

PUNJAB LIVESTOCK AND DAIRY DEVELOPMENT BOARD



BIDDING DOCUMENT

for

Purchase of **Packing Roll/Film for Milk Packing**

Tender Notice No. **PLDDB/Jul-0261/2024**

National Competitive Bidding
Single Stage-Two Envelop



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



Table of Content

1. Invitation to bidders.....	3
2. Introduction.....	4
3. Scope of Bid.....	4
4. Important Note	4
5. Conditions for Eligibility	4
6. Bidding Procedure	4
7. One Person One Bid	4
8. Estimated Cost.....	5
9. Terms & Conditions.....	5
10. General Instruction.....	5
11. Language of Bid	6
12. Bid Security.....	6
13. Bid Validity.....	6
14. Bid Currency	6
15. Financial Proposal	6
16. Notification of Award.....	6
17. Performance Guarantee	7
18. Signing of Contract/Issuance of Purchase Order	7
19. Award Criteria	7
20. Delivery Point.....	7
21. Procuring Agency’s Right to Vary Quantities at Time of Award.....	7
22. Procuring Agency’s Right to Accept or Reject All Bids	7
23. Re-Bidding	7
24. Acceptance of Bids	8
25. Declaration.....	8
26. Bids’ Submission Instructions	8
27. Cover Letter for the Submission of Financial Proposal.....	9
28. Annexure-A)	10
29. Annexure-B)	11
30. Tender Issuance Receipt	12

I. Invitation to Bidders

Tender Notice No. PLDDB/Jul-0261/2024

Tender Notice

For the provision of Packing Roll/Film for Milk Packing

Punjab Livestock & 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 persons for the provision of Packing Roll/Film for Milk Project.

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

- ▶ The detailed bidding documents can be purchased on submission of request on company letter head along with Rs.1,000/- (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 day before from Procurement Section 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. 99,000)** of **estimated cost (Rs.1,980,000)** 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 **July 29, 2024** 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



II. Introduction

Punjab Livestock & Dairy Development Board (PLDDB) is a non-profit Organization established under Section 42 of the Companies Ordinance, 1984. The PLDDB has been aimed to develop Livestock & Dairy sector of the Punjab while facilitating small & large farmers in production, processing & marketing with the latest infrastructure and modern farming technologies to improve their animals' genetics and milk/ meat production ratio. PLDDB is also meant to accelerate private investment opportunities in this sector. The whole domain will result-in poverty alleviation and economic growth of the Punjab. PLDDB has focused on the up gradation of more than 90% small farmers of the province by providing technical & in-kind assistance as per their need.

III. Scope of Bid

The supply of Packing Roll/Film for Milk Packing should be in accordance with the tender terms and conditions.

IV. Important Note

All participants complying with criteria given in the tender documents are eligible for this bid. Prospective bidders must ensure submission of all the required documents indicated in this tender documents. Bids received without, undertakings, valid documentary evidence, supporting documents and various requirements mentioned in the tender document will be rejected. It is intimated that no objection/revision/supplement shall be entertained regarding the terms and conditions of the Bidding Document submitted by the bidder.

V. Conditions for Eligibility

The Bidders, fulfilling the criteria, contained in "Annex-A & B" shall be considered as eligible bidder for the bidding process of **SUPPLY OF MILK ROLL/FILM FOR MILK PROJECT**.

VI. Bidding Procedure

Bidding process will be conducted through National Competitive Bidding Single Stage-Two Envelops procedure as per PPRA Rules.

VII. One person one bid

As per Rule 36A of Punjab Procurement Rules 2014, a Bidder shall submit only one Bid in the same bidding process, either individually as a Bidder or as a member in a joint venture or any similar arrangement.

VIII. Estimated Cost

The total estimated cost of this procurement is **Rs.1,980,000/-** (Nineteen Lac and Eighty Thousand Rupees Only).

