



BIDDING DOCUMENT
FOR THE HIRING OF TRANSPORT /LOGISTIC/COURIER
COMPANY FOR SUPPLY OF COMMODITIES
(CONTRACEPTIVES, MEDICINES etc.)



DIRECTORATE GENERAL
POPULATION WELFARE DEPARTMENT
14-BABAR BLOCK, NEW GARDEN TOWN
LAHORE



DIRECTORATE GENERAL
POPULATION WELFARE DEPARTMENT
INVITATION FOR BIDS



Sealed Bids are invited from well reputed Transport/ Logistic/Courier/Cargo Companies for the Transportation (Supply Chain System) of Commodities (Contraceptives, Medicines etc.) from Central Ware House Karachi to All District Offices of Punjab for Population Welfare Department on Frame Work Contract Basis for a period of three Year. The sale of tenders / bidding documents will be started from the date of publication of this advertisement in press and PPRA website.

Sr. #	Name of Tender	Last Date for purchase of Tender During Office Hours	Date & time of Receiving Tender	Date & Time of Opening Tender	Bid security Amount of CDR
01	Tender for the Hiring of Transport/ Logistic/Courier Company for Supply/ Transportation of Commodities (Contraceptives, medicines, etc)	13-05-2019 (Monday) During Office Hours	14-05-2019 (Tuesday) 11.00 AM	14-05-2019 (Tuesday) 11.30 AM	2% of estimated cost

1. Tender Documents containing terms & conditions and detailed specifications and requirements can be obtained on payment of **Rs. 500/-** for each package (Non-refundable being the tender Cost) from the office of Director General, Population Welfare Department, 14- Babar Block, New Garden Town, Lahore on any working day during office hours. A copy of tender notice and complete bidding document is also available for information on the website of Punjab Procurement Regulatory Authority i.e. www.ppra.punjab.gov.pk & www.pwd.punjab.gov.pk
2. Pre-Bid meeting will be held on 02-05-2019 at 11:00 AM in the Committee room of Directorate General, PWD, Punjab
3. The interested bidders shall drop their bids in the tender box placed in committee room of Directorate General, Population Welfare Department, 14-Babar Block, New Garden Town, Lahore at given date & time. Any bid received after specified time will not be entertained. Bid will be opened in Committee Room of the office of Directorate General, Population Welfare Department, 14-Babar Block, New Garden Town, Lahore according to the schedule given above in presence of bidders or their authorized representatives who choose to present at the time of opening.
4. The procuring agency may reject all bids or proposals at any time prior to the acceptance of a bid or proposal.
5. The Procuring agency shall upon request communicate to any bidder, the ground for its rejection of all bids or proposals, but shall not be required to justify those grounds.
6. Earnest money 2% of the estimated cost as bid security will be in the shape of call deposit issued in favor of Director General, Population Welfare Department, Original bid security shall be placed in Financial Proposal whereas its photocopy shall be attached with the Technical proposal. The value of estimated cost is mentioned in bidding document.
7. Procurement shall be governed by the Punjab Procurement Rule, 2014
8. All the Commodities/Supplies will be collected from The Central Ware House, Karachi and will be delivered to all District Offices of Population Welfare Department, Punjab, Lahore, on Quarterly basis or as per the approved Schedule provided by the Department.
9. **Single Stage – Two envelope procedures (Technical & Financial) as per rule 38 (2)(a) of PPRA Rules, 2014, shall be applied.**
 - i) Tenders should be submitted comprising a single package containing two separate envelopes. Each envelop will contain separately the financial proposal and the technical proposal.
 - ii) Envelop shall be marked as “Financial Proposal” and “Technical Proposal” in Bold and legible letters to avoid confusion. The financial proposal envelop will only be opened after technically approved as per PPRA Rules, 2014.
 - iii) On rejection of Technical Proposal, the Financial Proposal will be returned unopened. The Department will not be responsible for any opening of Financial Proposal, where bid found opened on submission or not properly sealed.
10. The firms already under process of disciplinary action, defaulter or black listed with any government/organization will not be allowed to participate.

