



**GOVERNMENT OF THE PUNJAB**  
**PUNJAB BOARD OF TECHNICAL EDUCATION**  
21-A, KASHMIR BLOCK, ALLAMA IQBAL TOWN, LAHORE  
PHONE: 042-99260277  
**(PROCUREMENT & MAINTENANCE SECTION)**



**INVITATION TO BID**

Punjab Board of Technical Education invites sealed bids from the well reputed bidders having valid and active GST and NTN for Procurement of below mentioned package for PBTE, 21-A Kashmir Block, Allama Iqbal Town, Lahore under national competitive bidding procedure.

Package No.	Package Name	Estimated Cost (Pak Rupees)	5% Bid Security (Pak Rupees)	Bid Opening date and time
PBTE/P&M/2020-21/5	Sports uniform	680,000/-	34,000/-	<b>15. 09. 2020</b> <b>11:30 a.m</b>

Tender documents can be obtained from Estate Section of PBTE Lahore or can be downloaded from PPRA and PBTE websites after depositing of Rs: 500/- (Non-refundable) in UBL, Allama Iqbal Town branch Lahore up to 14 -09 -2020. Sealed bids along with bid security (original should be placed in technical bid) in the form of Pay Order / CDR / Demand Draft / Banker's Cheque favoring "Secretary Punjab Board of Technical Education" should reach the office of Secretary PBTE on or before **15 - 09-2020 till 11:00 A.M** which will be opened on the same day as per schedule given above in the presence of the bidders / representatives. Procurement process will be governed under PPRA Rules 2014. Single stage one envelope bidding procedure will be followed.

**FAQIR MUHAMMAD KAYFI**  
**SECRETARY**  
**PUNJAB BOARD OF TECHNICAL EDUCATION**  
21-A Kashmir Block, Allama Iqbal Town Lahore, Pakistan  
Tel: 042-99260277

**Govt. of the Punjab**  
**Punjab Board of Technical Education**  
**(PBTE)**



**STANDARD BIDDING DOCUMENT**  
**FOR**

**PROCUREMENT OF SPORTS UNIFORM FOR PBTE TO BE MADE UNDER  
SINGLE STAGE ONE ENVELOP PROCEDURE 2020-2021.**

<b>Bid Reference No:</b>	PBTE /P&M /2020-2021/ 05	
<b>Package Name:</b>	SPORTS UNIFORM	
<b>Method of Procurement</b>	Single Stage One Envelope (Accumulative Cost basis Least Cost Method)RULE (38)(1)	
<b>Last date of issuance of bidding Documents:</b>	14-09-2020	
<b>Last Date &amp; Time of Receipt of Bids</b>	15-09-2020	Till 11:00 A.M.
<b>Opening Date &amp; Time</b>	15-09-2020	At 11:30 A.M

Name and Signature of Bidder  
with official stampDated:

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**Name and Signature of Bidder**  
**with official stamp Dated:**

**INSTRUCTIONS TO BIDDERS**

1. Single stage one envelope procedure will be adopted as per Rule 38 (1) of Punjab Procurement Rules 2014.
2. Erasing, cutting/ overwriting should be avoided. However, in case of erasing, cutting / overwriting, the same shall properly be signed.
3. Envelopes should be properly sealed so that contents of the bid are fully enclosed and cannot be known until duly opened.
4. Bid No. and Package Name should clearly be written on top left corner of the envelope.
5. Address and contact No. of the bidder on the envelope should be written.
6. Bids will publically be opened on the exact date and time given in the advertisement in the presence of the bidders / authorized representatives who may choose to be present.
7. The bid should be properly page numbered along with index. Separators should be used for differentiation of various documents.
8. Bidders are also required to state, in their bid, the name, title, contact number (landline, Mobile) fax number and e-mail address of the authorized representative through whom all communications shall be made until the process has been completed.
9. All bids must be received in the office of the **Secretary Punjab Board of Technical Education**, 21-A, Kashmir Block, Allama Iqbal Town, Lahore, within due date and time as mentioned in the invitation to bid / advertisement.
10. The Procuring agency will not be responsible for any costs or expenses incurred by bidders in connection with the preparation or delivery of bids.
11. Bidding documents should properly be signed and stamped.
12. Item wise total price and grand total price, in words and figures should be quoted at the respective columns of the Form of Bid.
13. Bidders must submit bids on the basis of complete scope of work. Any bidder offering partial scope of work shall be rejected as non-compliance in terms of PPR-2014.
14. No bid will be accepted after closing date and time.
15. The total quoted price must be inclusive of all applicable taxes and duties as per prevailing Govt. rules, transportation / delivery, etc. in Pak Rupees.
16. Evaluation of bid shall be made on accumulative cost basis of complete package, conforming to the required specification as given in Form of Bid.
17. Bidders should accept all the terms & conditions of bidding documents and conditional bid should not be submitted.
18. Joint proposal shall not be accepted.

