

GOVERNMENT OF THE PUNJAB
MINES & MINERALS DEPARTMENT
Office of the
MINES LABOUR WELFARE COMMISSIONER
35-A, GOR-II, Bahawalpur House, Lahore.

PROFORMA TENDER ENQUIRY FOR PURCHASE OF UNIFORM ITEMS TO MLW
SCHOOLS ON FREE DELIVERY TO CONSIGNEE BASIS SCHEDULE INVITATION
TO TENDER

Tender No.	MLW/W-27(1)/2016/	Uniform
	MLW/W-27(2)/2016/	Jersey
	MLW/W-27(3)/2016/	Shoes & Socks
Date of Receipt:	15-11-2016 At 12:00 P. M.	
Date of opening:	15-11-2016 At 12:30 P. M.	
Delivery period:	Within 45 days after issuance of supply order.	
Name and address of contractor to whom tender issued.	<hr/> <hr/> <hr/>	

Note:- Please read the following note and instructions carefully:-

1. Any offer not received as per terms and conditions of the tender Enquiry is liable to be ignored. No offer shall be considered if:-
 - i) Received without **Bid Security @ 2% of total offered value** for the items mentioned in this tender;
 - ii) **Bid Validity:** a) Bids shall remain valid for a period of Sixty (60) days after opening of Technical Bid prescribed by the Procuring Agency. A bid valid for a shorter period shall be rejected by the Procuring Agency as non-responsive.
b) The Procuring Agency shall ordinarily be under an obligation to process and evaluate the bid within the stipulated bid validity period i.e., within seven (7) working days of opening of **technical bids**. However, under exceptional circumstances and for reasons to be recorded in writing, if an extension is considered necessary, all those who have submitted their bids shall be asked to extend their respective bid validity period. Such extension shall be for not more than the period equal to the period of the original bid validity.
c) **Bidders who,**
 - (i) Agree to the Procuring Agency's request for extension of bid validity period shall not be permitted to change the substance of their bids; and
 - (ii) Do not agree to an extension of the bid validity period shall be allowed to withdraw their bids, if any.
 - iii) Bid will be rejected if:
 - a) It is received after the time and date fixed for its receipt;
 - b) The tender is unsigned;
 - c) The offer is ambiguous;

- d) The offer is conditional;
 - e) The offer is from a firm black-listed or suspended with the Mines & Minerals Department.
 - f) The offer is received by telegram;
 - g) Offer received with shorter validity than required in tender enquiry; and
 - h) The offer is for store not conforming to specification indicated in the tender enquiry.
2. All tenders must be submitted in double cover. The outer cover should indicate the name of the addressee, tender number and date of opening but not be name of the firm which must appear in the inner envelope clearly mentioning tender number and name of the firm. The envelope must be properly sealed.
 3.
 - (a) If the acceptance of tender issued during the validity period of the offer is not accepted by the tenderers, the Earnest Money shall be forfeited and the store will purchase at his risk and expense.
 - (b) In case, the offer is withdrawn, amended or revised during the validity period of the offer, the Earnest Money is liable to be forfeited.
 - (c) In case, the contractor fails to execute the contract strictly in accordance with the terms and conditions laid down in the contract at his risk and expenses.
 4. The buyer reserves the right to claim compensation for the loss caused by delay in the delivery of store.

SPECIAL INSTRUCTIONS

1. The store is required by the consignee within stipulated period / date mentioned in the contract. However, the tenderers are required to indicate their own guarantees earliest date by which the store will be supplied by them.
2. Tenders should be addressed to **Mines Labour Welfare Commissioner, Punjab, Mines & Minerals Department, Govt. of the Punjab.**
3. Tenderers should quote their final rates both in words as well as in figures.
4. The successful tenderers may be required to furnish performance security deposit @ **10%** in the shape of deposit at Call in favour of **“The Mines Labour Welfare Commissioner, Punjab”** within the period specified in Advance Acceptance of Tender, failing which repurchase shall be made at their risk and expense from the 2nd lowest.
5. **Any conditional, ambiguous** or called incomplete offer in any respect shall be ignored. No supplementary or revised offer after the opening of tenders shall be entertained.
6. Tenderers should supply the store in full quantity at the office of Mines Labour Welfare Commissioner, Punjab, 35-A, GOR-II, Bahawalpur House, Lahore for inspection with the prior indication in writing to conduct the inspection of store; *whereas the store will be supplied at the consignee's end i.e. Mines Labour Welfare Schools at Makerwal, Dandot, Pidh & Dhok Burj (Jhelum).*
7. Tenderers should specifically indicate their General Sales Tax, N.T.N, with Income-Tax Department and Professional Tax registered with the Central Excise Department (in case of local supplier/manufacturer).

