
Director
Central Cotton Research Institute
MULTAN.

e-TENDER DOCUMENTS

FOR

Furnishing of Financial Statement for the Period of FY 2012-2025

**Through e-PADS-PPRA
e-Tender No. CCRI/02/2026**

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 Firm/Agency 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**

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

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 (MNFS&R), 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 bidding through e-PADS, PPRA is to hiring a reliable and qualified firm/agency for the timely and efficient furnishing of financial statements for the period FY 2012-2025.

2.1 Timeline

The deadline for submission of the financial statements is one month from the date of award of the contract to the successful firm/agency shortlisted through the e-tender process. However, the set deadline may be further negotiated with proper justification regarding technical aspects.

2.2 Schedule

e-Tender Enquiry No.	CCRI/02/2026
Closing Date, Time for Submission of e-Bids and Fixed Bid Security. <i>Fixed Bids Security if received after the stipulated date and time shall not be considered.</i>	23.04.2026 at 10:30 AM Venue for Submission of Fixed Bid Security: CCRI, Multan via registered courier service
Opening Date, Time and Venue for Technical Proposal	23.04.2026 at 10:40 AM CCRI, Multan.
Submission of Evaluation Report of Technical Proposal	25.04.2026 at 11:00 AM CCRI, Multan
Opening of Financial Proposal	04.05.2026 at 10:30 AM CCRI, Multan
Submission of Evaluation Report of Financial Proposal	11.05.2026 at 11:00 AM CCRI, Multan
Award of Contract to Successful Bidder	18.05.2026 at 11:00 AM CCRI, Multan

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 CCRI, Multan 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 CCRI, Multan 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 e-tender process, the CCRI, Multan 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 and the contract shall be awarded to the lowest evaluating bidder.

4. Opening of e-PADS Bids

Bids will be opened by the Tender Opening Committee of CCRI, Multan, in the pre sence 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. Certificate of registration with ICAP and valid license to practice.
- ii. List of assignments for preparing audited financial statements (minimum 3-5 years).
- iii. Client references (2 or 3) of previously prepared audited financial.
- iv. Staff availability and commitment letter for timely completion.
- v. Evidance of no legal disputes, blacklisting and tax compliance.
- vi. Bid security (5%) as per the rate quoted by the firm/agency, submitted via registered courier before the closing date of the e-tender.
- vii. Manual submission of bid without e-PADS is NOT ALLOEWD.
- viii. Complete and submit *Annex-1*.

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/agency shall prepare financial statements for FY 2012-2025 in accordance with applicable accounting standards and government rules.
- ii. The financial statements must be submitted within One Month of contract award. Extension may only be granted with proper technical justification.
- iii. All information, data and records of CCRI, Multan must be treated as confidential and not disclosed to any third party.
- iv. The firm/agency is responsible for the technical accuracy and completeness of the financial statements. Any errors must be corrected at the firm's cost within the given timeframe.
- v. Required bid security must be submitted and will be refunded according to tender rules.
- vi. Payment will be made after successful submission and acceptance of the financial statements by CCRI, Multan.
- vii. CCRI reserves the right to terminate the contract if the firm/agency fails to comply with the terms including delays or technical deficiencies.
- viii. Any disputes will be resolved in accordance with applicable government rules and under the jurisdiction of Multan.

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/agency 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/Agency**

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

10. Bid Security (Fixed)

To participate in the tender, bidders must deposit a 5% bid security in accordance with their quoted rate, 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/agency with copies of tax payment receipts or challans.

12. Termination of Contract

- i. The agreement will automatically terminate upon the expiry of the contract period.
- ii. If complaints arise regarding the technical aspects of the financial statement, the firm/agency will be given one week to address and resolve the issues. This will be done under the formal intimation of the Director, CCRI, Multan. If the firm/agency 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 firm/agency provider will be immediately informed in writing about the decision.
- iv. No compromise will be made on delaying the submission of the financial statement. The firm/agency must ensure timely submission as per the agreed deadline.

13. 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 bank.
- iii. This guarantee will be returned after the completion or termination of the contract period, provided that the financial statements are submitted in a technically sound manner by the bidding firm/agency.

14. Strict Compliance with Timely Supply

Timely submission, as per the set timeline, is of utmost importance and non-negotiable. Any delay in submission may severely affect onward processing and compliance with the deadlines set by the Departmental Accounts Committee (DAC). Bidders must ensure strict adherence to the submission of financial statements in accordance with the set timeline.

15. Financial Bid Format

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 furnishing of financial statements for the period FY 2012-2025.

As emphasized in the e-tender documents, timely submission according to the set timeline is highly important. Any delay may negatively impact the onward submission of the required financial statements from CCRI, Multan to the Departmental Accounts Committee (DAC).

After carefully reviewing the e-bidding documents, we acknowledge receipt of the same and submit our proposal in full compliance with the terms and conditions specified. Our financial offer amounts to Rs. ???/- (Rupees ???) with including all government applicable taxex for furnishing the financial statements for the period FY 2012-2025.

(Signature & Stamp of Firm/Agency)

16. (On Stamp Paper)

CONTRACT FORM: Furnishing of Financial Statement for the Period of FY 2012-2025

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/Agency" of the **Second Part**.

WHEREAS the "Firm/Agency" represents for provision/submission of "Furnishing of Financial Statement for the Period of FY 2012-2025," through the e-bidding (e-PADS) i.e. _____ under the approved quoted rates within the provided timeline.


Director
Central Cotton Research Institute
MULTAN.

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

- i. All mentioned tender terms and conditions shall be part of this agreement for the submission of financial statement for the period of FY 20212-2025.
- ii. Timely submission, as per the set timeline is of utmost importance and non-negotiable.
- iii. The "Firm/Agency" shall not assign or outsource the services under this agreement to any other party.
- iv. This agreement shall be governed by all relevant prevailing laws specified for the Firm/Agency (for the provision of financial statemen for the period FY-2012-2025) 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 Awarding Organization

Signature: _____

Name: _____

(in block Letters)

Designation: _____

for and on behalf of Firm/Agency

Signature: _____

Name: _____

(in block Letters):

Designation: _____

WITNESS

1. Signature: _____

Name: _____

(in block Letters)

CNIC# _____

Address: _____

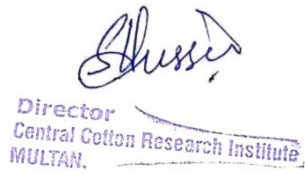
2. Signature: _____

Name: _____

(in block Letters):

CNIC# _____

Address _____



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: