

DATE: _____

INVITATION TO BID**SUPPLY OF SEEDS, VACCINATIONS AND PORTABLE SOLAR KIT**

Last date & time for issuance of ITB:	Thursday, 2nd November 2023
Last date & time for tender submission:	Friday 3rd November 2023 (till 12:00 pm)
Tender opening date and time:	Friday, 3rd November 2023 (03:30 pm)
Tender Opening Adress & Location	H#: 91, Street 3, LVL, Banigala, Islamabad.

1. GENERAL INFORMATION

The Office of the **Tameer-e-Khalq Foundation (TKF)** invites bids from qualified companies/service providers duly registered with the Government of Islamic Republic of Pakistan. To submit a firm bid for the **Supply of Seeds, Vaccinations and portable solar kit Supply**. Lowest price will not be the only criteria for final award of the contract/Purchase Order. **Registration with income tax. Financial capability, quality, delivery time and relevant past experience** will also be considered to qualifying.

2. BIDDING DOCUMENTS

The following annexes form integral part of this Invitation to Bid:

Annex A1:	Seeds / Price Proposal
Annex A2:	Vaccinations / Price Proposal
Annex A3:	Portable solar kit / Price Proposal
Annex B:	General Information Form
Annex C:	Technical Evaluation Criteria sheet

SECTION I: BIDDING INFORMATION**1. ACKNOWLEDGMENT**

Bidders are requested to confirm the receipt of this ITB and send the expression of their intention to participate to the addresses (physical) provided in the "SUBMISSION OF BIDS" section of this ITB.

2. QUERIES

- i) Bidders are required to submit all their **enquiries in respect of this invitation to bid by e-mail to tender@tameerekhalaq.org by November 2nd, 2023.**

Past Experience and Certifications:

Companies/Service Providers having at least last three (03) years relevant experience in dealing with similar nature of services and having valid Income Tax registration certificate, active tax payer (please attach company profile / certificate of reputation, copy of income tax registration certificate with tender form).

IMPORTANT:

- Companies/Service providers are required to quote all rates (for each item/job/work) without skipping any item in **Annex – A1/A2/A3**;
- Incomplete or partial bids will not be entertained and will be considered non-responsive and will be rejected;
- Escalation of rates under whatsoever circumstances is not allowed;

The bidder agrees and accepts the above mentioned terms and conditions Signature / Stamp: _____

- Conditional tenders will not be entertained and will be rejected;
- If samples of any items were required than it will be informed to the vendor and vendor will provide the samples to this office at no cost on TKF.
- All the electrical items must have warranty of atleast 10 months.
- **Vendor should have valid copy of income tax registration certificate. If a vendor fails to provide such documents, the company is rejected directly without further processing the evaluation of the technical offers.**

3. **YOUR OFFER**

Please submit your offer using the submission templates provided. It should confirm to the following requirements and contain all information required. The offers not conforming to the requested format will not be taken into **consideration for evaluation.** **Your offer should clearly include the following information:**

UNIT COST: DAP– (Delivered at place)

IMPORTANT: Firms are required to quote all rates (for each job/work) without skipping any job/work in Annex A1/A2/A3. Incomplete or partial bids will not be entertained and will be considered non-responsive and will be rejected, escalation of rates or withdrawal/ surrender in the submitted bid form is not allowed.

WORKING TIME: All the mentioned work/supply must be completed as per the specifications/ instructions on the specified locations within **15 days** after placement of the confirmed order.

- EARNEST MONEY:** Your offer must be accompanied by call deposit/pay order/demand draft amounting to PKR: 100,000/- made out in favor of Tameer-e-Khalaq Foundation (TKF) that will be returned after the finalization of the bidding process.
- OFFERS** made for part of the requirement as listed in the attached Annex-A will not be accepted.
- COST:** The cost should include supply, labor, transportation, insurance, applicable taxes and any other charges of all required works/jobs.
- CURRENCY:** Your proposal must be prepared in Pakistani Rupees only.
- LANGUAGE:** Bids shall be prepared in English.
- CLEAR AND LEGIBLE OFFER:** Only those bids/offers will be considered which are absolutely clear, unambiguous and legible. Any unavoidable cutting/ overwriting must be signed and stamped. Use of correction pen/ correcting fluid is not allowed. Use of correction pen/ correcting fluid could cause rejection of the bid/ offer. Any correction which could cause implication in future would not be accepted.
- INSPECTION:** Inspection of supplies and work-in-progress at any time with or without bringing into the knowledge of the vendor(s) is allowed under this ITB. The successful vendor(s) will facilitate TKF Engineer / Project Manager or any other person authorized by TKF for the inspection(s). Please note that inspection charges resulting from the vendor's default will be charged directly to the vendor.

