

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 provision of Wheel Chairs to the persons with disabilities. PBM invites Sealed Bids comprising under the single stage-two envelope procedure which contains two separate envelopes, each for the Technical and Financial bid from reputed, well established Manufacturers/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 1000 Wheel Chairs 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, Baluchistan 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. IDA-3004341963 at NBP, Industrial Branch Sirki Road, Quetta. Bidding documents can also be downloaded from PBM's Website i.e. 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 Wheel Chairs at the time of opening of Tender.

The bids, prepared in accordance with the instructions in the bidding document, must reach at the above mentioned address before or on 16th day of publication of this i.e. February 13, 2020 of this advertisement 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 and PPRA website 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 WHEELS CHAIRS.

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

SUMMARY OF TENDER FORM
FOR
PROCUREMENT WHEEL CHAIRS FOR PAKISTAN PROVINCIAL OFFICE, BALOCHISTAN

SUBMITTED BY M/S-----

Sr. No.	Total Quoted Rate Inclusive of all Taxes for 01 Wheel Chairs-Type "A"	Total Quoted Rates Inclusive of all Taxes for 1000 Wheel Chairs (PKR)
1		
2	Total Quoted Rate Inclusive of all Taxes for 01 Wheel Chairs-Type "B"	Total Quoted Rates Inclusive of all Taxes for 1000 Wheel Chairs (PKR)
Grand Total (A+B):		

Bank Account No. and Name of the Bank&Code:_____

Postal Address of the Firm:_____

Telephone No._____ Fax No._____

Cell Phone No._____ Email_____

NTN Number _____ GST Number _____

Sign and seal of the Firm

Assistant Director (Admin)

TENDER DOCUMENT

for

PROCUREMENT OF 1000 WHEEL CHAIRS FOR THE FINANCIAL YEAR, 2019-2020.

1. Sealed Bid(s) under the under the single stage-two envelope procedure (both technical and financial in separate envelopes) are invited from well-established manufacturers/Distributors Suppliers/Firms/ registered with Income Tax and Sales Tax Departments and who are on Active Taxpayer List (ATL) of the Federal Board of Revenue, for supply of **1000** for Pakistan Bait-ul-Mal Provincial Office, Baluchistan. Complete specifications and required quantity have been mentioned as per **Annex-A** of this Tender Document. Only registered suppliers/firms/manufacturers that are on **ATL of FBR** (ATL status will be verified online) are eligible to submit their bids. **NO LATE PROPOSALS WILL BE ACCEPTED** and the same will be returned without being opened.

The above mentioned Items will be purchased according to specifications and terms and conditions as prescribed below:-

- i. Cost of Tender Form: Rs 1,000/- _____
- ii. Date of Tender Opening: _____
- iii. Time for Tender Opening: 12:00 P.M. _____
- iv. Name of Supplier: _____
- v. Make/Model: _____
- vi. Rate/wheel chair: _____
- vii. Quantity: 1000 _____

e. Item-wise rate may be quoted (as per attached list given **Annex-A**).

1. 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 total tendered amount offered 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. General Order Suppliers/Authorized Dealers/Importers/Exporters are required to produce the relevant certificates from Wheel Chairs Manufacturers companies. Manufacturers can also quote their rate for supply of wheel chairs;
- e. 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);
- f. Only Sale Tax and Income Tax registered firms are eligible to participate in tender competition;
- g. Earnest money/call deposit @ 2% shall be released till the completion of 100 percent successful delivery and final payment to the contractor;

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- h. The quantity of wheel chairs (large and small) can be increased or decreased by the PBM Competent Authority;
- i. Successful bidder will be declared on the basis of technically qualified and having rates lowest than other bidders;
- j. The supplier will be responsible for safe delivery of wheel chairs at its own cost at designated places at the designated places throughout the province as per quantity mentioned in supply orders from time to time;
- k. The supplier/contractor will be responsible for any loss, theft, and damage until delivery in PBM respective offices/destination;
- l. 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;
- m. 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;
- n. An Integrity Pact (if applicable) shall be signed with the successful bidder(s).

2. 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.

3. 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
- viii. The bid found to be the lowest evaluated bid shall be accepted.

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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.

4. 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 covering complete information i.e. staff, branches, detail of available service center.	<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.	<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 one year after successful delivery.	<input type="checkbox"/>	<input type="checkbox"/>
7.	Sample of Wheel Chairs to be presented as per specifications given at Annex-A, 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 Wheel Chairs and give its report as to whether the samples are acceptable or not acceptable.

5. 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.

6. 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.

7. DELIVERY PERIOD:

Delivery period would be based as per supply order issued from time to time and the supplier would ensure for delivery within stipulated time period.

