

## **Bidding Document**

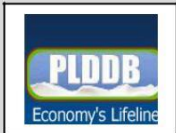
**For the provision of Milk Pouch Roll for Milk Packing**

### **Document contains**

A- Advertisement	02
B- Terms & Conditions	03
C- Bid Submission Instructions	04
D- General Instructions	05
E- Required Documents	06
F- Tender Submission Form	07
G- Authorities	08
H- Bona-fide Statement	09
I- Bidders' acknowledgement	10

### **Document No.**

PLDDB/Proc./Sep-0243/2023



### **Punjab Livestock & Dairy Development Board**

273-B, Block B Revenue Employees Cooperative

Housing Society, PIA Road Lahore.

☎ 042-99333045-6, ✉ info@plddb.pk



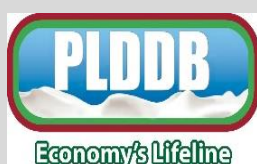
## Tender Notice

### For the provision of Milk Pouch Roll for Milk Packing

Punjab Livestock and Dairy Development Board (PLDDB) is a non-profit organization established under Section 42 of the Companies Ordinance, 1984. PLDDB invites sealed tenders from registered parties, firms and individuals for the supply of the following item to Milk Project.

Sr. No.	Description	Specification	Quantity	Quoted Rate
01	Milk Pouch Roll for Milk Packing Machine	<ul style="list-style-type: none"><li>➤ Film Width: 330 MM</li><li>➤ Film Length: 260 MM</li><li>➤ Film Thickness: 80 Micron</li><li>➤ Film Cone Size: 76 MM</li><li>➤ Film Weight: 15 to 18 Kg</li><li>➤ Lacquer Coating: Yes</li><li>➤ Refrigerated ink: Yes</li><li>➤ Printing Type: Flexo Printing</li><li>➤ Material: 100% Food Grade</li><li>➤ Material Category: Pure</li></ul>	2,000 Kg	Per Kg

- ▶ The detailed bidding documents can be purchased on submission of request on company letter head along with Rs.1,500/- (non-refundable) from PLDDB office during working hours (09:00 am to 05:00 pm) immediately after the publication of tender notice and the same is mandatory to be obtained signed copy one (01) day before opening of the tender from Procurement Cell of PLDDB Head Office.
- ▶ Bidding shall be conducted through Open Competitive Bidding Single Stage-Two Envelops procedure as per PPRA Rules.
- ▶ The **Bid Security/Earnest Money @ 5% (Rs. 90,000) of estimated cost (Rs.1,800,000)** in the form of “**CDR, Bank Draft, Pay Order etc.**” in favor of “**Punjab Livestock & Dairy Development Board**” is required to be submitted with the Technical Bid.
- ▶ The bids shall be submitted on or before **10:30 am on October 05, 2023** and that shall be opened on **11:00 am** on the same day in the presence of all Bidders or their authorized representatives.
- ▶ PLDDB reserves the rights to accept or reject all the tenders prior to acceptance, as per PPRA rules 2014.



Procurement Cell

**Punjab Livestock & Dairy Development Board**  
273-B, Block B Revenue Employees Cooperative  
Housing Society, PIA Road Lahore.

☎ 042-99333045-6, ✉ info@plddb.pk



## Terms & Conditions:

- A. The bid participants must have experience in the same field in which they are bidding.
- B. PLDDB promotes legal business, so only GST/NTN registered companies are allowed to bid.
- C. Parties are required to submit the financial quotation on the basis of above-mentioned specifications.
- D. Financial invoices will be included all sort of taxes, PLDDB will not bear any kind of tax.
- E. Bidders are required to submit 5% (refundable) of bid security of estimated amount with their financial bid in shape of CDR.
- F. If found to be faded in color, low quality, or improperly printed and sealed, the roll/film won't be accepted.
- G. Bidders must supply replacement bags for pouches (bags) that are wasted during use, or the amount will be deducted.
- H. Procuring Agency can also lab test the material from relevant Department?
- I. The bidder will have to pay for printing the blocks and must return them (to PLDDB) after the job is done.
- J. Under the framework contract, the bidder is required to provide the predetermined items according to the financial bid as per the need of the procurement agency; bulk purchases are not mandatory.
- K. The successful bidder will provide the item (PLDDB Head Office, Lahore) at their own expense; the company will not bear any freight costs or other expenses such as vehicle fuel, repair and maintenance, or toll taxes and unloading fees.
- L. The technical committee may reject the item during the inspection if it does not meet the standards.
- M. Ambiguous quotations will be rejected on the spot.
- N. Tenders received after due date and time will not be entertained at any cost.
- O. The sample may be provided as & when required by Technical Committee.
- P. Payment will be made within a month after the delivery of the items in favor of the company.
- Q. Procuring agency has reserves the right to cancel the tender without assigning any reason.