WORK/DELIVERY SITE:

H#: Sibi, Balochistan.

- PERFORMANCE SECURITY DELAYED CHARGES:** Performance security @ 0.65% of the bid amount per day up to maximum of 10% will be charged for late completion of work and the amount will be deducted from security deposit already submitted to TKF. Performance Security will be charged up to maximum of fifteen (15) days thereafter, the Work Order (WO) can be cancelled.
- BID VALIDITY:** The bid submitted must remain valid for acceptance for at least Sixty (60) days from the Invitation to Bid closing date or as appropriate.
- VENDOR'S GENERAL INFORMATION:** The vendors are requested to complete and submit with their offer the vendor's general information form (Annex – B), together with the necessary supporting documentation. All the companies are required to submit registration documents for example:

And those applicable from the following documents

The bidder agrees and accepts the above mentioned terms and conditions Signature / Stamp: _____

- ✓ Income tax registration certificate;
- ✓ GST registration certificate;(if required)
- ✓ Certified audit report and annual income tax return of last 3 years;
- ✓ Bank statement for the latest period of 06 months;
- ✓ List of past clients/customers;
- ✓ P.Os / W.Os of previously provided goods and/or services; and
- ✓ Any other documents.

4. **BID EVALUATION**

a) **Supplier Registration**

The qualified vendors will be added to the Tender Analysis Report after investigation of suitability based on the submitted Vendor's general information form and supporting documents. The investigation involves consideration of several factors such as:

- Financial standing,
- Core business,
- Track record,
- Contract capacity.

This will be followed later by performance evaluation as a constructor such as:

- Ability to respond quickly to Agency's needs,
- Timely completion / delivery,
- Dependability of products and services.

b) **Financial and Technical Evaluation**

All bids from vendors will be evaluated based on:

- Compliance with the mentioned TKF specifications
- Service(s) Delivery Time
- After sales service

IMPORTANT: For evaluation purposes only, the offers submitted in currency other than PKR will be converted to PKR using the prevailing bank rate.

5. **SUBMISSION OF BIDS**

Bids must be submitted in One (01) sealed envelop as follows:

The outer envelope should be marked and addressed as mentioned below.

a. **Sealed envelope containing technical part of the offer having the following documents: (Envelop A)**

- a. Duly filled Vendor's General Information Form
- b. Documents indicating past experiences with any other organization;
- c. Copy of valid income tax registration certificate;
- d. Copy of GST registration certificate;
- e. Certified Audit Reports/Income Tax Returns (for last three years only);
- f. Updated 06 months bank statement;
- g. POs / W.Os of previously completed supply works (of last three years only);
- h. Work schedule / delivery time;
- i. Any other documents.

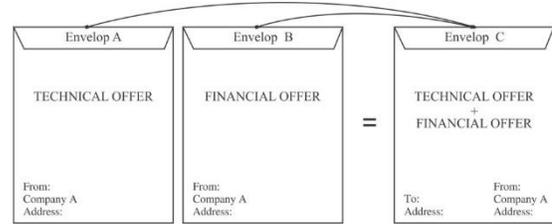
b. **Sealed envelope containing Financial part of the offer having the following documents: (Envelop B)**

- i. Duly filled Price Proposal Form (**Annex A**)
- ii. Original Security Deposit PKR: 100,000/- in shape of Call Deposit/ Pay Order/ Demand Draft

The envelop should be delivered on or before the closing date and time as mentioned above or can be sent through courier/mail or by hand.

The bidder agrees and accepts the above mentioned terms and conditions Signature / Stamp: _____

Tameer-e-Khalaq Foundation
H # 91, Street 3,
LVL, Banigala, Islamabad.
Pakistan.
Tel: +92 51 2613552



IMPORTANT: Bids that are otherwise addressed and/or copied or sent to other addresses or individuals will be marked invalid and will not be considered for evaluation.

All bids must be received latest by: (Closing Date and Time) November 3rd, 2023 before 12:00 p.m.

LATE SUBMISSION OF BIDS: Bids received after the deadline for submission of bids and bids transmitted in any other manner than those indicated above will not be considered.

