

F.No.121 (02)-FDB/2017-18
Government of Pakistan
M/o National Food Security & Research
Fisheries Development Board

TENDER DOCUMENTS

REGARDING

Supply of Fish Seed (Carp species)

Through Open Competitive Bidding

(Single Stage Two Envelope Procedure)

Tender No:	24-2018/FDB-EDF-PCF
Tender for:	Supply of Fish Seed (Carp Species)
Deadline for Questions:	11:30 AM local Karachi time on May 31, 2018
Due Date:	12:00 PM local Karachi time on May 31, 2018

Fisheries Development Board
Ministry of National Food Security and Research
Government of Pakistan
Plot No. 12, Orchard Scheme, Murree Road
Islamabad

INVITATION FOR BIDS

To: _____

Subject: Invitation of Tender for Supply of Water Quality Testing System

Dear Sir,

TENDER DOCUMENT

Fisheries Development Board (FDB) invites you to quote/bid under single stage two-envelope procedure (one technical and other financial) to supply as detailed in Annexure B. Offers/proposals must be submitted on company's letterhead with complete specifications of offered equipment/item. Offers quoted without a form of a bid, bid security will be rejected. Tender document can be obtained from the FDB office within working hours (0800 to 1600 Hours) till 30-05-2018 against Pay order/cash of Rs. 1,000/- (Rupees One Thousand Only) in favour of Fisheries Development Board.

For all questions and queries, please contact **(Manager Finance & Admin) M. Tauqeer Gul Malik** on malik.tauqeer@fdb.org.pk Telephone: 051 – 9330560, 9330562

Annexures include:

ANNEXURE: A: TERMS & CONDITIONS

ANNEXURE: B: ITEMS TO BE PROCURED

ANNEXURE: C: BID FORMAT

ANNEXURE: D: TECHNICAL OFFER

ANNEXURE: E: FINANCIAL OFFER

ANNEXURE: F: PRELIMINARY SCREENING FOR PROPOSALS

ANNEXURE: G: TECHNICAL EVALUATION CRITERIA

ANNEXURE: H: FINANCIAL EVALUATION CRITERIA

ANNEXURE: I: TOTAL EVALUATED POINTS

ANNEXURE: J: WARRANTY/GUARANTEE CERTIFICATE

Terms and conditions

1. The bids comprise a single package containing **two separate sealed envelopes** are required to be delivered at Fisheries Development Board office, Karachi latest by **11:30** hours **on May 31, 2018**. Tenders will be opened on same date at **12:00** hours in the presence of bidders who desire to attend. Each envelope shall contain separately the financial proposal and the technical proposal. The envelopes shall be marked as "FINANCIAL PROPOSAL" and "TECHNICAL PROPOSAL" in bold and legible letters to avoid confusion. Initially, only the envelope marked "TECHNICAL PROPOSAL" shall be opened. The envelope marked as "FINANCIAL PROPOSAL" shall be retained in the custody of the procuring agency (FDB) without being opened. The financial proposals of bids shall be opened publicly at a time, date and venue announced and communicated to the bidders in advance.
2. Sealed tenders addressed to the Project Director (PCF), Fisheries Development Board, and Karachi, may be dropped in the tender box or mailed through courier, registered post; but it must be ensured that the same reaches our office well in time as late offers will not be considered. The envelopes should be marked clearly with the following information.

Tender No	:	24-2018/FDB
Tender for	:	Supply of Fish Seed (Carp Species)
Due Date	:	May 31, 2018
Offer	:	Technical and Financial
3. **Rates:** The bidder should quote their rates for:-
 - i. Delivered Duty Paid (DDP)/Free Delivery, at FDB inclusive of all Govt. taxes. Details of such taxes to be provided.
 - ii. The bidder should indicate their NTN NO. & Sales Tax registration number.
 - iii. Offer shall be made as per our demanded specs or equivalent.
4. **Earnest Money:** Technical offer must be accompanied with **02%** of total bid value in the form of pay order/ call deposit/ Demand draft in favour of Fisheries Development Board. No offer will be entertained without earnest money. The Earnest Money will finally be adjusted/ refunded on completion of the contract. At any stage if the purchaser feels that the bidder has provided wrong information or the samples are not provided as per the specifications mentioned in their offer, the earnest money will be forfeited.
5. **Delivery, Installation and testing:** Items must be delivered within 30 days after issuance of Purchase Order. Delivery of the ordered items at the Punjab Fisheries Department premises in Lahore will be Supplier's responsibility.
6. **Country of origin:** Must be mentioned on the technical quotations.
7. **Validity:** The offer shall remain valid for our acceptance for 90 Days from the date of opening of tender.

8. **Taxes:**

- i. GST/CED will be paid by the Fisheries Development Board to the SUPPLIER'S on production of a separately numbered "Tax Invoice" showing the amount of sales tax and other details under section 23 of Sales Tax Act-1990.
- ii. As per in vogue GST SRO, 20% of the 17% GST amount will be retained by the FDB and later on submitted in the FBR / Government Treasury, where as 80% of the 17% GST will be paid to the Supplier for onward deposition in FBR/Government Treasury.
- iii. Income tax will be deducted as per rule.
- iv. Any change in taxes/ duties levied by Govt. after opening of bids will be on account of bidder. No change in offer will be accepted later on.

