



MILITARY LANDS & CANTONMENTS DEPARTMENT
CANTONMENT BOARD MALIR

BOSTAN LINES MALIR CANTONMENT
Tele No.021-99247077, Fax No.021-99247066
Email:pa.cbmalir@gmail.com

FORM OF BID/TENDER

**Supply of Sweet Soil, Khad, Plants and Garden items for uplifting /
development of CB Office, CB Heath Centre & Cantt Public School & College,
Malir Cantt.**

The Cantonment Executive Officer,
Malir Cantonment.

Dear Sir,

The rates in Pak Rupees by mentioning origin were invited for Supply of Sweet Soil, Khad, Plants and Garden items for uplifting / development of CB Office, CB Heath Centre & Cantt Public School & College, Malir Cantt from the suppliers / contractors / wholesalers / original equipment manufacturers / authorized dealers, etc. through advertisement uploaded on PPRA website vide reference No.TS_____E dated: _____. In response to the advertisement, I/we hereby offered rates (inclusive of all taxes) are appended below:

S#	Description	Qty	Unit	Rate	Amount
1	Sweet soil	16000	Cft		
2	Khad	800	Cft		
3	Merry Gold 6" Pot	4500	Nos.		
4	Petunia 6" Pot	1000	Nos.		
5	Coleus 10" Pot	200	Nos.		
6	Impatiens 6" Pot	350	Nos.		
7	African Tulip 16"	2	Nos.		
8	Fine Dhakka Grass	8	Suzuki		
9	American Grass	130	Sft		
10	Fancy Pot 24"	22	Nos.		
12	Panda 24"	3	Nos.		
13	Golden Plam 16"	24	Nos.		
14	Can Plam 16"	20	Nos.		
15	Ponix Plam 20"	12	Nos.		
16	Monstera 24"	5	Nos.		
17	Money Plant 24"	5	Nos.		

18	Golden Plam 24"	5	Nos.		
19	Can Plam 24"	5	Nos.		
20	Indian Dalia 12"	10	Nos.		
21	Steel Planter 18"	25	Nos.		
22	Crushed Stone/Gravel (20Kg Bag)	25	Bag		
23	Uniform for Mali Shalwar / Kamiz with Peshawari Shoe	2	Set		
24	Repair of Lawn Mower Machine	1	No.		
25	Repair of Bush Cutter with Dorri	1	No.		
Total Amount					

2) I/We undertake solemnly to abide by all the terms and conditions shown in the INVITATION TO BID / INSTRUCTIONS TO BIDDERS and shall also abide by all the terms and conditions as will be laid in the agreement, therefore, the tender may please be accepted.

1. Name of Firm : _____
2. Name of Owner of the firm : _____
3. CNIC No. of the Owner : _____
4. Address of Firm : _____
5. Telephone No. of Firm/Cell No.: _____
6. Cost of Tender form Rs.1000/- paid vide receipt No. _____ dated: _____
7. Opening date & time of Tender _____ at 12:30 Noon.
8. Amount of Bid Security @ 5% of Bid price **Rs. _____ million**

Yours Faithfully,

INSTRUCTIONS TO BIDDERS

1. The tender should be free from cutting / overwriting etc.
2. Tenders will be issued while keeping in view the registration of suppliers / contractors / wholesalers / original equipment manufacturers / authorized dealers, etc. with Income Tax and Sales Tax Departments and who are on Active Taxpayers List of the Federal Board of Revenue.
3. Interested firms will have to submit copy of valid registration certificate along with applications for issuance of tender forms.
4. The Tender form can be obtained from office of the Cantonment Board Malir on payment of tender fee of Rs.1000/- (non-refundable).
5. Cantonment Board will not be responsible to provide any equipment / material & store etc for fixation.
6. The contractor will have to bear the expenditure of material test and field test from recognized laboratory.
7. No request for escalation in rates will be entertained at any stage.
8. 5% (Five percent) bid security of quoted bid cost must be accompanied in the form of pay order/demand draft in favour of Cantonment Board Malir from Scheduled banks in accordance with the Rule 25 of PPRA Rules, 2004 and subsequent amendments (if any).
9. The Submission of Bids by the firms/contractors implies that they are fully conversant with the scope of work and terms & conditions laid down in the bidding documents.
10. Bids shall be valid for 90 days.
11. The Cantonment Board Malir invites sealed bids on the basis of **“single stage two envelope procedure”** under Rule 36(b) of PPRA Rule 2004 that is elaborated as under and all bids received shall be opened and evaluated in the manner prescribed in the bidding documents.
 - (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) The envelopes shall be marked as **“FINANCIAL PROPOSAL”** and **“TECHNICAL PROPOSAL”** in bold and legible letters to avoid confusion;
 - (iii) Initially, only the envelope marked **“TECHNICAL PROPOSAL”** shall be opened;
 - (iv) The envelope marked as **“FINANCIAL PROPOSAL”** shall be retained in the custody of the procuring agency without being opened;