8. Any erasing/cutting/crossing etc. appearing in the offer must be properly signed by the person, signing the tender. Moreover, all pages to the tender must also be properly signed. Offers with any over-writing shall in no circumstances be accepted.
9. The quotation should be submitted on the basis of accounting unit specified in the invitation to Tender.
10. (a) A certificate should be given by the tenderers that they will be responsible for the free replacement of stores, if the same is found to be substandard and or at variance with the specification given in the tender enquiry. In case a similar store offered is at variance with the specification given in the tender enquiry, the tenderers must clearly identify variation in their offers. Store offered of a specification superior to the one specified in the tender enquiry shall however be acceptable.
(b) In case indigenous store is offered as a store similar to that specified in the Tender Enquiry, the tenderers shall within seven days of the opening of the tender have the said stores, wherever, possible, pre-inspected by the Inspection Wing at their own cost.
(c) Where offers have been invited for specified brands, offers for other brands shall not be acceptable.
11. Stores should be brand new and in original manufacturers packing.
12. **2% earnest money** of the total value of offered quantity in shape of call deposit in favour of "Mines Labour Welfare Commissioner, Punjab, Mines & Minerals Department, Lahore must be attached. However, earnest money will be refunded to the unsuccessful tenderers after placing order with the successful bidder.

13. Bidding Procedure:

Single Stage – two envelopes bidding procedure shall be applied:
(Tender must be submitted according to the Bidding Procedure of PPRA under Punjab Procurement Rules, 2014 on ***Single Stage Two Envelope Bidding Procedure***)

- i) The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal;
- ii) The envelopes shall be marked as "**FINANCIAL PROPOSAL**" and "**TECHNICAL PROPOSAL**"; in bold and legible letters to avoid confusion;
- iii) initially, only the envelope marked "TECHNICAL PROPOSAL" shall be opened;
- iv) the envelope marked as "Financial Proposal" shall be retained in the custody of the procuring agency without being opened;
- v) The procuring agency shall evaluate the technical proposals in the manner prescribed in advance, without reference to the price and reject any proposal which does not conform to the specified requirements;
- vi) During the technical evaluation no amendments in the technical proposal shall be permitted;
- vii) The financial proposals of bids shall be opened publicly at a time, date and venue announced and communicated to the bidders in advance;
- viii) After the evaluation and approval of the technical proposal the procuring agency, shall at a time within the bid validity period, publicly open the

financial proposals of the technically accepted bids only. The financial proposal of bids found technically non-responsive shall be returned unopened to the respective bidders; and

ix) The bid found to be the lowest evaluated bid shall be accepted.

14. Unloading and stacking charges at consignee's end will be borne by the supplier.

15. Each page of the tender documents i.e. tender form will be signed by the tenderers along with name and affix rubber stamp.

16. The contract as a whole should be governed by the terms and conditions as laid down in the Punjab Procurement Rules, 2014.

17. In case of store of imported origin;

- a) A certificate should be given by the tenderers that store shall be brand new and in the original packing of the manufacturer.
- b) A certificate should be given by the tenderers that they will be responsible for free replacement of store, if not found suitable for demand.
- c) Import documents shall be produced at the time of inspection to ensure that stores offered for inspection are imported, brand new and in the original packing of the manufacturer.
- d) The tenderers should undertake that the security may be forfeited if they fail to furnish the import documents at the time of inspection or to the purchase of store at their risk and expense.
- e) 100% payment will be allowed on receipt of inspected and accepted store by the consignee who shall issue the N.O.C. for payment to the authorized representative of the firm, duly receipted within a period of 10 days.

