



Tender Number: TSE-212206107332

Published Dated: 6/1/2022

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**Balochistan Education Fondation**  
**BIDDING DOCUMENT FOR**

**Repair & Maintenance of Vehicles**

**(FINANCIAL PROPOSAL)**

**TSE-212206107332**

**NAME OF BIDDER:**

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(To be filled-in by the Bidder)

**Letter of invitation for Bids:**

Sealed Tenders are invited under the Balochistan Public Procurement Rules (BPPR) - 2014 by the **Balochistan Education Fondation** from “Eligible Bidders” dealing in Sales and after - sale services (as applicable) of **Repair and Maintenance of Vehicles** as per details contained here - under:...

Bidding Information	Particulars
Designation of Procurement Officer	Procurement Officer
Postal Address of the Procuring Agency	Quetta
Phone Number & Fax Number	0812301812 ,
E-Mail Address & Website (If Available)	nisar@bef.org.pk
Bidding Procedure	Single Stage One Envelope Bidding Procedure
Issuance of Bidding Documents	<p>From <b><u>HOUSE # 01/10/11, SHALIMAR CITY, NEAR NADRA VERIFICATION CENTER, AIRPORT ROAD, QUETTA</u></b> during working hours up-to one working day prior to the opening of bids and from BPPRA Website <a href="http://www.bppra.gob.pk">www.bppra.gob.pk</a> <b>TSE-212206107332</b></p> <p><b>Note: Downloaded Bidding document DOES NOT REQUIRE signature and stamp of the procurement officer and can freely be downloaded and used from BPPRA website</b></p>
Deadline for Submission of Bids	Date <b>June 16, 2022</b> & Time <b>10:30 AM</b> through courier or may be dropped in the <b>Tender Box</b> at the office of the Procuring Agency or the place of <b>Bid Opening</b>
Bidding Document Fee	<p>Amount: 500 PKR. In the form of: Cash Deposit</p> <p><b>Submission of Bidding Document fee is not a requirement for issuance of the Bidding Document. It will be checked during the eligibility evaluation</b></p>
Bid Security	<p>Amount: 2.00 % of the Bid Value</p> <p>Manner of Payment: Deposit at Call in favor of : Balochistan Education Fondation</p>
Performance Security	No
Bid Validity Period (Days)	90 Days.

**Eligibility Criteria for Bidders:**

S.No.	Bidders Eligibility Factor	Requirement	Document Required
1	Similar Assignment	3 Assignments of Similar Nature and Complexity	Copy's of Supply Order's with relevant completion certificate's or Inspection Report's
2	Turn Over	Turn over of at least 5 PKR Amount in 3 Subsequent Previous Years	Supporting Bank Certificate of Company's Bank Account
3	Active Tax Payer	Presence in Active Tax Payer List	NTN Certificate
4	Sales Tax	Sales Tax Certificate	GST Registration Certificate
5	Blacklisting	The bidding firm must not be currently blacklisted by any procuring agency of Pakistan	Daclaration of non blacklisting on company letter head by the bidder
6	Provision of Samples	The Bidder may provide sample of quoted items to be examined by the procurement committee as and when required	During technical examination the samples would be examined as the case may be

7	Lab Test	Must agree for complete procedure of Lab test and entire expense of it (where applicable).	Entire lab test expenses shall be borne by the firm/ supplier
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**NOTE: It is mandatory for the bidders to meet all the above-mentioned requirements of eligibility. In-case of not meeting any single requirement, the Bid shall be declared as "NON-RESPONSIVE"**

**Scope Of Work:**

**Repair and Maintenance of Vehicles**

Purchase of Items and repair of work of vehicles is required for smooth running of vehicles in avoiding hindrances.

**Data-Sheet of the Assignment**

S. No.	Item Name	**Qty	Item Details / Specification	Mandatory
1	78181501-Vehicle body repair or painting service	1	<ul style="list-style-type: none"> <li>● <b>Tyre:</b> Tyre 175-70 R13 (Imported) Quantity 16 Unit for Car Cultus</li> </ul>	Yes
2	78181501-Vehicle body repair or painting service	1	<ul style="list-style-type: none"> <li>● <b>Engine Overhauling:</b> Complete Engine Overhauling (for Cultus QAW-8555)</li> </ul>	Yes
3	78181501-Vehicle body repair or painting service	1	<ul style="list-style-type: none"> <li>● <b>Side Indicator:</b> 01 set required side indicator (for Cultus QAW-8556)</li> </ul>	Yes

4	78181501-Vehicle body repair or painting service	1	<ul style="list-style-type: none"> <li>● <b>Front Rear Bumper with color:</b> 01 unit required Front Rear Bumper with color (for Cultus QAW-8557)</li> </ul>	Yes
5	78181501-Vehicle body repair or painting service	1	<ul style="list-style-type: none"> <li>● <b>Kainchi with Bushes:</b> 01 set required Kainchi and Bushes (for Cultus QAW-8558)</li> </ul>	Yes

