

PUNJAB POPULATION INNOVATION FUND

Tender Document

“SUPPLY OF DIESEL FUEL FOR 100 KVA GENERATOR”

September, 2017



Submission Date for Sealed Bids: 13th October, 2017 (10:30 am)

125-Abu Bakar Block, New Garden Town, Lahore -Pakistan

Phone: +92-42-35913413-15

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1- Invitation to bids

Punjab Population Innovation Fund (PPIF) is a section 42 Company set up under the Companies Ordinance 1984 by the Government of the Punjab. Sealed bids/proposals will be invited from diesel suppliers (hereafter called as bidders) for the supply of diesel fuel. All interested and eligible bidders are requested to go through complete document and provide the required information and documents mentioned in this document.

2- Instruction to bidders

The selection of firms/companies will base on Least Cost Selection Method. PPIF will adopt single stage two envelopes bidding procedure.

The bid shall be a single package consisting of two separate envelopes, containing separately the financial and the technical proposals. The envelopes shall be marked as “Financial Proposal” and “Technical Proposal”. In the first instance, the “Technical Proposal” shall be opened and the envelope marked as “Financial Proposal” shall be retained unopened in the custody of the PPIF. The PPIF shall evaluate the technical proposal in the manner prescribed in the section - 7 given in the document, without reference to the price and shall reject any proposal which does not conform to the specified requirements. During the technical evaluation no amendments in the technical proposal shall be permitted. After the evaluation and approval of the technical proposals, the PPIF 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. The financial bids found technically nonresponsive shall be returned un-opened to the respective bidders. The technical and financial proposal will be evaluated on the basis of PPIF evaluation criteria as provided in section 7 and 8 of the document. Bidders those will found eligible and qualify in technical evaluation will be short-listed for financial bids.

3- Conditions for eligibility

The successful bidder, fulfilling the following criteria, will be considered as eligible bidder for the bidding process of electrical appliances and general office diesel fuel supply;

- a) The supplier/company must have business of supply of diesel fuel from registered petrol pumps or depots. (Address of registered petrol pump/depo with declaration on signed letter head is required)
- b) Affidavit on stamp paper, declaring that the company is not black listed by any Govt. agency / authority (Original required)
- c) Income Tax and General/Punjab Sales Tax (if required) registration (Copies of certificates required)

4- Scope of Job

PPIF requires regular supply of diesel fuel for its 100 KVA generator. Fuel should be pure without any mixing. Any mixing in the fuel will lead to black listing of the supplier.

5- Terms of Reference

To provide Diesel fuel, successful bidder will agree on following terms of references:

- a) Successful bidder will share financial bids for the required Diesel fuel with minimum delivery time.
- b) The technical & inspection committee/team of PPIF will inspect and check the Diesel fuel supplied at the time of the delivery.
- c) A penalty at the uniform rate of 2% of the value of the monthly supply on each day delay will be charged in case of delay
- d) PPIF reserves the right to call for supply of Diesel fuel as per the requirement.
- e) Income tax and 1/5th of GST (if applicable) will be deducted in accordance with the provisions of Government Rules amended time to time.
- f) In case of any dispute regarding quantity, quality of service and specification, the decision of the PPIF shall be final & binding.
- q) The payment for the Diesel fuel will be made on the successful delivery of Diesel fuel as per PPIF rules on post monthly basis.
- r) Delivery Location: Unless otherwise 'agreed', delivery of the material against this Order shall be made at Lahore Office i.e. 125, Abu Bakar Block, New Garden Town, **Lahore**.