INCHARGE PROCUREMENT & LOGISTICS CELL
Directorate General, Population Welfare Department
14-Babar Block New Garden Town Lahore
(Phone No. 042-99232478)

Bio Data Sheet

Sr.#	Description	Detail
1	Bid reference number	No.PWD/DD(Proc)/SOC/2019/
2	Commencement of sale of Bidding Documents	From the date of Publication
3	Last date of sale of Bidding Document	13-05-2019
4	Last date and time for the receipt of bids	14-05-2019 11:00 AM
5	Date, and venue of opening of bids	on 14-05-2019 at 11:30 AM O/O Director General, Population Welfare Department, Lahore
6	Bid Currency	Pak Rupee
7	Language of bid	English or Urdu
8	Amount of bid security	2% of the Estimated bid value
9	Bid validity period	30-12-2021
10	Bidding procedure	Single stage two envelope procedure
11	Address for communication: Director General Population Welfare Department, 14-Babar Block, New Garden Town, Lahore. Telephone(s) : +92-42-99232478	

***INSTRUCTION
TO
BIDDERS***

Bidders are advised to read the contents of the Instruction to Bidders carefully

CONTENTS OF BIDDING DOCUMENTS

In addition to invitation for bids, the bidding document include: -

- A. Instructions to Bidders
- B. Schedule of Requirements & List of Items to be Transported/Supplied.
- C. Technical Bid evaluation Criteria
- D. General Terms & Conditions
- E. Special Terms & Conditions
- F. Principal/ Main Company's Authorization Form
- G. Performance Guarantee Form
- H. Financial Bid Form

A: INSTRUCTIONS TO BIDDERS

1. **Eligible Bidders:** This Invitation for Bids is open to all Transport/ Courier/Cargo Companies or their authorized agents in Pakistan, for supply/Transportation of Commodities (Contraceptives, Medicines etc.) from Central Ware House Karachi to all District Population Welfare Offices in Punjab. In case of CDR is not attached with Financial Proposal and its photocopy is not attached with the Technical Bids that bid will be caused as non-responsive. In Case of Authorized agent, the said agent must possess a valid authorization from its Principal / Company. The bidder shall also have to submit a copy of registration certificate issued by the Registrar of Companies in Pakistan. The bidders shall also submit the affidavit that it is not under a declaration of ineligibility for corrupt and fraudulent practices, declared by any Government (Federal/Provincial/District), a Local Body or a Public Sector Organization.
2. **Eligible Goods and Services:** All expenditures made under the Work orders shall be limited to such goods and services as mentioned in the Supply Order. For this purpose, the term "Goods" includes any Commodities Stored at Central Ware House Karachi which are the subject of this Invitation for Bids and the term "Services" shall include related services such as transportation, logistics online tracking and insurance etc. Goods are the Commodities stored at Central Ware House Karachi and are the Property of Population Welfare Department.
3. **Cost of Bidding:** The bidder shall bear all costs associated with the preparation and submission of its bid, and the Procuring Agency shall in no case be responsible or liable for those costs, regardless of the manner or outcome of the bidding process.

BIDDING PROCEDURE

4. **Single Stage – Two envelope procedures (Technical & Financial) as per rule 38 (2)(a) of PPRA Rules, 2014 shall be applied.**
 - i) Tenders should be submitted for whole commodities containing two separate envelopes. Each envelop will contain separately the **financial proposal and the technical proposal**.
 - ii) Envelop shall be marked as "**Financial Proposal**" and "**Technical Proposal**" in Bold and legible letters to avoid confusion. The financial proposal envelop of only technically qualified firms will be opened after technical evaluation as per PPRA Rules.
 - iii) On rejection of Technical Proposal, the Financial Proposal will be returned unopened. The Department will not be responsible for any opening of Financial Proposal, where it is submitted collectively, or found opened on submission or not properly sealed.
5. **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 no later than ten (10) days prior to the deadline for submission of bids prescribed in the Invitation for Bids.
6. **Amendment of Bidding Documents:** 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. Any amendment shall be notified to all prospective bidders which have received the bidding documents shall in writing or by phone, and it shall be binding on them to comply with the amendment. In order to allow prospective bidders reasonable time 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.