8. TERMS OF DELIVERY:

The items should be dispatched/delivered at door step at designated places located at different areas/districts of the Balochistan Province as per delivery schedule. Transportation of all items will be the responsibility of the supplier and no separate transportation charges will be paid by PBM. A confirmatory letter showing receipt No. and date, Purchase Order No. and date and quantity of goods dispatched should also be sent to consignee (s). Supplier/Contractor will be responsible for any loss, theft, damage until delivery is received by PBM.

9. WARRANTY:

Contractor/Supplier will furnish a warranty certificate that the wheel chairs supplied are in accordance with specification as given in the contract/tender document and that in the event of the material being found defective within the period of one year 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 wheel chairs and deliver the same at the designate 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.

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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 taxes 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 respective 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.

12. 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;

13. 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;

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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.

14. RESPONSIBILITY FOR EXECUTING THE CONTRACT:

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

15. PERIOD OF CONTRACT

A contract/agreement will be signed with the successful bidder for period of current financial year (extendable on satisfactory performance) with the approval of the competent authority and approved supplier will be responsible to supply the different items/material on same rates for whole year throughout the Province.

16. DEMURRAGE:

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

- i. Owing to delay in forwarding/delivery of relevant documents etc;
- ii. Defective marking or packing of the items ordered;
- iii. Due to reason not specified above but for which the supplier is responsible.

17. PACKING OF ITEMS:

Each item delivered under the contract shall be properly packed by the contractor/supplier at his expenses clearly showing the number of the items there at. In case these instructions are not followed, the loss, if any, due to defective or incorrect packing shall be the responsibility of supplier/contractor.

18. INTEGRITY PACT PROFORMA:

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

19. LAWS GOVERNING THE CONTRACT

The contract shall be governed by the provision of Law of Pakistan as amended from time to time. A binding contract shall be concluded with the issuance of this letter and that the provisions of the contract shall be binding on contractor/supplier.

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Bank Account No. and Name of the Bank&Code:_____

Postal Address of the Firm:_____

Telephone No._____ Fax No._____

Cell Phone No._____ Email_____

NTN Number _____ GST Number _____

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SPECIFICATION**ANNEX-A**

Wheel Chairs should be made of iron pipes as following specification

Arms Rest : Fixed, Plastic Full Length (Standard).

Foot Rest : Aluminum Foot Rest

S#	Type "A" Specification of SIZE-I		Total Quantity	Unit Price	Cost of All Taxes	Cost Inclusive of All Taxes	Total Cost Inclusive of All Taxes
1	Width of the seat	17"	800				
	Height	35"					
	Chromed Steel Frame PVC Castor	8"					
	Solid Tyres	8"					
	Patient Operated Wheels	Locks					
	Weight without packing	15-17 Kg					
	Weight with packing	17-19 Kg					
Grand Total "A":							
S#	Type "B" Specification of SIZE-II						
2	Width of the seat	14"	200				
	Height	33"					
	Chromed Steel Frame PVC Castor	8"					
	Solid Tyres	8"					
	Patient Operated Wheels	Locks					
	Weight without packing	13-15 Kg					
	Weight with packing	16-17 Kg					
Grand Total "B":							

Pedal eccentric locking devices for easy height adjustment

- i. Easy to carry travel foldable models;**
- ii. Seat cushions using artificial leather material, good looking, and durable;**
- iii. Safety belts.**

The product shall be packed in carton and bear PBM Logo both on Wheel Chair and Carton or as directed to the supplier.

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**(INTEGRITY PACT)
DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC.
PAYABLE BY THE SUPPLIERS OF GOODS, SERVICES & WORKS IN
CONTRACTS WORTH RS. 10.00 MILLION OR MORE**

Contract No. _____ Dated _____
Contract Value: _____
Contract Title: _____

..... [name of Supplier] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan (GoP) or any administrative subdivision or agency thereof or any other entity owned or controlled by GoP through any corrupt business practice.

Without limiting the generality of the foregoing, [name of Supplier] represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP, except that which has been expressly declared pursuant hereto.

[name of Supplier] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoP and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

[name of Supplier] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other rights and remedies available to GoP under any law, contract or other instrument, be voidable at the option of GoP.

Notwithstanding any rights and remedies exercised by GoP in this regard, [name of Supplier] agrees to indemnify GoP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoP in an amount equivalent to ten time the sum of any commission, gratification, bribe, finder's fee or kickback given by [name of Supplier] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP.

Name of Buyer:
Signature:
[Seal]

Name of Seller/Supplier:
Signature:
[Seal]

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Assistant Director (Admin)