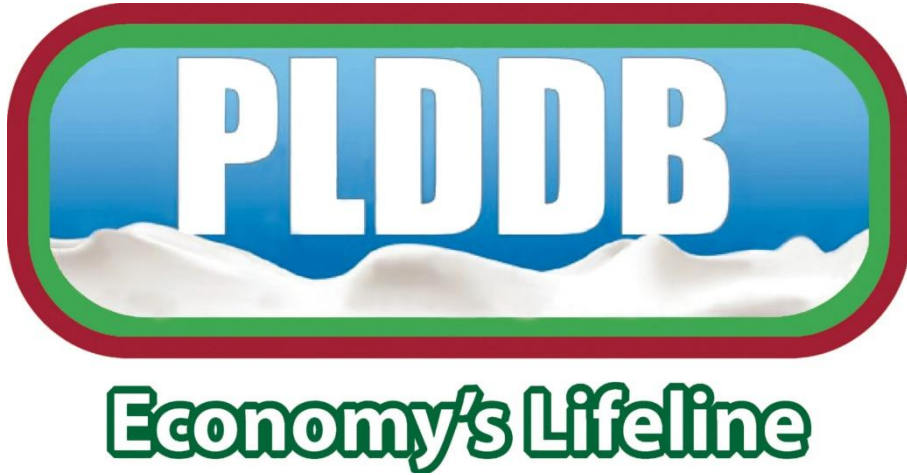


PUNJAB LIVESTOCK AND DAIRY DEVELOPMENT BOARD



BIDDING DOCUMENT

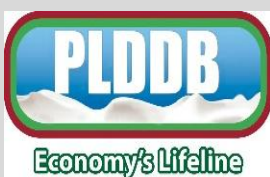
for

Purchase of Sorghum Seed for LES-Farm

E-Tender Notice No. PLDDB/Feb-008/2025

National Competitive Bidding

Single Stage-Two Envelop



Procurement Cell

Punjab Livestock & Dairy Development Board

18-KM, Shahpur Kanjran, Multan Road, Lahore.

☎ 042-99333045-6 ✉ info@plddb.pk



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Invitation to Bidders

E-Tender Notice No. PLDDB/Feb-008/2025

EPADS – E-Tender Notice For the provision of Sorghum Seed for LES-Farm

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 EPADS (PPRA) contractors/firms for the supply of sorghum seed to the LES-Farm Khizerabad Sargodha.

Sr. No.	Item	Variety	Quantity	Bid Security for Tender
01	Sorghum Seed	Proline (Indian) or Equivalent	4,500 Kg	2% of the estimated cost (Rs. 1,600,000)

- 1) Bidding shall be conducted through e-Punjab Acquisition & Disposal System (e-PADS) through Single Stage-Two Envelop procedures specified in the Punjab Procurement Rules 2014 (Amended up-to-date) and is open to all eligible bidders as defined in the Bidding Documents.
- 2) The bidding documents containing all Terms & Conditions, requirements, Specification etc. are immediately available under Rule 25(1), free of cost, at PPRA i.e. <http://ppra.punjab.gov.pk>, EPADS website i.e. <http://punjab.eprocure.gov.pk> and <http://plddb.pk>
- 3) All intending contractors/firms have to upload the above said bid security/earnest money in the form of CDR/Pay Order in favour of “**Punjab Livestock & Dairy Development Board**”. However original CDR has to be submitted to the tender opening committee on the opening day, half hour before the opening of bids.
- 4) The bidders shall submit the **bids through EPADS** up to **10:30 am** on **March 06, 2025** and that shall be opened on **11:00 am** on the same day in the presence of all Bidders or their authorized representatives.
- 5) After filing the bids on website, the contractors/firms may attend the office of the PLDDB where the quoted rates by the firms/contractors will be retrieved and announced in the presence of Tender Opening Committee.
- 6) In case of submission of any fake information/document such as CDR/receipt, the Contractor/Firm will be disqualified from the current tendering procedure and will be black listed to participate in any tendering process of PLDDB. Further recommendation to PPRA will also be made against such firm/contractor for appropriate action/ black listing.



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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.

I. Mode of Advertisement(s)

In accordance with Rule 12(1), this tender is available online on the PPRA's website E-Punjab Acquisition & Disposal System (EPADS), and has also been advertised on the company's website. PLDDB disclaims any responsibility for costs or expenses incurred by Bidders related to the preparation or submission of Bids. If the submission date falls on an official holiday, the following day will be considered the closing date. Bidders can download the complete bidding document from **PPRA E-Punjab Acquisition & Disposal System (EPADS)** website <http://punjab.eprocure.gov.pk> and PLDDB website <http://plddb.pk> (Free of Cost)

II. Scope of Bid

The supply of Sorghum Seed should be in accordance with the terms and conditions of the tender.