7. **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 in English, in which case, for purposes of interpretation of the Bid, the translation shall govern.
8. **Bid Form & Price Schedule:** The bidder shall complete the Bid Form and an appropriate Price Schedule furnished in the bidding documents.
9. **Bid Prices:**
 - i. The bidder shall indicate on the appropriate Price Schedule the single unit price/kilogram and total bid price of the goods to be transported, it proposes to supply under the minimum contractual amount.
 - ii. Form of price Schedule is to be filled in very carefully, preferably typed. Any alteration / correction must be initialed. Every page is to be signed and stamped at the bottom.
 - iii. The bidder should quote the single price/Kilogram according to the technical specifications as provided in the Form of Price Schedule and Technical Specifications.
 - iv. The bidder is required to offer competitive price. All prices must include the General Sales Tax (GST)/PST and other 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.
 - v. The Price offered should be for the entire quantity to be supplied in during the contracted Period. Conditional offer/More than one rates or rates quoted separately for ambient/refer storage conditions shall also be considered as non-responsive bidder and the bid shall be straight away rejected.
 - vi. While tendering the quotation, the bidder must kept in mind the present trend / inflation/increase in fuel prices or any other market factor which may affect the bidder's performance during the contract period. No request for increase in price due to market fluctuation/inflation/increase in fuel prices/applicability of any tax/ shall be entertained.
10. **Bid currencies:** Prices shall be quoted in **Pak Rupees**.
11. **Documents Establishing bidder's Eligibility and Qualification**
 - i) **The bidder** shall furnish documents establishing the bidder's eligibility to bid and its qualifications to perform the Work orders if its bid is accepted.
 - ii) **The documentary evidence** of the bidder's eligibility to bid shall establish to the Procuring Agency's satisfaction that the bidder, at the time of submission of its bid, is eligible as defined under instruction to the bidders.
 - iii) **Firm must be** original principal/main company or the authorized agent of Principal/Main Company, documentary proof including principal/main Company's license / registration certificate, to the effect that they are the original principal / main company of the required Services shall be provided. The firm shall provide the documentary evidence of its Transport capability to transport commodities as per the Compulsory Assessment Parameters of Bid Evaluation Criteria laid down in section "Schedule of Requirement and Technical Specifications" of bidding documents including commodities which require controlled storage conditions during the transportation e.g. cool chain/cold chain products.
 - iv) **National Tax Number (NTN)** and if applicable General Sales Tax Number (GST) with documentary proof shall have to be provided by each bidder in the tender.
 - v) **The bidder** shall submit an affidavit on legal stamp paper of Rs. 100/- that their firm is not blacklisted on any ground by any Government (Federal/Provincial/District), a local body or a Public Sector Organization. The bidder shall be debarred from bid on account of submission of false statement.
 - vi) **The bidder** should have experience of transportation/logistics/courier/cargo supplies of Drugs/Medicine/food items, it is mandatory that the firm/ transport company should provide the services throughout the Bid Validity period.
 - vii) **The bidder** is required to provide with the Technical Proposal, all documentary proofs of the required parameters.
 - viii) **The bidder** must attach its financial status with the bid.
12. **Bid Security**
Earnest money 2% of the estimated cost will be in the shape of Call Deposit issued in favor of Director General, Population Welfare Department, and Punjab Lahore, The original bid security shall be attached with Financial Proposal whereas its photocopy shall be attached with the technical bid.
13. **Bid Validity**
 - i. Bids shall remain valid up-to 30-12-2020. A bid valid for a shorter period shall be rejected by the Procuring Agency as non-responsive.
 - ii. The Procuring Agency shall ordinarily be under an obligation to process and evaluate the bid within the stipulated bid validity period. However, under exceptional circumstances and for reason 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.

14. **Format and Signing of Bid:**

- i. The bidder shall prepare and submit its bid along with original purchase receipt. The bid shall be typed or written in indelible ink and shall be signed by the bidder or a person or persons duly authorized to bind the bidder to the Work orders. The firm shall provide the name, copy of CNIC, Contact No. of the person who will represent the bidder on company letter head duly signed by the director/Senior official of the company. The person or persons signing the bid shall initial all pages of the bid, except for un-amended printed literature.
- ii. Any interlineations, erasures, or overwriting shall be valid only if they are initialed by the person or persons signing the bid.

15. **Deadline for Submission of Bids:**

Bids must be submitted by the bidder and received by the Procuring Agency at the address specified under instruction to bidders, no later than the time and date specified in the Invitation for Bids. The Procuring Agency may, at its discretion, extend this deadline for the submission of bids by amending the bidding documents.

16. **Late Bid:**

Any bid received by the Procuring Agency after the deadline for submission of bids prescribed by the Procuring Agency shall be rejected and returned unopened to the bidder.

17. **Withdrawal of Bids:**

The bidder may withdraw its bid after the bid's submission and prior to the deadline prescribed for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified in instruction to bidders.