**Name and Signature of Bidder**  
**with official stamp Dated:**

19. Bid must be accompanied with bid security (refundable) 5% of estimated cost of **Rs. 34,000/-** in shape of CDR / Pay Order / Demand Draft / Banker Cheque in the name of Secretary PBTE. Tender received without bid security will be considered non responsive
20. The bidder must be active tax payer.
21. Bidder shall submit NTN and GST Registration Certificates.

**Name and Signature of Bidder**  
**with official stamp Dated:**

## Bid Form

To:

**Secretary**  
**Punjab Board of Technical Education, Lahore.,**  
**21-A, Kashmir Block, Allama Iqbal Town, Lahore.**  
**Tel. No. 042-99260277**

Dear Sir ,

Having examined the bidding documents the receipt of which is hereby duly acknowledged, for the above Contract, we, the undersigned, offer to **Sports uniform in all respect**, in conformity with the specifications in the bidding documents as per the following price.

Sr.#	Item name	Specification	Size X /L	Size L	Size M	Qty	Quoted brand	Unit rate inclusive all taxes	Total amount with all taxes
1	2	3	4	5	6	7	8	9	10= (7x9)
1.	Track suits	1. Trinda best quality 2. Kit color: Board Logo Color green 3. Board logo in white circle border 4. Board name with logo and numbering on back side in white color	50	75	75	200			
2.	T- Shirts	1. Half sleeve with collar 2. Board name with logo and numbering on back side. 3. Color Same as above	50	75	75	200			
3.	Nickers	1. Double pockets	Standard size			150			
<b>Grand total</b>									

(Amount of Grand total in Words \_\_\_\_\_)

We understand that the purchaser intends to award the contract for all/ any category to the lowest bidder. We will not claim any additional cost in respect of aforesaid Sports Uniform due to any variations during the warranty period. We undertake, if our Bid is accepted to complete the Work in accordance within the given time period.

We understand that the process of procurement is governed by PPRA Rules 2014. However, any additional conditions specified in the bidding document shall remain applicable.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2020

**Note: All applicable taxes at the time of payment will be deducted Charge in the rate of bid tax announced by the Govt. from time to time will be applicable.**

**Name and Signature of Bidder**  
**with official stamp Dated:**

**FORM FOR AWARD OF CONTRACT (CONTRACT AGREEMENT)**

This agreement is made in the presence of the witnesses named below on this \_\_\_\_ day of 2020 at \_\_\_\_\_ between PBTE Lahore (hereinafter called "the Purchaser") and \_\_\_\_\_ (hereinafter called "the Supplier").

Whereas the Purchaser invited bids for **supply of sports uniform, in all respect**, at 21-A, Kashmir Block Allama Iqbal Town, Lahore and has accepted a bid by the Supplier for the supply, sports uniform in the sum of Rs. -----(hereinafter called "the Contract Price").

Sr.#	Item name	Specification	Size X/L	Size L	Size M	Qty	Quoted brand	Unit rate inclusive all taxes	Total amount with all taxes
1	2	3	4	5	6	7	8	9	10= (7x9)
1.	Track suits	1.Trinda best quality 2.Kit color: Board Logo Color green 3.Board logo in white circle border 4.Board name with logo and numbering on back side in white color	50	75	75	200			
2.	T- Shirts	1. Half sleeve with collar 2.Board name with logo and numbering on back side. 3.Color Same as above	50	75	75	200			
3.	Nickers	2. Double pockets	Standard size			150			
<b>Grand total</b>									

Now this agreement witnesses as follow:

1. In this agreement words and expressions shall have the same meanings as are respectively assigned to them in the bid document referred to.
2. The following documents shall be deemed to form and be read and construed as part of this agreement, viz., the:
  - (a) Invitation to bid as publicized / advertised by the Purchaser
  - (b) Bidding document as bought from the Purchaser
  - (c) Specifications of items
  - (d) Form of Bid
  - (e) Undertaking submitted by the bidder along with the bid papers
  - (f) Supply order for supplying the selected items etc.
  - (g) General and special conditions regarding procurement as given in the bidding documents.
  - (h) This contract agreement as executed between the Purchaser and the Supplier.
  - (i) The Bid Security and the Performance Guarantee.