III. 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.

IV. 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 SORGHUM SEED FOR LES-FARM.**

V. Bidding Procedure

Bidding process will be conducted through National Competitive Bidding Single Stage-Two Envelops procedure through E-Procurement.

VI. Estimated Cost

The total estimated cost of this procurement is Rs. 1,600,000/- (Sixteen Lac Only).

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. Joint Venture/Consortium

Joint Ventures/Consortiums are not eligible for the tender.

IX. Tender Terms and Conditions

- 1) A company with relevant experience in the same field may participate in the bidding process.
- 2) PLDDB encourages the legal business in the country so only NTN & GST registered Firms may participate in the Bidding process.
- 3) Parties are required to submit the financial quotation on the basis of mentioned specifications.
- 4) Bidder must be attached authorized latest lab report with technical bid if he come equivalent product.
- 5) Tender will be finalized on lot basis.
- 6) Financial quotation will be included all sort of taxes, PLDDB will not bear any kind of tax.
- 7) Ambiguous quotations will be rejected on the spot.
- 8) Technical committee of the tender may reject the product during inspection if not found it up to the standards.
- 9) 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.
- 10) Tenders received after due date and time will not be entertained at any cost.
- 11) Payment will be made within a month after the delivery of the items in favor of the company.

X. Clarification of the Tender Document

The tenderer may require further information or clarification of the tender document, within 05 (five) calendar days of issuance of tender in writing. The clarification and its replies will be shared with all prospective bidders provided that such request is received not later than seven (07) days prior to the deadline for the submission of Bids.

XI. Amendment of the Tender Document

- 1) The Purchaser may, 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).
- 2) The Purchaser shall notify the amendment(s) in writing to the prospective Tenderers as per Punjab Procurement Rules, 2014.
- 3) The Purchaser may, at its exclusive discretion, amend the Tender Document to extend the deadline for the submission of the Tender as per Rule-25(4) of Punjab Procurement Rules. 2014.

XII. 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.

XIII. Tender Price:

- 1) The quoted price shall be:
- 2) Best / final / fixed and valid until completion of all obligations under the Contract i.e. not subject to variation / escalation/:
- 3) in Pak Rupees;
- 4) Inclusive of all taxes, duties, levies, freight charges or other expenses such as vehicle fuel, repair & maintenance or toll taxes, unloading etc.
- 5) including all charges up to the delivery point at their own expense at decided place.

XIV. Bid Currency

Prices shall be quoted in Pak Rupees.

XV. 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.

XVI. Bid Validity:

The Tender shall have a minimum validity period of 90 Days from the last date for submission of the Tender. The Purchaser may solicit the Tenderer's consent to an extension of the validity period of the Tender. The request and the response thereto shall be made in writing. If the Tenderer agrees to extension of validity period of the Tender, the validity period of the Bid Security shall also be suitably extended. The Tenderer may refuse extension of validity period of the Tender, without forfeiting the Bid security.

XVII. Submission of Bids

Sealing and Marking of Bids;

- 1) The Bidder shall seal the original and each copy of the bid in separate envelopes, duly marking the envelopes as “ORIGINAL” and “COPY.” The envelopes shall then be sealed in an outer envelope.
- 2) The inner and outer envelopes shall:
 - a) be addressed to the Purchaser at the address given in the tender documents; and
 - b) bear the title of procurement activity indicated in the tender documents, the Invitation for Bids (IFB) title and number indicated in the tender documents and a statement: “DO NOT OPEN BEFORE,” to be completed with the time and the date specified in the tender documents.
- 3) The inner envelopes shall also indicate the name and address of the Bidder to enable the bid to be returned unopened in case it is declared “late”.
- 4) If the outer envelope is not sealed and marked as required by ITB, the Procuring Agency will assume no responsibility for the bid’s misplacement or premature opening.

XVIII. Deadline for Submission of Bids

- 1) Bids must be received by the Procuring Agency at the address specified under BDS no later than the time and date specified in the Bid Data Sheet.

- 2) The Purchaser may, at its discretion, extend this deadline for the submission of bids by amending the bidding documents in accordance with ITB, in which case all rights and obligations of the Procuring Agency and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

XIX. Late Bids

Any bid received by the Procuring Agency after the deadline for submission of bids prescribed by the Purchaser pursuant to ITB will be rejected and returned unopened to the Bidder. The Procuring Agency shall not consider for evaluation any Bid that arrives after the deadline for submission of Bids. Any Bid received by the Procuring Agency after the deadline for submission of Bids shall be declared late, recorded, rejected and returned unopened to the Bidder.

