



GOVERNMENT OF PAKISTAN
Poverty Alleviation & Social Safety Division
PAKISTAN BAIT-UL-MAL
PROVINCIAL OFFICE KHYBER PAKHTUNKHWA
6th Qafila Road, Behind Shell Petrol Pump, Near Gora Qabristan University Road, Peshawar.

SUMMARY OF TENDER FORM
FOR
SUPPLY OF DRESS/ CLOTH ITEMS TO “DAR-UL-EHSAAS” CHILDREN FOR THE
FINANCIAL YEAR 2020-21

SUBMITTED BY M/S _____

	<u>Amount (Rs).</u>
<u>Sub Total of Winter -(A)</u>	
<u>Sub Total of Summer - (B)</u>	
<u>Grand Total of winter and summer -(A+B)</u>	
<u>Grand Total of winter and summer -(A+B) (in words)</u>	

Bank Account No. and Name of Bank: _____

Address of the Firm: _____

Telephone No: _____ **Fax No:** _____

Sales Tax Registration No: _____ **NTN No:** _____

Name and Title: _____ **Date:** _____

Signature and stamp: _____

Contractor / Supplier

Assistant Director (DuE)

PAKISTAN BAIT-UL-MAL (PBM)
TENDER DOCUMENT

For Procurement of Dress/ Cloth items for “Dar-ul-Ehsaas” in Khyber Pakhtunkhwa

Bids are invited from well-established suppliers/firms/manufacturers having NTN (active on taxpayer list ATL) & Sales Tax registration for supply Dress/ cloth items for Winter & Summer seasons to “**Dar Ul-Ehsaas**” at Districts Peshawar, Mardan, Swat, Kohat, Mansehra, Shangla, Khyber, Abbottabad, Bannu, Bajaur, and Dir (Upper) and at any other District in which “Dar-ul-Ehsaas” is sanctioned/ established by the competent authority. Complete specifications and required quantity of Dress/ Cloth items are mentioned and attached as Annex-A. Only registered suppliers who are on **Active Tax Payer list (ATL)** (status of suppliers/firms will be verified online) are eligible to submit bids. The Dress/cloth items will be purchased according to specifications and on terms & conditions as recorded in the tender document: -

- | | | |
|----|---|--------------------------------------|
| a. | Cost of tender form: | <u>Rs.1000/-</u> |
| b. | Date & Time of Technical Bids opening: | <u>19-10-2020 (11:30 A.M)</u> |
| c. | Date & Time of Financial Bids opening: | <u>26-10-2020 (12:00 P.M)</u> |
| d. | Name of supplier: _____ | |
| e. | Item-wise required Quantity (as per Annex-A): | |

1. TERMS & CONDITIONS

- (a) Tender should be accompanied with 2% of tendered amount as earnest money in shape of CDR or Demand Draft on the name of Director Pakistan Bait-ul-Mal, Provincial Office-Khyber Pakhtunkhwa.
- (b) Rates should be inclusive of all applicable taxes and rates/amount of GST shall be mentioned separately. Prevalent rate of GST and other taxes would apply as and when enforced by the GoP.
- (c) Tenders will be opened in the presence of bidders or their authorized representatives at PBM Provincial Office-Khyber Pakhtunkhwa on date & time given above.
- (d) Single stage-Two Envelopes procedure shall apply. Separately sealed Technical & Financial bids with the earnest money/ bid security must reach the undersigned on above mentioned dates & time. Financial proposal preparation form is available in the tender document and the same must be used for preparation of the financial proposal and calculation of CDR amount.
- (e) The contractor shall obtain exact sizes of the children of each “DAR-UL-EHSAAS” before delivery of Dress / Cloth items at his own cost.
- (f) Contract will be valid for one year (extendable) from date of signing of agreement by both parties i.e. PBM and Supplier.
- (g) Only Sale Tax and Income Tax registered firms are eligible to participate in tender competition.
- (h) Earnest money/call deposit will not be released till the completion of successful delivery and acceptance of all materials.
- (i) The number of items or qty. of material / items can be increased or decreased by the Competent Authority.
- (J) The supplier will be responsible for free delivery of Dress/ cloth items at designated places in piece meal or as whole in accordance with the quantity mentioned in supply orders from time to time.
- (k). The interested parties must have sound financial position, proof of which may be provided.
- (l) Non-black listing certificate on affidavit may be attached with bidding document.
- (m) The firms must bring samples of the dress/cloth items at the time of opening of Technical Bids.
- (n) PBM reserves the right to accept/ reject any proposal, in whole or in parts.