**Name and Signature of Bidder**  
**with official stamp Dated:**

3. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the goods and services and to replace the defective items in conformity and in all respects with the provisions of the award of contract.

4. The purchaser hereby covenants to pay the supplier in consideration of the provision of the goods and services and replace the defective items therein, the contract price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

5. All disputes or differences between the parties in connections with or arising out of this agreement shall be settled through arbitration in accordance with the provisions of Punjab Procurement Rules 2014. The Chairman PBTE is the arbitrator and his decision will be final.

In witness whereof, the parties have hereinto set their respective hands and seals the day and the year hereinto before set forth.

<u>Purchaser</u>	<u>Supplier / Contractor</u>
Signature: _____	Signature: _____
Name: _____	Name: _____
Designation: _____	Designation: _____
Date: _____	Date: _____

**WITNESS:**

1. \_\_\_\_\_

2. \_\_\_\_\_

**Name and Signature of Bidder  
with official stamp Dated:**



**TERMS & CONDITIONS**

**1. Scope of Work**

Procurement will be based on accumulative cost basis following least cost method. Bidders must submit bids of all items of a package. Lowest evaluated successful bidder will be responsible for delivery of all items at consignee's end in safe, sound condition.

**2. Procurement Procedure and Method of Procurement**

Single stage one envelope bidding procedure will be adopted following least cost method on accumulative cost basis

**3. Validity of Bids**

The bids shall remain valid for a period of 90 days from the date of opening of bids. Further extension if required be obtained as per Punjab Procurement Rules 2014.

**4. Currency**

Firm and final rates should be quoted in PAK Rupees.

**5. Govt. Taxes and Transportation Charges**

The total quoted price must be inclusive of all applicable taxes as per prevailing Govt. rules, duties, transportation, commissioning charges etc. in Pak Rupees.

**6. Preparation of bids/ Proposals**

Proposal / bid must be prepared as per instructions of bidding documents. The bid / proposal should be properly page numbered along with index. Separators should be used for differentiation of various documents.

**7. Rates on the Form of Bid**

Rates should be quoted on the attached prescribed Form of Bid. Bidder shall fill all blank columns of the Form of Bid. In case bidder desires to quote higher specifications, the same should be provided in the respective columns of the Form of Bid against the specific item. **Brand of each & every items must be quoted.**

**8. Sale Tax**

The sale tax cannot be included / added for the items which are exempted for sale tax as per 3<sup>rd</sup> schedule of sale tax act, 1990 if any bidder included sale tax in their bid the same will be excluded from the quoted price while comparative statement / analyses.

**Name and Signature of Bidder  
with official stamp Dated:**

**9. Alternative Bids**

More than one bid / offer / tender of a package will not be considered from the same bidder. Further, alternative bid / bids of an item / items shall not be considered.

**10. Verification**

Procuring agency can verify any or all documents / information submitted by the bidder. In case of bogus documents and wrong information the same would not be considered and the bid shall be liable to be rejected.

**11. Change place of Delivery**

Procuring agency may change the place of delivery at any time during the procurement proceeding.

**12. Packing and Condition of Sports Uniform.**

All sports uniform supplied must be in original form / packing. All sports uniform must be genuine, brand new, non-refurbished, un-altered in any way, as per required specification, and imported (if any) through proper channel.

**13. Provision of Sample**

The procuring agency can demand sample of any item for checking the performance / quality of the same. On satisfactory performance / quality of the sample, the bidder will be responsible for delivery of the same. In case performance / quality of the sample are un-satisfactory the procuring agency can reject the same and the bid will be technically dis-qualified. Provided samples will be retained by Procuring Agency for evidence.

**14. Comprehensive Warranty / Maintenance.**

Bidders must provide six months free comprehensive onsite warranty, which must include labor / maintenance / replacement and any other related service. Warranty period will be started from issuance of completion certificate on successful delivery and final inspection to keep the supplied items functional during the warranty period.

**15. Acceptance of Arithmetical Errors**

In case of discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the bidder does not accept the correction of the errors, its bid will be rejected and its bid security will be forfeited.

**Name and Signature of Bidder  
with official stamp Dated:**

**16. Submission of Bids**

The interested bidders should submit bids of the complete package on the basis of "single stage one envelope procedure". All bids must be received in the office of Secretary Punjab Board of Technical Education, 21-A Kashmir Block, Allama Iqbal Town, Lahore, within due date and time as mentioned in the Invitation to Bid / Advertisement.