6	78181501-Vehicle body repair or painting service	1	<ul style="list-style-type: none"> <li>● <b>Back Hub:</b> 02 unit required Back Hub (for Corolla Saloon 2D QAM-5005)</li> </ul>	Yes
7	78181501-Vehicle body repair or painting service	1	<ul style="list-style-type: none"> <li>● <b>Centre Bairing:</b> 01 Unit required Centre Bairing (for Double Cabin VIGO 5L QAP-5932)</li> </ul>	Yes

8 78181501-Vehicle body repair or painting service

1

● **First Aid Box:** 08 Unit required First Aid Box with Medicines

Yes




**\* Samples of each item must be provided by the Bidder (where applicable)**

\* Brand names & model numbers (if any) referred-to in this tender document are only for reference purpose in the light of BPPRA Rules - 2014 # 13(1), however **ALL** offers in conformity with the generic specification shall be evaluated as equal.

**Not Allowed**

**Method of Procurement Used:**

Procedure of bidding shall be **“Single stage - One envelope bidding procedure”** as per Rule # 41 (2) of the Balochistan Public Procurement Rules 2014.

**Instructions for Bidders:**

For more details please see the relevant section

**FINANCIAL EVALUATION OF BIDS**

S. No.	Item/s Name / Model & description	Quantity	Responsive Bidder 1 Yes/ No		Responsive Bidder 2 Yes/ No		Responsive Bidder 3 Yes/ No	
			Unit Price Exclusive of TAX	Total Price	Unit Price Exclusive of TAX	Total Price	Unit Price Exclusive of TAX	Total Price
1	78181501-Vehicle body	1						
	repair or painting service							
2	78181501-Vehicle body	1						
	repair or painting service							
3	78181501-Vehicle body	1						
	repair or painting service							
4	78181501-Vehicle body	1						
	repair or painting service							
5	78181501-Vehicle body	1						
	repair or painting service							
6	78181501-Vehicle body	1						
	repair or painting service							
7	78181501-Vehicle body	1						
	repair or painting service							
8	78181501-Vehicle body	1						
	repair or painting service							
9	78181501-Vehicle body	1						
	repair or painting service							
10	78181501-Vehicle body	1						
	repair or painting service							
11	78181501-Vehicle body	1						
	repair or painting service							
12	78181501-Vehicle body	1						
	repair or painting service							
13	78181501-Vehicle body	1						
	repair or painting service							
14	78181501-Vehicle body	1						
	repair or painting service							
15	78181501-Vehicle body	1						
	repair or painting service							
16	78181501-Vehicle body	1						
	repair or painting service							
17	78181501-Vehicle body	1						
	repair or painting service							
18	78181501-Vehicle body	1						
	repair or painting service							
19	78181501-Vehicle body	1						
	repair or painting service							
20	78181501-Vehicle body	1						
	repair or painting service							
21	78181501-Vehicle body	1						
	repair or painting service							
22	78181501-Vehicle body	1						
	repair or painting service							
23	78181501-Vehicle body	1						
	repair or painting service							

<b>24</b>	78181501-Vehicle body	1						
	repair or painting service							
<b>25</b>	78181501-Vehicle body	1						
	repair or painting service							
<b>26</b>	78181501-Vehicle body	1						
	repair or painting service							
<b>27</b>	78181501-Vehicle body	1						
	repair or painting service							
<b>28</b>	78181501-Vehicle body	1						
	repair or painting service							
<b>29</b>	78181501-Vehicle body	1						
	repair or painting service							
<b>30</b>	78181501-Vehicle body	1						
	repair or painting service							
<b>31</b>	78181501-Vehicle body	1						
	repair or painting service							
<b>32</b>	78181501-Vehicle body	1						
	repair or painting service							
<b>33</b>	78181501-Vehicle body	1						
	repair or painting service							
<b>34</b>	78181501-Vehicle body	1						
	repair or painting service							
<b>35</b>	78181501-Vehicle body	1						
	repair or painting service							
<b>36</b>	78181501-Vehicle body	1						
	repair or painting service							
<b>37</b>	78181501-Vehicle body	1						
	repair or painting service							
<b>38</b>	78181501-Vehicle body	1						
	repair or painting service							
<b>39</b>	78181501-Vehicle body	1						
	repair or painting service							
<b>40</b>	78181501-Vehicle body	1						
	repair or painting service							
<b>41</b>	78181501-Vehicle body	1						
	repair or painting service							
<b>42</b>	78181501-Vehicle body	1						
	repair or painting service							
<b>43</b>	78181501-Vehicle body	1						
	repair or painting service							
<b>44</b>	78181501-Vehicle body	1						
	repair or painting service							
<b>45</b>	78181501-Vehicle body	1						
	repair or painting service							
<b>46</b>	78181501-Vehicle body	1						
	repair or painting service							

**Bid Security & Performance Security:**

1. The Bids must be accompanied with Bid Security in the form of Bank Guarantee or Deposit at scheduled bank @ 2% (2% of the total bid value favoring the Call from a
2. Performance Security @% of the Total Bid value) in the form of Pay Order, Demand Draft, Bank Guarantee, or Insurance Bond (by AA ranking Insurance Company) favoring the shall be required to be provided by the bidder at the time of acceptance of Supply Order/ award of contract.

