BIDDING DOCUMENTS

PROCUREMENT OF PLUMBING AND ELECTRICAL ITEMS

INVITATION TO BID

Sealed bids are invited for the procurement of Procurement of Plumbing and Electrical Items for FY 2023-24, under Punjab Procurement Rules 2014, from experienced and financially sound business enterprises, registered with tax departments as per government regulations with the status of active tax payer. Detail as follows:

Lot. #	Description	Estimated Price (Rs)	Bid Security (Rs) (In the form of CDR)
01	Plumbing Material	511,900/-	15,357/- (3% of estimated Price) In Favor Of "**Principal Punjab Daanish School (Boys) - Security Account** "
02	Electrical Material	295,650/-	8870/- (3% of estimated Price) In Favor Of "**Principal Punjab Daanish School (Boys) - Security Account** "

Bid security does not exceed the 5% of estimated price. The intending bidders are advised to submit their profiles including technical and financial bids in separately sealed envelopes in a single package. Pre-bid meeting will be held on February 13, 2024 at 01:00 PM in the meeting room of Punjab Daanish School Boys D. G Khan.

Bid documents are immediately available and can be purchased from School during office hours or can be downloaded from PPRA website www.ppra.punjab.gov.pk and PDS & CEA website www.daanishschools.edu.pk **by depositing Rs. 500/- in The Bank Of Punjab Account No. 6580 1631 8070 0023 (Principal Punjab Daanish School (Boys) Income Account**) . Completed bids should reach by February 17, 2024 up to 10:30 AM at meeting room of Punjab Daanish School Boys D.G.Khan. Technical bids will be opened on the same day at 11:00 AM. In case of any public holiday, Technical bids will be opened on next working day on same time and venue without any prior notice.

Principals, Daanish Schools (Boys) Dera Ghazi Khan

By-Pass 3-Km Taunsa Road, Dera Ghazi Khan

Contact No. 0642-474955, 0333-9712122

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2. DEFINITIONS

a. "Authorized Representative" means any representative appointed, from time to time, by the Purchaser and the Bidder/ Contractor in proper manner.

b. “Bidder/ Tenderer” means the interested Firm/ Company that may provide or provides related goods / services to any of the public/ private sector organization under the contract and have registered for the relevant business thereof.

c. "Commencement Date of the Contract" means the date on which the signature of both purchaser and the contractor are affixed to the written contract.

d. "Contract" means the agreement entered into between the Purchaser and the Contractor, as recorded in the Contract Form signed by the parties, including all Schedules and Attachments thereto and all documents incorporated by reference therein.

e. "Contractor/ Vendor" means the Tenderer whose bid has been accepted and awarded Letter of Acceptance followed by the signing of Contract.

f. "Contract Price" means the price payable to the Contractor under the Contract for the full and proper performance of its contractual obligations.

g. "Business Enterprises" includes individual, association of persons, firm, company, corporation, institution and organization, etc., having legal capacity.

h. "Purchaser" means the Principals of the Daanish Schools (Boys) Dera GhaziKhan.

i. "Services" means “labor and transportation” services which the Contractor is required to provide the Purchaser under the Contract.

j. “Goods " means “Plumbing and Electrical Items.

k. “Manufacturer” means manufacturer of “Plumbing and Electrical Items”.

l. “Seller” means a person having proper sale point at some main market of a city.

m. “Supplier” means supplier of “Plumbing and Electrical Items”.

3. ALLOCATION OF FUNDS

Punjab Daanish Schools and Centers of Excellence Authority have allocated funds to the Punjab Daanish Schools (Boys) Dera Ghazi Khan for the procurement of “Plumbing and Electrical Items” during the financial year 2023-2024.

4. QUANTITY AND SPECIFICATION

Estimated Quantity, price and specification of each item in lot, required during the contract period are mentioned, in the **“LIST OF ITEMS”** at **Annex-A**. The items will be delivered / off loaded at the Schools store-rooms.

