BIDDING DOCUMENTS/NECESSARY GUIDELINES

1. INVITATION TO THE BID

Bids/Tenders are invited for solarization of Pakistan Tobacco Board, Head Office, Peshawar and offices/laboratories of its Research Stations alongwith installation of Solar Tube Wells of Tobacco Research Station (TRS) Mardan and Tobacco Research Sub-Station (TRSS) Mansehrafrom Sales Tax and Income Tax Registered Firms.

2. INSTRUCTIONS OF THE BIDDERS

a. Procurement will be made under Public Procurement Rules, 2026.
b. It will be clearly understood that the Terms and Conditions mentioned in this document are intended to be strictly enforced.
c. bidders must ensure that they submit all the required documents indicated in the Tender/Bid Documents at the time of opening of Technical Bids and no request for submission of missing documents will be entertained after opening of the Technical Bids.
d. Bids without supporting documents, undertaking, valid documentary evidence and bids not conforming to terms and conditions given in the Tender Documents will be liable for rejection.
e. Bids received after due time and date and bids without Bid Security in shape of CDR or CDR less than required amount shall be rejected.
f. The Bidder must quote rates of items.

3. MODE OF ADVERTISEMENT

As per Rule 12(2) the advertisement is being placed onwww.ptb.gov.pk on two newspapers and on the website of PPRA.

4. TYPE OF OPEN COMPETITIVE BIDDING (e-PADS Based)

As per 27(b)of PPRA Rules, 2026, **Single Stage – Two Envelope Procedure** shall be followed through **e-PADS (Electronic Pakistan Acquisition & Disposal System)** as detailed below:

a. Bidders shall upload both proposals in the prescribed sections of e-PADS, ensuring that the **financial proposal is kept separate and encrypted/secured** within the system to avoid any disclosure during technical evaluation.
b. Initially, only the **Technical Proposal** shall be opened on e-PADS at the specified date and time. The **Financial Proposal shall remain unopened and securely stored in the system**.
c. The Procuring Agency/Committee shall evaluate the Technical Proposals in accordance with **PPRA Rule 36(b)** and the criteria provided in the bidding documents, **without reference to the financial bids**. Any bid not conforming to the specified requirements shall be declared non-responsive. No amendments in the technical proposal shall be permitted during evaluation.

d. After completion and approval of the technical evaluation, the **Financial Proposals of technically qualified bidders shall be opened electronically through e-PADS**, at a date and time to be communicated to all bidders via the system.
e. The **Financial Proposals of technically non-responsive bidders shall not be opened** and shall remain rejected in the system as per PPRA rules.
f. All bid opening, evaluation, and communicdefectsation processes shall be carried out through **e-PADS**, ensuring transparency, confidentiality, and compliance with PPRA e-procurement procedures.

5. TERMS AND CONDITIONS OF THE TENDER

i. TENDER ELIGIBILITY:

Eligible Bidder/Tenderer is one who:

a. Bidder/Tenderer has valid registration certificates for Income Tax, Sales Tax and Professional Tax.
b. Bidder/Tenderer is an active Income Tax Payer;
c. Bidder/Tenderer has got the experience in supply of relevant items;
d. Bidder/Tenderer conforms to the clause of "Responsiveness of Bid" given in this tender document;
e. Bidder/Tenderer has not been black listed.

ii. AMENDMENT OF THE TENDER DOCUMENT

a. The Procurement Evaluation Committee (PEC) of Pakistan Tobacco Board, at any time prior to the deadline for submission of the Tender, at its own initiative or in response to a clarification requested by the Bidder(s) amend the Tender Document, on any account, for any reason. All amendment(s) shall be part of the Tender Document and binding on the Bidder(s).
b. The Procuring Agency shall notify the amendment(s) in writing to the prospective Tenders/Bidders.
c. The Procuring Agency may, at its exclusive discretion, amend the Tender Document to extend the deadline for the submission of the Tender, in which case all rights and obligations of the Purchaser and the Tenderers previously subject to the deadline shall thereafter be subject to the deadline as extended.

