GUJRANWALA WASTE MANAGEMENT COMPANY

Bidding Document

REQUEST FOR TENDER

Procurement No. GWMC/FY 2022-23/25

MISCLLANEOUS ITEMS FOR EID-UL-AZHA 2022

Single Stage Two Envelope

In line with PPRA Rules 2014

Issued on: 06th June, 2022

FOR REFERENCE ONLY

Office Address:
2nd Floor, Gujranwala Chamber of Commerce & Industry Chamber Plaza,
Aiwan-e-Tijarat Road, Gujranwala.
Tel: 055-9200890-92; Email: info@gwmc.com.pk

Dated: **06th June, 2022**

INVITATION TO BID

MISCLLANEOUS ITEMS FOR EID-UL-AZHA 2022 In order to provide sustainable, efficient and improved waste management services on the occasion of Eid-ul-Azha-2022, Gujranwala Waste Management Company (GWMC) invites eligible and well reputed Companies/Contractors/Suppliers who are registered with relevant Tax departments, to indicate their interest for the provision of **MISCLANEOUS ITEMS FOR EID-UL-AZHA 2022** in accordance with PPRA Rules, 2014.

Interested contractors should provide their Technical and Financial Bids separately in one envelope with relevant documents, demonstrating that they have the required qualifications to provide the mentioned goods/services . **Single Stage Two Envelope** bidding procedure shall be adopted as per PPRA Rules 2014.

The estimated cost for item# 1 Rs. 1,849,390/- and for item# 2 is Rs. 862,500/- respectively.

The Bid Security for the sum of **Item# 1 (PKR 42,470/-) and Item# 2 (43,125/-)** only (which is Refundable and as Per Rule # 27 of PPRA Rules, 2014) in the form of CDR/ Bank Draft/ Pay Order in favor of Gujranwala Waste Management Company, must be submitted with the Bid.

The detailed tender document may be obtained from the office of GWMC, immediately after publication of this Tender Notice, after written submission of application in the name of CEO, GWMC, at the cost of **Rs. 4000/- (Non-Refundable)**), to be deposited in "The Bank Of Punjab(Any Branch)" in the Account titled "**Gujranwala Waste Management Company**", A/c # **6580031956800018** during office hours or can be accessed online for information at www.ppra.punjab.gov.pk, www.gwmc.com.pk . Late bids shall be rejected. Bids of only those bidders shall be entertained who purchased the tender document.

The bids must be received by **11:30 hours** in the office of GWMC by registered post/courier or delivered in person on or before **June 20, 2022.** The Technical bids will be opened on the **same date** at **12:00 hours** at the below mentioned address in the presence of bidders or their authorized representatives who choose to attend, with their original CNICs.

For Further information, please contact:

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CHIEF EXECUTIVE OFFICER
Gujranwala Waste Management Company (GWMC),
2nd Floor Gujranwala Chamber of Commerce & Industry,
Chamber Plaza, Aiwan-e-Tijarat Road, Gujranwala
Phone: (+92-55) 9200863, Fax: (+92-55) 9201265,
Ext: 107 & 128
Email: info@gwmc.com.pk

INSTRUCTIONS TO THE BIDDERS

1. The bidder shall seal Financial & Technical Bids, duly signed and stamped, **separately sealed** in one outer envelope **(Single Stage Two Envelope),** in accordance with Rule 38-2 of PPRA Rules, 2014.

2. The successful bidder shall be required to submit a Performance Security in the form of CDR equal to 5% of the value of 'awarded item contract' within seven (07) days of Letter of Acceptance after which the Purchase/Work Order shall be issued accordingly.

3. The prices should be quoted in the local currency i.e. Pak Rupees (PKR), and should be inclusive of all applicable taxes and supply charges.

4. Offers determined to be substantially responsive & qualified to the technical specifications will be invited for Financial Bid opening at the pre-announced date and time . Amongst the technically responsive and qualified bidders, the bidder with ***lowest rates*** will be awarded the contract (subject to fulfillment of all required conditions of bidding document & PPRA Rules, 2014).

