

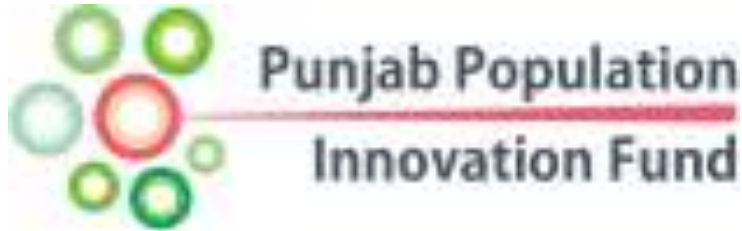
# **PUNJAB POPULATION INNOVATION FUND**

## **Tender Document**

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### **“Supply of Drinking Water Bottles”**

**July, 2019**



**Submission Date for Sealed Bids: 1<sup>st</sup> August, 2019 (11:30 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, not-for-profit Company set up under the Companies Ordinance 1984 by the Government of the Punjab. PPIF invites sealed proposals tax registered drinking water suppliers (hereafter called as bidders) fulfilling the criteria mentioned in bidding document for supply of 19 litre drinking water bottles. 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 procurement of supply of drinking water bottles 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 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 the document.

This document has different sections carrying information of eligibility, technical evaluation and terms of references to assist potential printing contractors to develop their technical proposals. 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 drinking water bottles supply;

- a) The supplier or company must have local presence, an office in Lahore. (office address on singed letter head)
- b) Minimum experience of 5 years in supply of drinking water bottles to offices / companies / organizations.
- c)
- d) Affidavit on stamp paper, declaring that the company is not black listed by any Govt. agency / authority (Original required)
- e) Income Tax and GST/PST registration (Copy required)
- f) Registration with Punjab Food Authority/PCSIR/Relevant Food Department

- g) Latest Water test result from Health Department/Laboratory/Relevant Food Authority
- h) Source of water should not be from Municipal /Public Supply System
- i) Supply chain of water distribution in Lahore.

Kindly fill all annexures required for the above qualification criteria and attach the supporting documentary evidences as mentioned in conditions for eligibility and annexure;  
And also sign the declaration form at the end of document and attach with your other documents.

#### **4- Terms of Reference**

- 1.The Company shall provide the Supply of Drinking Water Bottles (19 Liters) at 125 Abu Bakar Block, New Garden Town, Lahore per actual requirement of the Client (110 bottles per month approximately)
- 2.That the Client shall pay to the Company as per agreed price (Inclusive of all applicable Government Taxes). All other costs incurred to deliver the bottles at site mentioned above will be borne by the Company.
- 3.The Company will provide water dispenser (Hot & Cold)
- 4.The Company will be responsible to visit once in a month for inspection of water dispensers for repair & maintenance purpose (without any extra charges).
- 5.The Client will deduct income tax and sales tax or any other applicable taxes, as per prescribed rates of the Government of Pakistan and submitted deduction certificates.
- 6.Initial contract will be for the period of one (01) year which may be extended on same cost and TORs for further time period with the consent of both the parties.
- 7.In case of repair, if the water dispenser takes more than one day. The Company shall provide alternate similar water dispenser on urgent basis without any delay and in this regard no extra charges shall be paid by the Client.
- 8.Client have the right to cancel the agreement on one-week notice if water quality is found poor at any time period during the agreement and have right to withhold the payment or services found not up to the mark.
9. If company wishes to terminate the contract then one-month notice period will be mandatory.
10. Client may demand for water testing results at any time.
11. Prices will remain same during agreement period and can not be changed.

#### **5- Guidelines**

- a) Only short-listed applicants fulfilling the eligibility criteria will be considered for financial bid opening The financial proposal will be called from eligible bidders.
- b) All documents and information received by PPIF from applicants will be treated in strictest confidence.
- c) Documents submitted to PPIF will not be returned.
- d) All expenses related to participation in this bidding document shall be borne by the applicants.
- e) Documents shall be submitted in hard copies in a sealed envelope marked as “TECHNICAL PROPOSAL” and “FINANCIAL PROPOSAL” for ‘Provision of Stationery and General Items’. The envelope containing hard copies of technical proposal and financial proposal shall be received on the postal address given below.
- f) The closing date and time for receipt of bidding proposal is 1<sup>st</sup> August, 2019 (11:30 AM)

- g) Sealed proposals received thereafter will not be accepted.
- h) PPIF reserves the right to request submission of additional information from applicants in order to clarify/further understand aspects of technical proposal, if required.
- i) PPIF reserves the right to verify any information provided by the applicants.
- j) 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 **26<sup>th</sup> July, 2019**. For any other related information please contact the undersigned.

Postal Address

PUNJAB POPULATION INNOVATION FUND

125 Abu Bakar Block, New Garden Town Lahore

E-mail: hashim.hussain@ppif.org.pk

Phone: +92-42-35913413-15

## **6- Technical Proposal**

This document is governed by the procedure approved by PPIF management. The technical proposal of eligible organisations will be evaluated using the required criteria attached as annexure – C and forms of technical proposal are given as Annex-E.

