

**Government of Pakistan
Pakistan Mint**

Tender Enquiry No:	Proc.21.(Cost of Stores)/ 03 /2023-2024	
Subject of Procurement:	Kerosene Oil and Chalk Powder Etc.	
Deadline for Bid submission	28- 08-2023 at 11:30 Hours	
Schedule for opening of Bids	Technical:	Date: 28 - 08 -2023 Time: 12:00 Hours
	Financial:	Date: 31 - 08 -2023 Time: 12:00 Hours
Method of procurement	Single Stage Two Envelope	

1. Bidding shall be conducted in line with the Public Procurement Rules 2004 and any regulations, guidelines or instructions issued by PPRA from time to time. Provisions of National Standard Bidding Documents (NSBDs) available on PPRA website shall be deemed to have been read and adhered to by the bidders. In the event of any ambiguity or conflict between the documents listed below, the order of precedence shall be the order in which the documents are listed below: -
 - (a) Public Procurement Rules 2004 and any regulations, guidelines or instructions issued by PPRA from time to time.
 - (b) This whole tender document from page 1 till end.
 - (c) Provisions of Purchase Order/Work Order and other terms and condition as mentioned in bidding documents.
 - (d) Instruction to bidders (ITB); Section-II of NSBD.
 - (e) Special Conditions of Contract (if applicable); Section VIII of NSBDs
 - (f) General Conditions of the Contract: Section VII of NSBDs;

BID DATA SHEET (BDS)

BDS Clause No.	ITB Number	Amendments of, and Supplements to, Clauses in the Instruction to Bidders
A. Introduction		
1.	1.1	Name of Procuring Agency: Pakistan Mint Period for delivery of goods: 20 days Commencement date for delivery of Goods: Immediately after PO/WO
2	2.1	Financial year for the operations of the Procuring Agency 2023-24
B. Bidding Documents		
3.	7.2	The number of documents to be completed and returned is One original
4.	8.1	The address for clarification of Bidding Documents is: Procurement Officer, Pakistan Mint, Lahore (042-99250040)
	8.5	Pre-bid meeting will not be held. However, such request from bidder can be entertained on merit.
C. Preparation of Bids		
5.	10.1	The Language of all correspondences and documents related to the Bid is: English & Urdu.
6.	11.1(b)	Detail of sample(s) to be submitted with the Bid are: As specified in Schedule of requirements.
7.	12.3 (c)	Other procurement specific documentation requirements are: As specified in Schedule of requirements.

8.	15.9	The price shall be fixed. Rates quoted should be on FOR Mint basis (Free delivery to the consignees end without any additional charges) including all levies and taxes. Single rate should be offered in a tender. If the party desires to offer alternate rates for one item, separate tender documents for each rate may be purchased; otherwise their offer will be rejected at the time of opening. Rate quoted should be firm & final inclusive of all taxes etc. Tenderer should note that if during the currency of contract, any tax or duty etc is levied by the Government; it would be the responsibility of the tenderer. Prices offered should be for the entire quantity demanded; partial quantity offers shall straightway be rejected. Conditional offer shall also be considered as non-responsive Bidder. Where prices are to be quoted for package/LOT, all items mentioned in the package/LOT shall be quoted in the offered prices. Non-mentioning of price of each item of the package/LOT being non- responsive shall be rejected straightway and Ranking of Bid shall be done on the basis of total price of whole Package / LOT offered by the responsive bidder.
9.	16.1(a)	Price shall be quoted in <u>Pakistani Rupees</u>
10.	17.1	The Bid Validity period shall be 40 days .
11.	18.1	The amount of Bid Security shall be for Lot-A Rs.7000/- Lot-B Rs.1000/- The currency of the Bid Security shall be: PKR
12.	18.3	The Bid Security shall be in the form of CDR/ Bankers Cheque from scheduled Bank in favour of Director General, Pakistan Mint, Lahore having validity of at least 180 days from date of opening of tender. Offers without Bid Security or short money would be rejected. The original Bid Security shall be attached with Financial Proposal and copy of same be attached with Technical Proposal.
D. Submission of Bids		
13.	23.1	The deadline for Bid submission is as mentioned at Page No. 1 of Tender
E. Opening and Evaluation of Bids		
14.	35	Evaluation Techniques: Least Cost Based Selection (LCBS) After meeting the requirements of eligibility, qualification and substantial responsiveness, the bid in compliance with all the mandatory (technical) specifications/requirements and/or requisite quality threshold (if any), and having lowest evaluated cost (or financial proposal) shall be considered highest ranked bid.
15.	33.5 (b)	Delivery must be completed within the period mentioned in the tender or purchase order. The supply should conform to the relevant specifications and Pakistan Mint requirement failing which the same will be rejected and removed at the risk and cost of the supplier.
16.	34.1	Preference to domestic or national suppliers or contractors shall be in accordance with policies of the Federal Government and/or in accordance with the regulations issued by the Authority.
F. Award of Contract		
17.	40.1	Percentage for quantity increase or decrease is [<i>As per requirement of Pakistan Mint</i>]. Director General, Pakistan Mint reserves the right to Increase/ Decrease Quantity and deletion of any items in a LOT/ Package.
18.	43.1	The Performance Security (or guarantee) shall be 5 percent of the Contract Price . In case any bidder fails, his Bid security can be forfeited and 2 nd lowest can be considered. If the supplier fails to supply the goods, the performance Security/ Guarantee can be forfeited.
19.	43.2	The Performance Security (or guarantee) shall be in the form of CDR or Bank Guarantee.
G. Review of Procurement Decisions		
20.	49.1	The address of the Procuring Agency: Pakistan Mint, GT Road, Lahore.

