentioned below, the same shall be deducted from the bill or recovered from him as a separate item (the decision of the purchaser, regarding fixation of responsibility in this connection shall be binding on contractor):-

- i. Owing to delay in forwarding delivery;
- ii. Defective packing of the items ordered; and
- iii. Due to reason not specified above but for which the contractor is responsible.

## **15. INTEGRITY PACT PROFORMA:**

If applicable, duly filled, signed and stamped integrity pact proforma should be attached with the tender documents (**As per specification**).

## **16. LAWS GOVERNING THE CONTRACT:**

The contract shall be governed by the provision of Law of Pakistan. A binding contract has been concluded with the issuance of this letter and that the provisions of this contract shall be binding on contractor/supplier.

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**ANNEX-A**

<b>REQUIREMENT OF CLOTHS, GADGETS AND RAW MATERIAL FOR PBM'WECs BALOCHISTAN. 27-01-2020</b>								
<b>(Amount in PKR)</b>								
<b>Sr.#</b>	<b>Item/Description</b>	<b>Specification</b>	<b>One Centre Requirement</b>	<b>Total Quantity-for 1 session (06-Months) for 22 WECs</b>	<b>Unit Price</b>	<b>Cost of All Taxes</b>	<b>Cost Inclusive of All Taxes</b>	<b>Total Cost Inclusive of All Taxes</b>
1	Cotton simple (Multi Colour)	Good Quality	500 Yards	11,000 Yards				
2	Simple White Cotton	Good Quality	60 Yards	1,320 Yards				
3	Lenen	Good Quality	150 Yards	3,300 Yards				
4	Printed Baby Cotton	Good Quality	150 Yards	3,300 Yards				
5	Silk	Good Quality	50 Yards	1,100 Yards				
6	Ribbon	Good Quality	30 Rolls	660 Rolls (10 roll of each "half Inch", "One Inch", and "One and a Half Inch")				
7	Woolen Pound plane for (4 Ply Knitting)	General/common	30 Packets	660 Packets (Normal). Each packet contains 08 balls.				
8	Woolen Pound Multi Colour for (4 Ply Knitting)	General/common	15 Packets	330 Packets (Normal). Each packet contains 05 balls.				
9	Tailoring Chalk	General/common	50 Nos	1,100 Nos				
10	Bukram for Ladies Collar	General/common	50 Yards	1,100 Yards				
11	Ladies Button	General/common	08 Tins	176 Tins				
12	Lace (Fancy and Simple)	General/common	50 Rolls	1,100 Rolls (Each of 5 meter)				
13	Piping Karachi Wal (different colours)	General/common	90 Rolls	1980 Rolls (Each of 15 Yards)				
14	Zip (Multi Colours of Different Sizes).	Good Quality	05 Dozen	110				
15	Hooks	Good Quality	05 Packets	110				

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Assistant Director (Admin)

**ANNEXTURE-B****LIST OF PAKISTAN BAIT-UL-MAL, WECs, BALOCHISTAN.**

<b>S. No</b>	<b>WEC Name</b>	<b>Address of Center</b>
1	DWEC- Quetta	Baloch Colony Brewery Road Quetta.
2	Quetta - II	Arbab Street near BHU Killi Ahmad Khanzai, Sariab Road, Quetta.
3	Turbat (Mand)	Tehsil Manad Sorro Road, Mand (Turbat)
4	Killi Ismail-Quetta	Killi Ismail, Mair Road Near Happy School Quetta
5	Panjgoor	Jamia Masjid Road, Near Al-Hashmi Shopping Centre Panjgoor
6	Sibi	Allah Abad Road Pir Sikandar Shah Bukhari Street Near Mausmiat Office Sibbi
7	Quetta - WEC I	Kirani Road, Near Bridge Dehwar Colony Quetta
8	Quetta - WEC III	Kechi Baig Chaki Shahwani Sariab Road Quetta Quetta
9	Barkhan	Pahadi Muhalla Barkhan
10	Noushki	Killi Qazi Abad near FC gate Noushki.
11	Gawadar	Sur Bandar District Gawadar
12	Kalat	Farooqia Town Near B & R Rest House Post Office Kalat.
13	Kharan	Main Tehsil Road Kharan
14	Khuzdar	Rabia Khuzdari Road, Khuzdar
15	Lasbella	Rahmania Masjid, Askani Ground Pir Wali Gali Sakran Road Hub.
16	Mastung	Karez Kalan, Kandiki Paringabad Dist. Mastung Post Office Wali Khan
17	Pishin	Band Road Near DCO Office Pishin.
18	Turbat	Riaz Muhalla Near PTCL Office Turbat
19	Khanozai	Dadagzai Muhalla WEC Khanozai
20	Loralai	Godi Muhalla Near Church VIP Street Loralai.
21	Killi Umer WEC Quetta	Settelite Town Block No. 5 Quetta
22	Ziarat	Kili Zarandra, Near GGHS, Tehsil Zarandra, District Ziarat.

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