18. Testing charges of sample / samples against the tender / advance bulk supplies will be borne by the tenderers / contractor irrespective of the result of the sample / samples.

19. Clarification of Bidding Documents

A prospective Bidder requiring any clarification of the bidding documents may notify the Procuring Agency in writing at the Procuring Agency's address indicated in the Invitation for Bids. The Procuring Agency shall respond in writing to any request for clarification of the bidding documents, which it receives not later than seven (07) days prior to the deadline for the submission of bids prescribed in the Invitation for Bids. Written copies of the Procuring Agency's response (including an explanation of the query but without identifying the source of inquiry) shall be sent to all prospective Bidders that have received the bidding documents.

20. Amendment of Bidding Documents

- a) At any time prior to the deadline for submission of bids, the Procuring Agency, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, may modify the bidding documents by amendment.
- b) All prospective Bidders that have received the bidding documents shall be notified of the amendment in writing or by phone, and shall be binding on them.
- c) In order to allow prospective Bidders reasonable time in which to take the amendment into account in preparing their bids, the Procuring Agency, at

its discretion, may extend the deadline for the submission of bids. Amendment notice to that effect shall be communicated in the same manner as the original invitation to bid.

21. Corrupt or Fraudulent Practices

The Procuring Agency requires that all Bidders/ Suppliers/ Contractors observe the highest standard of ethics during the procurement and execution of such Contracts. In pursuance of this policy, the Procuring Agency:

- a. defines, for the purposes of this provision, the terms set forth below as follows:
 - I. **“corrupt practice”** means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in Contract execution; and
 - II. **“fraudulent practice”** means a misrepresentation of facts in order to influence a procurement process or the execution of a Contract to the detriment of the Procuring Agency, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Procuring Agency of the benefits of free and open competition;
- b. shall reject a proposal for Award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the Contract in question; shall declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a Contract if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, a Contract.

22. Preparation of Bids

- a) **Language of Bid:** The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Procuring Agency shall be written in English. Supporting documents and printed literature furnished by the Bidder may be in another language provided they are accompanied by an accurate translation of the relevant passages in English, in which case, for purposes of interpretation of the Bid, the translation shall govern.
- b) **Bid Prices**
 - i) The Bidder shall indicate on the Price Schedule the unit prices and total Package Price of the goods, it proposes to supply under the Contract.
 - ii) Form for Price Schedule is to be filled in very carefully, and should be typed. Any alteration/ correction must be initialed. Every page is to be signed and stamped at the bottom. Serial number/ bid number of the quoted item may be marked or highlighted with red/yellow marker.
 - iii) The Bidder should quote the prices of goods according to the technical specifications for complete package. The specifications of goods, different from the demand of enquiry and packaged items, shall straightway be rejected.
 - iv) The Bidder is required to offer competitive price. All prices must include relevant taxes and duties, where applicable. If there is no mention of taxes, the offered/ quoted price shall be considered as inclusive of all prevailing taxes/duties. The benefit of exemption from or

reduction in the GST or other taxes shall be passed on to the Procuring Agency.

- v) Prices offered should be for the entire package demanded; partial quantity/package offer shall straightaway be rejected. Conditional offer shall also be considered as non-responsive Bidder.
 - vi) While tendering your quotation, the present trend/ inflation in the rate of goods and services in the market should be kept in mind. No request for increase in price due to market fluctuation in the cost of goods and services shall be entertained after the bid has been submitted.
- c) **Bid Currencies:** Prices shall be quoted in Pak Rupees.
- d) **Sealing and Marking of Bids**
- 1 The envelopes shall be marked as “FINANCIAL PROPOSAL” and “TECHNICAL PROPOSAL” in bold and legible letters to avoid confusion. The envelopes shall then be sealed in an outer envelope. It should contain the package name and its number.
 - 2 The inner and outer envelopes shall:
 - a) be addressed to the Procuring Agency at the address given in the Invitation for Bids; and
 - b) bear the institution name and number indicated in the Invitation for Bids, and shall be inscribed by the following sentence: “DO NOT OPEN BEFORE,” to be completed with the time and the date specified in the invitation for Bid.
 - 3 The inner envelopes shall also indicate the name and address of the Bidder to enable the bid to be returned unopened in case it is declared as non-responsive or late.
 - 4 If the outer as well as inner envelope is not sealed and marked properly, the Procuring Agency shall assume no responsibility for the bid's misplacement or premature opening

23. Award of Contract

Acceptance of Bid and Award criteria

The Bidder with technically evaluated lowest financial bid, if not in conflict with any other law, rules, regulations or policy of the Government, shall be awarded the Contract.