SPECIAL CONDITION OF CONTRACT (SCC) AND OTHER TERMS AND CONDITIONS

1. The tenderer should indicate the National Tax and G.S.T. number in his offer.
2. The payment will only be made after the presentation of the sale tax invoice along with the bill.
3. For firms related to contract Services should be registered with PRA before payment otherwise payment will be made as per PRA Rules.
4. Tenderer should be registered suppliers who are on active taxpayer list (ATL) of FBR. If the Tenderer is not on active taxpayer list (ATL) the payment will not be made till his appearance on ATL of FBR.
5. All pages of Tender Documents must be signed and attested by bidder.
6. Bidder/Tenderer should attach copy of his/her CNIC.
7. In case of late Supply/Completion Liquidated damage at the rate of 2% per month upto a maximum at 10% can be imposed on prorata basis. It will be carried out in accordance with PPRA National Standard Bidding documents GCC Clause 25,26,27,28.
8. No interest will be paid on any delay in payment (GCC Clause 19.3).
9. The Director General, Pakistan Mint reserves the right in the Public Interest:-
 - a. To accept or reject the part or whole of the tender without assigning any reason.
 - b. To waive off any of the condition /Specification in the tender/Purchase Order.
 - c. To withdraw any or all items, amend or change the quantity of stores included in this Tender while placing the order.

SCHEDULE OF REQUIREMENT; TECHNICAL SPECIFICATION

Item	Dept.	Description of Goods	Quantity and physical unit	
LOT - A				
Brand shall be quoted otherwise sample must be provided by the bidder along with technical proposal.				
1.	R&C	Kerosene Oil (Superior) without Drums	04 Drums (210 Liter Each)	Brand quoted for all items (Bidder can be asked to provide sample of Brand) (Yes or NO) OR Sample provided for all items. (Yes or NO)

Lot B				
Brand shall be quoted otherwise sample must be provided by the bidder along with technical proposal.				
1.	R&C	Chalk Powder. Good Quality, Clean and Free from any other Substances	300 KGs	Brand quoted for all items (Bidder can be asked to provide sample of Brand) (Yes or NO) OR Sample provided for all items. (Yes or NO)
2.	R&C	Wood Dust (Saw Dust) Dry and Free from dirt, stones etc.	500 KGs	

LETTER OF BID – TECHNICAL PROPOSAL

INSTRUCTION TO BIDDERS: DELETE THIS BOX ONCE YOU HAVE COMPLETED THE DOCUMENT

Place this Letter of Bid in the First envelope” TECHNICAL PROPOSAL”.

The Bidder must prepare the Letter of Bid on Kerosene Oil chalk powder with its letterhead (or on same page) clearly showing the Bidder’s complete name and business address.

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<i>Method of procurement</i>	<i>Single Stage Two Envelope</i>	

To: [Pakistan Mint, Lahore]

We, the undersigned Bidder, hereby submit our Bid, in two parts, namely:

- a) The Technical Proposal, and
- b) The Technical Proposal.