Contractor/Supplier

Assistant Director (DuE)

2. PROVISION OF SAMPLES

The firms will bring their own samples, as per specification specified in the tender document, at the time of opening of technical bids i.e 19-10-2020.

3. TERMS OF PAYMENT

Mode of payment to the supplier will be as under: -

- a No advance payment will be made to the supplier/contractor.
- b Payment will be made through crossed cheque, after tax deduction as per government rules.

4. FINAL PAYMENT

Contractor/supplier will be entitled to full payment by PBM against his bill after successful delivery. Bills should be duly supported with the following documents: -

- a) Bill in duplicate with GST, NTN number and GST Invoice.
- b) Certificate to the effect that the billed amount has not been claimed or received earlier.
- c) NOC/Inspection Certificate issued by Inspection Committee.
- d) Delivery Challan.
- e) Payment will be made through cross cheque in favour of firm after deduction of taxes.

5. TERMS OF DELIVERY

The items should be dispatched/ delivered at the door step at designated centers located at different districts of the 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/ supply 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.

6. DELIVERY PERIOD

Complete items must be supplied within 45 days from the date of issue of Supply Order.

7. INSPECTION COMMITTEE

Inspection of the material will be carried out by PBM authorized "Inspection Committee" (IC) and Inspection Certificate will be issued by the Committee, after examination of supplied items.

The Inspection Committee" (IC) will ensure that the quantity and quality of the material is the same as contained in the purchase/supply order and as per samples approved by the technical committee. The quality of the items will be determined from the report of the IC, after actually examining/inspecting the total items according to the specifications. The items will be checked in the Godown of the supplier. In case the firm has no Godown at Peshawar the firm will present the dress/ cloth items for inspection of the inspection committee at PBM Provincial Office Peshawar. After inspection items will be delivered to the respective stations by the contractor. List of centers are available at (Annex-B).

8. TECHNICAL PROPOSALS

The firm's technical proposal should include company's profile, copy of STRN (Sales Tax Registration Number), proof of active status on FBR tax payers list, NTN and GST registration and past experience of undertaking such tasks.

9. TECHNICAL PROPOSALS EVALUATION CRITERIA

The committee will evaluate all the points of technical proposals to confirm the viability of the firm especially quality of samples, past experience in the relevant field, NTN, GST and ATL etc. Firms conforming to the requirements stated in the technical proposal would be accepted as technically sound. The committee would also evaluate the samples of all items of dress/ cloth items and give its report as to whether the samples are acceptable or not acceptable.

Contractor/Supplier

Assistant Director (DuE)

10. FINANCIAL PROPOSALS

Financial proposal of the firm should include item wise offered rates, total rate, specification of quality and quantity and item wise offered rates including GST on the prescribed format/ form available in the tender document for the purpose.

11. ACCEPTANCE OF BID

The bidder with the over all lowest evaluated bid, if technically sound and not in conflict with procedure/ rules/ terms & conditions of the tender document and any other law/ rules/ regulations/policy of the federal government, shall be awarded the procurement contract.

12. SALES TAX AND OTHER GOVERNMENT DUTIES

All taxes, duties, Octroi Charges, Sales Tax, Income Tax, Freight charges and other Government charges are the responsibilities of the supplier/contractor, and he will not claim any more than the offered rate. Offered rate should be inclusive of all the above said taxes.

13. WARRANTY

Contractor/ supplier will furnish a warranty, certifying that the goods supplied are in accordance with the specifications laid down in the contract, and that in the event of the material being found defective or not as per specifications/samples within the period of six months from the date of supply, he will be held responsible for all losses and cost.

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 of items contained in demand list, the PBM Authority shall be authorized to take action on any of the following options: -

- i. To recover from him liquidated damages levied at the rate of 0.2% per day (maximum 10%) of cost of undelivered items.
- ii. To purchase from anywhere without notice to him at his risk and cost, the items not delivered, without cancelling the contract in respect of the consignment.
- iii. To cancel the contract at his risk and cost along-with forfeiture of earnest money / call deposit.
- 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 he will not be entitled to any gain on purchase made against the supply order placed to him.