9. **Payment:** All payments will be made through crossed cheque in favour of the **SUPPLIER** in Pak Rupees. The payment mode will be "100 % Payment after Delivery" after satisfactory performance in every aspect and inspection.

Note: Any representation for the delay of payment will not be accepted, until complete required documents have not been received. (Countdown starts when Store receives complete documents).

10. **Late Offers:** The quotations received late (after opening the tender) will not be considered. Cutting/ over writing are not allowed, unless/ until authenticated under proper signature of the authorized person.

11. Publication/Literature/Catalogue in Hard Copies/CDs will be provided along with offer. Moreover the supplier will be bound to provide the following.

- Maintenance Spares to be provided (if applicable).
- Essential Running Spares to be provided (if applicable).
- Certificate of Test Data/Calibration will be provided (if applicable).

12. FDB reserves the right to increase / decrease the quantity as per requirements.

13. Bids will be evaluated in a manner that the items will bring "**value for money**" to the organization. Offers with lower specifications than demanded specs will be liable for rejection.

14. FDB may ask the lowest bidder for any clarification/providing of documents for satisfactory evaluation of offer (if applicable).

15. Those firms are not eligible to participate in the tender whose deliveries of stores are pending/ delayed against any FDB purchase order.

16. Conditional bids may be liable for rejection. Offers with incomplete documentation will be rejected.

17. FDB may ask the lowest bidder to provide a "Certificate" that firm has never been black listed which will be submitted on stamp paper of valuing Rs. 20/-

18. Both technical and financial offers must be submitted in two separate sealed envelopes. Each envelope should contain the documents as under:

<p><u>Technical offer:</u></p> <ul style="list-style-type: none"> i. Bid Format as per Annexure-C. ii. Technical quotation on letterhead without prices on format given at Annexure-C iii. Complete technical catalogues/CDs/broachers etc. iv. 02 % earnest money. 	<p><u>Financial offer:</u></p> <p>Financial Quotation on letter head with prices on the format as per Annexure-E.</p>
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19. **Failure & Termination:** Incase the supplier / contractor failed to deliver the stores within specified delivery period, FDB shall have the following options:-

- i. To recover liquidated damages @ 2% of total purchase order value per month or part thereof will be imposed. The maximum limit of liquidated damages will not exceed 10% of contract value. Such damages shall be recovered from the bills, earnest money and or by withholding any amount due to be paid against this or any other purchase order.
- ii. To purchase from elsewhere, without notice to 'the supplier' but at his/her risk and cost, the stores not delivered within the stipulated period and to recover excess value so paid by FDB from supplier's bills or from security and or to cancel the contract at his/her risk and cost.

20. **Blacklisting:** If the supplier failed to execute order as per laid down terms and conditions in the tender/order or the performance is not satisfactory or are found to be indulging in corrupt or fraudulent practices, the action for blacklisting of firm/ supplier/ contractor will be taken as per PPRA rule 19. In case of any dispute, the case will be referred to FDB Head office (MNFSR), whose decision will be final as per EDF projects.

21. FDB reserves the rights to accept or reject any or all tenders as a whole or in part as per PPRA Rule 33 (1). The decision in this regard will be firm, final and binding on all bidders.

Annexure-B.

ITEMS TO BE PROCURED

S.No.	Particulars	Specification	Unit	Qty (in numbers)	Country of origin	<u>Rate</u>
1	Carp species	Chinese Carps		108,000/-	China	
		Rahu			Bangladesh Nepal Myanmar	
Note: Healthy and active required on site culture able breed and country of origin preferably China or Bangladesh.						

(To be printed on Company's Letterhead)

Bid Format

Tender No : 24-2018/FDB
Due Date : May 31, 2018

1. Bid Bond Value : _____
(To be attached in original with
Technical offer)
2. Complete Technical specifications
& catalog attached. : _____ YES/NO
3. Delivery Schedule : _____
4. Validity of Acceptance : _____
5. Country of Origin : _____
6. Guarantee/ Warranty : _____ YEARS
7. Company full address : _____
Contact Person : _____
Cell # : _____
8. Acceptance of terms & conditions
of tender without any condition. : _____ YES/NO

Sign & Seal

(To be printed on Company's Letterhead)

TECHNICAL OFFER

Tender No : 24-2018/FDB
Due Date : May 31, 2018

S/N o	Description	Qty No	Yes	No	Alternative Offer

Undertaking: We have carefully read the terms and conditions mentioned in tender documents.
We accept all these terms & conditions.

