



**TENDER DOCUMENT**

**For**

**PROCUREMENT OF UNIFORM ITEMS TO PBM SCHOOLS FOR  
REHABILITATION OF CHILD LABOUR (SRCL), BALUCHISTAN**

**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  
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**SUMMARY OF TENDER FORM  
FOR**

**PROCUREMENT OF UNIFORM ITEMS TO PBM SCHOOLS FOR  
REHABILITATION OF CHILD LABOUR FOR THE FINANCIAL YEAR, 2019-20.**

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

SR. NO.	TOTAL	TOTAL PRICE (INCLUDING SALE TAX)
1	Total quoted rate including GST	
<b>GRAND TOTAL</b>		

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

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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:\_\_\_\_\_

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**Assistant Director (Admin)**

**1. GENERAL TERMS AND CONDITIONS OF CONTRACT FOR SUPPLY OF UNIFORM ITEMS:**

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 uniform items in 14 Schools for Rehabilitation of Child Labour of Balochistan with 120 students per school. **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 7, 2020
- iii. Time for tender opening: 11:30 a.m.
- iv. Name of Bidder: \_\_\_\_\_
- v. Item-wise rate may be quoted (as per list given **Annex-A**).

**2. TERMS & CONDITIONS:**

Items at Annex-A to be purchased according to specification as mentioned against each item.

- 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 i.e. total cost of uniform as earnest money in shape of CDR / Demand Draft/Call Deposit in favor of Director Pakistan Bait-ul-Mal, Balochistan;
- 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 acceptance of all material 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 SRCL throughout Balochistan (Address of SRCL 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 SRCL;
- i. Collection of the exact sizes of the students' uniform items from the respective schools shall be the sole responsibility of the successful bidder;
- j. The supplier will be responsible to replace the uniform items if it doesn't correspond to the gender or sizes of the students, to replace the uniform items (at his own cost) if the ratio of boys and girls changes in any school after collection of sizes;
- k. 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;

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1. 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;

### **3. BID VALIDITY:**

The Bids furnished to this invitation shall be valid for the period of 90 days from the date of opening of financial bids. However, if an extension is considered necessary, all those who have submitted their bids shall be asked to extend their respective bid validity period. Such extension shall be for not more than the period equal to the period of the original bid validity.

Bidders who:-

- i. Agree to extension of their bid validity period shall also extend the validity of the bid bond or security for the extended period of the bid validity;
- ii. Agree to the procuring agency's request for extension of bid validity period shall not be permitted to change the substance of their bids; and
- iii. Do not agree to an extension of the bid validity period shall be allowed to withdraw their bids without forfeiture of their bid bonds or securities.

### **4. 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.

### **5. 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 in a manner prescribed in advance, 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

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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.

#### 6. 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.

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 at least last two years	<input type="checkbox"/>	<input type="checkbox"/>
4.	Relevant Experience, copy of Supply/Work Orders, completed with completion certificate in the last 03 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 uniform Items as per list given at Annex-A, should be produced/provided at the time of opening of technical bid which should conform to the samples of PBM.	<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 uniform and give its report as to whether the samples are acceptable or not acceptable.

#### 7. 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

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report of the IC. Venue of inspection will be decided by the IC with the approval of the competent authority.

**8. 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 within stipulated time period and such resubmission will not mean extension in delivery period;
- 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.

**9. DELIVERY PERIOD:**

The items shall be supplied within 45 days from the date of issuance of supply order. Inspection Committee will inspect the goods as per **Annex-A** at godown of the successful bidder/supplier. After inspection, goods will be sealed and then the supplier will supply the same to the SsRCL. The material shall properly be packed/sealed/labelled and be delivered to the respective schools. 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 Uniform Items at the PBM SRCLs, the Assistant Director/District officer concerned and Teacher Incharge of the PBM-SRCL shall confirm and acknowledge the quality and quantity of all the items received.

**10. WARRANTY:**

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

**11. 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.

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**12. 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 SRCL 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.