The bids should be given lot wise inclusive of all taxes/duties/charges/packing/freight/ installation charges. The bid should be submitted on the prescribed **“BID FORM** “at **Annex-B**

5. BID SECURITY

Technical Proposal must be accompanied with Bid Security in the form of original CDR / DD / PO in the favor of "Security Account of Daanish School Boys Dera Ghazi Khan" Amount of bid security for lot is mentioned in the **"LIST OF ITEMS"** at **Annex-A**.

6. TERMS AND CONDITIONS

Any offer not in line with the instructions, terms & conditions of the bidding document will be rejected. No offer shall be considered if:-

a. Received without Bid Security equal to the amount mentioned in the form of CDR /DD / PO in favor of "Security Account of Daanish School Boys, Dera Ghazi Khan".

b. Received after fixed date and time.

c. Any page of bidding document is unsigned and unstamped by the owner or authorized representative of the owner.

d. Purchase receipt of bid document is not enclosed in technical proposal.

e. The offer is ambiguous, conditional.

f. The offer is from a blacklisted firm/ suspended by the Government.

g. The offer received is of a shorter validity than required in the tender enquiry.

h. The offer is for items not conforming of specifications indicated in the bidding documents.

i. Offer of any item within the lot is missing.

7. TECHNICAL INSPECTION OF BUSINESS

School may verify the ownership of business and shall inspect / verify the experience. In case of incongruity of experience, non-ownership of business, the firm may be technically disqualified and may not be eligible to participate in financial bidding, in such a case the financial bid will be returned unopened to the bidder.

8. BIDDING PROCEDURE

a. All bidders must submit their bids lot wise in accordance with **"Single Stage-Two Envelope Procedure"** of Punjab Procurement Rules 2014 vide clause 38(2), detail as under:-

   (i) the bid shall be a single package consisting of two separate envelopes, containing separately the financial and the technical proposals;

   (ii) the envelopes shall be marked as **"FINANCIAL PROPOSAL"** and **"TECHNICALPROPOSAL"**;

   (iii) in the first instance, the "Technical Proposal" shall be opened and the envelope marked as

b. "Financial Proposal" shall be retained unopened in the custody of the procuring agency.

   (i) the procuring agency shall evaluate the technical proposal as per criteria mentioned in "**Technical Evaluation Sheet** "at **Annex-C**, without reference to the price and shall reject any proposal which does not conform to the specified requirements;

(ii) during the technical evaluation no amendments in the technical proposal shall be permitted;

(iii) after the evaluation and approval of the technical proposals, the procuring agency shall open the financial proposals of the technically accepted bids, publically at a time, date and venue announced and communicated to the bidders in advance, within the bid validity period

(iv) the financial bids found technically non- responsive shall be returned un-opened to the respective bidders; and

(v) the lot wise lowest evaluated bid shall be accepted;

(vi) Procuring agency reserves the right to reject all bids in accordance with Punjab Procurement Rules - 2014.

9. BID VALIDITY

Bid will be valid for 90 days from biding date.

10. QUALITY

All the items will be supplied in original and A Grade quality.

11. DEMAND / DELIVERY PERIOD / SUPPLY PROCEDURE

Successful bidder/s will have to supply the complete "Windows Curtains, Plumbing, Beautification, and Windows Blinds & Wall Paneling and Tiles Items" within 20 days from date ofconfirmation of bid / contract.

Failing which will render contractor(s) liable to be proceeded against as per terms and conditions of bidding document / agreement.

12. PENALTIES BASED ON NON-PERFORMANCE

i. In case the contractor fails to supply "Plumbing and Electrical Items" within given time then penalty @ 0.5% of contract amount per day will be charged from the contractor maximum up to 10% of the contract amount.

b. Forfeiture of performance Guarantee and Blacklisting

i. Frequent failures, both delayed supplies and non-supplies, will be considered as non-performance resulting in forfeiture of performance guarantee and termination of contract leading to the black listing. In such an eventuality, purchaser shall have right to offer the contract to the second lowest evaluated bidder at his bid price provided mutually agreed by both parties with the approval of school purchase committee.

c. Grant of Waiver in Penalties and forfeiture of performance guarantee

i. Delayed supply or non-supply leading to nonperformance due to sudden increase in market prices because of unpredictable market factors, inflation and exchange rate will be evaluated by Purchase Committee before termination of contract and forfeiture of performance guarantee. Relief in forfeiture of performance guarantee may be granted by school purchase committee with the approval of head office provided increase in market prices of the selected items / Lots is verified.

