



Reference Number: PPHI/(DSU-MKL)ADMIN/ 7736

Dated: 27th July, 2022.

(District Support Unit PPHI- Musakhail)

BIDDING DOCUMENT FOR REPAIR AND MAINTENANCE OF BHU KARKANA

(TECHNICAL PROPOSAL)

NAME OF BIDDER:

(To be filled-in by the Bidder)

LETTER OF INVITATION FOR BIDS:

Sealed Proposals are invited under the Peoples Primary Health Initiative (PPHI-B) procurement rules, by the PPHI-B from Eligible Individuals/Firms/Constructors having expertise in Civil Works and Registered under Pakistan Engineering Council (PEC) under relevant code

REQUIRED BIDDING INFORMATION	TO BE FILLED BY THE PEOPLES PRIMARY HEALTH INITIATIVE (PPHI-B)
DESIGNATION OF PROCUREMENT OFFICER	District Support Manager
POSTAL ADDRESS OF THE PEOPLES PRIMARY HEALTH INITIATIVE (PPHI-B)	Al Asmat House, near Makki Petroleum Services, DGK road, Musakhail
PHONE NUMBER & FAX NUMBER	Ph # 0828-611059, Fax. 0828-611069
E-MAIL ADDRESS & WEBSITE	Email: pphi.musakhail@yahoo.com
METHOD OF PROCUREMENT	SINGLE STAGE - TWO ENVELOPE BIDDING PROCEDURE
ISSUANCE OF BIDDING DOCUMENTS	The tender documents can be obtained from PPHI-DSU Musakhail office
DEADLINE FOR SUBMISSION OF BIDS	4 th August, 2022
OPENING OF TECHNICAL BIDS	4 th August, 2022
OPENING OF FINANCIAL BIDS	Will be communicated after completion of technical evaluation.
BIDDING DOCUMENT FEE	AMOUNT: PKR. 2,000/- IN THE FORM OF: DEMAND DRAFT / PAY ORDER / CHALLAN Of PPHI DSU Musakhail, Account No. 3078938145 National Bank of Pakistan Musakhail, Branch.
BID SECURITY/EARNEST MONEY	AMOUNT: <u>2 %</u> OF THE QUOTED AMOUNT Mode of Payment: CALL DEPOSIT/ PAY ORDER IN FAVOR OF PPHI-DSU Musakhail.

ELIGIBILITY CRITERIA FOR BIDDERS:

S. No.	Bidders Eligibility Factor	Mandatory Requirement	Document Required
1	Registration with Income Tax and BRA (For Firms)	NTN Certificate AND on Active Tax payer list and registered with BRA	Copy of <u>NTN</u> AND duly verifiable <u>Active Tax Payer Certificate</u> from FBR website
2	Registration with Pakistan Engineering Council	PEC Certificate	Copy of PEC with relevant Civil Codes should be attached
3	Relevant Experience	For Experienced (Old Firms): 03 successfully completed comparable & similar assignments	Copy/i.e., of <u>Work Order</u> /s with relevant completion certificate/s or <u>Inspection Report</u> /s
		For In-experienced (New Firms): MoU / JV or Agreement with a Firm fulfilling the above-mentioned criteria	Signed & stamped copy of <u>Agreement</u> in addition to <u>Supply orders & Inspection Report</u> of the experienced Firm
4	Financial Capacity (For Firms)	Turn Over of PKR. 20 Million for the past 3 years (For Firms)	Audited <u>Final Statement</u> OR <u>Bank Certificate</u> of Company's Bank Account certifying the required financial worthiness of the Bidder
5	Non-Blacklisting	Must not be presently black-listed by any Government Organization	Declaration of Non-blacklisting on <u>Non-Judicial Stamp</u> paper by the Bidder/Individual
6	Local presence (For Firms)	The Bidder must have functional corporate/support office at National level	Copy of <u>Tenancy agreement</u> or <u>ownership documents</u> of the office premises AND Copy of recently paid <u>utility Bill</u> (maximum 3 months old)
7	Delivery time compliance	Must agree to serve the Contract within agreed time period after award of contract	Completion time must be <u>clearly specified</u> in the Technical Bid
8	Agreement with all the terms & conditions	Must unconditionally agree with all the instructions, terms & conditions specified in the bidding documents & contract agreement	<u>Signature & company seal</u> on <u>every page</u> of the bidding document.
9	Submission of Bidding Document Fee	As required by the Peoples Primary Health Initiative (PPHI-B) in the Tender Notice	<u>Receipt</u> of in-time payment of Bidding document fee