**13. FINAL PAYMENT:**

Contractor/supplier will be entitled to full payment by PBM against the bill(s) after successful delivery and duly supported with the following documents: -

- i. Bill in duplicate with GST, NTN number and GST Invoice;
- ii. Certificate to the effect that the billed amount has not been claimed or received earlier;
- iii. NOC/Inspection Certificate issued by Inspection Committee;
- iv. Delivery Challan;
- v. Acknowledgment/Receipt Certificate mentioning Quantity and Quality of items from the Assistant Director/District Officer and Incharge concerned;
- vi. Payment will be made through cross cheque in favour of firm after deduction of taxes applicable from time to time by the government;

**14. FAILURE AND TERMINATION OF CONTRACT:**

In case the Contractor fails to deliver the items thereof within the specified period or as per specification/sample(s) of items contained in demand list, the PBM Authority shall be authorized to take action on any of the following options: -

To recover from the contractor/supplier the liquidated damages levied at the rate of 0.2% per additional day of delay or maximum 10% of cost of undelivered items;

- i. To purchase from anywhere without notice to the contractor/supplier at its risk and cost, the items not delivered, without cancelling the contract in respect of the consignment;
- ii. To cancel the contract at his risk and cost alongwith forfeiture of earnest money/call deposit;
- iii. In case of action being taken under (b) 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 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;
- iii. To cancel the contract with or without reservation of rights.

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**15. 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.

**16. 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.

**17. INTEGRITY PACT PROFORMA:**

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

**18. 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****DEALS OF UNIFORM ITEMS FOR PBM SRCL, BALOCHISTAN WITH SPECIFICATION AND NUMBER FOR THE FINANAL YEAR 2019-20**

S#	Item Description	Quality	Total Quantity (06-Months)	Unit Price	Cost of All Taxes	Cost Inclusive of All Taxes	Total Cost Inclusive of All Taxes
1	Pent (Grey) with belt for boys	Good quality	2,112				
2	Shirt (Blue) for boys	Good quality	2,112				
3	Vest (cotton) for boys	Good quality	2,112				
4	Socks (Black) for boys	Good quality	2,112				
5	Shoes (Black with laces) for boys	Bata/Service or equivalent	1,056				
6	Sweater (Navy Blue) for boys	Good quality	1,056				
7	Shirt (Blue) for girls	Good quality	1,290				
8	Shalwar (White) for girls	Good quality	1,290				
9	Scarf (White) for girls	Good quality	1,290				
10	Vest (cotton) for girls	Good quality	1,290				
11	Socks (White) for girls	Good quality	1,290				
12	Shoes (Black) for girls	Bata/Service or equivalent	645				
13	School Bag	Good quality	1,701				
14	Sweater (Navy Blue) for girls	Good quality	645				

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

<b>S.No</b>	<b>District</b>	<b>Address of PBM-School for Rehabilitation of Child Labour</b>
1	Quetta - I	Plot # 346-A-T2 Settillite Town Housing Scheme Quetta.
2	Quetta - II	Pakistan Bait ul Mal School double road near Nadra Office, Master Colony Sirki Qila, Quetta.
3	Quetta - III	Raheem Colony, Zamindar Road Barma Hotel Sariab Road Quetta
4	Lasbella Hub - I	Labour Office Sakran Road Ameerabad Hub.
5	Lasbella Hub - II	Near Peer Bazar Football Ground Allah Abad town Hub, Lasbella.
6	Turbat	Commissionary Road, Ibraheem Beer Colony, Near C.M. House Turbat Keah.
7	Khuzdar	Near Ali Hospital, Faizabad, Khuzdar
8	Pishin	Killi Muchan Ward No 10, Pishin.
9	Gawadar	Mujahid Ward, Gawadar.
10	Pasni (Gawadar)	Near Post office Tehsil Pasni District Gawadar
11	Loralai	Seath Muhammadan Street Zhob Road Loralai.
12	Sibbi	Jangalat Road Near Irrigation Colony Sibbi
13	Noushki	Killi Qaziabad Near FC Gate, Hanam Bostan Road Noushki
14	Jafferabad	Mir Suba Khan Rind Street, Amanullah Colony Usta Muhammad.

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