**Submission of Bids:**

Sealed Tenders (Single Envelope containing bids) must reach the office of the **Procurement Officer** in accordance with the Letter of Invitation for Bids, through courier or may be dropped in the **Tender Box** at the office of the **Procurement Officer**

**Opening of bids:**

The proposals will be opened on the same day/ last day declared for submission for bids **on June 16, 2022 at sharp 11:30 AM** in the Office of in presence of the bidders who want to be present in the Bid opening session.

## Evaluation Criteria:

Selection of the successful bidder shall be based on

## **"Least-Cost Selection Method"**

which means, "Lowest Financial bid, received from Eligible Bidders" (as specified under the heading of the "Letter of invitation for Bids - Eligibility Criteria for Bidders") Procedure for which is as follows:

The procedure shall be applied on knock-down basis as follows:

1. **Bidders Eligibility Assessment.** Initial evaluation of the proposals shall be carried-out by the **PROCUREMENT COMMITTEE** subsequent upon fulfilment of requirements of the eligibility criteria laid down under the heading of "Letter of Invitation for Bids - Eligibility Criteria for Bidders" and Bidders shall be categorized as:

- i. Eligible Bidders
- ii. Ineligible Bidders

2. **Rejection of Proposals from Ineligible Bidders.** Proposals from Ineligible Bidders shall be declared "Non-Responsive", consequently shall **NOT** be accepted for any further evaluation and their Bid security shall be released upon their written request.

3. **Package wise Evaluation:** The Bids received from the Eligible Bidders shall then be evaluated by the **"the Procurement Committee."** The Proposal shall be evaluated Package wise on specifications / requirements (as stated in the Data-Sheet) compared with specifications mentioned in the bid. The Financial Bids of the Eligible Bidders conforming to the required specifications will be announced publicly.

4. **Return of Proposals of Ineligible Bidders & preparation of Evaluation Report.** The Proposals not fulfilling the specification as per the Data Sheet shall be declared as "Non-Responsive", consequently shall **NOT** be accepted for any further evaluation:

- i. Their financial proposals shall not be considered.
- ii. Their Bid security shall be released upon their written request.
- iii. If the work can be split among multiple vendors and evaluation is being done on item-wise basis, then a Firm shall only be Non-Responsive for specific items in which it does not meet the minimum qualification. And may be recommended for items in which it is responsive.
- iv. Evaluation Report shall be prepared duly signed by all the members of the **Procurement Committee**, giving **REASONS** for;
  1. Acceptance of the Eligible Bids and;
  2. Rejection of the Ineligible Bids

5. **Financial Evaluation.** Financial Proposal of the Eligible Bidders shall be publicly announced in the **same/next** meeting by the Procuring Agency. Financial Evaluation Report /Comparative Statement of the "Proposals" shall be prepared by the **Procurement Committee** as per the format given hereunder. Subsequently, the prepared Financial Evaluation Report shall duly be signed by all the members of the Procurement Committee.

6. **Recommendation of Procurement Committee & Uploading of Evaluation Report.** After the Evaluation of the Bids, this Report shall be called as the "Evaluation Report". This Evaluation Report must clearly state, justification for acceptance of lowest evaluated Bid, and reasons for non-acceptance of all other Bids. Consequently, lowest financial Bidder among the "Eligible Bidders" shall be recommended for the Award of Contract by the **Procurement Committee**. The Procuring Agency shall upload this Bid Evaluation Report at the website of Balochistan Public Procurement Regulatory Authority, at-least ten days prior to the award of Contract. Copy of the same shall also be provided to bidders upon their written request.

7. **Award of Contract.** Contract for Supply of the Item/s to the recommended Bidder/s shall be placed with the lowest evaluated bidder/s (**"Lowest Financial Bid, received from Eligible Bidder/s, for each item"**)

/package”) after ten days of uploading of the Evaluation Report at B-PPRA Website.

**Tender Price Assessment and Tax liability**

**i. Tender Price Assessment Mechanism**

1. Initially, Eligibility of Bidders as required under the heading “Letter of invitation for Bids” shall be assessed by the “Procurement Committee” during the evaluation in the following manner:

<b>FORMAT FOR ASSESMENT OF BIDDERS ELIGIBILITY</b>				
<b>Bidders Eligibility Factor</b>	<b>Requirement</b>	<b>Bidder 1</b>	<b>Bidder 2</b>	<b>Bidder 3</b>
		<b>YES / NO</b>	<b>YES / NO</b>	<b>YES / NO</b>
Similar Assignment	3 Assignments of Similar Nature and Complexity			
Turn Over	Turn over of at least 5 PKR Amount in 3 Subsequent Previous Years			
Active Tax Payer	Presence in Active Tax Payer List			
Sales Tax	Sales Tax Certificate			
Blacklisting	The bidding firm must not be currently blacklisted by any procuring agency of Pakistan			
Provision of Samples	The Bidder may provide sample of quoted items to be examined by the procurement committee as and when required			
Lab Test	Must agree for complete procedure of Lab test and entire expense of it (where applicable).			