NOTE: It is mandatory for the bidders to meet all the above-mentioned requirements of eligibility. In-case of not meeting any single requirement, the Bid shall be declared NON-RESPONSIVE

BIDDER'S INFORMATION: (To be filled-in by the Bidder)

1. Name of company/Individual: _____

2. Complete Postal Address: _____

3. Tel No: _____ 4. Email address: _____
5. Fax No: _____ 6. Mobile No: _____
7. Authorized Representative's name & designation: _____
8. Type of Business:

(1) Sole Proprietorship	☐	(2) Partnership	☐
(3) Corporation (Private Ltd.)	☐	(4) Corporation (Public Ltd.)	☐
(5) Individual	☐		
9. National Tax Number& Date of issuance: _____
10. Sales Tax Registration No. / BRA Registration No. _____
11. Bid Validity _____ (Please specify in no. of days)
12. Total Completion Time _____ (In Days, Months please specify)

DATA-SHEET OF THE ASSIGNMENT / SCOPE OF WORK

The objective of the below given Data-Sheet / Schedule of Requirements is to provide sufficient information to bidders to understand complete scope of this procurement such that no requirement of the PPHI-DSU Musakhail is left un-mentioned here under.

S.#	<i>Brief description of proposed works.</i>
1.	Replacement of Roof (3 Rooms & Veranda)
2.	Construction of 3 Rooms Wall
3.	White washing/Distemper
4.	Flooring of 3 Rooms with Veranda
5.	3 Door & 4 Window repair/replacement

Note: All Contractors are advised to visit the site before quoting rates in BOQs of Tender Documents

Delivery Schedule & Requirements:

Place of Execution of Works is: BHU Karkana, Tehsil Drug, District Musakhail.

INSTRUCTIONS FOR PREPARING TECHNICAL BID

These Instructions are being given for strict compliance by the Bidders. **Failure to fulfill any instruction given here-under may result in dis-qualification of the Bid/s.**

Proposals shall be prepared on following lines: -

1. Sealed Envelope containing the Technical Proposal should clearly state:
 - a. **“Name of Bidder”**
 - b. **“Name of Tender”**
 - c. **“TECHNICAL PROPOSAL”**
2. The portion of Technical Proposal of this bidding document duly filled, supported with Bidder’s covering Letter and the technical Bid on Bidders Letter Head be attached as the Technical Proposal.
3. Technical Proposal shall be prepared keeping in view the specifications provided in the Data Sheet and the schedule of requirements or otherwise as placed demand further during the bidding process.
4. Following information should be attached/contained in the Technical Proposal: -
 - a. Receipt of payment of **bidding Document Fee May be in the name of PPHI DSU Musakhail, Account No. 3078938145 National Bank of Pakistan, Musakhail or Pay Order in favor of PPHI DSU Musakhail.**
 - b. **Completion time**, which means; actual execution time for the titled Work.
 - c. Documentary **evidence of fulfillment of eligibility criteria** for Bidders as required by the Peoples Primary Health Initiative, Balochistan. (PPHI-B).
 - d. Documentary evidence of **fulfillment of complete schedule of requirements as per evaluation criteria** including technical, administrative and service requirements of the Peoples Primary Health Initiative, Balochistan (PPHI-B)
 - e. **Brochure** / **Technical** literature of the executed Works /Services
 - f. **Description of status** as Partnership / authorization from the Firm / authorized importer / distributor / manufacturer / retailer etc. (as the case may be) as required by the Peoples Primary Health Initiative, Balochistan (PPHI-B) in the schedule of requirements.
 - g. **Defect Liability Period:** details. (As applicable) as required by the Peoples Primary Health Initiative, Balochistan (PPHI-B) in the schedule of requirements as mentioned.
 - h. Every page of the **Bid must be numbered, signed & stamped** by the authorized representative.
5. Attachment of any document not demanded by the Peoples Primary Health Initiative (PPHI-B) at instruction 4 of “Instruction for preparation of Technical Bid” is strictly prohibited.