18. **Opening of Bids**

- i. The Procuring Agency shall initially open only the envelope marked "TECHNICAL PROPOSAL" in the presence of bidders' representatives who choose to attend, at the time, on the date, and at the place specified in the Invitation for Bids. The bidders' representatives who are present shall sign the Attendance Sheet evidencing their attendance. However, the envelope marked as "FINANCIAL PROPOSAL" shall be retained in the custody of Procuring Agency without being opened and till completion of the evaluation process.
- ii. The bidders' names, and such other details as the Procuring Agency, at its discretion, may consider appropriate, shall be announced at the opening of technical proposal. No bid shall be rejected at technical proposal / bid opening, except for late bids, which shall be returned unopened to the bidder. However, at the opening of Financial Proposals (the date, time and venue would be announced later on), the bid prices, discounts (if any), and the presence or absence of requisite Bid Security and such other details as the Procuring Agency, at its discretion, may consider appropriate, shall be announced.

19. **Clarification of Bids:**

During evaluation of the bids, the Procuring Agency may, at its discretion, ask the bidder for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the prices or substance of the bid shall be sought, offered, or permitted.

However, a pre-bid meeting is also scheduled to be held on 02-05-2019 at 11:00 am in the committee room of Directorate General, PWD. Any discussion/deliberation to be made by the intended bidder should be in writing. Minutes of the pre-bid meeting regarding any discussion/deliberation and decisions for any amendment/alteration in the bidding document will be issued accordingly on the next day and shall be considered integral part of the bidding document.

20. **Preliminary Examination**

- i. The Procuring Agency shall examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.
 - ii. In the financial bids the arithmetical errors shall be rectified on the following basis. If there is a 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 shall be rejected, and its bid Security may be forfeited. If there is a discrepancy between words and figures, the amount in words shall prevail.
21. The financial bids of technically accepted bidders will be opened publically at a time to be announced by the Procuring Agency and the financial bids found technically non-responsive shall be returned un-opened to the respective Bidders.

22. **Qualification & disqualification of bidders:**

The Procuring Agency shall disqualify a bidder if it finds, at any time, that the information submitted by firm was false and materially inaccurate or incomplete.

23. **Rejection of Bids:** The Procuring Agency may reject any or all bids at any time prior to the acceptance of a bid. The Procuring Agency shall upon request communicate to any bidder who submitted a bid, the grounds for its rejection of any or all bids, but is not required to justify those grounds. The Procuring Agency incurs no liability, solely towards bidders

who have submitted bids. Notice of the rejection of any or all bids shall be given promptly to the concerned bidders that submitted bids.

24. **Re-Bidding:** If the Procuring Agency rejects all bids, it may call for a re-bidding or if deems necessary and appropriate the Procuring Agency may seek any alternative methods of procurement under Rule 36 of the Punjab Procurement Rules-2014. The Procuring Agency before invitation for re-bidding shall assess the reasons for rejection and may revise specifications, evaluation criteria or any other condition for bidders, as it may deem necessary.
25. **Announcement of Evaluation Report:** The Procuring Agency shall declare the results of bid evaluation prior to the award of Work orders.
26. **Acceptance of Bid and Award Criteria:** The bidder with the lowest evaluated bid, if not in conflict with any other law, rules, regulations or policy of the Provincial Government, shall be awarded the Frame Work contract as per PPRA Rules and subsequent work orders, within the original or extended period of bid validity.
27. **Procuring Agency's Right to Issue time to time Work Orders as per Approved rates.** The Procuring Agency reserves the right to issue different Work Orders as per the Frame work Contract and Commodities to be transported may vary in size and quantity as specified in the List of Commodities to be transported

***SCHEDULE OF
REQUIREMENTS &
TECHNICAL
SPECIFICATIONS***

LIST OF COMMODITIES TO BE TRANSPORTED ALONGWITH SPECIFICATIONS

Sr. No	Commodity Name	Approximate Carton Size	Approximate Carton Weight	No. Of Cartons	Total weight Approximately
1	DMPA Inj.	13.50"x10"x11"	10.176kg	1547	15728.349kg
2	EC (Pills)	18" x 14" x 18"	7.714 Kg	2486	19177kg
3	COC (Pills)	15" x 13" x 10"	6.480 Kg	2059	13342.32kg
5	Condom	20" x 15" x 12.5"	10.876Kg	39636	431081.1 Kg
6	CU-T	88" x 32" x 37"	8.726Kg	2546	22216.396 Kg
					501545.165 kg
2 % of estimated cost of bid value in PKR					Rs. 789,492/-

