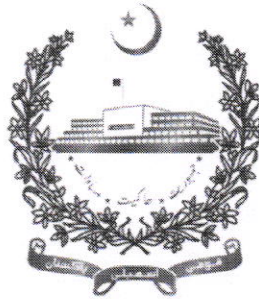


TENDER DOCUMENT

PROCUREMENT OF DRINKING MINERAL WATER BOTTLES FOR NATIONAL ASSEMBLY
SECRETARIAT AT PARLIAMENT HOUSE, ISLAMABAD.



NATIONAL ASSEMBLY SECRETARIAT
PARLIAMENT HOUSE
ISLAMABAD
Phone: 9103214

NATIONAL ASSEMBLY SECRETARIAT
PARLIAMENT HOUSE
ISLAMABAD

TENDER FOR SUPPLY OF DRINKING MINERAL WATER BOTTLES
(as and when required)

A. TERMS AND CONDITIONS OF TENDER FOR SUPPLY OF DRINKING MINERAL WATER BOTTLES:-

BIDDING PROCEDURE:-

As per Rule 36(b) of PPRA Rules, 2004, Single Stage-Two Envelope Bidding Procedure shall be followed. The bidders are required to submit their bids in single package containing two separate envelopes marked as "Technical Proposals" and Financial Proposals" in bold and legible letters. Initially, envelope marked as "Technical Proposal" will be opened on _____ January, 2025, at 11.30 a.m., in presence of the Bidders.

After evaluation of "Technical Proposals" as per criteria at Para B, the "Financial Proposal" of only technically qualified bidder(s) shall be opened in the presence of bidders after informing them telephonically regarding time and date of opening of their financial bids. The Financial Proposals of the firms found technically non-responsive shall be returned un-opened to the respective bidder.

SECURITY (EARNEST MONEY):-

The Bidders must furnish the bid security for a sum Rs.50,000/- in the form of Pay Order / Bank Draft / Call Deposit Receipt in the name of Section Office (Procurement), National Assembly Secretariat and **will place the same with Technical proposals**. The bid without earnest money shall be rejected. Earnest money of successful firm will be retained as service guarantee. The earnest money of financially unsuccessful bidders will be returned after award of contract to the successful firm. The Service guarantee will be returned to the successful firm on expiry of contract. The quoted price should be in Pak Rupees, fixed and valid for whole one year. Inclusive of all taxes, duties, levies, insurance, freight etc., Inclusive of all charges up to the delivery point i.e., Parliament House, Islamabad;

TENDER VALIDITY:-

90 days from the date of submission of the Tender;

GENERAL INSTRUCTIONS TO BIDDERS:-

1. Only Islamabad / Rawalpindi based firms and authorized distributors who are on Active Tax Payers list (ATL) of FBR and have valid GST/NTN/Vender number are eligible to apply;
2. Bidders should be based in Islamabad / Rawalpindi or must have a regional office / Ware House in Islamabad / Rawalpindi;
3. Bidders must have valid license of Pakistan Standards and Quality Control Authority for sale and supply of drinking water plastic bottles;
4. The standard of drinking water must be according to the parameters adopted by PCRWR & PSQCA;
5. Firms black listed during last five years are not eligible. An affidavit of non-blacklisting on Rs.100 stamp paper will be provided by the firm;
6. Technical and Financial Evaluation will be done as per procedure laid down at para "B" and "C" of the Tender document;
7. Prices mentioned in tender must include GST and all other applicable taxes otherwise, tender shall be rejected;
8. Bidders are required to prepare their proposal carefully. Any correction, alteration, overwriting will not be acceptable. Each page / document must be signed, numbered, stamped and sealed properly;
9. Incomplete, conditional and bids received after due date and time will not be considered;
10. National Assembly Secretariat reserves right to increase / decrease the quantity or accept / reject wholly or partially any proposal or cancel tender altogether at any stage under PPRA rules;
11. Bids must reach Section Officer (Procurement), National Assembly Secretariat, Parliament House, Islamabad, till 11.00 a.m., on 7th January, 2025. The Technical Bids of the tender will be opened by the National Assembly Secretariat Purchase Committee on the same date at 11.30 a.m.;
12. In case the date of opening is declared public holiday or non-working by the government, the next official working day shall be deemed to be the date of opening of tender. The time and venue will remain the same.
13. The firms who want to attend tender opening shall inform in writing the name of owner / representative to the Section Officer (Procurement) on due date before 10.00 a.m., on telephone No.9103214 for issuance of entry passes;
14. In case of any query, the representatives of the firms may contact Section Officer (Procurement), National Assembly Secretariat (051-9103214);

BID EVALUATION CRITERIA

B. TECHNICAL PROPOSAL EVALUATION:-

Following information / documents are required for Technical Evaluation:-

S.No.	Mandatory Requirement
i.	Bid Form on bidders letter head duly signed & stamped as per sample attached at Annex-I ;
ii.	Firm Registration Certificate or in case of distributor an authorization letter as issued by relevant Authority;
iii.	Copy of Certificate of Pakistan Standards and Quality Control Authority (PSQCA) for sale / supply of drinking water;
iv.	Sale Tax Registration Certificate;
v.	Valid National Tax Number (NTN) Certificate;
vi.	Proof of Active Tax Payer List;
vii.	List of Client with copies of work order / agreement as a proof of relevant experience of three (03) years as per sample attached at Annex-II ;
viii.	An affidavit on stamp paper of Rs.100/- that the firm has neither been blacklisted in past five years by any Ministry / Division / Department / Organization of Government of Pakistan nor involved in any litigation as per sample attached at Annex-IV ;
ix.	Bidder Bank statement of last financial year;