XX. Modification/Withdrawal of Tender:

- 1) The Tenderer may, by written notice served on the Purchaser, modify or withdraw the Tender after submission of the Tender, prior to the deadline for submission of the Tender.
- 2) The Tender, withdrawn after the deadline for submission of the Tender and prior to the expiration of the period of the Tender validity, shall result in forfeiture of the Bid Security.

XXI. Opening of Tender

- 1) Tenders shall be opened, in public, in the presence of Bidders for which they shall ensure their presence without further invitation, as per provision of Rule-30 of PPRA Rules, 2014. In case the last date of bid submission falls in/within the official holidays/ weekends of the Purchaser, the last date for submission of the bids shall be the next working day.
- 2) The Tenderer's name, modifications, withdrawal, security, attendance of the Tenderer and such other details as the Purchaser may, at its exclusive discretion, consider appropriate, shall be announced and recorded.
- 3) No tenderer or its representative will be allowed to keep any digital device (camera, audio recorder, cell phone etc.) during tender opening meeting at given time and location.

XXII. Clarification of the Tender

Purchaser shall have the right, at his exclusive discretion, to require, in writing, further information or clarification of the Tender, from any or all the Tenderer(s). No change in the price or substance of the Tender shall be sought, offered or permitted except as required to confirm the corrections of arithmetical errors discovered in the Tender. Acceptance of any such correction is sole discretion of the purchaser.

XXIII. Examination of the Tender Document

The Tenderer is expected to examine the Tender Document, including all instructions, forms, specifications and terms and conditions. Failure to furnish all information as required by the Bidding Documents or to submit Bid not substantially responsive to the Bidding Documents in every respect may result in rejection of its Bid.

XXIV. Determination of Responsiveness of the Bid (Tender)

- 1) The Purchaser shall determine the substantial responsiveness of the Tender to the Tender Document, prior to the Tender evaluation, on the basis of the contents of the Tender itself without recourse to extrinsic evidence. A substantially responsive Tender is one which:
 - 2) meets the eligibility criteria given here in this tender document/ the Services;
 - 3) meets the Technical Specifications for the Goods / Services against each Lot;
 - 4) meets the delivery period / point for the Goods / Services against each Lot;
 - 5) in compliance with the rate and limit of liquidated damages;
 - 6) offers fixed price quotations for the Goods / Services against each Lot;
 - 7) is accompanied by the required Bid Security as part of bid envelope against each Lot;
 - 8) The original receipt of tender fee submitted attached with bid envelope against each Lot;
 - 9) In compliance with the Preparation/Submission of Tender in a manner prescribed in this tender document clause-13;
 - 10) Conforms to all terms and conditions of the Tender Document. without material deviation or reservation.
 - 11) A material deviation or reservation is one which affects the scope, quality or performance of the Services or limits the Purchaser's rights or the Tenderer's obligations under the Contract.
 - 12) The Tender determined as not substantially responsive shall not subsequently be made responsive by the Tenderer by correction. or withdrawal of the material deviation or reservation.

XXV. Correction of Errors

The Tender shall be checked for any arithmetic errors which shall be rectified, as follows:

- 1) if there is a discrepancy between the amount in figures and the amount in words for the Total Tender Price entered in the Tender Form, the amount which tallies with the Total Tender Price entered in the Price Schedule, shall govern.

- 2) if there is a discrepancy between the unit rate and the total price entered in the price schedule, resulting from incorrect multiplication of the unit rate by the quantity, the unit rate as quoted shall govern and the total price shall be corrected, unless there is an obvious and gross misplacement of the decimal point in the unit rate, in which case the total price as quoted shall govern and the unit rate shall be corrected.
- 3) if there is a discrepancy in the actual sum of the itemized total prices and the total tender price quoted in the Price Schedule, the actual sum of the itemized total prices shall govern.

The Tender price as determined after arithmetic corrections shall be termed as the Corrected Total Tender Price which shall be binding upon the Tenderer. Adjustment shall be based on corrected Tender Prices. The price determined after making such adjustments shall be termed as Evaluated Total Tender Price. No credit shall be given for offering delivery period earlier than the specified period.

XXVI. Evaluation of Technical Bids

The Bidders who have duly complied with the Eligibility / Qualification and Evaluation Criteria will be eligible for further proceeding. 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. The Technical Proposals shall be evaluated by the Technical Committee in the light of mentioned evaluation criteria.

XXVII. Financial Proposal Evaluation

- 1) Technically qualified/successful bidder(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 Procuring agency accordingly. The technically Eligible/Successful Bidder(s) or their authorized representatives shall be allowed to take part in the Financial Proposal(s) opening.
- 2) Financial Proposal evaluation will be conducted under the Punjab Procurement Rules, 2014. The Price evaluation will include all duties, taxes and expenses etc. In case of any exemption of duties and taxes made by the Government in favor of the Procuring agency, the contractor shall be bound to adjust the same in the Financial Proposal.
- 3) In cases of discrepancy between the cost/price quoted in Words and in Figures, the lower of the two will be considered.