Signature: _____

Name: _____

Designation: _____

Stamp: _____

(To be printed on Company's Letterhead)

FINANCIAL OFFER

Tender No : 24-2018/FDB
Due Date : May 31, 2018

S/No	Description	Qty No	Unit Price (to be quoted excluding GST)	Total Value
1.				
2.				
3.				
4.				
5.				
Total Value:				
GST Amount:				
Net Total Value:				

Undertaking: We have carefully read the terms and conditions mentioned in tender documents.
We accept all these terms & conditions.

Signature: _____

Name: _____

Designation: _____

Stamp: _____

PROPOSALS EVALUATION USING QUALITY AND COST BASED SELECTION (QCBS)

Summary of Procedure:

The evaluation methodology for QCBS consists of three stages mentioned below:

Stage 1: A preliminary screening, to eliminate proposals which do not comply with the basic requirements of the bidding document and bidders who do not meet mandatory eligibility requirements mentioned in **Annexure-F**. All such bids will be rejected without any further evaluation.

Stage 2: A detailed technical evaluation of the bids who qualified the first stage to assess the quality of proposals, using a merit point system mentioned in **Annexure G**. Technical proposals which do not meet the specified minimum score mentioned in **Annexure G** will be eliminated

Stage 3: A financial evaluation as per **Annexure H** and to weight the technical and financial scores to give a total score for each proposal as per **Annexure I**.

The successful proposal will be the bid with the highest total score obtained in **Annexure I**.

(To be printed on Company's Letterhead)

Preliminary Screening for Proposals

Method of Evaluation Used: Quality and Cost Based Selection (QCBS)

Name of the Firm:

Preliminary Checklist:

Sr/N	Item	Submitted	No.
1.	NTN Certificate		
2.	Earnest Money (2 %)		
3.	Undertaking Form for not being black listed		
4.	Financial soundness certificate from scheduled bank		

Remarks:

1. **Selected for Technical evaluation**

2. **Rejected on the basis of not providing mandatory documents**

(To be printed on Company's Letterhead)

Technical Evaluation Criteria

Technical Evaluation of Proposals

Name of the Firm:

Value of quality of proposal = 60%

Quality merit points:

Item of Description of	Maximum Score	Score of the Firm	Criteria for Evaluation
Capabilities and Resources	20		
1. Supplier Profile & Past Experience	10+10		1. Provide complete profile i. A written description of core specialization, expertise, operations and total years of experience, along with experience of working with fisheries sector ii. Provide the list of major buyers, to such systems have been supplied. (Mention their name, complete address nature/type etc.) iii. Provide at least 3 past performance references. Information include the name of these organizations, physical address, name and designation of contact person, telephone number and official e-mail address.
Technical Approach	40		
1. Specifications and data sheets attached	20		Provide the complete specifications of the Equipment, catalogue etc.
2. Country of Origin	20		Local 5 marks, Asian 10 marks, Westerns 20 marks
Delivery Period	20		
1. Delivery time In Weeks	20		The time an Organization will take to deliver equipment (Maximum marks companies quoted 5 weeks)
Warranty	20		
1. Warranty	20		As per details attached with Annexure-J by Supplier
Total Quality Points of the Firm	100		
Minimum Qualifying Marks 50			
Percentage technical points of firm (60%)			Total quality points of firm x 60%

(To be printed on Company's Letterhead)**Financial Evaluation Criteria**

Financial Evaluation of Proposal

Name of Firm:

S/No	Description of items	Qty No	Unit Price (to be quoted excluding GST)	Total Value
6.				
7.				
8.				
9.				
10.				
Total Value:				
GST Amount:				
Net Total Value:				

Cost Merit Points:

Item	Points	Explanation
Cost quoted by the lowest bidder		
Cost points of firm relative to the lowest bidder		
Percentage financial points of firm (40% of e)		(Lowest Bidder Price/Current Bidder Price) x100

Total Evaluated Points

Name of Firm:

Description	Marks
A) Percentage technical points of firm (Annexure-G)	
B) Percentage financial points of firm (Annexure-H)	
Total Points Obtain by Firm (Annexure G+ H)	

(To be printed on Company's Letterhead)

Warranty/Guarantee Certificate

Name of Bidder _____ **Bid Reference Number** _____ **Page** ___ **of** ___

1. We hereby guarantee that the goods supplied against the above contract are in all respect in accordance with the relevant specification and terms of the contract and that the materials used, whether or not of our manufacture, are in accordance with the latest approved standard specifications complete, are of good workmanship/quality throughout , and that we replace free of cost, article or part\ thereof which before use or in use, be found defective, or not within the limits and tolerance of specification requirements or in any way not in accordance with the terms of the contract.

2. In case of our failure to replace the defective stores free of cost within the period specified bellow, we will refund the relevant cost.

3. The warranty period will start after the receipt of stores by the consignee/installation of the equipment.

(Note: Please attach separate sheet mentioning the type of warranty offered and duration of the warranty period in the proposal by indicating the equipment, services, service point / place, and logistics / transportation covered under warranty – detail is required)

Seal Signature & Stamp _____

Name _____

Designation in Firm _____

Date _____