2. Firm must score “YES” in all requirements of the eligibility criteria to be categorized as Eligible. “NO” to any requirement of the eligibility criteria, by any bidder shall render the Firm as Ineligible.
3. The Financial Bids of the Eligible Bidders shall be evaluated on the format prescribed hereunder:

**FINANCIAL EVALUATION OF BIDS**

S.No.	Items Name	Quantity	Eligible Bidder 1 Yes/No		Eligible Bidder 2 Yes/No		Eligible Bidder 3 Yes/No	
			Unit Price Exclusive of TAX	Total Price	Unit Price Exclusive of TAX	Total Price	Unit Price Exclusive of TAX	Total Price
1	78181501-Vehicle body repair or painting service  ( <b>Tyre</b> : Tyre 175-70 R13 (Imported) Quantity 16 Unit for Car Cultus)  ( <b>Seat Cushion</b> : 04 sets required of Seat Cushion for Cultus)  ( <b>Floor Carpet</b> : 04 Set required of Floor Carpet for Cultus)  ( <b>Foot Mate Plastic</b> : 04 sets required of Foot Mate Plastic for cultus)  ( <b>Repair of all Doors</b> : Repair of all doors of 04 Cultus Vehicles)	1						
2	78181501-Vehicle body repair or painting service  ( <b>Engine Overhauling</b> : Complete Engine Overhauling (for Cultus QAW-8555))  ( <b>Water Body</b> : 01 unit required Water Body (for Cultus QAW-8555))  ( <b>Fan Belt</b> : 01 unit required Fan Belt (for Cultus QAW-8555))  ( <b>Wind Screen</b> : 01 unit required Wind Screen (for Cultus QAW-8555))  ( <b>Dash Board</b> : 01 unit required Dash Board (for Cultus QAW-8555))	1						
3	78181501-Vehicle body repair or painting service  ( <b>Side Indicator</b> : 01 set required side indicator (for Cultus QAW-8556))  ( <b>Bonat Jali</b> : 01 unit required Bonat Jali (for Cultus QAW-8556))	1						

Cultus QAW-8556))



	<p>( <b>Mud Guard Shield:</b> 01 unit required Mud Guard Shield (for Cultus QAW-8556))</p> <p>( <b>Diki Side Glass:</b> 01 unit required Diki Side Glass (for Cultus QAW-8556))</p> <p>( <b>Diki Board:</b> 01 unit required Diki Board (for Cultus QAW-8556))</p> <p>( <b>Wheel Cup:</b> 01 Set required Wheel Cup (for Cultus QAW-8556))</p> <p>( <b>Back Light:</b> 01 unit required of Back Light (for Cultus QAW-8556))</p> <p>( <b>Kainchi Bush:</b> 01 set required Kainchi Bush (for Cultus QAW-8556))</p>							
4	<p>78181501-Vehicle body repair or painting service</p> <p>( <b>Front Rear Bumper with color:</b> 01 unit required Front Rear Bumper with color (for Cultus QAW-8557))</p> <p>( <b>Shocks Rear &amp; Front:</b> 01 unit required Shocks Rear &amp; Front (for Cultus QAW-8557))</p> <p>( <b>Steering Box:</b> 01 unit required Steering Box (for Cultus QAW-8557))</p> <p>( <b>Kainchi and Bushes:</b> 01 set required Kainchi and bushes (for Cultus QAW-8557))</p> <p>( <b>Battery:</b> 01 Unit required Battery 55A (for Cultus QAW-8557))</p> <p>( <b>Radiator:</b> 01 Unit required Radiator (for Cultus QAW-8557))</p> <p>( <b>Side Indicators:</b> 01 set required Side Indicators (for Cultus QAW-8557))</p>	1						
5	<p>78181501-Vehicle body repair or painting service</p> <p>( <b>Kainchi with Bushes:</b> 01 set required Kainchi and</p> <p>Bushes (for Cultus QAW-8558))</p>	1						

	<p>( <b>Front Shock:</b> 01 set required Front Shock (for Cultus QAW-8558))</p> <p>( <b>Steering Box:</b> 01 unit required Steering Box (for Cultus QAW-8558))</p> <p>( <b>Front &amp; Back Leather:</b> 01 set required Front &amp; Back leather (for Cultus QAW-8558))</p> <p>( <b>Distributor Packing:</b> 01 Unit required Distributor Packing (for Cultus QAW-8558))</p> <p>( <b>Front Light:</b> 01 set required Front Light (for Cultus QAW-8558))</p>							
6	<p>78181501-Vehicle body repair or painting service</p> <p>( <b>Back Hub:</b> 02 unit required Back Hub (for Corolla Saloon 2D QAM-5005))</p> <p>( <b>Front Leather:</b> 01 set required Front Leather (for Corolla Saloon 2D QAM-5005))</p> <p>( <b>Disk Plate:</b> 01 set required Disk Plate (for Corolla Saloon 2D QAM-5005))</p> <p>( <b>Engine Foundation:</b> 01 set required Engine Foundation (for Corolla Saloon 2D QAM-5005))</p> <p>( <b>Wheel Alignment:</b> Complete Wheel alignment (for Corolla Saloon 2D QAM-5005))</p> <p>( <b>Repair of Door with wiring:</b> Complete repair of door with wiring (for Corolla Saloon 2D QAM-5005))</p>	1						
7	<p>78181501-Vehicle body repair or painting service</p> <p>( <b>Centre Bairing:</b> 01 Unit required Centre Bairing (for Double Cabin VIGO 5L QAP-5932))</p>	1						