Evaluation Criteria: Selection of the successful bidder shall be based on the **Single Stage-Two Envelop Method**

The procedure shall be applied as follows: -

1. **Bidders Eligibility Assessment.** Initial evaluation of the Technical proposals shall be carried-out by the **PROCUREMENT COMMITTEE**, as per the requirements of the eligibility criteria laid down under the heading of “Letter of Invitation for Bids – Eligibility Criteria for Bidders” in the following manner:

Bidders Eligibility Factor	Requirement	Bidder 1	Bidder 2	Bidder 3
		YES / NO	YES / NO	YES / NO
Registration with Income Tax (For Firms), BRA	Copy of NTN attached? BRA Certificate Copy?			
Registration with PEC	Copy of PEC Certificate			
Relevant Experience	For Self-experienced / Old Firms/Individuals: 01 No. of Work Orders with relevant completion certificate or Inspection Report of successfully completed similar assignments attached?			
	For In-experienced / New Firms/Individuals: Signed & stamped copy of MoU / JV or Agreement of support, with a Firm fulfilling the above-mentioned criteria duly attested by Notary Public attached?			
Financial Capacity (For Firms)	Bank Certificate of Company’s Bank Account certifying annual turn-over of PKR. 10 million attached?			
Agreement with all the terms & conditions	Signature & company seal at every page of bidding document affixed?			
Delivery time	Is the quoted completion time within the stipulated time period?			

- i. Firm must score “YES” in all requirements of the eligibility criteria to be categorized as Eligible. “NO” to any requirement of the eligibility criteria, by any bidder shall render the Firm as Ineligible.
 - ii. Subsequent upon said assessment, Bidders shall be categorized as:
 1. Eligible Bidders
 2. Ineligible Bidders
2. **Return of Financial Proposals from Ineligible Bidders.** Proposals from Ineligible Bidders shall be declared “Non-Responsive”, consequently shall **NOT** be accepted for any further evaluation:
 - i. Their Financial Proposals shall be returned without being opened.
 - ii. Their Bid security shall be released upon their written request.
3. **Component-wise Evaluation.** The Bids received from Eligible Bidders shall then be evaluated by the **TECHNICAL MEMBER / COMMITTEE OR THE PROCUREMENT COMMITTEE ITSELF** (If the required items are not technically complex) for conformance with the required technical qualification (which includes specification, schedule of requirements and all other administrative and legal requirements as stated in the Data-Sheet) on **Component-wise** basis, in the following manner:

TECHNICAL EVALUATION

S.No	Item Name	* Technical Requirement/s	Eligible Bidder 1		Eligible Bidder 2		Eligible Bidder 3	
			Fulfill Requirement (Yes/No)	Reason	Fulfill Requirement (Yes/No)	Reason	Fulfill Requirement (Yes/No)	Reason
1	List of Items mentioned in the Data-sheet	Requirement 1						
		Requirement 2						
		Requirement 3						
		Requirement 4						
		Requirement 5						
		Requirement 6						

NOTE: It is mandatory for the bidders to meet all the above-mentioned requirements of eligibility. In case of not meeting any single requirement, the Bid shall be declared NON-RESPONSIVE. The eligible venders with responsive BIDs shall be finally evaluated/scored by following mentioned criteria,

- (A) Requirement compliance
- (B) Technical Expertise and past experience

- i. Bids confirming to the required technical qualification score i-e 60% (after above three steps) will qualify for Financial Bid opening.
- ii. The Contract will be awarded to the lowest Financial Bidder after Technical Qualification.

4. **Return of Non-Responsive Proposals & preparation of Technical Evaluation Report.** Technical Proposals not conforming to the required technical, administrative or legal requirements shall be declared as “Non-Responsive” and consequently shall **NOT** be accepted for any further evaluation:
 - i. Their financial proposals shall be returned without being opened.
 - ii. Their Bid security shall be released upon their written request.
 - iii. Technical Evaluation Report shall be prepared duly signed by all the members of the Procurement Committee, giving **REASONS** for;
 - 1. Acceptance of the Eligible & Responsive Bid/s and.
 - 2. Rejection of the Ineligible &/OR Non-Responsive Bid/s.
 - iv. Technical Evaluation concludes at this stage.