Bid Opening: Sealed envelope will be opened for evaluation. The supplier's **technical part will be further evaluated on site, by visiting the bidder offices.** The bids will be opened in front of the representatives from the companies submitted their firm offer and the bid opening committee of **TKF on November 3rd, 2023 at 03:30 p.m.**

6. BID ACCEPTANCE

TKF reserves the right to accept the whole or part of your bid. Please note (*The lowest offer is not the only criteria for acceptance of the offer*) refer to the stated evaluation criteria (Para D above). Information provided by the bidder will constitute the basis for eventual award of contract.

TKF may, at its discretion, extend the deadline for the submission of proposals, by notifying all prospective vendors in writing. The extension of the deadline may accompany a modification of the solicitation documents prepared by TKF at its own initiative or in response to a clarification requested by a prospective supplier.

7. CURRENCY AND PAYMENT TERMS FOR WORK ORDERS

Any Work Order (WO) issued as a result of this ITB will be made in Pakistani Rupees (PKR). Payment will be made within fifteen (15) working days after completion of work and submission of work completion report duly signed by TKF nominated person. Applicable Government taxes at admissible rate(s) shall be deducted at source from the payment made to the selected vendor(s). TKF at its own discretion can allow partial payments under this ITB but it will be decided at the time of contract awarding.

8. DISPUTE RESOLUTION

In case of any dispute or disagreement between TKF and the vendor, the dispute shall be referred to adjudication or arbitration in accordance with the laws of the Islamic Republic of Pakistan and the venue for arbitration will be Quetta.

Note: By signing this contract, you acknowledge receipt of TKF's PSEAH policy and commit to abide with it. TKF enforces strict adherence to our PSEAH policy for a safe workplace and has zero tolerance to any non-compliance which can lead to contract termination and legal action, as detailed online and in the policy document.

Yours sincerely,



Ehtisham Riaz Dar
Sr. Manager Procurement

The bidder agrees and accepts the above mentioned terms and conditions Signature / Stamp: _____

Annex – A-1

PRICE PROPOSAL SHEET / BOQ

SUPPLY OF SEEDS at SIBI, BALOCHISTAN

Agriculture Package

#	Item	Specification	Unit	Qty	Rate	Amount
1	Wheet seed, 50Kg	Details Listed Below.	Bags	400		
2	Berseem / Brassica (Sarso) / Fine Cut Seed, 5Kg	Details Listed Below.	Bags	400		
	Total					

Crop common name [Nombre común del cultivo] [Nom commun de la culture]	Crop scientific name [Nombre científico del cultivo] [Nom scientifique de la culture]	Variety name [Variedad] [Nom de la variété]
Wheat	Triticum aestivum	Mulki/Benazir/Faisalabad 2008/ or any equivalent alternative variety
Rhodes grass	Chloris gayana L. Kunth	Berseem / Brassica (Sarso) / Fine Cut or any equivalent alternative variety

Delivery Time: _____

NOTE: Please Include Loading / Unloading / Transportation Cost and all Government Taxes.

The bidder agrees and accepts the above mentioned terms and conditions Signature / Stamp: _____

Annex – A-2

PRICE PROPOSAL SHEET / BOQ**SUPPLY OF MEDICINE & VACCINATIONS AT SIBI, BALOCHISTAN**

#	Name of Medicine	Generic Name	Specifications	Unit	Qty	Rate	Amount
1	Nilzan Plus	Levamisole/Oxyclozanide//Cobalt Sulphate	1 Litter bottle	No's	300		
2	Zanil	Oxyclozanide	1 Litter bottle	No's	200		
3	Ivermectin injection	Ivermectin 1%	50ml bottle	No's	200		
4	Seguvan Powder	Trichlorophon 98%	100gram Bottle	No's	350		
5	Tagafon Powder	Trichlorophon/Silicon Dioxide	100gram Bottle	No's	350		
6	DicloStar Injection	Diclofenic Sodium	100ml Bottle	No's	100		
7	Almox LA 15% Injection	Amoxicillin Trihydrate	100ml Bottle	No's	100		
8	Tribriessen 48% injection	Trimethoprim/sulfadiazine	50ml Bottle	No's	100		
9	Sulphadimidine injection	Sulphadimidine Sodium 33.3%	100ml Bottle	No's	30		
10	Pyodine 10% solution	Polyvinylpyrrolidone/iodine/potassium iodide	Bottle	No's	50		
11	Cotton Rolls	Cotton Rolls for Animals	Packet	No's	100		
12	Animal Wound Bandages	Animal Wound Bandages	Packet	No's	500		
13	BD Syringes 5cc	BD Syringes	1 box each	No's	1		
14	BD Syringes 10cc	BD Syringes	1 box each	No's	1		
15	BD Syringes 50cc	BD Syringes	1 box each	No's	1		
16	Needles 16G	Animal Needles	1 Box Each	No's	1		
17	Needles 18G	Animal Needles	1 Box Each	No's	1		
18	Needles 20G	Animal Needles	1 Box Each	No's	1		
19	Ann-vil injection	Pheniramine Maleate 25mg	50ml Bottle	No's	50		
20	Carminative mixture	Animals carminative mixture	450ml Bottle	No's	350		
21	Stomach powder	Animals stomach Powder	Packet/Bottler	No's	350		
22	GP Vaccine	Goat Pox Vaccine (Goats)	Bottle	Dose	4000		
23	CCPP Vaccine	Contagious Caprine pleuropneumonia Vaccine (Sheep and Goats)	Bottle	Dose	4000		
24	FMD Vaccine	Foot and Mouth Disease Vaccine (Sheep, goats & Cattle)	Bottle	Dose	5000		
25	ETV Vaccine	Enterotoxaemia Vaccine (Sheep & goats)	Bottle	Dose	4000		
26	LSD Vaccine	Lumpy Skin Disease Vaccine (Cattle)	Bottle	Dose	1000		
27	BQ Vaccine	Black Quarter Disease Vaccine (Cattle)	Bottle	Dose	1000		
28	HS Vaccine	Haemorrhagic Septicemia Vaccine (Cattle)	Bottle	Dose	1000		
Total							

