e-TENDER DOCUMENTS

FOR

SUPPLY OF WEEDICIDES, FERTILIZERS AND INSECTICIDES FOR COTTON CROP CULTIVATION, 2026

Through e-PADS-PPRA
e-Tender No. CCRI/01/2026

Copies of the e-tender document are also available on
PPRA (https://www.ppra.org.pk)
CCRI (https://www.ccri.gov.pk)
And
e-PADS PPRA Website: https://eprocure.gov.pk (***Under Supplier Login)***

INFORMATION AND INSTRUCTIONS

CENTRAL COTTON RESEARCH INSTITUTE (CCRI)
PAKISTAN CENTRAL COTTON COMMITTEE (PCCC)
MINISTRY OF NATIONAL FOOD SECURITY AND RESEARCH (MNFSR),
GOVERNMENT OF PAKISTAN
2025

CCRI, Multan reserves the rights to reject or cancel e-Tenders

Director
Central Cotton Research Institute
MULTAN.

1. Introduction

Central Cotton Research Institute (CCRI), Multan is a premier institution since it was established in 1970, at the national level under the aegis of Pakistan Central Cotton Committee (PCCC), Ministry of National Food Security and Research (MNFSR), Government of Pakistan. The institute has played a pivotal role in advancing and generating knowledge in the field of cotton research and development.

CCRI, Multan is committed to contributing significantly to the enhancement of the cotton industry in Pakistan. Its mission revolves around continuous research, innovation and the development of sustainable practices in cotton cultivation. Throughout its distinguished history, CCRI, Multan has achieved numerous milestones in the realm of cotton research. The institute has been at the forefront of developing high-yielding cotton varieties with standardized fiber quality characteristics.

2. Objective

The primary objective of this **electronic bids through e-PADS**, **PPRA** is to procure a reliable and qualified Firm/Supplier for the timely and efficient supply of weedicides, fertilizers and insecticides for cotton crop cultivation, 2025.

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2.1 Procuring Details of Items/Articles

Sr. No.	Items/Articles	Unit	Remarks
I	Insecticide for Seed Treatment	Pack	**Procuring Items/Articles will be Based Purely on Need and Funds Availability.**
II	Sulphuric Acid for Seed Treatment	Liter/Pack	
III	Pre-emergence Weedicide	Pack	
IV	Post-emeregence Weedicide	Pack	
V	Fertilizer-DAP	1 bag	
VI	Fertilizer-Urea	1 bag	
VII	Fertilizer-CAN	1 bag	
VIII	Fertilizer-SOP	1 bag	
IX	Insecticides	Pack	

2.2 Schedule

e-Tender Enquiry No.	CCRI/01/2026
Closing Date, Time and Venue for Submission of e-Bids and Fixed Bid Security ***Fixed Bids Security if received after the stipulated date and time shall not be considered.***	22.01.2026 at 10:30 AM and CCRI, Multan
Opening Date, Time and Venue for Technical Proposal	22.01.2026 at 10:30 AM and CCRI, Multan.
Submission of Evaluation Report of Technical Proposal	23.01.2026 at 11:00 AM and CCRI, Multan.
Opening of Financial Proposal	03.02.2026 at 10:30 AM and CCRI, Multan.
Submission of Evaluation Report of Financial Proposal	06.02.2025 at 11:00 AM and CCRI, Multan.
Award of Contarct to Successful Bidder	16.02.2025 at 11:00 AM and CCRI, Multan.

Tentative Supply Schedule of Items/Articles	**March First Week** Insecticide for seed treatment, Sulpheric Acid, Pre-emergence Weedicides and DAP **April First Week** Urea/CAN/SOP **April-November** Post-emergence Weedicide and Insecticides

The specified quantity of items/articles is not fixed and can be subject to modification in accordance with need and availability of funds.

3. Procedure of the Open Competitive e-Bidding

Single Stage Two Envelop Bidding of **Electronic e-PADS Procedure** shall be followed. The said procedure is reproduced as follows:

Note: Manual submission of bid without **e-PADS is NOT ALLOEWD**

- **i.** The procuring agency will first evaluate electronically the **Technical Proposal** based on predefined criteria, without considering the price. Only proposals that meet the required specifications and standards will proceed to the next stage.
- **ii.** After evaluating and approving the **Technical Proposals**, the procuring agency will upload the evaluation report on e-PADS as per the scheduled timeline.
- **iii.** **Financial Proposals** will be opened electronically as per the scheduled time. The technical evaluation report will be uploaded on e-PADS as planned.
- **iv.** If a disqualified or non-responsive bidder submits a written statement confirming they are satisfied with the procurement process, the procuring agency may return their unopened financial proposal earlier.
- **v.** The evaluation report of the Financial Proposal will be uploaded on e-PADS as per the scheduled timeline amd the contract shall be awarded to the lowest evaluating bidder.