iii. BID CURRENCY

Bidder should quote price in Pak Rupees only and payment shall also be made in Pakistan rupees only.

iv. VALIDITY PERIOD OF THE BID

a. Validity period of the bids shall be 90 days.
b. In exceptional circumstances, the Tender Committee of PTB may ask the Bidders for an extension of the period of validity. The request and the responses shall be made in writing. A bidder accepting the request will not be required nor permitted to modify its tender.

v. BID SECURITY

a. Bidder will submit Bid Security in shape of Demand draft/CDR in the name of Chairman, Pakistan Tobacco Board and the required amount of Bid Security does not exceed 2% of estimated cost.
b. Cheque or Cross Cheque shall not be accepted.
c. The amount submitted as Bid Security shall be refunded to the unsuccessful bidders after the decision for the award of the said tender.
d. subject to the award of contract, the Bid Security shall be returned to successful bidder against submission of Performance Guarantee.
e. If the Bid Security is found less than the required amount then the bid will be Rejected Irrespective of the rates and the stage of the bid process.
f. The Bid Security may be forfeited if a Bid;
* Refuse to accept Letter of Acceptance of the Bid; or
* Fails to furnish Performance Security.

vi. BID PREPARATION AND SUBMISSION

a. The Tender shall be **submitted electronically through e-PADS** and shall be accompanied by the prescribed Forms, Annexes, Schedules, Drawings, Documents, Brochures, Literature, etc. All documents shall be **properly filled, digitally signed/stamped, and uploaded** by the Tenderer or his Authorized Representative. Scanned copies of original/attested documents shall be uploaded on e-PADS, and the Procuring Agency may seek verification of originals, if required.
b. The Bids/Tenders shall be submitted in **two parts through e-PADS**, namely:
(1) **Technical Proposal** and **Financial Proposal**.
c. Both proposals shall be **uploaded in their respective sections on e-PADS**, ensuring that the **Financial Proposal remains secured and is not disclosed** during the technical evaluation stage.

vii. TECHNICAL PROPOSAL

The Technical Proposal will enable the Technical Tender Committee to evaluate whether the bidder is technically competent and capable of executing the order and the specifications offered by the bidder meet the ones given in the Tender/Bid Documents. Only those bids which qualify in the technical stage will be eligible for the Financial Proposal opening. The Financial Proposals of bidders who failed in the Technical stage will not be opened.

viii. DETAIL AND ORDER OF DOCUMENTS TO BE FURNISHED WITH THE TECHNICAL PROPOSAL

The documents attached with the Technical Bid must be signed and stamped by the Authorized Representative of the Bidder. The documents attached must be numbered and attached in the following order;

a. Covering letter ***duly*** signed and stamped by authorized representative.

b. Copy of Income Tax Registration Certificate.
c. Copy of Sales Tax Registration Certificate.
d. Copy of Professional Tax.
e. Detailed specification of items.
f. Sound financial positon of the bidder (At least each available equal to the 50% of quoted value as per bank statement.
g. At least five relevant Supply Orders/Contracts revised in the past.
h. Affidavit/Undertaking Covering Letter on Stamp paper.

ix. FINANCIAL PROPOSAL

a. The Financial Proposal of the bidder shall include the price breakup of taxes/duties. All taxes/duties as applicable shall be responsibility of the bidders.
b. The cost quoted by the bidder shall be kept firm and unchanged for a period specified in the Bid/Tender Documents from the date of opening of the bids. The bidder shall keep the price firm/unchanged during he period of Contract including during the period of extension of time if any.
c. The quoted price will be inclusive of all taxes, duties, levies, insurance, freight (transportation charges) etc.
d. The Bid is liable for rejection if Financial Proposal contains conditional offer.

x. DETAILS TO BE FURNISHED WITH FINANCIAL PROPOSAL

a. Financial Proposal Covering Letter;
b. Financial Proposal from duly filled, signed and stamped by the Bidder.