5. The bid price shall remain valid for the period of one twenty (120) calendar days counted from the date of opening of the Bid. The Client may request the Suppliers to extend the period of validity for a specified additional period. The Client's request and the Suppliers' responses shall be made in writing. A Supplier may refuse the request for extension of Bid validity in which case he may withdraw his Bid without any penalty. A Supplier agreeing to the request will not be required or permitted to otherwise modify its Bid.

6. No Bid shall be modified after the deadline for submission of Bid.

7. The Client will award the Contract to the Supplier whose Bids has been determined to be substantially responsive and who has offered the lowest evaluated price bid per item. In evaluating the bids, the Supplier will determine by adjusting the price bid by making any correction for any arithmetic errors as follows:

   (a) Where there is a discrepancy between amounts in figures and in words, the amount in words shall govern;
   (b) Where there is a discrepancy between the unit rate and the total value; resulting from multiplying the unit rate by the quantity, the unit rate as quoted shall govern;
   (c) If a Client refuses to accept the correction, his Bid will be rejected.

8. The Client reserves the right to accept or reject all bids, and to cancel the process of competition at any time prior to the award of the Contract, without thereby incurring any liability to the affected Supplier(s).

9. Goods or services must be delivered as per requirement of the client after issuance of Purchase/Work Order/Notification of Award.

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10. The Client, reserves the right to increase or decrease quantities of supplies. *(Quantities can be increased or decreased by 15% of its original quantity/awarded value).*

11. Results of evaluation would be announced as per PPRA Rules, 2014. Suppliers are instructed not to approach the Client after opening of bids until the finalization of award. The Supplier whose Bid has been accepted will be notified of the award by the Client prior to the expiration of the validity period of the Bid, in written. This letter will state the sum that the Client will pay the Supplier in consideration of the supply.

12. Payment(s) shall be made as per the PPRA Rules 2014 after delivery of goods or performance of services and certification of invoice.

13. Delivery of the Goods and performance of services shall be made by the Contractor **AS AND WHEN** required by the Client in accordance with the terms & conditions and delivery schedule of Purchase/Work Order.

14. If the Contractor fails to deliver any or all of the required Goods or to perform the Services within the period(s) specified in the Contract, the Purchaser shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the 0.1% of the Purchase/Work Order value of the goods/services in delay – per day or part thereof Not to exceed an aggregate 10% of the total Purchase/Work Order value, issued by the Client. Once the maximum deduction of 10% of value of Purchase Order is reached, the Purchaser may consider termination of the Contract/Cancellation of Purchase/Work Order and forfeiture of Performance Security.

15. All the Procurement process shall be in-line with PPRA Rules, 2014.

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EVALUATION CRITERIA

(Relevant documents must be attached)

A. TECHNICAL EVALUATION CRITERIA *(MANDATORY)*

1. Legal Status of the Bidder (Business Individual/Sole Proprietor/Partnership Firm/Company)
2. NTN Certificate
3. STRN/PNTN Certificate
4. Bank Statement (Certified Bank Statement in the business' name/bidder's name from Jan 01, 2021 to Dec 31, 2021)
5. Affidavit/ Undertaking for Correctness of Information, Declaration of non-involvement in litigation / black listing and Compliance to the specifications, conditions and provision of required services/goods to GWMC on the defined time lines as mentioned in Terms of Reference of this bidding Document/ Work Order issued*(to be provided on non-judicial e stamp paper of Rs. 100*
6. Proof of experience of related items or as General Order Supplier. (Minimum 2 proof of Experiences must be attached)

B. FINANCIAL EVALUATION CRITERIA

1. Lowest Evaluated Bid Price

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Miscellaneous Items For Eid-ul-Azha- 2022