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4. Opening of e-PADS Bids

Bids will be opened by the Tender Opening Committee of CCRI, Multan, in the presence of bidders or their representatives who choose to attend (their presence is not mandatory). The opening will take place on the date, time and venue mentioned in the detailed schedule provided in the e-tender documents.

5. e-PADS Tender Eligibility Criteria

Bidders are advised to carefully review and comply with these criteria to ensure their eligibility for the e-PADS tender process.

- **i.** The firm/supplier must be registered with the Securities and Exchange Commission of Pakistan (SECP), Chamber of Commerce or the relevant department/s.
- **ii.** Valid income tax and sales tax registration with the Federal Board of Revenue (FBR) is required.

iii. The firm/supplier should have a minimum of 3-5 years of experience in providing the specified services. Companies with less than 3-5 years of experience will not be considered.

iv. Submission of verified proof for all the mentioned criteria is mandatory. Non-submission may lead to disqualification of the bidder from further processes.

v. Manual submission of bid without e-PADS is NOT ALLOEWD.

List of Mandatory Documents to be Attached with Technical Proposal by Firm/Supplier

Sr. No.	Compulsory Documents	Remarks
A.	Bidder General Profile Form ***(Bidder Profile Performa is attached as Annex-1).***	Yes/No
B.	NTN & PRA Certificates or Active Taxpayer Status (ATL).	Yes/No
C.	Audit Reports of atleast 1 year prepared by Chartered Accountant.	Yes/No
D.	An affidavit Attested stating that the firm/company is not blacklisted or barred by Central Cotton Research Institute, Multan and PPRA.	Yes/No
E.	CNIC of Owner/Director must be attested by any gazette Officer/Oath Commissioner	Yes/No
F.	Fixed Bid Security of ***Rs. 125,000/-*** in the form of Bank Draft/Pay Order made in favor of the Director, CCRI, Multan via a surface mail through a registered courier (after the stipulated date and time shall not be considered).	Yes/No
G.	Price Responsibility Certificate.	Yes/No
H.	Sales Tax Returns for atleast 1 year	Yes/No
I.	Proof of Relevant Past Experiences in the form of Supply Orders/Work Orders	Yes/No
J.	Proof of registration with SECP/Chamber of commerce/Registrar of Firm/ISO.	Yes/No
K.	Financial Statement/Bank Statement for at least 1 Year.	Yes/No
L.	Account Maintenance Certificate of Current Month.	Yes/No
M.	Sales Tax Returns for atleast 1 year	Yes/No
N.	Payment of Proffessional Tax Certificate for the tax year 2025-26	Yes/No

(Seal & Signature of Firm/Supplier)

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6. General Terms and Conditions for the e-Bidding

Any offer that is not received as per the terms and conditions laid out in the tender document is liable to be excluded from the competition. Moreover, No offer shall be considered if:

- **i.** The firm is not registered with the SECP/Chamber of Commerce and Industry.
- **ii.** Received without valid proof of income Tax/Sales Tax payments for the past year.
- **iii.** Offer received without earnest money.
- **iv.** Tender documents are not signed by the supplier/authorized person(s) and are without the seal of the firm.
- **v.** The offer is ambiguous/unclear.
- **vi.** The offer is conditional.
- **vii.** The offer is from a blacklisted firm.
- **viii.** Offer received with a shorter validity than required.
- **ix.** The offer does not conform to the specifications/requirements indicated in the tender doucments.
- **x.** The acceptance of tender is not communicated in writing by the successful bidder within the validity/stipulated time.
- **xi.** The offer is withdrawn, amended or revised during the validity period of the offer without the approval of the buyer.
- **xii.** The contractor fails to execute the contract strictly in accordance with terms and conditions of the tender.
- **xiii.** The bidder should indicate their National Income Tax & Sales Tax Numbers.
- **xiv.** The Director, CCRI, Multan office would be entitled to deduct all prevailing government taxes before making payments to the firm.
- **xv.** The qualified bidder is subject to disqualification/termination of contract at any stage of the contract, if the offered goods (Weedicides, Fertilizer and Insecticides) are low quality and OR the bidder firm fails to timely replace such items/goods, which would be affected the cotton crop cultivation.

7. Technical Advice

The Tender Opening Committee will review the bidders' documents to verify their validity and eligibility. The tender committee may seek technical advice from experts with relevant knowledge and experience to evaluate tender offers.