xi. TECHNICAL EVALUATION CRITERIA

a. The Bidders who have duly complied with the Eligibility/Qualification and Evaluation will be eligible for the further processing.
b. The Bids which do not conform to the Technical Specifications or Bid conditions or the Bids from the Bidders without adequate capabilities for supply and maintenance / warranty services will be rejected.
c. The Eligible/Technically Qualified Bidders will be considered for further evaluation.
d. Technical Bids will be evaluated on the basis of following criteria and Financial Bids of only those bidders will be opened who have fulfilled the criteria:

Mandatory Requirements		Documents Required	
1	Sales Tax Registration	1	Certificate of Registration
2	Income Tax Registration	2	Certificate of registration
3	Conformance to the required specification of items given in Schedule of Requirement	3	Detailed Specifications with Brand and Model

4	At least five relevant Supply Orders received in the Past from year 2017 onwards	4	Copies of Supply Orders/Contracts received in the past of the quoted brand
5	Company Firm is not Black Listed	5	Affidavit/Bidder's Undertaking on stamp paper
6	Professional Tax	6	Certificate of Registration
7	Company/Firm should have a minimum experience of 07-years.		---
8	Company/Firm should have at least four offices in all over Pakistan		---
9	Company/Firm should have completed commercial projects upto 500Kw		---

The bidder must provide Verification documentary proof against all the mandatory requirement and Evaluation Criteria along with the Technical Proposal and no document will be received or considered after opening of the Technical Proposal.
The PEC may ask for physical Demonstration of any of the items given in the Tender Document for confirmation of the specifications.

xii. FINANCIAL PROPOSAL EVALUATION

a. **Technically** qualified/successful bidder(s)/Tenderer(s) shall be called for opening of the Financial Proposal(s). the Financial Proposals will be opened in the presence of the Bidders at the time and venue indicated by the PTB accordingly. The technically Eligible/Successful Bidder(s)/Tenderer(s) or their authorized representatives against each items shall be allowed to take part in the Financial Proposal(s) opening against their relevant bid.

b. **Financial** Proposal evaluation will be conducted under the public Procurement Rules, 2026. The Price evaluation wil include all details, taxes and expenses etc.

xiii. REJECTION AND ACCEPTANCE OF THE TENDER/BID

a. Pakistan Tobacco Board have the right, at his exclusive discretion, to increase / decrease the quantity of any or all items(s), under PPRA Rules without any charge in unit prices or other terms and conditions, a procuring agency may, for reasons to be recorded in writing, restart bidding process from any prior stage if it is possible without violating any principle of procurement and shall immediately communicate the decision to the bidders.

b. **The Tender / Bid shall be rejected if:**

i. It is substantially non-responsive, or

ii. The bidder does not meet any of the mandatory criteria mentioned.

iii. It does not contain the documentary proof against any of the mandatory Criteria.

iv. The bid is incomplete, partial, conditional, alternative, late; or

v. The Authorization Certificate could not be verified; or

vi. The bidder does not attach Bid Security in shape of CDR; or

vii. The Bid Security is not attached or it is less than the required amount; or

viii. The Bidder submits more than one Bids against one Tender; or

ix. The Bidder tries to influence the Tender evaluation / Contract award; or

x. the Bidder engages in corrupt or fraudulent practices in competing for the Contract award.

xi. There is any discrepancy between bidding documents and bidder's proposal i.e. any non-conformity or inconsistency or informality or irregularity in the bid which is not in Conformity with tender document.

xiv. CONTACTING THE PROCURING AGENCY

a. No Bidder shall contact the PEC on any mater relating to its bid, from the time of the bid opening to the time the Contract is awarded.

b. any effort by a Bidder to influence PEC in its decisions on bid evaluation, bid comparison, or Contract Award will disqualify the bidder and rejection of the bid. Canvassing by any Bidder at any stage of the Tender evaluation is strictly prohibited.

xv. ANNOUNCEMENT OF EVALUATION REPORT

The Procurement Agency shall announce the results of bid evaluation in the form of a report giving justification for acceptance or rejection of bids at least ten days prior to the award of Contract.

xvi. AWARD OF CONTRACT

The Tender will be awarded to the Lowest Evaluated Bidder (item wise) who has been declared Technically & Financially qualified.