Technical proposal should contain;

- i. Covering Letter on company letter head.
- ii. Company Profile. (Including status, services offered, number of offices, credential & partnership status.)
- iii. List of clients to whom company/firm is providing services.
- iv. Company registration document.
- v. National Tax Number (NTN) and GST/PST Copy.
- vi. Any other requirement mentioned in eligibility requirements.

## **7- Financial Proposal**

- i. The financial proposals of only eligible bidders will be opened. Financial bid evaluation will be done on the basis of lowest offered bid price given in Financial Bid Form “annexure – F”.
- ii. Bidders should express the price of their services in Pakistan Rupees.
- iii. Financial proposal should contain;
  - a. Covering Letter on company letter head.
  - b. Financial proposal

## **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 may be submitted before 11:30 AM on 1<sup>st</sup> August, 2019. Technical proposals will be publically opened on the same day i.e. 1<sup>st</sup> August, 2019 at 12:00 PM in the presence of bidder's representatives who wish to attend it.

### Call Deposit Receipt (CDR)

CDR is not required to be deposited.

### 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 may 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 may 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 Drinking Water Bottles to PPIF**”

**Annexures**

**Annex – A**

<b>Organization Information</b>			
<b>S #</b>	<b>Required Information</b>	<b>Response</b>	
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)	Public Sector Organisation	
		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 Water processing Set up		
	Phone/s:		
	Mobile:		
	Email:		
	Fax:		

<b>Eligibility Response Checklist</b>			
<b>Sr. No.</b>	<b>Necessary Eligibility Information</b>	<b>Response/Elaboration</b>	
A	Regular tax payer Attach copy of tax returns of last year		Copies Attached
			Copies Not Attached
			Not applicable. Public sector organisation
B	Mention National Tax Number (NTN) or 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)	
C	The supplier or company must have local presence, registered office in Lahore		Profile or evidence of letter head is Attached
			Not Attached
D	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.
E	Registered with Punjab Food Authority/PCSIR/Relevant Food Department		Certificate Attached
			Not Attached
F	Minimum experience of 5 years in supply of drinking water bottles (copies of contract or work order by clients or delivery receipts) should be furnished.		Copies Attached
			Copies Not Attached
G	List of at least 10 satisfied customers along with addresses in Government and Private Sector.		List Attached
			List Not Attached
H	Latest Water test results from Health Dept./Laboratory/Relevant Authority		Attached
			Not Attached
I	Supply chain in three (03) cities of Punjab		Proof Attached
			Proof Not Attached



**Annex – C**

List of current business with other organizations including government organizations

Sr. No	Name of Company/Organization	Current Business/Scope of Work	No of Employee	Annual Contract Volume	Approximate value of Business
1					
2					
3					
4					
5					

**TECHNICAL PROPOSAL FORMS:**

**FORM TECH-1: TECHNICAL PROPOSAL SUBMISSION FORM**

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[Location, Date]

To: Chief Executive Officer  
PUNJAB POPULATION INNOVATAION FUND  
125 Abu Bakar Block New Garden Town Lahore

Dear Sir,

We, the undersigned, offer to provide the services for **Supply of Drinking Water Bottles** in accordance with your Request for Proposal dated \_\_\_\_\_; we are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

We are submitting our Proposal in association with: *[Insert a list with full name and address of each associated Bidder (if any, otherwise delete this line)]*<sup>1</sup>

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

We undertake, if our Proposal is accepted, to initiate the Services not later than the date indicated in tender document.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature *[In full and initials]*: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

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<sup>1</sup> ~~[DELETE IN CASE NO ASSOCIATION IS FORESEEN.]~~

**FORM FIN-1 FINANCIAL PROPOSAL SUBMISSION FORM**

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[Location, Date]

To: Chief Executive Officer  
PUNJAB POPULATION INNOVATAION FUND  
125 Abu Bakar Block New Garden Town Lahore

Dear Sir,

We, the undersigned, offer to provide the services of **Supply of Drinking Water Bottles** in accordance with your Request for Proposal dated \_\_\_\_\_ and our Technical Proposal. Our attached Financial Proposal is for the sum of [*Insert amounts in words and figures*<sup>1</sup>]. This amount is inclusive of the taxes, which shall be levy on such services.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Agreement negotiations, up to expiration of the validity period of the Proposal.

No commissions or gratuities have been or are to be paid by us to agents relating to this Proposal and Agreement execution.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [*In full and initials*]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

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<sup>1</sup> [*Amounts must coincide with the ones indicated under Total Cost of Financial proposal in Form FIN-2.*]

## FORM FIN-2 FINACIALS

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### DETAILED COST IN PKR

SR.	ITEM		PER UNIT COST WITH ALL TAXES (PKR)
1	19 LITRE STANDARD WATER FILLED BOTTLE		

PLEASE MENTION FOC IN CASE OF COMPANY IS PROVIDING ANYTHING FREE OF COST.