5. **Financial Evaluation.** Financial Proposals of the Responsive Technical Proposals shall be publicly opened in the next meeting as specified in this document under the heading of “Letter of Invitation for Bid” Financial Comparative Statement / Evaluation Report of the “Responsive Proposals” shall be prepared by the **PROCUREMENT COMMITTEE** in the following manner:

<u>FINANCIAL EVALUATION OF BIDS</u>							
Item/s Name / Model & description	Quantity	Responsive Bidder 1		Responsive Bidder 2		Responsive Bidder 3	
		Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price

- i. Subsequently, the prepared Financial Evaluation Report shall duly be signed by all the members of the Procurement Committee.
- ii. Comparatives of Financial will be prepared and signed by the procurement Committee in detail
- iii. If there is any discrepancy between Unit rate and total rate, the unit rate will always govern
- iv. If there is any discrepancy in tender documents clause and Work Order Clause, the work order Clause will always govern.
- v. If there is any discrepancy between amount in words and amount in figures, the amount in words will always govern

6. **Recommendation of Procurement Committee**

After Technical Qualification, the contract will be awarded to the “Lowest Financially Evaluated bidder” with minimum quoted rates among all the Technical qualified Contractors.

This Report shall be called the Final “Evaluation Report”. The Evaluation Report will clearly state justification for acceptance and non-acceptance of all Bids. Consequently, Bidder scoring highest score in the final evaluation report shall be recommended for the Award of Contract by the **PROCUREMENT COMMITTEE**.



Reference Number _____

Dated` _____

(Peoples Primary Health Initiative (PPHI-B))

**BIDDING DOCUMENT FOR REPAIR AND RENOVATION OF
BHU KARKANA, TEHSIL DRUG, DISTRICT MUSAKHAIL**

(FINANCIAL PROPOSAL)

NAME OF BIDDER: _____

(To be filled-in by the Bidder)

Designation of the Procurement Officer: District Support Manager

Address: Al Asmat House, near Makki Petroleum Services, DGK road, Musakhail _____

Phone No: 0828-611059

E mail: pphi.musakhail@yahoo.com

BIDDER'S INFORMATION: (To be filled-in by the Bidder)

1. Name of company: _____
2. Complete Postal Address: _____

3. Tel No: _____ 4. Email address: _____
5. Fax No: _____ 6. Mobile No: _____
7. Authorized Representative's name & designation: _____
8. Type of Business:
(1) Sole Proprietorship ☐ (2) Partnership ☐
(3) Corporation (Private Ltd.) ☐ (4) Corporation (Public Ltd) ☐
9. National Tax Number& Date of issuance: _____
10. Sales Tax Registration No. / BRA Registration No. _____
11. Bid Validity: _____ (Please specify in No. of Days)
12. Total Bid Value: _____ (In Pakistani Rupees)

INSTRUCTIONS FOR PREPARING FINANCIAL PROPOSAL

These Instructions are being given for strict compliance by the Bidders. **Failure to fulfill any instruction given here-under may result in disqualification of the Bid/s.**

Financial Proposals shall be prepared on following lines: -

1. Sealed Envelope containing the Financial Proposal should clearly state:
 - a. **"Name of Bidder"**
 - b. **"Name of Tender"**
 - c. **"Financial Proposal"**
2. The portion of Financial Proposal of this bidding document duly filled, supported with Bidder's covering Letter be attached as the Financial Proposal of the bidder
3. Following information should be attached/contained in the Financial proposal: -
 - a. Original Bid Security (If required by the District Support Unit, PPHI- Loralai.
 - b. Taxes must be included along-with the price of each item
 - c. Financial Bid shall be prepared on the Bidders Letter Head in the following format:

A	B	C	D	E	F
S. No.	Item Name	Quantity	Unit Price	GST/BST (which over applicable)	Total Price (Including Taxes)
A	B	C	C x D	E	(C x D) + E = F
1					
2					
3					
4					
Total					

4. Offer must be quoted on TCA (Total Cost of Acquisition) basis at the risk & cost of the bidder. This means:
 - i. All costs (including duties, taxes & other Govt. payables) incurred up-to delivery at the designated location of the Peoples Primary Health Initiative (PPHI-B)
 - ii. Complete services as required in the schedule of requirements of this bidding document
 - iii. Cost including fixation, assembling, dismantling etc. (As & where applicable)
5. Taxes must be included along-with the price of each item/components/services
6. In-case of any Tax exemptions, exemption certificate from the concerned Tax Office / Regional Tax Office pertaining particularly to this case may be provided; otherwise, taxes shall be deducted as per Government Policy / Rules
7. Each page of the Bid must be numbered, signed & stamped by the authorized representative.