Sr. No	Item Name	Specifications	UoM	Qty
1	**Lunch Boxes for Eid-ul-Azha- 2022** 1st day Lunch Boxes + Mineral Water (2341 Qty) 2nd day Lunch Boxes + Mineral Water (2341 Qty)	• Mineral Water 500 ml. • Naan 02 • Chicken Piece (Leg/Chest) 250 gms : 01 Pc • Raita/Ketchup: 01 Pc	Box	4682
2	Printed Garbage Bags	• Material: Polyethylene • Bearing Capacity: 20-25 kgs • Quantity of Bags in 1 kg: 9+2 • Size: 30" x 36" • GWMC Logo Print: 12" x 12"	Kg	1500

1- The supplier shall get the sample approved from the client within 2 days of issuance of Letter of Acceptance or Purchase Order (whichever is desired by the client).

2- All items shall be as per approved samples.

3- The supplier shall deliver the ordered quantity at designated site provided by Gujranwala Waste Management Company as per delivery schedule mentioned in Purchase Order.

4- The delayed delivery or/and non-complied services/goods shall be subject to penalty upto 10% of the Purchase Order value.

5- The Bid Security or Performance Security (as the case may be) forfeited in case of non-compliance to terms & conditions and requirements of the client.

6- All costs involved in the supply at designated site shall be borne by the contractor.

7- The delivery shall be executed on designated points within Gujranwala city as communicated by Admin/Operations department.

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PRICE SCHEDULE

Sr. No	Items Description	UOM	Qty	Unit Price	Total Price
			A	B	C = AxB
1.	Lunch Box For Eid-ul-Azha-2022	Box	4682		
2.	Printed Garbage Bags	Kg	1500		

1- The Bidder may quote its prices/rates for any Item or all of above Items and should write NIL against Item not quoted.
2- Evaluation shall be done **on item wise basis** and contract will be awarded accordingly to the lowest bidder.
3- In case of discrepancy between unit price and total, the unit price shall prevail
4- The prices should be quoted in the local currency i.e. Pak Rupees (PKR), and should be inclusive of all supply, transportation charges and installation charges (if any) and admissible taxes as per government policy.
5- Inspection will be carried out at the time of Goods Supply by the client and the contractor/ supplier must ensure the compliance with required specifications.
6- The Bid Security or Performance Security (as the case may be) forfeited in case of non-compliance to terms & conditions and requirements of the client.
7- The delivery shall ONLY be made by the Contractor on the receipt of Purchase Order (mentioning required quantity) from the GWMC (Purchaser).
8- The delivery shall be made by the Contractor **As and When Required** on the receipt of Purchase Order from the GWMC (**Purchaser**).
9- Contractor is required to send original invoice bearing the reference no. of Purchase Order with a copy of Certified Delivery Challan.

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AFFIDAVIT FOR CORRECTNESS OF INFORMATION
AND
DECLARATION FOR NON-INVOLVEMENT IN ANY LITIGATION/BLACKLISTING

(To be printed on PKR 100 E Stamp Paper)

Name of Firm: _____

I/we, the undersigned, do hereby certify that all the statements made in the Forms and in the supporting documents are true, correct and valid to the best of my knowledge and belief and may be verified by employer if the Purchaser, at any time, deems it necessary.

I/we hereby further declare that we are not involved in any litigation / arbitration / black listing by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan.

This is to further certify that we shall comply to the specifications, conditions and ensure availability of required items on the defined time lines as mentioned in Terms of Reference/Technical Specifications of this bidding Document

The undersigned hereby authorize and request the bank, person, firm or corporation to furnish any additional information requested by **Gujranwala Waste Management Company (GWMC)** deemed necessary to verify this statement regarding my (our) competence and general reputation.

The undersigned understands and agrees that further qualifying information may be requested and agrees to furnish any such information at the request of GWMC.

GWMC, undertakes to treat all information provided as confidential.

Signed by an authorized Officer of the firm

Title of Officer: _____

Name of Firm: _____

Date: _____

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