8. Evaluation Criteria

The evaluation of bids will be conducted in two stages:

- **i.** **Technical Evaluation:** Bidders will be assessed based on their technical capabilities, compliance with eligibility criteria and relevant experience. Only firms/suppliers that meet the prescribed technical requirements will qualify for the next stage.
- **ii.** **Financial Evaluation:** Financial proposals of only technically qualified bidders will be considered. The lowest bid will not be accepted automatically; the final decision will depend on both technical merit and financial competitiveness.

Note: *The* ***Tender Opening Committee*** *reserves the right to reject the lowest bid if it does not meet the required technical standards at the time of tender opening.*

9. Payment to the Firm/Supplier

All payments will be made through crossed cheques in favor of the firm/supplier. Payments will be processed against the invoice for the supplied goods/items, which must be submitted to the Director, CCRI, Multan.

10. Bid Security (Fixed)

To participate in the tender, bidders must deposit a fixed bid security of ***Rs. 125,000/-*** in the form of a Bank Draft/Pay Order made in favor of the Director, CCRI, Multan. The bid security will be refunded to unsuccessful bidders after the completion of the evaluation process. For the successful bidder, the bid security will be refunded upon the completion of all mandatory procedures leading to the award of the contract.

11. Deduction of Taxes

The office of the Director, CCRI, Multan will deduct income tax and any other applicable taxes as per the notifications issued by the Federal Board of Revenue (FBR) from time to time. Upon request, the Accounts Officer, CCRI, Multan, will provide the firm/supplier with copies of tax payment receipts or challans.

12. Payment of Sales and Other Taxes

The firms/suppliers will be liable to pay government taxes (as per rule) as notified by FBR from time to time.

13. Termination of Contract

- **i.** The agreement will automatically terminate upon the expiry of the contract period.
- **ii.** If complaints arise regarding the quality of supplied Weedicides, fertilizers and insecticides, the supplier will be given two weeks to address and resolve the issues. This will be done under the formal intimation of the Director, CCRI, Multan. If the supplier fails to resolve the issue within the given timeframe, the contract may be terminated.
- **iii.** The Director, CCRI, Multan, based on the recommendations of the Tender Opening Committee (TOC), reserves the right to terminate the contract at any time for valid reasons. The service provider will be immediately informed in writing about the decision.
- **iv.** No compromise will be made on delayed supply. The supplier must ensure timely delivery as per the agreed schedule. Failure to meet deadlines may result in penalties or contract termination.

14. Performance Guarantee

- **i.** The successful bidder must provide a performance guarantee **equal to 10%** of the contract amount to the Director, CCRI, Multan within 15 days of receiving the contract award.
- **ii.** The performance guarantee must be in the form of a Bank Guarantee, CDR (Call Deposit Receipt), Demand Draft (DD), Pay Order or Banker's Cheque issued by a scheduled bank.
- **iii.** This guarantee will be returned after the completion or termination of the contract period, provided all liabilities are cleared by the bidding firm/supplier.
- **iv.** If the supplier fails to meet contractual obligations or does not comply with the procurement order/contract, the performance guarantee will be forfeited.

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15. Time Period of the Performance of the Contarct

The tentative time period for the supply of the required goods will be from March 2026 to November 2026.

16. Strict Compliance with Timely Supply

Timely supply, as per the scheduled timeline is of utmost importance and non-negotiable. Any delay in delivery can severely disrupt research activities, hinder progress and compromise the integrity of ongoing projects at the institute. Bidders must ensure strict adherence to the delivery schedule. Failure to supply on time may lead to penalties, contract termination, and forfeiture of the performance guarantee.

(Signature & Stamp of Firm/Supplier)

15. Financial Bid Format

Director
Central Cotton Research Institute
MULTAN.

The Director,
Central Cotton Research Institute (CCRI),
Multan.

Subject: Submission of Financial Proposal for the e-Bidding

We appreciate the opportunity to submit our financial proposal through **e-PADS PPRA Bidding** for the supply of Weedicides, Fertilizers and Insecticides for Cotton Crop Cultivation 2026**.**

It is important to note that the specified quantity of items/articles is not fixed and may be modified based on the actual needs and availability of funds, as outlined in the e-bidding documents for CCRI, Multan**.**

Furthermore, as emphasized in the e-tender documents**,** timely supply as per the scheduled timeline is critical. Any delays in delivery could negatively impact research activities, causing setbacks in ongoing experiments and trials.