- 4) In evaluation of the price of an imported item, the price will be determined and considered inclusive of the customs and other import duties etc.;
- 5) In evaluation of the price of articles/goods/services which are subject to excise duty, sales tax, income tax or any other tax or duty levied by the Government, the price will be determined and considered inclusive of such duties and taxes.
- 6) The Procuring agency will not be responsible for any erroneous calculation of taxes and all differences arising out as above shall be fully borne by the Successful Bidder. All payments shall be subject to any and all taxes, duties and levies applicable under the laws of Pakistan for the whole period starting from issuance of Letter of Intent (LOI) till termination of the signed contract in this regard.

XXVIII. Rejection / Acceptance of The Bid

The Procuring agency shall have the right, at his exclusive discretion, to increase / decrease the quantity of any or all item(s)/Services without any change in unit prices or other terms and conditions at the time of order placement. The Procuring agency may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The Procuring agency shall upon request, communicate to any bidder, the grounds for its rejection of all bids or proposals, but shall not be required to justify those grounds. The Procuring agency shall incur no liability, solely, by virtue of its invoking sub-rule (1) of Rule-35 of Punjab Procurement Rules, 2014 towards the bidders. However, bidders shall be promptly informed about the rejection of the bids, if any (As per Rule 35 of Punjab Procurement Rules, 2014).

XXIX. Acceptance Letter

As per provisions of Rule (55) of Punjab Procurement Rules 2014, the Procuring agency shall issue the Intent Letter to the successful Bidder, at least after 10 days of announcement of bid evaluation reports (Ref. Rule-37 of PPRA Rules, 2014) and prior to the expiry of the original validity period or extended validity period of the Tender, which shall constitute a contract, until execution of the formal Contract.

XXX. Redressal of Grievances by the Procuring Agency

- 1) The Procuring agency has constituted a committee comprising of odd number of persons, with proper powers and authorizations, to address the complaints of bidders that may occur prior to the entry into force of the procurement contract.

- 2) Any bidder feeling aggrieved by any act of the Procuring agency after the submission of his bid may lodge a written complaint concerning his grievances not later than ten days after the announcement of the bid evaluation report.
- 3) The committee shall investigate and decide upon the complaint within fifteen days of the receipt of the complaint.
- 4) Mere fact of lodging of a complaint shall not warrant suspension of the procurement process.
- 5) Any bidder not satisfied with the decision of the committee of the Procuring agency may lodge an appeal in the relevant court of jurisdiction.

XXXI. 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.

XXXII. 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.

XXXIII. 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.

XXXIV. 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%).

XXXV. 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.

XXXVI. 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.

BIDDER'S UNDERTAKING

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: _____

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 _____

Price Schedules/ Financial Bid Sheet

Supply of Sorghum Seed at LES-Farm

Sr. No.	Description	Quantity	Rate Per Kg Inclusive of all taxes
01	Sorghum Seed Variety Proline (Indian) or Equivalent)	4,500 Kg	

Note:

The amount should be written in the form of a computerized, hand written amount will not be considered.

Company/Firm Name: _____

Signature: _____

Company Seal/Stamp _____

Note:

- No cutting or overwriting is allowed.
- Any cutting or overwriting will lead to rejection of the financial bid.
- The above-mentioned items should be delivered to Chak 60 Shamali, Livestock Experiment Station Khizerabad, Sargodha after receiving the purchase order.

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"

Technical Evaluation Criteria				
Sr. #	Necessary Eligibility Information	Evidence/Proof Required	Points/ Marks	Marks Obtained
1	Copy of CNIC	Copy required	10	
2	Certificate of Company / Firm Registration / Incorporation under the laws of Pakistan.	Copy required	10	
3	Valid Income Tax Registration / General Sales Tax Registration (Status = Active with FBR)	Copy required	20	
4	Client/Customer List	Copy required	20	
5	Bank Statement of last three months	Copy required	20	
6	Affidavit on company letter head/stamp paper, declaring that company is not blacklisted by any Government/semi government/Autonomous Body /agency/authority/ Organization. (Original required)	Copy required	20	
Total Marks			100	

Important Note:

Only those bidders/tenderers that score an aggregate score of 90 and above of overall Technical Bid Evaluation Criteria will be permitted to proceed to the Financial Evaluation stage of the bid process. It is mandatory to submit verifiable documentary proof for all of the above requirements and criteria points in order for marks to be awarded on the basis of these verifiable evidences.



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