24. Procuring Agency's right to vary quantities at the time of Contract Award

The procuring agency may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The procuring agency shall upon request communicate to any bidder, the grounds for its rejection of all bids or proposals, but shall not be required to justify those grounds, under **Punjab Procurement Rules, 2014**.

25. The Bidder must submit samples and quote rates of all items in lot / package, partial bidding in a lot / package is not allowed.

CERTIFICATE

- i) We hereby confirm to have read carefully the description of stores and all the terms and conditions of tender enquiry for supply of uniform items to the conditions as per tender enquiry in accordance with **Punjab Procurement Rules, 2014**, we agree to *abide by* all those instructions/conditions.
- ii) We also hereby categorically confirm that the stores offered by us are exactly to the particulars and specifications as laid down in your tender enquiry in all respects.
- iii) The stores offered by us are of local/foreign origin.
- iv) We accept that if the required Earnest Money is not furnished or our offer is found lacking in any of the requirements of tender enquiry, the competent authority has the right of rejection.
- v) We hereby confirm to adhere to the delivery period required in the tender enquiry as given in the contract and which will be strictly adhered. In case of delay we have bond to pay **2% of bid per month as fine**.
- vi) Certified that the prices quoted to the Department, against Tender are not more than the prices charged from any other Purchasing Agencies in the country and in case of any discrepancy, the tenderer hereby undertakes to refund the price charged in excess.

Tender No.

MLW/W-27(1)/2016/

STANDARD SPECIFICATIONS FOR UNIFORM ITEMS.

Sr. #	Description of Item	BH Secondary, Makerwal	GH Secondary, Chak # 119 SB, Sgd.	BHS Makerwal	GHS, Makerwal	GHS, Dandot	Middle School, Pidh. Girls	Middle School, Pidh. Boys	Primary School, Dhoke Burj Boys	Primary School, Dhoke Burj Girls	Total
1	Khaki Uniform for boys all sizes	0	0	850	0	0	0	107	31	0	988
2	Uniform for Girls with Blue Qameez & White Shalwar	0	0	0	340	301	96	0	0	23	760
3	Uniform for girls including white Shalwar & Qameez all sizes	0	126	0	122	82	0	0	0	0	330
4	Uniform for Boys including white Shalwar & Qameez all sizes	102	0	0	0	0	0	0	0	0	102
5	White Chadar Size 2 1/4 mtr x 1 1/4 mtr as per approved specification.	0	126	0	280	251	68	0	0	0	725
Total		102	252	850	742	634	164	107	31	23	2905

Specification for Khaki Shalwar & Qameez for Boys.

K.T Khaki colour cloth of fine quality with following composition:

- Mass per unit area (weight) (ASTMD 3776-2013)

G / SQ. M	110.18
OZ / SQ. Yard.	3.25
- Fiber Analysis (Quantitative, 2 fibers) (AATCC 20 – 2013)

Fibers	Polyester +Rayon Viscose
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- Fiber Analysis (Quantitative, 2 fibers) (AATCC 20 A : 2014)

Polyester	88.49%
Rayon Viscose	11.51%
- Warp end count and filling pick count of woven fabric (ASTM D3775-2012, Original State)

Ends per inch	92
Picks per inch	75
- Yarn Number based on short-length specimens (ASTMD 1059: 2001, Original State)

Warp	148.6 (Denier)
Weft	136.4 (Denier)

Specification for white Shalwar and Qameez for Boys & Girls and White Chador
Size 2 ½ mtr. x 1 ¼ mtr. for Girls.