13. PAYMENT

The payment will be made by both the schools on equal basis within 15 days through cross cheque after fulfillment of necessary formalities like submission/verification of bills, delivery challan & satisfactory reports by purchase committee. Further deduction of all types of charges / Taxes / penalties will be applicable.

14. PERFORMANCE GUARANTEE

The successful bidders will have to deposit performance guarantee of 10% of contract price. Performance guarantee shall be returned after 6 month after supply of "Plumbing and ElectricalItems". In case of any breach, or failure to fulfill any of the terms and condition of the tender and /or of contract, the performance guarantee shall be forfeited and may be utilized to set aside the loss / damages.

16. DISPUTE RESOLUTION / REDRESSAL OF GRIEVANCE

In case of any grievance on the decision given by the purchase committee, Deputy Commissioner / Chairman Governing Body Daanish Schools will be the Sole Arbitrator and his decision will be binding on both the parties to this agreement as well as his decision cannot be challenged in any court of Law.

17. ACCEPTANCE / REJECTION

Principals Daanish School Boys reserves the right to accept and reject any or allbids at any time prior to the acceptance of a bid.

The procuring agency reserves the right to purchase full or part of the dietary items or ignore/scrap/cancel the tender in the light of Punjab Procurement Rules, 2014.

GENERAL INSTRUCTIONS

1. Bidders shall bid the rates lot wise. Rate of each item within the lot should be given. In case of missing rate of any item in the lot, that bid will be rejected. Rates quoted shall be in terms of units specified. Bids will be evaluated lot wise.
2. Bidders shall give evidences of their business /firm/warehouses/godowns/ Registrations/ licenses/ experience/ Tax detail / bank statements with complete relevant / valid documents attached.
3. The bidders should specifically indicate their rates. Any erasing/cutting/crossing etc. appearing in the offer must be properly signed by the persons signing the tender. Offer with any overwriting shall in no circumstances be accepted.
4. Contractors shall provide the items of equivalent brand for which the brands are mentioned. In case of difference of opinion on equivalence of brand, the decision of the purchase committee will be considered final binding for all.
5. Daanish Schools reserves the right to reject all bids in accordance with the Punjab Procurement Rules - 2014.
6. Bidders shall submit complete details of their firm, offices, and workplaces, Staff along with postal address, Phones/Fax numbers, E-mail and Website information.
7. In case "Similar" items offered are at variance with the specification given in the bidding

Document, the bidders must clearly identify variations in their offers. Items offered of a specification superior to the one specified in the bidding documents shall however, be acceptable. In case of difference of opinion on equivalence of brand, the decision of the purchase committee will be considered final binding for all.

8. Any other information/ details required, in this connection, may be acquired from the Admin Office, Daanish Schools on any working day during office hours

SPECIAL INSTRUCTIONS

1. Procurement process shall be conducted and completed under strict compliance of PPR -2014.
2. Procuring Agency, Daanish School Boys Dera Ghazi Khan will issue purchase / demand orders as per requirement during the period of contractor.
3. Contractor will ensure to observe utmost standards of hygiene and cleanliness of his operations, delivery procedure, items etc.
4. Contractor will only interact with nominated person / staff members of School. Interaction of contractor or his workers with students or irrelevant persons will be intolerable and may result in penalty or termination of contract and forfeiture of performance guarantee.
5. Contractor will settle all his personal disputes / litigations / conflicts at his own without involving procuring agency or its premises. Violation may result in termination of contract with forfeiture of performance guarantee.
6. If contractor will terminate the contract before its completion, performance guarantee will be forfeited.
7. Contractor will provide security / police clearance certificate of his own and his workers / representatives.
8. All taxes announced by tax authorities from time to time are applicable.