xvii. ADVANCE PAYMENT

No advance payment shall be made to the successful bidder; however, payment shall be made after execution of the contract and submission of satisfactory report by the evaluation committee.

xviii. LETTER OF ACCEPTANCE (LOA)

After acceptance of the Bids by the PEC, Letter of Acceptance (LOA) will be issued only to the Success Bidder(s).

xviiii. SUBMISSION OF PERFORMANCE SECURITY

The Successful Bidder(s) performance security of the works will be submitted to Chairman PTB equal to 5% of the contract value for one year and in case of any variation/defects the contractor will be responsible for repair & maintenance, replacement.

xx. REFUND OF BID SECURITY (BS)

The Bid Security of the successful Bidder will be refunded on the written request of the Bidder.

xxi. ISSUANCE OF SUPPLY ORDER OR SIGNING THE CONTRACT

The PEC shall issue Supply Order or sign a Contract with the Successful bidder.

1. ITEM-WISE SPECIFICATION OF SOLARIZATION AT HEAD OFFICE, PESHAWAR

S #	Item	Description	Quantity
1.	Solar PV module, A grade	Grade-A Tier-1, N-Type, Monocrystalline, Bifacial modules; preferred makes: JA Solar / Jinko / LONGi / Canadian Solar or approved equivalent, Module rating: 585-720 W. and cell efficiency equal to or more than 23.5%	75 KW
2.	Hybrid Solar Inverter(s)	Solis/Goodwe/Huawei/Sungrow/Growatt/Sofar or approved equivalent. Aggregate AC capacity: 100 kW high voltage product (HV). Must be compatible with the proposed battery storage and system configuration. At least 5years replacement warranty	Up to 120kW
3.	Storage bank	Lithium-ion battery storage, Compatible and approved equivalent. High voltage with PCU, communication cables and all related equipment. 6000 plus life cycles. At least 5years replacement warranty.	60kWH

4.	PV Mounting Structure	Customized fixed structure comprising heavy concrete blocks (approx. 1.5 ft x 1.5 ft, subject to structural design), MS girders (Mughal girder etc.), GI C -channels (=<16 gauge), cross pipes 1'5" x 1.5" (=<18guage). Steelwork to be suitably protected against corrosion/weather exposure.	75 kW
5.	DC/AC cables & Electrical accessories	Suitable-size copper DC (4mm/6mm/10mm) and AC cables (32mm/16mm/10mm/6mm/4mm etc.); DC/AC breakers/fuses, isolators, busbars, cable trays, copper lugs, PV conduit/PVC ducts and all necessary accessories. Preferred makes; Pakistan Cables / Fast Cables or approved equivalent; Chint /Schneider or approved equivalent for breakers/protection devices.	Complete job
6.	Earthing & Lightning Protection	Complete earthing system, earth pits/electrodes, bonding, protective conductors and lightning arresters/surge protection as required by the approved design and applicable standards.	Complete Job
7.	Civil works	Engineering/design, foundations, concrete blocks/footings, embedded items, minor civil works and associated reinstatement required for the solar installation.	Complete Job
8.	Installation Testing & Commissioning	Complete unloading/assembly, installation, wiring, termination, testing, configurations, synchronization, commissioning and handover on a turnkey basis. Includes O&M manuals and as-built drawings.	Complete job
9.	Operation and Maintenance	Preventive/corrective O&M services after successful commissioning, including routine inspection, basic troubleshooting, system monitoring and maintenance reporting.	One year after commissioning
10.	Net metering / Grid interconnection Support	Processing and installation support for net metering/grid interconnection, including coordination and required technical documentation within the contractor's scope.	Complete Job