**17. Opening of Bids**

Bids will publically be opened by the Standing Procurement Committee in the presence of bidders or their representatives who may choose to be present, as per date, time and venue mentioned in the invitation to bid.

**18. Evaluation**

Evaluation of bids shall be made on accumulative cost basis of complete package following least cost method, conforming to the required specification as given in Form of Bid and other conditions mentioned in the bidding documents. In case bidder quoted items are of higher or better specification, his / her bid will be treated responsive, and finally the evaluation will be made on accumulative cost basis.

**19. Method of Selection of Lowest Evaluated Bidder**

Lowest evaluated bidder will be selected on accumulative cost basis following least cost method of the complete package. The bidder which meets the required minimum specification, other conditions mentioned in the bidding documents and having lowest price will be selected as lowest evaluated bidder.

**20. Award of Contract and Procurement Order**

Contract will be awarded to the lowest evaluated bidder for complete package. The contractor must submit performance guarantee @ 10% of the contract amount within 10 days of the award of contract. After receipt of performance guarantee Procurement Order will be issued. In case of non-submission of performance guarantee @ 10% of the contract amount within 10 days of the award of contract, the bid security will be forfeited and contract will be terminated.

**21. Repeat Order**

The contractor may provide deliverable items on repeat order up to (15% of the original procurement order) under the provision of Punjab Procurement Rules, 2014, if asked for.

**Name and Signature of Bidder  
with official stamp Dated:**

## **22. Rejection of the Bid**

Bids will be rejected in case of the following:

- a. Received after due date and time.
- b. Bidding documents are unsigned / unstamped.
- c. The bid is conditional.
- d. The bid is from a bidder who is black listed, by any Government / Semi-Government Department / Autonomous Bodies in any part of Pakistan
- e. The bid is received by telephone/ telex/ fax/ telegram/E-mail.
- f. Offering partial scope of work / incomplete bids
- g. Bid Security is not attached with the bid OR lesser in amount than required OR not in favor / name of Secretary PBTE. OR submit bid security other than the form mentioned in the tender advertisement.
- h. If the bidder is not active tax payer from FBR.
- i. If the provided samples are of sub-standard.

## **23. Inspection**

- i. The inspection shall be conducted at the premises of the final destination.
- ii. The procuring agency may reject the delivered items which fail to conform to the technical specification or provided samples, in inspection the contractor shall replace the rejected goods / items within fifteen working days, free of cost.
- iii. The PBTE's post-delivery right to inspect, where necessary, rejects the goods / items shall in no way be limited or waived by reason of pre-delivery inspection, passing of the goods.

## **24. Payment Mode**

Payment will be made through cross cheque after complete delivery at consignee premises, and successful final inspection. The contractor shall provide all necessary supporting documents along with invoice for payment.

## **25. Taxes**

Procuring Agency shall deduct all applicable taxes at the prevailing rate prescribed by the Govt., from all payments submitted by the contractor. Change in the rate of tax announced by the Govt. from time to time will be applicable.

## **26. Penalty**

In case of late delivery, of goods / items, beyond the period specified in the bidding documents, a delay penalty @ 0.2% per day of the late delivered items shall be imposed on the supplier up to a maximum of 10% of the contract amount.

**Name and Signature of Bidder**  
**with official stamp Dated:**

**27. DELIVERY**

The lowest evaluated successful bidder will be responsible for delivery, complete in all respect as mentioned in the Form of Bid in safe and sound condition at its own risk & cost within the time period mentioned in the Procurement Order.

Delivery period can be extended on the written request of the contractor, giving compelling reasons for delay in delivery. The acceptance / rejection of request for extension in delivery period is the sole discretion of the procuring agency. In case of non-delivery within the stipulated time period or extended time period (if granted) by the competent authority on above reasons for delay, the procuring agency may cancel the procurement order of only non-delivered items and forfeit the performance security.

**FORMAT OF ALL SECURITIES REQUIRED**

**1. Bid Security**

All bids accompany the bid security as demanded in the invitation to bid in the form of CDR / DD/ PO / Banker's cheque in favor of Secretary PBTE. In case of withdrawal of bid after opening of bids, or non-compliance of the procurement order/ procurement contract, the bid security will be forfeited.