Delivery Time: _____

NOTE: Please Include Loading / Unloading / Transportation Cost and all Government Taxes.

The bidder agrees and accepts the above mentioned terms and conditions Signature / Stamp: _____

Annex – A-3

PRICE PROPOSAL SHEET / BOQ

SUPPLY OF PORTABLE SOLOR KIT AT SIBI, BALOCHISTAN

Portable Solar Kit

	Item	Specification	Unit	Qty	Rate	Amount
1	Solar Pannel	80W solar panel, mounting and 15-20ft wire.	No's	01		
2	Solar Controller box	Plug & play control box with inbuilt lithium-ion battery (Lithium-ion, 12V 50AH, or better, 3+ year life). With 2 USB + 5V ports for mobile charging.	No's	01		
3	LED Bulb	12V LED bulbs with 12ft wire and on/off switch (each)	Set	04		
4	Padestal Fan	DC 12V, 16-Inch pedestal fan (Sogo/Niwa Eco Air model or equivilant) With male to male 12Ft DC cable	No's	01		
5	USB Cable	Multi-pin mobile charging cable	No's	01		
Total for onr Kit						
Total for 200 Kits			No's	200		

Delivery Time: _____

NOTE: Please Include Loading / Unloading / Transportation Cost and all Government Taxes.

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Annex B
General Information Form

Particulars	Description	Attachments (Annexure Nos.)
Name of the Company		
Address: Telephone, Fax & E-mail		
Year of Establishment (attach any documentary evidence or furnish a statement on Oath)		
Income tax registration number		
Sales Tax registration number		
Earnest Money – PKR: 100,000/- in the shape of pay order or demand draft in favor of TKF	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Banker's name and Contact details		
Experience related to Similar Work. (Completed projects). Please indicate name of client and value of project in a separate annex.		
Assignment/ projects in hand. Please indicate name of client and value of project in a separate annex.		
Annual turnover supported by sales income tax return for the year 2021, 2022 and 2023		
Affidavit: (that the firm has not been blacklisted by private, Govt. Semi Govt. and Autonomous Body)		
Valid medical device supply license issued by regulatory authority.		
Valid Good Distribution Practice for Medical Devices (GDPMD) certification issued by regulatory authority.		

Contact person name & designation: _____

Date: _____ Sign and
Stamp: _____

Note: Attach all the required documents with proper Annexure for ease of reference.

The bidder agrees and accepts the above mentioned terms and conditions Signature / Stamp: _____

Annex C

Technical Proposal Evaluation Criteria

Technical proposal will be evaluated as per the following criteria;

Sr.	Grading	Score(Marks)
1	Experience related to similar assignments/work. At least 5 P.Os / W.Os indicating past experiences of similar nature of work.	20%
3	Assignments / projects in hand	05%
4	Financial Capability (Latest Bank statement January 2023 till September 2023).	10%
5	Adherence to delivery time / completion schedule	10%
6	Experience with NGOs / Government Agencies	05%
7	Tax Returns/Audit Reports (for last three years only)	10%
<u>Total Scores</u>		<u>60%</u>

Note: Weighted core for technical offer would be 60% and 40%for financial offer. Vendor should preferably be in this business for minimum last 3 years.

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