In submitting our Bid we make the following declarations:

- a) **No reservations:** We have examined and have no reservations to the Bidding document, including addenda issued in accordance with Instructions to Bidders (ITB 9);
- b) **Eligibility:** We meet the eligibility requirements and have no conflict of interest in according with ITB3;
- c) **Bid/Proposal-Securing Declaration:** We have not been suspended nor declaration ineligible by the Procuring Agency based on execution of a Bid Securing Declaration or Proposal Securing Declaration in the Procuring Agency’s country in accordance with ITB4;
- d) **Conformity:** We offer to supply in conformity with the Bidding document and in accordance with the Delivery Schedules specified in the Schedule of Requirement of Goods.
- e) **Bid Validity Period:** Our Bid shall be valid for the period specified in BDS 17.1 (as amended, if applicable) from the date fixed for the Bid submission dealing.

Specified in BDS 23.1(as amended, if applicable), and it shall remain binding upon us, and may be accepted at any time before the expiration that period;

- (f) **Performance Security:** If our Bid is accepted, we commit to obtain a performance security in accordance with the bidding document;
- (g) **One Bid per Bidder:** We are not submitting any other Bid(s) as an individual Bidder, and we are not participating in any other bid(s) as a Joint Venture member or as a subcontractor, and meet the requirements, other than Alternative Bids submitted in accordance with ITB 19;
- (h) **Suspension and Debarment:** We, along with any of our subcontractors, suppliers, consultants, manufacturers, or service providers for any part of the contract, are not subject to, and no controlled by any entity or individual that is subject to, a temporary suspension or a debarment imposed by the Procuring Agency. Further, we are not ineligible under Pakistan laws;
- (i) **State-owned enterprise or institution:** We are a state- owned enterprise or institution.(Yes/No)
- (j) **Binding Contract:** We understand that this Bid, together with your written acceptance thereof included in your Letter of Acceptance, shall constitute a binding contract between us,until a formal contract is prepared and executed;
- (k) **Not Bound to Accept:** We understand that you are not bound to accept the Most Advantageous Bid or any other Bid that you may receive; and
- (l) **Fraud and Corruption:** We hereby certify that we have taken steps to ensure that no person acting for us, or on our behalf, engages in any type of Fraud and Corruption.

SEAL AND SIGNATURE OF TENDERER

Name of Firm: _____

Address: _____

Bank A/C No. _____

NTN No: _____

GST No: _____

Authorized Person name: _____

Phone No.: _____

Email address: _____

Letter of Bid – Financial Proposal

INSTRUCTIONS TO BIDDERS: DELETE THIS BOX ONCE YOU HAVE COMPLETED THE DOCUMENT

Place this Letter of Bid – Financial Proposal in the second envelope marked “FINANCIAL PROPOSAL”.

The Bidder must prepare the Letter of Bid – Financial Proposal on kerosene oil chalk powder with its letter head (or on same page) clearly showing the Bidder’s complete name and business address.

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Price Schedule Form

Item No.	Dept.	Description of Goods	Quantity and physical unit	Unit price per item inclusive of taxes	Total price inclusive of taxes
Lot A					
Brand shall be quoted otherwise sample must be provided by the bidder along with technical proposal.					
1.	R&C	Kerosene Oil (Superior) without Drums	04 Drums (210 Liter Each)		
Total Amount of Lot With Taxes					

Lot B					
Brand shall be quoted otherwise sample must be provided by the bidder along with technical proposal.					
1.	R&C	Chalk Powder. Good Quality, Clean and Free from any other Substances	300 KGs		
2.	R&C	Wood Dust (Saw Dust) Dry and Free from dirt, stones etc.	500 KGs		
Total Amount of Lot With Taxes					

Note. **1: Ranking of Bid shall be done on the basis of total price of whole Package / LOT offered by the responsive bidder.**
 2: In case of discrepancy between unit price and total, the unit price shall prevail.
 3: No payment will be made against the sample.

To: [Pakistan Mint, Lahore]

We, the undersigned Bidder, hereby submit the second part of our Bid, the Financial Proposal

In submitting our Financial Proposal we make the following additional declarations:

- (a) **Bid Validity Period:** Our Bid shall be valid for the period specified in BDS 17. 1 (as amended, if applicable) from the date fixed for the bid submission deadline specified in BDS 23.1 (as amended, if applicable), and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (b) **Binding Contract:** We understand that this Bid, together with your written acceptance thereof included in your Letter of Acceptance, shall constitute a binding contract between us, until a formal contract is prepared and executed.

SEAL AND SIGNATURE OF TENDERER

Name of Firm: _____

Address: _____

Bank A/C No. _____

NTN No: _____

GST No.: _____

Authorized Person name: _____

Phone No.: _____

Email address: _____