TERMS AND CONDITIONS:

1. Completion time may be clearly specified. Where completion time shall mean; time consumed execution of required services to the designated location of Peoples Primary Health Initiative (PPHI-B), including but not limited to time required for development of Performa/forms and training (if needed) **(Complete delivery as per the schedule of requirements services detailed in the Data-Sheet)**
2. Maximum completion time for the assignment is **60 Days from** the date of work Order
3. Tenders must be quoted in Pakistani Rupees (PKR).
4. Tax Liability:
 - i. Complete Tax liability is to be borne by the Vendor/individual
 - ii. Quoted prices shall be **inclusive of all applicable Taxes**, be filled service-wise as per the afore-mentioned format at Para-2 and may not be applied to the sub-total of the package.
 - iii. In-case of any Tax exemptions, exemption certificate from the concerned Tax Office / Regional Tax Office pertaining particularly to this case may be provided; otherwise, taxes shall be deducted as per Government Policy / Rules.
5. Validity of the bid would be at-least 90 days (to be specified by the Peoples Primary Health Initiative (PPHI-B)/ office) from the date of Tender opening
6. Financial Bids must be accompanied with Bid Security (for firms) in the form of Bank Guarantee or Deposit at Call from a scheduled bank @ 2% of total bid value favoring the PPHI Balochistan.
7. In case of late execution of required works, the bidder may be blacklisted and late delivery penalty (Liquidated Damages) shall be imposed at the rate of .5% (of the value of items delivered late) per day, up to a maximum of 10% of the Contract Value.
8. The services, as per the work Order, must be executed by the authorized HR (technical) at the time of execution of work at Peoples Primary Health Initiative (PPHI-B)/ designated Office.
9. Partial Payment/Interim Payment Certificates (IPCs)/Running Bills are allowed after 50% completion of work.
10. Bid Security of successful bidder/s shall be released upon submission of Performance Security, Otherwise Bid Security/CDR may be retained until 30% completion of work
11. Bid Security of unsuccessful bidder/s shall be released within thirty days from the date of award of contract to the successful bidder/s.
12. Tender will be awarded to the highest scored bidder.
13. Payment release is subject to satisfactory sign of by the joint team comprising of:
 - i. The Purchase Committee of District Support Unit, PPHI- Musakhail.
 - ii. Authorized representative of the Vendor (To be clearly specified in the Tender Document)

CURRENCY & BID VALIDITY

- **Pak Rupees & 30 days**

DECLARATION BY THE BIDDER

I solemnly undertake that:

- a. Having read, understood & made myself aware of all the Terms & conditions mentioned in this Bidding Document & the Rules, Regulations & Policies of the Government of Balochistan, governing the procurement & financial matters, **AGREE, ACCEPT & UNDERTAKE TO ABIDE BY THE SAME.**
- b. The information provided in this form is correct to the best of my knowledge & in the event of change; details will be provided as soon as possible

Name & Designation _____

Signature _____ Date _____

Company stamp _____

Bill of Quantities for " Repair and Renovation of BHU Karkana"

S.No	CSR #	ITEM DESCRIPTION	QTY.	UNIT	RATE (Rs.)	AMOUNT (Rs.)
		Grand Total				
Grand Total Amount in Words:						

Name & Designation _____

Signature _____ Date _____

Company Stamp. _____

Checklist for Peoples Primary Health Initiative (PPHI-B)

- Y The Bidding Documents being used is downloaded at Official website of PPHI-B.
- Y Eligibility of Bidders table on **page 1 is duly filled.**
- Y Scope of services is mentioned in Data sheet of assignments.
- Y Irrelevant fields in **Instructions for Bidders** are removed/ edited.
- Y **Evaluation Criteria** is clear and unambiguous.
- Y In case of Quality-Cost based evaluation, the **marking is clear and easily understandable** for bidders.
- Y Terms and conditions are **as per requirement of Peoples Primary Health Initiative (PPHI-B).**
- Y Format for **Technical Evaluation** is duly filled and is in line with the scope / requirements of the services being procured.

Complete address and contact details of the Peoples Primary Health Initiative (PPHI-B) are provided at the end of the bidding documents