	<p>( <b>Front Leather:</b> 01 unit required Front Leather (for Double Cabin VIGO 5L QAP-5932))</p> <p>( <b>Cooler Pipe:</b> 01 unit required Cooler Pipe (for Double Cabin VIGO 5L QAP-5932))</p> <p>( <b>Engine Foundation:</b> 01 set required Engine Foundation (for Double Cabin VIGO 5L QAP-5932))</p> <p>( <b>Pump Atomizer Repair:</b> Complete Pump atomizer repair (for Double Cabin VIGO 5L QAP-5932))</p> <p>( <b>Half Kit of Key:</b> 01 unit required Half kit of Key (for Double Cabin VIGO 5L QAP-5932))</p>							
8	<p>78181501-Vehicle body repair or painting service</p> <p>( <b>First Aid Box:</b> 08 Unit required First Aid Box with Medicines)</p> <p>( <b>Tool Box:</b> 05 unit required Tool Box with necessary tools)</p> <p>( <b>Labour Charges:</b> Complete Labour Charges for all work)</p>	1						

4. Bid/s found to be financially lowest among the Responsive Bids shall be recommended for the award of contract.

**Terms and Conditions:**

**ii. Tax Liability**

1. Complete Tax liability is to be borne by the Vendor.
2. Quoted prices shall be inclusive of all applicable Taxes, be filled item-wise as per the afore-mentioned format at Para-2 and may not be applied to the sub-total of the package.
3. In-case of any Tax exemptions, exemption certificate from the concerned Tax Office / Regional Tax Office pertaining particularly to this case may be provided; otherwise taxes shall be deducted as per Government Policy / Rules.

**CURRENCY & BID VALIDITY**

Bid Validity Period (Days): 90

These Instructions are being given for strict compliance by the Bidders. **Failure to fulfill any instruction given here-under may result in dis-qualification of the Bid/s.**

Financial Proposals shall be prepared on following lines: -

1. Sealed Envelope containing the Financial Proposal should clearly state:
  - a. **“Name of Bidder”**
  - b. **“Name of Tender”**
  - c. **“Financial Proposal”**
2. The portion of Financial Proposal of this bidding document duly filled, supported with Bidder’s covering Letter be attached as the Financial Proposal of the bidder
3. Following information should be attached/contained in the Financial proposal:-
  - a. Original Bid Security (If required by the Procuring Agency)
  - b. Taxes must be included along-with the price of each item
  - c. Financial Bid shall be prepared on the Bidders Letter Head in the following format:

A	B	C	D	E	F
S.No	Item Name	Quantity	Unit Price	Income Tax + GST	Total Price (Including Taxes)
A	B	C	C	E	$(C \times D) + E = F$
1					
2					
3					
4					
5					

4. Serial Numbers of items must be quoted as mentioned in the “Bidding Document” (in-case of difference in serial numbers between “Bidding Documents” and “Financial Bid” the bid may qualify for rejection.
5. No technical detail / specification may be mentioned in the financial bid. In-case of multiple offers/ items quoted against a single item, each item may be distinguished as option # a, b, c etc. against the respective Serial No.
6. Offer must be quoted on TCA (Total Cost of Acquisition) basis at the risk & cost of the bidder. This means:
  - i. ALL costs (including duties, taxes & other Govt. payables) incurred up-to delivery at the designated location of the Procuring Agency
  - ii. Loading, unloading and other labor charges
  - iii. Complete services as required in the schedule of requirements of this bidding document
  - iv. Cost including fixation, assembling, dismantling etc. (As & where applicable)
7. Taxes must be included along-with the price of each item
8. In-case of any Tax exemptions, exemption certificate from the concerned Tax Office / Regional Tax Office pertaining particularly to this case may be provided; otherwise taxes shall be deducted as per Government Policy / Rules



## **INSTRUCTIONS FOR PREPARING TECHNICAL BID**

These Instruction are being given for strict compliance by the Bidders. **Failure to fulfill any instruction given here-under may result in dis-qualification of the Bid/s.**