IX. Tender Terms and Conditions

- i. A least 01-year experienced company in the same field may participate in the Bid.
- ii. PLDDB encourages the legal business in the country so only NTN & GST registered Firms may participate in the Bidding process.
- iii. Parties are required to submit the financial quotation on the basis of mentioned specifications.
- iv. If found to be faded in color, low quality, or improperly printed and sealed, the roll/film won't be accepted.
- v. Bidders must supply replacement bags for pouches (bags) that are wasted during use, or the amount will be deducted.
- vi. Procuring Agency can also lab test the material from relevant Department?
- vii. The bidder will have to pay for printing the blocks and must return them (to PLDDB) after the job is done.
- viii. Financial quotation will be included all sort of taxes, PLDDB will not bear any kind of tax.
- ix. Ambiguous quotations will be rejected on the spot.
- x. Inspection committee may reject the product during inspection if not found it up to the standards/tender specifications.
- xi. Successful Bidder is required to provide the items as per requirement/demand of PLDDB. In case of failure, the contract will be considered breached and bid/performance security amount will be considered forbidden.
- xii. Tenders received after due date and time will not be entertained at any cost.
- xiii. Payment will be made within a month after the delivery of the items in favor of the company.

X. General Instructions

- i. Tender should be addressed to the Procurement Cell.
- ii. Bids must be quoted on company's letter pad duly signed stamped by the bidder.
- iii. Tender should be quoted final rates both in word as well as in figures.
- iv. Bidders are required to submit above said earnest money (refundable in case of non-successful bidding) in favor of PLDDB.
- v. 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.

- vi. The tenders should indicate the tender's complete address or the place where store / service will be offered for inspection.
- vii. The tender shall enclose catalogue/leaflets/literature and other technical data, if any in respect of store/service offered by them.
- viii. 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.
- ix. In case of representative's participation in the bidding process, he/ she must have NOC by the senior management of his/her office.

XI. Language of Bid:

The Bid prepared by the Bidder, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and the Procuring Agency shall be written in the language specified in the Bid Data Sheet Supporting documents and printed literature furnished by the Bidder may be in same language.

XII. Bid Security:

The above-mentioned Bid Security/Earnest Money 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 Bid security is required to protect the Procuring Agency against the risk of Bidder's conduct which would warrant the security's forfeiture as PPRA Rules.

XIII. Bid Validity:

Offer will remain valid for 90 days from the date of opening the tender.

XIV. Bid Currency

Prices shall be quoted in Pak Rupees.

XV. Financial Proposal

It is necessary for the financial proposal to include the rates individually. Moreover, the rates should encompass all relevant taxes.

XVI. Notification of Award

The procuring agency will upload the minutes of the Financial Bid Opening to PPRA website or send them to all bidders by e-mail. It is the notification of award that constitutes the formation of the contract.

Performance Guarantee

The successful Bidder must provide the Performance Guarantee (if demanded in the tender) within 15 days of receiving the award notification from the Procuring Agency. The Performance Guarantee should be in accordance with the Conditions of Contract.

XVII. Signing of Contract/ Issuance of Purchase Order

The Procuring Agency will inform the successful bidder that its bid has been accepted, and the purchase order will be issued in accordance with the terms and conditions agreed to by both parties.

XVIII. Award Criteria

Under rule-55 of PPRA-14, the Procuring Agency will award the contract to the successful Bidder whose Bid has been determined to be responsive and has been determined to be the lowest evaluated Bid, provided that the Bidder has been determined to be qualified to perform the contract satisfactorily.

XIX. Delivery Point

Successful Bidder will provide the item at their own expense at **Head Office, Lahore**; company will not bear any freight charges or other expenses such as vehicle fuel, repair & maintenance or toll taxes, unloading etc.

XX. Procuring Agency's Right to Vary Quantities at Time of Award

The Procuring Agency reserves the right at the time of contract award to increase or decrease the quantity of goods and services originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions, on the analogy of rule-59 (c)(iv) of PPRA-14 (not more than 15%).

XXI. Procuring Agency's Right to Accept or Reject All Bids

As per rule 35 of PPRA-14, the Procuring Agency reserves the right to accept or reject all Bids or proposals at any time prior to the acceptance of any bid or proposal, without thereby incurring any liability towards the bidders.

XXII. Re-Bidding

If the Procuring Agency rejects all the Bids under rule 35, it may proceed with the process of fresh bidding but before doing that it shall assess the reasons for rejection and may, if necessary, revise specifications, evaluation criteria or any other condition for bidders.