CONTRACT AGREEMENT
(On stamp paper value Rs 500)

This CONTRACT AGREEMENT (this "Contract") made as of the **[day]** of **[month]**, **[year]**, between **[Daanish School** Boys Dera Ghazi Khan**]** (the "Purchaser"), on the one part, and **[full legal name of Contractor & Address],** on the other part severally liable to the Purchaser for all of the Contractor's obligations under this Contract and is deemed to be included in any reference to the term "the Contractor" for procurement of **[Items].**

RECITALS

WHEREAS,

(a) The Purchase has requested the Contractor to provide certain supply of Goods as described in Tender Document; and

(b) The Contractor, have represented to the Purchaser that it has the required professional skills, and personnel and technical resources, has agreed to provide such items on the terms and conditions set forth in this Contract.

NOW THEREFORE, the Parties to this Contract agree as follows:

1. The Contractor hereby covenants with the Purchaser to supply the items and to remedy damage therein, at the time and in the manner, in conformity in all respects with the provisions of the Contract, in consideration of the payments to be made by the Purchaser to the Contractor.
2. The Purchaser hereby covenants with the Contractor to pay the Contractor, the Contract Price as may become payable, at the times and in the manner, in conformity in all respects with the provisions of the Contract, in consideration of supply of the Goods and remedying of damage therein.
3. Bid document, Technical and financial bids, Acceptance letter & award notification and work order and minutes of pre-bid meeting shall be deemed to form and be read and construed as part of this Contract.

IN WITNESS whereof the Parties hereto have caused this Contract to be executed in accordance with the laws of Pakistan as of the day, month and year first indicated above.

[For Daanish Schools (Boys**) Dera Ghazi Khan]**	For **[full legal name of the Contractor]**
Signature_____	Signature_____
Name_____	Name _____
Designation_____	Designation _____
WITNESSES	
Signature_____	Signature_____
CNIC_____	CNIC _____
Name_____	Name _____
Designation_____	Designation _____

DOCUMENTS CHECKLIST

Documents as per following details should be attached with technical and financial proposals

1. TECHNICAL PROPOSAL

   a. Copy of valid CNIC attested by authorized person.
   b. Copy of NTN and Sales Tax Certificates (where applicable)
   c. Experience:
      i. Registration letter / certificate issued by respective authority, department, marketcommittee, chamber of commerce, trade associations, SECP, company registrar.
      ii. Supply / sales evidences

   d. Registered with Tax Department/s: Declaration issued by Tax department, Registration withtax department / Tax Returns/ Tax paid / certificate of Active tax payer status

   e. Amount of Tax: Tax Returns

   f. Bank Account Maintenance: Certificate issued by bank that the account is being maintainedsince when and the title of account is what, last one year bank account statement.

   g. Complete business Profile printed on letter head with signature of proprietor and stamped

   h. Photocopy CDR / DD / PO as Bid Security

   i. Cover letter /Undertaking on Letter Head / Stamp Paper as per Annex-D.

   j. Original bid document purchased from School with each page signed and stamped.

   k. Original purchase receipt of bid document. Bidders who have down loaded from web sitedhave to attach bidding document price payment receipt issued from School.

2. FINANCIAL PROPOSAL

   a. Financial proposal on prescribed format attached at Annex-B having specification, estimatedquantity and price, printed on letter head with signature of owner/ proprietor and stamped.

   b. Original of CDR / DD

Note: Document with valid signatures of proprietor / authorized representative will only be accepted.

DAANISH SCHOOL Boys DERA GHAZI KHAN

List of Plumbing Items (TABLE OF QUANTITIES)