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.

Contractor/Supplier

Assistant Director (DuE)

15. 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.

16. PERIOD OF CONTRACT

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

17. INSPECTION AND REJECTION

- i. The Inspection Committee will inspect the supply at the stores as per specifications at the time of delivery. 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 required specification, the same will be returned to the supplier/contractor for replacement.
- ii. The decision of the Inspection Committee (IC) shall be binding on the supplier/contractor.
- iii. In case some items are rejected as aforesaid then without prejudice to the right of the Purchaser, Supplier/Contractor may submit items in replacement of those rejected, such resubmission will not mean extension of 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.
 - b) To terminate the contract and recover from contractor the loss, thereby incurred.

18. 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 items there in.

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 has been concluded with the issuance of this letter and the provisions of this contract shall be binding on contractor/supplier.

Contractor/Supplier

Assistant Director (DuE)

(TENDER FORM TO BE FILLED IN BY THE BIDDERS AND TO BE PALCED IN FINANCIAL PROPOSAL ENVELOPE)

WINTER SEASON FINANCIAL YEAR 2020-21						
S.No	Item/ Description	Colour	Quality/ specification	Total quantity (one year)	Unit Price with GST (Rs)	Total Price Including GST (Rs)
A	B	C	D	E	F	(E x F) = G
1	Shalwar Kameez	Any	Good/ Pashmina cloth	1100		
2	Pent shirt	Any	Good/ Jeans Pent & causal shirt	1100		
3	Sleeping suit	Any	Good/ Trouser + Shirt	1100		
4	Undervest (cotton)	White	Good/ (high neck)size 18"x20"	2200		
5	Towel	Any	Good/ cotton size 18"x30"	1100		
6	Gersy	Any	Good	1100		
7	Jacket	Any	Good	1100		
8	Handkerchief	Any	Good	2200		
9	Woolen cap	Any	Good	1100		
10	Slipper	Any	Bata/ Service/ equivalent	1100		
11	Shoes (Jogger)	Any	Good/ Sports	1100		
12	Socks (Woolen)	Any	Good	2200		
13	Muffler	Green/ black	Good	1100		
14	Woolen gloves	Green/ black	Good	1100		
Sub Total -(A)						

SUMMER SEASON FINANCIAL YEAR 2020-21						
S.No	Item/ Description	Colour	Quality/ specification	Total quantity (one year)	Unit Price with GST (Rs)	Total Price Including GST (Rs)
A	B	C	D	E	F	(E x F) = G
1	Shalwar Kameez	Sky blue colour	Good/	1100		
2	Pent Shirt	Any	Good/ Jeans Pent & causal shirt	1100		
3	Sleeping suit	Any	Good/Trouser + Shirt	1100		
4	Handkerchief	Any	Good	2200		
5	Undervest (cotton)	White	Good/sleeves less size 18"x20"	1100		
6	Prayer cap	White	Good	2200		
7	Towel	Any	Good/ cotton size 18"x30"	1100		
8	Slipper	Any	Bata/ Service/ equivalent	1100		
9	Socks (cotton)	Any	Good	2200		
10	Sandals	Green/ black	Good	1100		
Sub Total - (B)						

	Amount (Rs).
Sub Total of Winter -(A)	
Sub Total of Summer - (B)	
Grand Total of winter and summer -(A+B)	
Grand Total of winter and summer -(A+B) (in words)	

CDR/ Call Deposits @ Rs. 2 % of the grand total amount, in the name of Director PBM Provincial Office, Khyber Pakhtunkhwa Peshawar, must be attached with the tender form / financial proposal.