XXIII. Acceptance of bids

The bidder who qualifies the eligibility/knock down criteria with the lowest evaluated bid, if not in conflict with any other law, will be awarded the procurement contract within the original or extended bid validity period.

XXIV. Declaration

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.

Company Name: _____

Designation: _____

Signature: _____

Date: _____

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. Successful bidder will provide services as per agreement.
3. (a) In the case 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 black list the firm/company on temporary or permanent basis as per PPRA rules.
 - (b) In the case of contractor fails to execute the contract strictly in accordance with terms and conditions of the tender, the contractor will bear all expenses. PLDDB will not bear any expense.
 - (c) The Procuring Agency reserves the right to cancel the contract/work order immediately and can also claim compensation for the loss caused by the bidder and forfeit the CDR of bidder.

Cover Letter for the Submission of Financial Proposal

To,

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

SUBJECT: **SUBMISSION OF FINANCIAL PROPOSAL**

Dear Sir,

Our company/firm is willing to provide the items included in the tender pursuant to the terms and conditions of the tender. We hereby submit our Proposal including the required documents in a sealed envelope.

We hereby declare that all the information and statements made in these proposals are true and accept that any misinterpretation contained therein may lead to our disqualification. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations. We undertake that we will initiate the work as per the client's request if our proposal is accepted. We understand that you are not bound to accept any or all proposals you receive.

Yours sincerely,

Company/Firm Name: _____

Signature: _____

Company Seal/Stamp _____

ANNEXURES:

Annexure “A”

Organization Information

Sr. #	Required Information	Response	
1	Legal name of the organization		
2	Year of Registration / Establishment of the Organization		
3	National Tax Number		
4	Sales Tax Number		
5	What is the legal status of your organization/firm? Tick the relevant box (one box only). (Attach Copy/Copies of Registration Certificate/s)	Public Sector Organization	
		Section 42 Company	
		Public Ltd. Company	
		Private Ltd. Company	
		Private Partnership Firm	
		Others (Please specify)	
6	Name and designation of ‘Head of Organization’		
7	Mobile:		
	Phone/s:		
	Email:		
	Address of organization:		
	Website address:		
8	Name of ‘Contact Person’:		
	Designation of ‘Contact Person’:		
	Mobile:		
	Email:		

Annexure “B”

Eligibility Response Checklist				
Sr. #	Necessary Eligibility Information	Evidence/Proof Required	Attached Supporting Documents/Proof and mark Yes/No	
			Yes	No
1	National Identity Card (CNIC)	Copy required		
2	National Tax Number (NTN) in the name of Organization/Firm and provide a copy of registration	Copy required		
3	Client/Customer List	Copy required		
4	Copy of Valid Active taxpayer status Income tax, Active with FBR as on the date of submission of tender (Attached with Technical bid)	Copy required		
5	Bank Statement of last three months	Copy required		
6	Affidavit on company letter head, declaring that company is not blacklisted by any Government/semi government/Autonomous Body /agency/authority/ Organization. (Original required)	We solemnly declare that our organization or any member of consortium has never been suspended/ debarred or blacklisted.		
7	Copy of quality certificates	(if any)		
8	Any other information	-		

PUNJABLIVESTOCK AND DAIRY DEVELOPMENT BOARD
Tender Issuance Receipt

Name of Work: **BIDDING DOCUMENTS FOR THE SUPPLY OF MILK ROLL/FILM FOR MILK PROJECT**

Estimated Cost: **Rs. 1,980,000/- (Nineteen Lac and Eighty Thousand Rupees Only)**

Received a tender fee of Rs. 1,000/- Rupees in words One Thousand Only

Tender No. PLDDB/Jul-0261/2024 Payment Type: Cash Date: _____

From M/s _____

Date of Opening of this tender July 29, 2024 at 11:00 AM/PM

Note: The officer opening tender shall reject the tender which does not bear the stamp and signature of the issuing official and which is not submit by the same contractor to whom the tender form was issued. (This page is to be filled-in by the issuing official)

Manager Procurement
PLDDB, Lahore



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