Proposals shall be prepared on following lines: -

1. Sealed Envelope containing the Technical Proposal should clearly state:
  - a. **“Name of Bidder \_\_\_\_\_”**
  - b. **“Name of Tender \_\_\_\_\_”**
  - c. **“TECHNICAL PROPOSAL”**
2. The portion of Technical Proposal of this bidding document duly filled, supported with Bidder's covering Letter and the technical Bid on Bidders Letter Head be attached as the Technical Proposal.
3. Technical Proposal shall be prepared keeping in view the specifications provided in the Data Sheet and the schedule of requirements.
4. Following information should be attached/contained in the Technical Proposal: -
  - a. Receipt of payment of **Bidding Document Fee** (If required by the Procuring Agency)
  - b. **Completion time**, which means; time consumed in delivery to the designated location of the Procuring Agency, time required for demonstration, fixation, installation, commissioning & training (as the case may be) of the delivered Items
  - c. Documentary **evidence of fulfillment of eligibility criteria** for Bidders as required by the Procuring Agency.
  - d. Documentary evidence of **fulfillment of complete schedule of requirements as per evaluation criteria** including technical, administrative and service requirements of the Procuring Agency
  - e. **Brochure** / technical literature of the quoted items
  - f. **Description of status** as Dealership / authorization from the manufacturer / authorized importer / distributor / manufacturer / retailer etc. (as the case may be) as required by the Procuring agency in the schedule of requirements
  - g. Description of post-sales services / service contract stating the **terms of sales and after-sales support** (as the case may be) as required by the Procuring agency in the schedule of requirements
  - h. **Guaranty/Warranty** details. (As applicable) as required by the Procuring agency in the schedule of requirements.
  - i. **Format of Product genuineness** / method of Product verification from the Manufacturer, such as unique Product code etc. (Where applicable) as required by the Procuring agency in the schedule of requirements.
  - j. Every page of the **Bid must be numbered, signed & stamped** by the authorized representative.
5. Attachment of any document not demanded by the Procuring Agency at instruction 4 of “Instruction for preparation of Technical Bid” is strictly prohibited and may result in disqualification of bid.

**Evaluation Criteria for Single Stage Two Envelope:** Selection of the successful bidder shall be based on the **Least-Cost Selection Method** which means, **“Eligible Bidder quoting items at the lowest financial cost”**

The procedure shall be applied on knock-down basis as follows: -

1. **Bidders Eligibility Assessment.** Initial evaluation of the Technical proposals shall be carried-out by the **PROCUREMENT COMMITTEE**, as per the requirements of the eligibility criteria laid down under the heading of “Letter of Invitation for Bids – Eligibility Criteria for Bidders” in the following manner:

Bidders Eligibility Factor	Requirement	Bidder 1	Bidder 2	Bidder 3
		YES / NO	YES / NO	YES / NO
Registration with Income Tax	Copy of NTN attached?			
Registration with Sales-Tax	Copy of GSTRN attached?			
Relevant Experience	<b>For Self-experienced / Old Firms:</b> ___ No. of Supply Orders with relevant completion certificate or Inspection Report of successfully completed similar assignments attached?			
	<b>For In-experienced / New Firms:</b> Signed & stamped copy of MoU / JV or Agreement of support, with a Firm fulfilling the above-mentioned criteria duly attested by Notary Public attached?			
Financial Capacity	Bank Certificate of Company’s Bank Account certifying annual turn-over of PKR. ___ For the past _ years attached?			
Agreement with all the terms & conditions	Signature & company seal at every page of bidding document affixed?			
Delivery time	Is the quoted completion time within the stipulated time period?			
Any other relevant factor	(To be specified by the Procuring Agency if required)			

- i. Firm must score “YES” in all requirements of the eligibility criteria to be categorized as Eligible. “NO” to any requirement of the eligibility criteria, by any bidder shall render the Firm as Ineligible.
  - ii. Subsequent upon said assessment, Bidders shall be categorized as:
    1. Eligible Bidders
    2. Ineligible Bidders
2. **Return of Financial Proposals from Ineligible Bidders.** Proposals from Ineligible Bidders shall be declared “Non-Responsive”, consequently shall **NOT** be accepted for any further evaluation:
  - i. Their Financial Proposals shall be returned without being opened.
  - ii. Their Bid security shall be released upon their written request.
3. **Item-wise / Package-wise (Select 1 option) Evaluation.** The Bids received from Eligible Bidders shall then be evaluated by the **TECHNICAL MEMBER / COMMITTEE OR THE PROCUREMENT COMMITTEE ITSELF** (If the required items are not technically complex) for conformance with the required technical qualification (which includes specification, schedule of requirements and all other administrative and legal requirements as stated in the Data-Sheet) on **Item-wise / Package-wise (Select 1 option)** basis, in the following manner:



- i. Bids conforming to the required technical qualification shall stand Responsive, hence will qualify for Financial Bid opening. All proposals shall be categorized as:
    1. Responsive Proposals
    2. Non-Responsive Proposals
4. **Return of Non-Responsive Proposals.** Proposals not conforming to the required technical, administrative or legal requirements shall be declared as “Non-Responsive” and consequently shall **NOT** be accepted for any further evaluation:
  - i. Their financial proposals shall be returned without being opened.
  - ii. Their Bid security shall be released upon their written request.
  - iii. If the work can be split among multiple vendors and evaluation is being done on item-wise basis, then a Firm shall only be Non-Responsive for specific item/s in which it does not meet the minimum technical qualification. And may be recommended for item/s in which it is technically responsive.
  - iv. Technical Evaluation Report shall be prepared duly signed by all the members of the Procurement Committee, giving **REASONS** for;
    1. Acceptance of the Eligible & Responsive Bid/s and;
    2. Rejection of the Ineligible &/OR Non-Responsive Bid/s
  - v. Technical Evaluation concludes at this stage.