Sr. No	Description of items	Specifications	Unit	Qty	Estimated Cost (Including All Taxes)	
					Rate(Rs)	Amount(Rs)
1	Connection Pipe	Plastic rubber 1.5 cm (½") dia	No	40	312	12,480
2	Muslim shower + Double Bib Cock	Yousf/Fasil/Sonix/ equvilent comprising of 1/2" dia one-meter long rubber/CP fexible pipe and hand	No	3	3360	10,080
3	Bib Cock	Yousf/Fasil/Sonix/ equvilent heavy 0.5 Inch	No	50	1360	68,000
4	Side Piller Cock	Yousf/Fasil/Sonix/ equvilent CP Steel Heavy	No	8	2700	21,600
5	Waste Pipe	PVC 4 cm (1½")	No	20	157	3,140
6	Commode / Flushing Tank Syphan	Single Push Porta or equvilent	No	50	4000	200,000
7	PPRC Pipe	32 mm Papulor, Beta , or Equivalent	Length Of 13 Feet	25	2000	50,000
8	PPRC Pipe	25 mm Papulor, Beta , or Equivalent	Length Of 13 Feet	35	1500	52,500
9	PPRC Elbow	32 mm Papulor, Beta , or Equivalent	No	50	150	7,500
10	PPRC Elbow	25 mm Papulor, Beta , or Equivalent	No	50	100	5,000
11	PPRC Socket	25 mm Papulor, Beta , or Equivalent	No	50	80	4,000
12	PPRC Socket	32 mm Papulor, Beta , or Equivalent	No	50	100	5,000
13	PPRC Tee	32 mm Papulor, Beta , or Equivalent	No	20	150	3,000
14	PPRC Tee	25 mm Papulor, Beta , or Equivalent	No	20	130	2,600
15	PPRC Union	25 mm Papulor, Beta , or Equivalent	No	20	500	10,000
16	PPRC Union	32 mm Papulor, Beta , or Equivalent	No	20	700	14,000
17	Shawar Rose	CP 4 Inch	No	10	600	6,000
18	Shawar rod	CP 12 Inch	No	10	800	8,000
19	Stop Cock / Tee Cock	1/2 Inch Yousf/Fasil/Sonix/	No	12	2000	24,000

		equvilent CP Steel Heavy				
20	Toilet paper holder.	CP Good Quality	No	5	1000	5,000
Total						**511,900**

List of Electrical Items (TABLE OF QUANTITIES)

Sr.No	Description of items	Specifications	Unit	Quantity	Estimated Cost	
					Rate(Rs)	Amount(Rs)
1	LED Lamp	18W (China)	Each	500	410	205,000
2	Lamp Holder	Holder TM/Abid or Equivalent	Each	500	100	50,000
3	Rawal Plug	PVC	Packet	100	45	4,500
4	Screw	(1.5"+2")	Box	60	415	24,900
5	PVC Tap (Insulation)	PVC Nitto	Eacch	150	75	11,250
Total						**295,650**

ANNEX – B

PRINTED ON LETTER HEAD OF BIDDER WITH DETAIL ADDRESS AND CONTACT NUMBERS

BID FORM

(Financial Bid / Proposal)

QUOTED RATES

Below quoted rates are as per specifications mentioned in Bid Documents inclusive of all taxes/duties/charges/packing/freight /loading/unloading/lab testing with delivery of all items at Schools Stores.

Sr. No	Description of items	Specifications	Unit	Qty	(Including All Taxes)	
					Rate(Rs)	Amount(Rs)
1	Connection Pipe	Plastic rubber 1.5 cm (½") dia	No	40		
2	Muslim shower + Double Bib Cock	Yousf/Fasil/Sonix/ equvilent comprising of 1/2" dia one-meter long rubber/CP fexible pipe and hand	No	3		
3	Bib Cock	Yousf/Fasil/Sonix/ equvilent heavy 0.5 Inch	No	50		
4	Side Piller Cock	Yousf/Fasil/Sonix/ equvilent CP Steel Heavy	No	8		
5	Waste Pipe	PVC 4 cm (1½")	No	20		
6	Commode / Flushing Tank Syphan	Single Push Porta or equvilent	No	50		
7	PPRC Pipe	32 mm Papulor, Beta , or Equivalent	Length Of 13 Feet	25		
8	PPRC Pipe	25 mm Papulor, Beta , or Equivalent	Length Of 13 Feet	35		
9	PPRC Elbow	32 mm Papulor, Beta , or Equivalent	No	50		
10	PPRC Elbow	25 mm Papulor, Beta , or Equivalent	No	50		
11	PPRC Socket	25 mm Papulor, Beta , or Equivalent	No	50		
12	PPRC Socket	32 mm Papulor, Beta , or Equivalent	No	50		
13	PPRC Tee	32 mm Papulor, Beta , or Equivalent	No	20		
14	PPRC Tee	25 mm Papulor, Beta , or Equivalent	No	20		
15	PPRC Union	25 mm Papulor, Beta , or Equivalent	No	20		