Note:- Verifiable documentary proofs for all above Documents are mandatory;

1. The Technical Proposal must contain all above mentioned mandatory documents, otherwise bid will be rejected;
2. The bidders who have duly complied with Technical Proposal Evaluation Criteria will be eligible for further processing. The Members / Nominees of Purchase Committee will visit their office / Plant / warehouse on given addresses to physically check the status of their plant / office / warehouse, equipment, hygiene, automatic processing system, manpower as well as assess their ability to meet the requirement / demand of National Assembly Secretariat. The visit Report shall form part of technical evaluation;
3. The Purchase Committee will evaluate the visit report and thereafter make final recommendations for opening of Financial Proposals of technically qualified bidders;

FINANCIAL BID EVALUATION CRITERIA:-

- (i) On the recommendation of the National Assembly Purchase Committee, the Financial Proposals of only Technically qualified bidders will be opened on the date and time to be shared telephonically with qualified bidders;
- (ii) Bidders are required to prepare their financial bids carefully on their letter head as per sample attached at **Annex-III**. In case of any correction / alteration / overwriting, the financial bid will be rejected;
- (iii) The price quoted should be inclusive of all applicable taxes, duties and charges;

D. AWARD OF BID

(i) The bid will be awarded to most advantageous bidder i.e., technically qualified and 1st Lowest, as per PPRA Rules;

E. SPECIAL CONDITIONS:-

- (i) The contract will be awarded for one year. If required, the contract can mutually be extended for further period on the same terms and conditions subject to approval of Competent Authority;
- (ii) On award of contract, the firm shall be responsible to deliver mineral water at Parliament House, Islamabad on daily basis or as per demand of National Assembly Secretariat;
- (iii) The firm shall charge no security deposit against the empty bottles;
- (iv) On expiry of contract empty bottles shall be returned to the successful bidder;
- (v) If the contractor failed to execute order as per laid down terms conditions in the tender or the performance is not satisfactory or found to be indulging in corrupt or fraudulent practices, the action for blacklisting of firm will be taken as per PPRA Rules;
- (vi) The firm will not be allowed to sub-let the work to any other firm / person. In case of sub-letting, bid will be terminated forthwith and Security amount will be confiscated;

**BIDDING FORM FOR SUPPLY OF DRINKING MINERAL WATER BOTTLES AT
PARLIAMENT HOUSE, ISLAMABAD**

Note:- (To be printed on Firm / Distributor's letter head)

1. Name of firm / Authorized Distributor _____
2. Date of incorporation _____
3. Registered with. _____
4. Registration No. _____
5. Contact Nos. (Office) _____
6. Contact Nos. Mobile. _____
7. Mailing Address: _____
8. Contact Person Details, (Name/CNIC/Contact No.) _____

9. NTN No. _____
10. GST No. _____
11. Vender No. _____
12. Bank Name, Address & Account No. _____

I hereby confirm that I intend to participate in tender for supply of drinking water plastic bottles and have read and understood the tender documents, requirements, scope of work, special conditions under this tender. The rates quoted by me are inclusive of all applicable taxes / charges.

I agree to abide by all the terms and conditions of the tender documents, in case the job is awarded to me.

I shall have no objection on termination of contract and forfeiture of security deposit amount, in case I fail to execute the contract faithfully and that contract is terminated as per contract conditions.

Name of Bidder: _____

Signature: _____

Seal / Stamp: _____

NATIONAL ASSEMBLY SECRETARIAT
DETAILS OF RELEVANT SERVICES / WORKS

Note:- Use a separate sheet for each client / contract / work order:-

1.	Name of Organization / client	
2.	Organization / client address	
3.	Value of Contract in Pak Rupees	
4.	Date of Award	
5.	Date of completion	
Any other detail:-		

Note:- Copies of work order / contracts must be attached.

Name of Bidder: _____

Signature: _____

Seal Stamp: _____

FINANCIAL BID FORM

Note:- (To be printed on Firm / Distributor's letter head)

FOR SUPPLY OF DRINKING MINERAL WATER BOTTLES

S.No.	Item Name	Description/ Specification	Unit Rate (Exclusive taxes) Rs. (per bottle)	Unit Rate (per bottle) Including all taxes Rs.
1.	Drinking Water	As per specifications of Pakistan Standards and Quality Control Authority (PSQCA), 18.9-19 Plastic Bottles		
2.	-do-	As per specifications of Pakistan Standards and Quality Control Authority (PSQCA), 330 ml Plastic Bottles		
3.	-do-	As per specifications of Pakistan Standards and Quality Control Authority (PSQCA), 330 ml Glass water Bottles		
Total Cost			Rs. (In Words)	

It is certified that the quoted price is inclusive of all taxes, duties, levies and delivery charges.

Name of Bidder: _____

Signature: _____

Seal Stamp: _____

Date: _____

AFFIDAVIT

Note:- (To be printed on stamp paper of Rs.100/-)

We, (Name & address of the bidder), do thereby declare and solemnly affirm that:-

1. We have not been blacklisted / barred by any Ministry / Division / Department or organization of the Government of Pakistan;
2. We have not been involved in any litigation with any client during the last five years;
3. We acknowledge that we have read, understood the tender documents and accepted the terms and conditions of bid for supply of drinking water for National Assembly Secretariat;
4. We understand that National Assembly Secretariat shall have the right to seek further information or clarification related to our bid;
5. It is certified that the information given here in and bids is true and correct and nothing has been concealed or tampered with. We have gone through all the terms and conditions of tender and are liable to any punitive / legal action for furnishing false information / document;