5. **Financial Evaluation.** Financial Proposals of the Responsive Technical Proposals shall be publicly opened in the same/ next (Select 1 option) meeting as specified in this document under the heading of “Letter of Invitation for Bid”. Financial Comparative Statement / Evaluation Report of the “Responsive Proposals” shall be prepared by the **PROCUREMENT COMMITTEE** in the following manner:

<b>FINANCIAL EVALUATION OF BIDS</b>					
<b>S.#</b>	<b>Item Name</b>	<b>Item Description</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Total Price</b>
1.	Cultus	Tyre 175-70 R13 (Imported)	16 Nos		
		Seat Cushion	04 Sets		
		Floor Carpet	04 Sets		
		Foot Mate Plastic	04 Sets		
		Repair of All Doors	04 Vehicles (Cultus Car)		
2.	QAW-8555 (Cultus)	Engine Overhauling	Complete		
		Water Body	01		
		Fan Belt	01		
		Wind Screen	01		
		Dash Board	01		
3.	QAW-8556 (Cultus)	Side Indicator	01 set		
		Bonat Jali	01		
		Mud Guard Shield	01		
		Diki Side Glass	01		
		Diki Board	01		
		Wheel Cup	01 Set		
		Back Light	01		
		Kainchi Bush	01 Set		
4.	QAW-8557 (Cultus)	Front Rear Bumper with color	01		
		Shocks Rear & Front	01		
		Steering Box	01		
		Kainchi and Bushes	01 set		
		Battery 55A	01		
		Radiator	01		
		Side Indicators	01 set		
5.	QAW-8558 (Cultus)	Kainchi with bushes	01 set		
		Front Shock	01 set		
		Steering Box	01 set		
		Front & Back Leather	01 set		
		Distributor packing	01		
		Front light	01 set		
6.	QAM-5005 (Corolla Saloon 2D)	Back Hub	02		
		Front Leather	01 set		
		Disk Plate	01 set		
		Engine Foundation	01 set		
		Wheel alignment	complete		
		Repair of door with wiring	Complete		
7.	QAP-5932 (Double Cabin VIGO)	Centre Baring	01		
		Front Leather	01		
		Cooler Pipe	01		

		Engine Foundation	01 set		
		Pump atomizer repair	complete		
		Half kit of Key	01		
8.	Other Items	First Aid Box with Medicine	08		
		Tool Box with necessary tools	05		
		Labour charges for all work	complete		

i. Subsequently, the prepared Financial Evaluation Report shall duly be signed by all the members of the Procurement Committee.

6. **Recommendation of Procurement Committee & Uploading of Evaluation Report.** After Technical and Financial Evaluation of the Bids, both the Technical & the Financial Evaluation Reports shall be combined, this Report shall be called the “Evaluation Report”. The Evaluation Report must clearly state justification for acceptance of lowest evaluated Bid/s, and reason/s for non-acceptance of all other Bids. Consequently, lowest financial Bidder among the “Eligible and Responsive Bidders” shall be recommended for the Award of Contract by the **PROCUREMENT COMMITTEE**. The Procuring Agency shall upload this Bid Evaluation Report at the website of Balochistan Public Procurement Regulatory Authority under the relevant TSE number, at-least ten days prior to the award of Contract. Copy of the same shall be provided to bidders upon their request.
7. **Award of Contract.** Contract for Supply of Item/s to the recommended Bidder/s i.e. the lowest evaluated bidder/s (**“Eligible Bidder/s quoting Technically Responsive items at lowest Financial cost, for each item / Complete Package” (Select 1 option)**), shall be placed after ten days of uploading of the Evaluation Report at B-PPRA Website.