## **Bids' Submission instructions:**

### **Bidders are required to follow the following instructions:**

1. Any offer not received as per Terms and Condition for the tender enquiry is liable to be ignored. No offer should be considering if,
  - i. Received without earnest money from unregistered firm or a firm not registered for the item / service mentioned in this tender.
  - ii. Received after the time and date fixed.
  - iii. The tender is unsigned.
  - iv. The offer is conditional.
  - v. The offer is from a firm blacklisted, suspended, or removed from the approved list.
  - vi. The offer is recovered from the telegram.
  - vii. Offer received from shorter validity than required in the tender enquiry and
  - viii. The offer is for store/service NOC confirming to specification indicated in the tender enquiry.
2. The offer will remain valid for 90 days after it's opened.
3. The winning bidder will be responsible for providing the services in accordance with the contract.
4. Procuring agency may purchase all or part of the store/service or may ignore, scrap, or cancel the tender without assigning reasons (as per Article 35 of the PPRA Rules 2014).
  - (a) As per the PPRA rules, if the offer is withdrawn, amended, or revised during the validity period of the order, the earnest money is liable to be forfeited and the procuring agency has the right to blacklist the firm/company on a temporary basis or permanently.
  - (b) A contractor who fails to perform the contract strictly according to the terms and conditions of the tender will be responsible for all costs incurred. PLDDB will not be responsible for any costs.
  - (c) The Procuring Agency reserves the right to terminate the contract/work order immediately and can also claim compensation for the loss incurred by the bidder and forfeit the bidder's CDR.

## **GENERAL INSTRUCTIONS**

- 1) Tender should be addressed to the Procurement Cell.
- 2) Tender should be quoted final rates both in word as well as in figures.
- 3) PLDDB requires that the bidders submit the above earnest money (refundable in case of unsuccessful bid) in its favor.
- 4) Any condition, ambiguous or called incomplete offer in any respect shall be ignored. No supplementary or revised offer after the opening of tender shall be entertained.
- 5) The tenders should indicate the tender's complete address or the place where store / service will be offered for inspection.
- 6) The tender shall enclose catalogue/leaflets/literature and other technical data, if any in respect of store/service offered by them.
- 7) The tender should specifically indicate their G.S.T. No. and Sales Tax No.
- 8) Any erasing / cutting / crossing etc appearing in the offer must be properly signed by the person signing in the tender. Moreover, all pages to the tender must also be properly signed. Offer with any over-writing shall in no circumstances be accepted.
- 9) In case of representative's participation in the bidding process, he/ she must have NOC by the senior management of his/her office.

**Required Documents to be submitted as part of Tender Notice submission:**

Following documents are required to be submitted with the Technical Bid:

1. Copy of CNIC (Country National Identity Card)
2. Copy of Valid NTN registration certificate.
3. Bank statement of last six months.
4. Public & Private client list.
5. Copy of quality certificates (if any)
6. Any other information.

Tender Submission Form

(Applicant's Internal Official Letter  
Number.....)

To,

**Punjab Livestock & Dairy Development Board,**  
273-B, Block B Revenue Employees Cooperative,  
Housing Society, PIA Road Lahore.

From,

\_\_\_\_\_  
  
\_\_\_\_\_

SUBJECT: **Tender Submission for Milk Pouch Roll for Milk Packing**

**Dear Sir,**

It is submitted that our organization ..... is interested to participate in the bidding process of Milk Pouch Roll for Milk Packing advertised by your Organization in PPRA website and PLDDB official website. It is further stated that our organization is fully competent and fulfill your requirements as per your Bidding Document.

Authorized person: .....

Signature: .....

Dated: .....

Authorities:

**A- ON BEHALF OF PLDDB**

Authorized Person: .....

Designation: .....

Seal:

**B- ON BEHALF OF TENDER SUBMITOR**

Authorized Person: .....

Designation: .....

Seal:



### **Bona-fide Statement by the Bidder**

I hereby declare that the information and particulars furnished above by my office are true. I further declare that if any of the above particulars or information is found by the company to be inaccurate or false in any respect whatsoever, my Tender before or after the acceptance may be canceled and the whole process may be considered void ab-initio.

---

**Authorized Signature**

*Procurement section*  
*Punjab Livestock & Dairy Development Board*

### **Closing Remarks by Bidders**

My declaration is that the bidding process was transparent and conducted as per the PPRA rule 2014; it was conducted in the presence of all bidders or their representatives and according to the terms and conditions set out in the documents issued by PLDDB. Furthermore, I was able to obtain the score that was based on the quoted technical and financial bids from my office.

---

**Authorized Signature**



Procurement Cell  
**Punjab Livestock & Dairy Development Board**  
273-B, Block B Revenue Employees Cooperative  
Housing Society, PIA Road Lahore.  
☎ 042-99333045-6, ✉ info@plddb.pk