Contractor/Supplier

Assistant Director (DuE)

WINTER DRESS/ CLOTH ITEMS FOR “DAR-UL-EHSAAS” CHILDREN

S.No	Item/ Description	Colour	Quality/ specification	Total quantity (one year)
1	Shalwar Kameez	Any	Good/ Pashmina cloth	1100
2	Pent shirt	Any	Good/ Jeans Pent & causal shirt	1100
3	Sleeping suit	Any	Good/ Trouser + Shirt	1100
4	Undervest (cotton)	White	Good/ (high neck)size 18”x20”	2200
5	Towel	Any	Good/ cotton size 18”x30”	1100
6	Gersy	Any	Good	1100
7	Jacket	Any	Good	1100
8	Handkerchief	Any	Good	2200
9	Woolen cap	Any	Good	1100
10	Slipper	Any	Bata/ Service/ equivalent	1100
11	Shoes (Jogger)	Any	Good/ Sports	1100
12	Socks (Woolen)	Any	Good	2200
13	Muffler	Green/ black	Good	1100
14	Woolen gloves	Green/ black	Good	1100

SUMMER DRESS/ CLOTH ITEMS FOR “DAR-UL-EHSAAS” CHILDREN

S.No	Item/ Description	Colour	Quality/ specification	Total quantity (one year)
1	Shalwar Kameez	Sky blue colour	Good/	1100
2	Pent Shirt	Any	Good/ Jeans Pent & causal shirt	1100
3	Sleeping suit	Any	Good/Trouser + Shirt	1100
4	Handkerchief	Any	Good	2200
5	Undervest (cotton)	White	Good/sleeves less size 18”x20”	1100
6	Prayer cap	White	Good	2200
7	Towel	Any	Good/ cotton size 18”x30”	1100
8	Slipper	Any	Bata/ Service/ equivalent	1100
9	Socks (cotton)	Any	Good	2200
10	Sandals	Green/ black	Good	1100

LIST OF PAKISTAN BAIT-UL-MAL “DAR UL-EHSAAS” KHYBER PAKHTUNKHWA

S.No	District	Address of PBM-”Dar-UI-Ehsaas”
1	Peshawar	House No. 18A, Near UNHCR Office Gul Mehr Lane University Town Peshawar.
2	Mardan	Gujar Garhi Road Baghdada Mardan
3	Swat	Shahidabad Mingora Swat
4	Kohat	Jerwanda road near GHSS No.1 (boys) Kohat
5	Mansehra	Pakwal Raod Dub No. 2 Mansehra
6	Shangla	College Road Alpuri-Shangla
7	Khyber	Tedi Bazar Jamurud
8	Abbottabad	Main Mansehra road, near Ayyub Medical Complex, Abbottabad
9	Bannu	Bannu Township
10	Bajaur	Civil Colony, Khar-Bajaur
11	Dir (Upper)	District Headquarter Dir-Upper

(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 times 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:

Name of Seller/Supplier:

Signature:

Signature:

[Seal]

[Seal]

FORM OF CONTRACT AGREEMENT

THIS CONTRACT AGREEMENT (hereinafter called the "Agreement") made on the ____ day of _____ 2020
____ between _____ (hereinafter called the "Employer") of the one part and
_____ (hereinafter called the "Contractor") of the other part.

WHEREAS the Employer is desirous that certain Works, viz _____ should be executed by the Contractor and has accepted a Bid by the Contractor for the execution and completion of such Works and the remedying of any defects therein.

NOW this Agreement witness as follows:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to.
2. The following documents after incorporating addenda, if any except those parts relating to Instructions to Bidders, shall be deemed to form and be read and construed as part of this Agreement, viz:
 - (a) The Letter of Acceptance;
 - (b) The completed Form of Bid alongwith Schedules to Bid;
 - (c) Conditions of Contract & Contract Data;
 - (d) The priced Schedule of Prices;
 - (e) The Specifications; and
 - (f) The Drawings
3. In consideration of the payments to be made by the Employer to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Employer to execute and complete the Works and remedy defects therein in conformity and in all respects within the provisions of the Contract.
4. The Employer hereby covenants to pay the Contractor, in consideration of the execution and completion of the Works as per provisions of the Contract, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS WHEREOF the parties hereto have caused this Contract Agreement to be executed on the day, month and year first before written in accordance with their respective laws.

Signature of the Contactor

(Seal)

Signature of the Employer

(Seal)

Signed, Sealed and Delivered in the presence of:

Witness:

(Name, Title and Address)

Witness:

(Name, Title and Address)

INSPECTION CERTIFICATE

(To be filled by supplier/Bidder)

It is certified that representative of our Firm M/s _____ has visited /inspected the sample /drawings (in person) of Dress/ Cloth items and quoted the rates accordingly. The detail of representative is following:-

(Company Seal)	Name: _____ Designation: _____ Inspection Date/Time: _____ Cell No. _____ Signature: _____
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