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. The minimum qualifying score for the Technical Evaluation will be 50%.

ii. The technically qualified bidder with the most advantageous bid shall be awarded the contract.

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.