- (v) 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;
 - (vi) During the technical evaluation no amendments in the technical proposal shall be permitted;
 - (vii) The financial proposals of bids shall be opened publicly at a time, date and venue announced and communicated to the bidders in advance;
 - (viii) 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;
 - (ix) The bid found to be the most advantageous bid shall be accepted.
12. The bids received by hand and late shall not be entertained.
 13. A table of contents inserted at beginning of the Bid showing the contents of the proposals according to the numbered pages. All pages of Bids shall be signed by the bidder & seal be affixed along with the signature / initials.
 14. All bids will be evaluated on the basis of rates quoted by the Contractor/Firm in his bid.
 15. Following document(s)/evidence/information may also be submitted with the bid:
 - i. Detail of similar services undertaken by the firm during the last 03 years supported by documentary evidence.
 - ii. Financial status, Bank balance & certificate from the Scheduled bank.
 - iii. The Income Tax Return submitted to the concerned department during last 03 years.
 - iv. Detail of technical and administrative staff duly supported by attested credentials.
 - v. A certificate that there is no dispute of the firm with any department involved litigation / arbitration.
 - vi. The firms/contractors having their own tangible assets such as Office equipments, Vehicles and Machinery as well as leased in favour of the bidder.
 17. If any document submitted along with bid documents found false/bogus the bid of a firm/contractor shall stand cancelled/blacklisted.
 18. Incomplete/Conditional/Disfigured/Overwritten Tender form will be non-responsive.

19. All the applicable Government taxes will be paid by the firms/contractors.
20. The successful bidder shall furnish a performance guarantee @ 05% of the contract amount in the light of Rule 39 of PPRA Rules, 2004 before conclusion of the Agreement.
21. Any bid received in contravention of provisions of PPRA Rules, 2004 will be declared as non-responsive.
22. Criteria for evaluation of Technical Bids is as under: -

S. No.	Criteria	Total Marks
1	Year of establishment of the suppliers / contractors / wholesalers / original equipment manufacturers / authorized dealers (01 mark for each 02 years)	10
2	Similar services / work under taken by the bidder in last 03 years (05 marks for each 10 million)	35
3	Financial status (05 marks for each 10 million)	15
4	Income Tax / Sales Tax registration / certificates	10
5	No dispute / litigation certificate	10
6	Detail of assets / machinery / workshop / office etc.	10
7	Income Tax Returns of last 03 years	10
TOTAL		100
NOTE:		
i. <i>The minimum qualifying score for the Technical Evaluation will be 50%.</i>		
ii. <i>The technically qualified bidder with the most advantageous bid shall be awarded the contract.</i>		

23. Any query, if any, relating to the Equipment's / Stores can be enquired from the office of the Cantonment Board Malir, Bostan Lines, Malir Cantt: Karachi at any working day during office hours.

19. All the applicable Government taxes will be paid by the firms/contractors.
20. The successful bidder shall furnish a performance guarantee @ 05% of the contract amount in the light of Rule 39 of PPRA Rules, 2004 before conclusion of the Agreement.
21. Any bid received in contravention of provisions of PPRA Rules, 2004 will be declared as non-responsive.
22. Criteria for evaluation of Technical Bids is as under: -

S. No.	Criteria	Total Marks
1	Year of establishment of the suppliers / contractors / wholesalers / original equipment manufacturers / authorized dealers (01 mark for each 02 years)	10
2	Similar services / work under taken by the bidder in last 03 years (05 marks for each 10 million)	35
3	Financial status (05 marks for each 10 million)	15
4	Income Tax / Sales Tax registration / certificates	10
5	No dispute / litigation certificate	10
6	Detail of assets / machinery / workshop / office etc.	10
7	Income Tax Returns of last 03 years	10
TOTAL		100
NOTE:		
i. <i>The minimum qualifying score for the Technical Evaluation will be 50%.</i>		
ii. <i>The technically qualified bidder with the most advantageous bid shall be awarded the contract.</i>		

23. Any query, if any, relating to the Equipment's / Stores can be enquired from the office of the Cantonment Board Malir, Bostan Lines, Malir Cantt: Karachi at any working day during office hours.