16	PPRC Union	32 mm Papulor, Beta , or Equivalent	No	20		
17	Shawar Rose	CP 4 Inch	No	10		
18	Shawar rod	CP 12 Inch	No	10		
19	Stop Cock / Tee Cock	1/2 Inch Yousf/Fasil/Sonix/ equvilent CP Steel Heavy	No	12		
20	Toilet paper holder.	CP Good Quality	No	5		
Total						

Dated: _____

_____
Signature with Stamp

ANNEX – B

PRINTED ON LETTER HEAD OF BIDDER WITH DETAIL ADDRESS AND CONTACT NUMBERS

BID FORM

(Financial Bid / Proposal)

QUOTED RATES

Below quoted rates are as per specifications mentioned in Bid Documents inclusive of all taxes/duties/charges/packing/freight /loading/unloading/lab testing with delivery of all items at Schools Stores.

Sr.No	Description of items	Specifications	Unit	Quantity	Including All Taxes	
					Rate(Rs)	Amount(Rs)
1	LED Lamp	18W (China)	Each	500		
2	Lamp Holder	Holder TM/Abid or Equivalent	Each	500		
3	Rawal Plug	PVC	Packet	100		
4	Screw	(1.5"+2")	Box	60		
5	PVC Tap (Insulation)	PVC Nitto	Eacch	150		
Total						

Dated: _____

_____
Signature with Stamp

ANNEX –C

Technical Evaluation Criteria

Sr #	Parameter of Technical Evaluation	Yes / No	Documents at Flag	Remarks
1	Registration Certificates of Income tax and Sales Tax			Mandatory
2	At least 1 year of verifiable experience in sale / supply of similar items in any Govt Department / Well known Institutions			Mandatory
3	Bidding Document Fee Deposit Slip			Mandatory
4	Active tax payer status in both income and sales tax			Mandatory
6	Undertaking on stamp paper for not to be blacklisted by any Govt. Department in last two years			Mandatory

Dated: _____

_____
Signature with Stamp

ANNEX – D

Format of covering letter / undertaking to be submitted with technical proposal

PRINTED ON LETTER HEAD OF BIDDER WITH DETAIL ADDRESS AND CONTACT NUMBERS

To

Daanish School Boys Dera Ghazi Khan

Subject: Undertaking – For Supply of "Plumbing and Electrical Items"

Dear Sir / Madam,

a) Having examined the tender document and Annexures I / we, the undersigned, in conformity with the said document, offer to provide the said items on terms of reference to be signed upon the award of contract for the sum indicated as per Price Schedule.

b) I / We hereby categorically confirm that the items offered by me /us are exactly to the particulars and specification as laid down in the bidding documents in all respects.

c) I / We accept that if the required Bid Security is not furnished or our offer is found lacking in any of the requirement of tender notice/bidding documents, it may be ignored.

d) I / We undertake, if my / our proposal is accepted, to provide the items comprise in the contract within time frames /delivery period that will be specified in purchase orders issued during contract period.

e) I / We agree to execute a contract in the form to be communicated by the school, incorporating all agreements with such alterations or additions thereto as may be necessary to adapt such agreement to the circumstances of the standard.

f) I / We understand that you are not bound to accept a lowest or any bid you may receive, not to justify for rejection of any bid and that you will not defray any expenses incurred by us in biding.

g) I / We also declare that any of the Divisions / Departments of the Federal and Provincial Governments has not declared us blacklisted on charges of engaging in corrupt, fraudulent, collusive, or coercive practices. We furthermore, pledge not to indulge in such practices in competing for or in executing the Contract, and are aware of the relevant provisions of the Bid Document.

h) It is further certified that none of the owner / director or representative or any other in this firm / company is / are black listed.

i) I / We also hereby confirm that in case of declared successful bidder the items will be supplied as per tender specifications and in case of failure, the procuring agency reserves the rights to forfeit the performance guarantee including blacklisting the firm.

j) It is certified and undertaken that the information furnished here in and as per the document submitted is true and correct and nothing has been concealed or tampered with. We have gone through all the conditions of tender and are liable to any punitive action for furnishing false information/ documents.

Date _____

Signature with Stamp