## **INSTRUCTIONS FOR PREPARING FINANCIAL PROPOSAL**

These Instruction are being given for strict compliance by the Bidders. **Failure to fulfill any instruction given here-under may result in dis-qualification of the Bid/s.**

Financial Proposals shall be prepared on following lines: -

1. Sealed Envelope containing the Financial Proposal should clearly state:
  - a. **“Name of Bidder ”**
  - b. **“Name of Tender ”**
  - c. **“Financial Proposal”**
2. The portion of Financial Proposal of this bidding document duly filled, supported with Bidder’s covering Letter be attached as the Financial Proposal of the bidder
3. Following information should be attached/contained in the Financial proposal :-
  - a. Original Bid Security
  - b. Original Performance Security (If required by the Procuring Agency)
  - c. The Financial Bid on the bidders letter head in the following format:

<b>S. No.</b>	<b>Item Name / Model No. / Description</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Total Price</b>
1				
2				
3				
4				
5				

- d. Any other information relevant to the technical aspect of the items deemed necessary by the Bidder to mention.
4. Serial Numbers of items must be quoted as mentioned in the “Bidding Document” (in-case of difference in serial numbers between “Bidding Documents” and “Financial Bid” the bid may qualify for rejection.
5. No technical detail / specification may be mentioned in the financial bid. In-case of multiple offers/ items quoted against a single item, each item may be distinguished as option # a, b, c etc. against the respective Serial No.
6. Offer must be quoted on TCA (Total Cost of Acquisition) basis at the risk & cost of the bidder. This means:
  - i. ALL costs (including duties, taxes & other Govt. payables) incurred up-to delivery at the designated location of the Procuring Agency
  - ii. Loading, unloading and other labor charges
  - iii. Complete services as required in the schedule of requirements of this bidding document
  - iv. Cost including fixation, assembling, dismantling etc. (As & where applicable)
7. Taxes must be included along-with the price of each item
8. In-case of any Tax exemptions, exemption certificate from the concerned Tax Office / Regional Tax Office pertaining particularly to this case may be provided; otherwise taxes shall be deducted as per Government Policy / Rules
9. Every page of the Bid must be numbered, signed & stamped by the authorized representative.

## **GENERAL TERMS & CONDITIONS**

1. Items will be delivered within 07 days or earlier on receipt of supply order.
2. Items must be delivered at BEF office, House # 01/10/11, Shalimar City, near NADRA verification Centre, Airport Road, Quetta within the time limit mentioned in the supply order.
3. No transportation and carriage charges will be paid for delivery.
4. Income Tax & Sales Tax will be deducted as per Government rules.
5. Warranty period of the items must be mentioned in quotations which should not be less than one year.
6. If any fault/defect occurs in the equipment during the warranty period, it will be done/replaced by the supplier at his own risk and cost.
7. Free services after sale if any may be indicated in quotations.
8. The bids will be evaluated as per specifications laid down in tender document for the equipment proposed for purchase. The bids which will not according to prescribed specifications of the equipment and terms and conditions of tender, will not be entertained. The supplier will have to sign a contract agreement/letter of acceptance with BEF.
9. The bid with lowest cost conforming to the specifications and other prescribed conditions shall be considered for issuance of Supply Order.
10. No advance payment will be made to the contractor. The payment will only be made on successful supply of the items.
11. Any other terms or conditions deemed necessary by the procuring agency.

### **Instructions for Bidders/ Suppliers**

1. The bid must be submitted in original tender documents obtained online from from the office of the **Balochistan Education Foundation HOUSE # 01/10/11, SHALIMAR CITY, NEAR NADRA VERIFICATION CENTER, AIRPORT ROAD, QUETTA** as a cash payment of Rs.500
2. The bidder must quote the specification and rates of all items mentioned in data sheet, otherwise will be considered as non-responsive.
3. The bidder must quote the rate of each item separately and should be valid up to 30.06.2022.
4. The tender must be submitted on the printed pad of the firm/ supplier in sealed cover and the original receipt of tender fee must be attached with the bidding documents.
5. The bidder shall submit all documents relevant to the “eligibility criteria for bidder and Technical evaluation criteria” mentioned above.
6. Firm/ company/ supplier blacklisted by any department are not eligible to participate in the bid.
7. The offer shall remain open for acceptance for the period of (30) days from the date of opening of tender.
8. The contractor cannot sublet or assign the whole or any part of the contract to any other company/firm/ person.
9. The contractor shall obtain all the information pertaining to contract before submitting the tender; otherwise, no reason will be acceded.
10. Only one authorized representative is allowed to attend the bid opening meeting.
11. The Purchaser, reserves the right to increase or decrease quantities of supplies

1. Complete Tax liability is to be borne by the Vendor
2. Quoted prices shall be inclusive of all applicable Taxes, be filled item-wise as per the aforementioned format and may not be applied to the sub-total of the package.
3. In-case of any Tax exemptions, exemption certificate from the concerned Tax Office / Regional Tax Office pertaining particularly to this case may be provided; otherwise, taxes shall be deducted as per of Balochistan Rules.

### **CURRENCY & BID VALIDITY**

1. Tenders must be quoted in Pakistani Rupees (PKR).
2. Validity of the bid would be 90 days from the date of Tender opening.

**DECLARATION BY THE BIDDER**

I solemnly undertake that:

- a. Having read, understood & made myself aware of all the Terms & conditions mentioned in this Bidding Document & the Rules, Regulations & Policies of the Government of Balochistan, governing the procurement & financial matters, **AGREE, ACCEPT & UNDETAKE TO ABIDE BY THE SAME.**
- b. The information provided in this form is correct to the best of my knowledge & in the event of change; details will be provided as soon as possible

Name & Designation \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Company stamp.