After carefully reviewing the e-bidding documents, we acknowledge receipt and submit our proposal in full compliance with the terms and conditions specified. Our financial offer includes the following prices per Pack and Bag, with a total expected cultivation area of 76 acres:

Sr. No.	Items/Articles	Unit	Rate (Rs.) Per Unit
I	**Insecticide** (Seed-treatment): Imidacloprid or Equivalent (Based on Top Ranking Agro-chemical Companies or Equivalent)	Pack	
II	**Sulphuric Acid** (Seed-treatment): (Based on Top Ranking Agro-chemical Companies or Equivalent)	Liter/Pack	
III	**Weedicide** (Pre-emergence): S-Metolachlor or Equivalent (Based on Top Ranking Agro-chemical Companies or Equivalent)	Pack	
IV	**Fertilizer-DAP (**50 Kg Bag): FFC/ENGRO or Equivalent	Bag	
V	**Fertilizer-Urea (**50 Kg Bag): FFC/ENGRO or Equivalent	Bag	
VI	**Fertilizer-CAN (**50 Kg Bag): FFC/ENGRO or Equivalent	Bag	
VII	**Fertilizer-SOP (**50 Kg Bag): FFC/ENGRO or Equivalent	Bag	

VIII	**Weedicide** (Post-emergence): N-(phosphonomethyl) glycine or Equivalent (Based on Top Ranking Agro-chemical Companies or Equivalent)	Pack	
IX	***Insecticides** (Sucking and Bollworms Insect Pests): Insecticides Based on Top Ranking Agro-chemical Companies or Equivalent	Pack	

***Note:** Insecticide application/spray will be approximately made 4 times/acre or more, or critically depending on insect pests attack. The demand/supply of Insecticide Packs may increase accordingly. However, the specified quantity of items/articles is not fixed and can be subject to modification in accordance with the need and availability of funds.

We understand that the contract will be awarded to the lowest bidder, subject to meeting the qualification criteria. We agree to supply the items at the quoted rates without claiming additional costs due to government-level changes during the contract period.

We acknowledge that procurement follows PPRA Rules 2004 and e-bidding procedures, with all bidding document conditions remaining applicable.

Any missing information**,** overwriting, fluid corrections, or incomplete entries in the Financial Proposal will result in disqualification. If awarded, we commit to completing the work within the given timeframe.

(Seal & Signature of Firm/Supplier)

(On Stamp Paper)

CONTRACT FORM: SUPPLY OF WEEDICIDES, FERTILIZER AND INSECTICIDES FOR COTTON CROP CULTIVATION 2025 through e-bidding (e-PADS, PPRA)

THIS AGREEMENT is made at _____ on _____day of _____ between the Central Cotton Research Institute, Multan (hereinafter referred to as the CCRI, Multan) which shall include his successors in office, administrative and legal representative of the **First Part**.

AND

Name of M/s _____, incorporated under the existing laws of Pakistan and holding its head/registered office at _____, (hereinafter called "Firm/Supplier" of the **Second Part**.

WHEREAS the "Firm/Supplier" represents for providing of Weedicides, Fertilizer and Insecticides for the Cultivation of Cotton Crop 2026," through the e-bidding (e-PADS) i.e. _____ under the approved quoted rates within the provided schedule.

WHEREBY in consideration with mutual consent, the parties agreed to the following terms & conditions specified herein as mentioned below:

Director
Central Cotton Research Institute
MULTAN.

i. All mentioned tender terms and conditions shall be part of this agreement for the supply of weedicides, fertilizers and insecticides.
ii. Timely supply, as per the scheduled timeline is of utmost importance and non-negotiable. Any delay in delivery can severely disrupt research activities, hinder progress and compromise the integrity of ongoing projects at the institute.
iii. Neither of the parties hereto shall be held responsible for any delay or failure to perform any or all of the obligations imposed upon such a party due to a case of "Force Majeure."
iv. The "Firm/Supplier" shall not assign or outsource the services under this agreement to any other party. Any such attempt by the "Firm/Supplier" shall result in the termination of this agreement without any notice by the "Procuring Organization/Head."
v. This agreement shall be governed by all relevant prevailing laws specified for the Firm/Supplier (for the provision of goods) of the Islamic Republic of Pakistan.

IN WITNESS where the parties have executed this agreement have set their respective hands and officials' seals below.

For and on behalf of Procuring Organization

Signature: _____
Name: _____
(in block Letters)
Designation: _____

for and on behalf of Firm/Supplier

Signature: _____
Name: _____
(in block Letters):
Designation: _____

WITNESS

1. Signature: _____
Name: _____
(in block Letters)
CNIC# _____
Address: _____

2. Signature: _____
Name: _____
(in block Letters):
CNIC#_____
Address_____

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Annex-1

Bidder General Profile Form

Particulars	
1. Company Name	
2. Registered Office	
Address	
Office Telephone Number:	
Fax Number:	
e-mail:	
3. Contact Person	
Name:	
Personal Telephone Number:	
e-mail:	
4.	**Local office if any:**
Address:	
Office Telephone Number:	
Fax Number:	
5.	**Registration Details:**

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