6- Guidelines

- a) All documents and information received by PPIF from applicants will be treated in strictest confidence.
- b) Documents submitted to PPIF will not be returned.
- c) All expenses related to participation in this bidding document shall be borne by the applicants.
- d) Documents shall be submitted in hard copies in a sealed envelope marked as "TECHNICAL PROPOSAL" and "FINANCIAL PROPOSAL" for 'supply of diesel'. The envelope containing hard copies of technical proposal and financial proposal shall be received on the postal address given below.
- e) The closing date and time for receipt of bidding proposal is 13th October, 2017 (**10:30 am**).
- f) Sealed proposals received thereafter will not be accepted.
- g) PPIF reserves the right to request submission of additional information from applicants in order to clarify/further understand aspects of technical proposal, if required.
- h) Questions about this technical proposal can be made only in writing: a letter or an e-mail and must be asked by or before COB 5th October, 2017. For any other related information please contact the undersigned.

Postal Address

Manager Procurement

Punjab Population Innovation Fund

125, Abu Bakar Block, New Garden Town, **Lahore**

Phone: +92-42-35913413-15 (extension 107 & 111)

7- Financial Evaluation

The financial proposals of only eligible bidders with technically qualified specifications will be opened. Financial bid evaluation will be done on the basis of lowest offered bid price of Diesel fuel given in Financial Bid Form “annexure – C”.

8- Declaration

Kindly provide the declaration as per format provided below at the end of proposal.

I, _____ hereby declare that:

- all the information provided in the technical proposal is correct in all manners and respects
- and I am duly authorised by the Governing body/Board/Management to submit this proposal on behalf of "[Click here and type the name of organization]"

Name	
Designation	
Signature	
Date and Place	

9- Submission of Bids (Technical and Financial Proposal)

Complete bid containing technical and financial proposal; all required information and documentary evidences September be submitted before 10:30 am on 13th October, 2017. Technical proposals will be publically opened on the same day i.e. 13th October, 2017 at 11:00 am in the presence of bidder’s representatives who wish to attend it.

Cover Letter for the Submission of Technical Proposal

[Firm letterhead]

[Date]

To

Chief Executive Officer

[Address mentioned in Guide lines]

Re: Technical Proposal in respect of [Insert title of assignment]

Dear Sir,

We offer to provide the Services for [Insert title of assignment] in accordance with your Tender for Proposal dated [Insert Date of Tender advertised]. We hereby submit our technical 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 September 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 services 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.

Thank you.

Yours sincerely,

Signature

Name and title of signatory:

Important Note: The competent authority September reject all bids or proposals at any time prior to the acceptance of a bid or proposal. PPIF 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 bids should be submitted in sealed envelope clearly mentioned “**TECHNICAL AND FINANCIAL PROPOSALS FOR SUPPLY OF DIESEL FUEL**”

Annexures

Annex – A

Organization Information			
S #	Required Information	Response	
1	Legal name of the organization		
2	Year of Registration / Establishment of the Organisation		
3	National Tax Number		
	General/Punjab Sales Tax Number		
5	What is the legal status of your organisation? Tick the relevant box (one box only). (Attach Copy/Copies of Registration Certificate/s)	General Order Supplier	
		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:		
	Fax:		
	Address of organization:		
	Website address:		
8	Name and designation of 'Contact Person':		
	Phone/s:		
	Mobile:		
	Email:		
	Fax:		
	Address of printing set up		
	Phone/s:		
	Mobile:		
	Email:		
	Fax:		

Eligibility Response Checklist			
Sr. No.	Necessary Eligibility Information	Response/Elaboration	
1	Mention National Tax Number (NTN) and General/Punjab Tax Number (GST/PST) in the name of Organization and provide a copy of registration	National Tax Number (NTN)	
		General/Punjab Sales Tax Number (GST/PST)	
2	Has your firm ever blacklisted by any government authority or any bi-lateral/multi-lateral financial institution? (MUST attach an undertaking by your firm's authorised person with this document)		We solemnly declare that our organization or any member of consortium has never been suspended/debarred or blacklisted.
			Our organization has been blacklisted once or more than once.
3	The company must have business of supply of offered Diesel fuel		Profile or evidence of letter head is Attached
			Not Attached

Financial Proposal

Rate of 1 litre of Diesel Fuel as per PSO rates	Any additional charges or Carriage charges	Any discount offered by Bidder	Total Price of 1 litre Diesel fuel	Any additional service/offer by Bidder