2. ITEM WISE SPECIFICATION OF INSTALLATION OF SOLAR TUBE WELL, TOBACCO RESEARCH STATION, MARDAN

S. No	Item	Description	Quantity
TUBE WELL BORE			
1	Drilling of Bore hole	Drilling of Bore holes for tube well in all types of soil and soft rock except hard rock from ground level depth including sinking, collection of 100 % corings and withdrawing of pipe, complete as per specifications.: Dia of Bore 12" (300 mm) i/d	250 ft
2	Pipe	Providing and installing PVC blind pipe BSS Class "C" in Tube Well Bore Hole including Sockets and Solvents and jointing with strainer etc. complete: 10" Nominal Pipe Size (NPS) (200mm)	200 ft
3	Pipe (Filters/Strainers)	Providing and installing PVC Strainer BSS Class "C" of approved make / equivalent quality in Tube Well Bore Hole including Sockets and Solvents and jointing with strainer etc. complete: 10" Nominal Pipe Size (NPS) (200 mm)	40 ft
4	Filtration Stones	Shrouding with graded pack gravel 3/8" (10 mm) to 1/8" (3 mm) around tubewell in bore hole complete as per specification: -	160 ft
5	Water out let pipe	Best quality Role pipe 6 inch + flunges, washers, SS Nut bolts, NRV Valves +10 ft outlet 6 inch delivery	150 ft
TUBE WELL SOLARIZATION			
6	Pv Modules	Grade-A Tier-1, N-Type, Monocrystalline, Bifacial modules; preferred makes: JA Solar / Jinko / LONGi / Canadian Solar or approved equivalent, Module rating: 585-720 W. and cell efficiency equal to or more than 23.5%	41.6 KW
7	Solar Inverter	VFD (55/75 kw) 3-phase, Pure sine wave Pumping Inverter + service cable for 3-phase motor (185 ft)	1
8	Cable	3 Core (16mm water proof taping, joints, Lugs)	200 ft
9	Structure	Red oxide painted rust free elevated customized frame (Mughal Girder 15'*5') with allied accessories &Channels	42kw
10	Machine + Pump	Providing & installation of 40-HPsubmersible pumping having a discharge 7000 gallons per hour including cost of all allied accessories, (Valves + NRV 6"+ Pipe Flanges, gate valve 6") machine hanging rope, bore bail Tail locker. also motor control panel should be included.	40hp
11	Standard DC Cables (Double Xpl Hard coat)	4,6mm,10mm, Red & Black Cables for DC current (solar panels and inverter) Complete with internal wiring, termination blocks and cable glands at the bottom of the DB	Included
12	Circuit Breakers, Connectors, DB, pipes etc	Tomzon, Schneider, Hager, ABB breakers, or equivalent and MC4 connectors/Lugs, DB Box, Flexible Pipe, pvc pipe,	Complete set
13	Tube well room	Room with dimensions of 8ft x8ft with Hight At least 12ft and a girder (5inch) should be placed on roof for pulling motor. Also, a hole with dimensions of 2ft x2ft should be there in the ceiling. As per design.	Complete job
14	Civil Work	Masonry Concrete Pads depth(2'*2'*2') and above ground (1'x1'x1')	included
15	Services	Transportation + Execution + Installation & Training	One Job