**2. Performance Guarantee**

The successful bidder must furnish to the procuring agency the performance guarantee @ 10% of the contract amount within 10 days of award of contract. The performance guarantee can be submitted in the shape of CDR, Pay Order, Bank Draft, and Banker Cheque only, issued by the scheduled bank valid for six months. In case of expiry of performance guarantee, the contractor shall renew the performance guarantee valid for warranty period, if required by the procuring agency. Performance guarantee will be returned after warranty period. In case of non-satisfactory services and non-compliance of procurement order / procurement contract in terms of supply of any item / good and quality, the performance guarantee will be forfeited.

**3. Release of Bid Security**

Bid Security of unsuccessful bidders will be released after signing of contract agreement with the successful bidder. Bid Security of successful bidder will be released after complete / successful inspection.

**Name and Signature of Bidder  
with official stamp Dated:**

**ARBITRATION**

In case of any dispute between the procuring agency and the contractor after the procurement contract, the dispute should be resolved through Arbitration.

**BLACK LISTING**

The procuring agency may, for a specified period, debar a bidder or contractor from participating in any public procurement process of the procuring agency, if the bidder or contractor has:

- (a) Acted in a manner detrimental to the public interest or good practices.
- (b) Consistently failed to perform his obligation under the contract.
- (c) Not performed the contract up to the mark; or
- (d) Indulged in any corrupt practice.

Black listing mechanism will be followed as per Punjab Procurement Rules 2014.

**COMMUNICATION**

In case of any problem regarding preparation and submission of bids, Assistant Secretary (P&M) PBTE may be contacted on the below mentioned address:

Assistant Secretary (P&M)  
Estate Section,  
Punjab Board of Technical Education,  
21-A, Kashmir Block, Allama Iqbal Town, Lahore.  
Tel: 042-99260277(Ext 137)

**Name and Signature of Bidder  
with official stampDated:**

## **CERTIFICATE**

- A. We undertake that our Firm M/s\_\_\_\_\_ is not black listed by any Government / Semi-Government Department / Agency / Autonomous Bodies in any part of Pakistan.
- B. We undertake that in case our bid is accepted, the goods to be supplied under the contract agreement will be genuine, brand new, non-refurbished, un-altered in any way, as per required specification, imported (if any) through proper channel.
- C. We have read all terms & conditions and undertake to abide by all Terms & Conditions mentioned in this Tender Document.
- D. We also hereby categorically confirm that the proposal / bid offered by us complies to particulars and specification as given in the Bidding Documents.
- E. It is certified that quoted rates against each item are as per market rate and we will refund the excess amount, in case we offered the same items at lowest rate anywhere in Pakistan.

**Name and Signature of Bidder**  
**with official stamp Dated:**

**CHECK LIST / GUIDELINES FOR BIDDERS**

All bidders are requested to read the under mentioned checklist carefully and ensure that the under mentioned all requirement are met for the preparation and submission of their bids:

<b>Sr. No.</b>	<b>Requirement</b>	<b>Yes / No</b>
01.	The bidder is active tax payer throughout the procurement process.	
02.	Bid Security as demanded in the invitation to bid is available in the bid.	
03.	Bid reference and package at top left corner of the envelope is marked.	
04.	No item of a package missed and rates of all items in a package quoted.	
05.	No Erasing, cutting/ overwriting made. If made the same is properly signed and stamped.	
06.	Envelopes are properly sealed.	
07.	Name, title, contact number (landline, Mobile) fax number and e-mail address of the authorized representative provided.	
08.	Bids are addressed to Secretary PBTE 21-A, Kashmir Block, A.I.T, Lahore.	
09.	All pages of bidding documents are properly signed and stamped at the given place.	
10.	Item wise and grand total are quoted at the respective columns of the Form of Bid.	
11.	Firm and final rates are quoted in PAK Rupees.	
12.	Literature / manual / brochure (in Urdu / English) placed in the bid, is in conformity with the required specifications of items.	
13.	Quoted bids are inclusive of all taxes, duties, transportation charges etc. in Pak Rupees.	
14.	Rates are quoted on the attached prescribed Form of Bid.	
15.	Avoid calculation or arithmetic error. In case of any discrepancy it will be dealt as per Clause 13 of bid document.	
16.	Bid is submitted within due date and time.	
17.	Bid is not conditional.	
18.	Certificate at the end of bidding documents is signed and stamped.	
19.	Read and understand all the bidding documents.	
20.	Address and contact No. of the bidder on the envelope is written.	

**Name and Signature of Bidder**  
**with official stamp****Dated:**