K.T Khaki colour cloth of fine quality with following composition:

1. Mass per unit area (weight) (ASTMD 3776-2013)
G / SQ. M 109.64
OZ / SQ. Yard. 3.23
2. Fiber Analysis (Quantitative, 2 fibers) (AATCC 20 – 2013)
Fibers Polyester +Rayon Viscose
3. Fiber Analysis (Quantitative, 2 fibers) (AATCC 20 A : 2014)
Polyester 85.70%
Rayon Viscose 14.30%
4. Warp end count and filling pick count of woven fabric (ASTM D3775-2012, Original State)
Ends per inch 97
Picks per inch 78
5. Yarn Number based on short-length specimens (ASTMD 1059: 2001, Original State)
Warp 134.1 (Denier)
Weft 147.4 (Denier)

Supply must be as per approved colour, quality, furnish material and pattern

Specification for Blue Qameez for Girls.

K.T Khaki colour cloth of fine quality with following composition:

1. Mass per unit area (weight) (ASTMD 3776-2013)
G / SQ. M 105.69
OZ / SQ. Yard. 3.12
2. Fiber Analysis (Quantitative, 2 fibers) (AATCC 20 – 2013)
Fibers Polyester +Rayon Viscose
3. Fiber Analysis (Quantitative, 2 fibers) (AATCC 20 A : 2014)
Polyester 88.68%
Rayon Viscose 11.32%
4. Warp end count and filling pick count of woven fabric (ASTM D3775-2012, Original State)
Ends per inch 95
Picks per inch 75
5. Yarn Number based on short-length specimens (ASTMD 1059: 2001, Original State)
Warp 140.4 (Denier)
Weft 135.8 (Denier)

Supply must be as per approved colour, quality, furnish material and pattern.

STANDARD SPECIFICATIONS FOR UNIFORM ITEMS.**School wise details of required Jersey.**

Sr #	Description of Item	BH Secondary, Makerwal	GH Secondary, Chak # 119 SB, Sgd.	BHS Makerwal	GHS, Makerwal	GHS, Dandot	Middle School, Pidh. Girls	Middle School, Pidh. Boys	Primary School, Dhoke Burj Boys	Primary School, Dhoke Burj Girls	Total
1.	Jersey Maroon for Boys (V-Type Neck with full sleeves) all sizes	0	0	850	0	0	0	107	31	0	988
2.	Jersey Black Boys(V-type) & Girls(Open) all sizes	102	122	0	0	0	0	0	0	0	224
3	Jersey Red for Girls open type (with buttons and full sleeves) all sizes.	0	0	0	462	383	96	0	0	23	964
Total		102	122	850	462	383	96	107	31	23	2176

STANDARD SPECIFICATIONS FOR UNIFORM ITEMS.**School wise details of required shoes & socks.**

Sr#	Description of Item	BH Secondary, Makerwal	GH Secondary, Chak # 119 SB, Sgd.	BHS Makerwal	GHS, Makerwal	GHS, Dandot	Middle School, Pidh. Girls	Middle School, Pidh. Boys	Primary School, Dhoke Burj Boys	Primary School, Dhoke Burj Girls	Total
1.	Girls Black Shoes made of Artificial leather of 1.7 Play boy quality and PVC Sole of all sizes	0	126	0	462	383	96	0	0	23	1090
2.	Boys Black Shoes made of Artificial leather of 1.7 play boys quality and PVC Sole all sizes	102	0	850	0	0	0	107	31	0	1090
3.	Socks woolen Black for Boys & Girls all sizes	102	126	850	462	383	96	107	31	23	2180
Total		204	252	1700	924	766	192	214	62	46	4360

Nylon socks for Boys & Girls.

Black socks for Boys & Girls Woolen in Good quality.

Shoes for Boys & Girls

Made of Artificial leather of 1.7 play boy quality and PVC Sole equivalent to the best quality school shoes of BATA / Servis Companies.

1. The Bidder has to provide a certificate from manufacturing company of having been supplied the article made by them in good quality.
2. Each article supplied is to have a coverage of three months replacement warranty by the supplier.

Firm's name & Address

Bidder Signatures & Stamp

1. Delivery period offered_____
2. Name of Tenderer_____
3. Signature of Tenderer_____
4. Designation_____
5. Seal _____