3. ITEM WISE SPECIFICATION FOR SOLARIZATION OF LABORATORIES AND OFFICES, TOBACCO RESEARCH STATION, MARDAN

S. No	Item	Description	Quantity
1.	Solar PV module, A grade	Grade-A Tier-1, N-Type, Monocrystalline, Bifacial modules; preferred makes: JA Solar / Jinko / LONGi / Canadian Solar or approved equivalent, Module rating: 585-720 W. and cell efficiency equal to or more than 23.5%	20 KW
2.	Hybrid Solar Inverter(s)	Solis/Goodwe/Huawei/Sungrow/Growatt/Sofar or approved equivalent. Aggregate AC capacity: 30 kW high voltage product (HV). Must be compatible with the proposed battery storage and system configuration. At least 5years replacement warranty	30 kW
3.	Storage bank	Lithium-ion battery storage, Compatible and approved equivalent. High voltage with PCU, communication cables and all related equipment. 6000 plus life cycles. At least 5years replacement warranty	30kWH
4.	PV Mounting Structure	Customized fixed structure comprising heavy concrete blocks (approx. 1.5 ft x 1.5 ft, subject to structural design), MS girders (Mughal girder etc.), GI C -channels (=<16 gauge), cross pipes 1'5" x 1.5" (=<18guage). Steelwork to be suitably protected against corrosion/weather exposure.	20 kW
5.	DC/AC cables & Electrical accessories	Suitable-size copper DC (4mm/6mm) and AC cables (16mm/10mm/6mm/4mm etc.); DC/AC breakers/fuses, isolators, busbars, cable trays, copper lugs, PV conduit/PVC ducts and all necessary accessories. Preferred makes; Pakistan Cables / Fast Cables or approved equivalent; Chint /Schneider or approved equivalent for breakers/protection devices.	Complete Job
6.	Earthing & Lightning Protection	Complete earthing system, earth pits/electrodes, bonding, protective conductors and lightning arresters/surge protection as required by the approved design and applicable standards.	Complete Job
7.	Civil works	Engineering/design, foundations, concrete blocks/footings, embedded items, minor civil works and associated reinstatement required for the solar installation.	Complete Job
8.	Installation Testing & Commissioning	Complete unloading/assembly, installation, wiring, termination, testing, configurations, synchronization, commissioning and handover on a turnkey basis. Includes O&M manuals and as-built drawings.	Complete Job

9.	Operation and Maintenance	Preventive/corrective O&M services after successful commissioning, including routine inspection, basic troubleshooting, system monitoring and maintenance reporting.	One year after commissioning

4. ITEM-WISE SPECIFICATION OF SOLARIZATION AT TRSS MANSEHRA (OFFICE + Guest house)

S #	Item	Description	Quantity
1.	Solar PV module, A grade	Grade-A Tier-1, N-Type, Monocrystalline, Bifacial modules; preferred makes: JA Solar / Jinko / LONGi / Canadian Solar or approved equivalent, Module rating: 585-720 W. and cell efficiency equal to or more than 23.5%	15 kW
2.	Hybrid Solar Inverter(s)	Solis/Goodwe/Huawei/Sungrow/Growatt/Sofar or approved equivalent. ip65/66 with at least replacement warranty of 5 years or more. Aggregate AC capacity: 20 kW. Must be compatible with the proposed battery storage and system configuration.	20 kW
3.	Storage bank	Lithium-ion battery storage, Compatible and approved equivalent. Nominal battery unit: 51.2 V, 600 Ah. At least 8000 cycles and 5 years or more replacement warranty.	30kWH
4.	PV Mounting Structure	Customized fixed structure comprising heavy concrete blocks (approx. 1.5 ft x 1.5 ft, subject to structural design), MS girders (mughal girder etc), GI C -channels (=<16 guage),cross pipes 1'5" x 1.5" (=<18guage). Steelwork to be suitably protected against corrosion/weather exposure.	15 kW
5.	DC/AC cables & Electrical accessories	Suitable-size copper DC (4mm/6mm) and AC cables (16mm/10mm/6mm/4mm etc.); DC/AC breakers/fuses, isolators, busbars, cable trays, copper lugs, PV conduit/PVC ducts and all necessary accessories. Preferred makes; Pakistan Cables / Fast Cables or approved equivalent; Chint /Schneider or approved	Complete job

		equivalent for breakers/protection devices. * interconnectivity on output side for both guest house and offices is also included for both low load(4mm) and heavy load(6mm to 10mm).	
6.	Earthing & Lightning Protection	Complete earthing system, earth pits/electrodes, bonding, protective conductors and lightning arresters/surge protection as required by the approved design and applicable standards.	Complete Job
7.	Civil works	Engineering/design, foundations, concrete blocks/footings, embedded items, minor civil works and associated reinstatement required for the solar installation.	-
8.	Installation Testing & Commissioning	Complete unloading/assembly, installation, wiring, termination, testing, configurations, synchronization, commissioning and handover on a turnkey basis. Includes O&M manuals and as-built drawings.	Complete job
9.	Operation and Maintenance	Preventive/corrective O&M services after successful commissioning, including routine inspection, basic troubleshooting, system monitoring and maintenance reporting.	One year after commissioning