Note:

The department may include any other commodity during the Contract Period and in that case, the volume, weight and other specification may vary in future, however bidders will calculate Bid Value on the above mentioned specification for submission of Bid Security and the Bidders will quote a single rate for Per Kilogram weight in Pak Rupees for all commodities. All commodities must be transported at 25 degree centigrade or below or as per the temperature guidelines stated on product packaging/literature or conveyed by this department at the time of issuance of work order.

The Department also reserves the right to increase or decrease the Quantity of items to be transported. Transportation firm will be responsible to maintain the required Temperature/storage conditions at all levels of Transportation till final destination either in case of specified Temperature of any commodity conveyed by the department or mentioned on commodity label temperature.

BID EVALUATION CRITERIA

A. COMPULSORY ASSESSMENT PARAMETERS

Sr. No.	Compulsory Assessment Parameter	Marks
01	Offices at both places Karachi and Lahore. ➤ Valid documentary Proof with Addresses ➤ Valid documentary Proof inform of Telephone Lines and Fax Nos. ➤	10
02	Transport Capability ➤ The Transport Capability of the applicant/bidder would be evaluated by number of transport vehicles suitable for transportation of drugs/medicine etc., owned or leased or certified to be available in the name of applicant/firm/Company/proprietor having valid fitness as per duly filed Annex-1	Maximum Marks. 30 01 Mark will be allocated for each vehicle.
03	Insurance Cover Contract signed by the firm with Insurance Co. for insurance cover to its Transported Goods	10
04	Detail of logistic work Two assignments of transportation/logistics projects of drugs/medicine/food items of Rs 5.00 Million and above undertaken with public sector and/or with Private Sector entities (which are registered with SECP).	10
05	Detail of Audit Reports for last 5 years.	10

Total Marks: 70

Qualifying Marks: 75% (53)

The Firm/Company which failed to get qualifying marks will be knocked out at this stage and only those firms which get Qualifying marks in compulsory parameters will be eligible to be accessed on ordinary parameters of Technical Bidding.

B. ORDINARY ASSESSMENT PARAMETERS

The following parameters are applicable for the firms who qualify Compulsory Assessment Parameters

Sr. No.	Ordinary Assessment Parameter	Marks
01	Experience ➤ 1-5 Years =10 ➤ 5-10 Years =15 ➤ 10-15 Years =15-20	Maximum Marks 20.
02	Financial soundness ➤ Tax Returns of last five years = 5 ➤ Latest Audited Balance Sheet = 5 ➤ Bank Certificate = 5 ➤ Bank Statement = 5	Maximum Marks 20.
03	General overall experience ➤ Public sector (5) ➤ Private sector (5) ➤ Private sector + Public sector = 10	Maximum Marks 10.
04	Company Profile with managerial Capacity Should have 40 full time staff members including drivers with valid proof of employment	Maximum Marks 10.
05		

Total Marks: 60

Qualifying Marks: 60% (36 and above)

B: GENERAL TERMS & CONDITIONS

1. STATEMENT OF WORK:

Background

Population Welfare department is procuring Contraceptives at its own for the first time from the Financial Year 2014-15 and these are being stored at Central Ware House Karachi for further supply to the District Population Welfare Offices Lahore. Recognizing that commodity distribution is essential to the success of Population Welfare Program, PWD Punjab has started the process of procurement of needed commodities i.e. contraceptives and Medicine etc, the commodities to be distributed across the Province of Punjab require a careful planning with intensive monitoring and coordination of distributions to ensure commodity security at all levels.

Justification

Supply Chain of Contraceptives is the back bone of the department to supply contraceptive across the province of Punjab. Currently LMIS Cell has been continuously monitoring the contraceptive sufficiency from central ware house to district level. It is essential that distribution of these commodities to district level takes place as soon as possible. Due to the logistical and financial challenges and capacity constraints currently being faced at the CWH and field offices, additional support is require in order to carrying out this time-sensitive activity.

2. Objectives.

1. Provide transportation and delivery of planned contraceptive supplies to 36 districts on quarterly basis or as per approved distribution plan conveyed by the Population Welfare Department. It is estimated that in each quarter two to three (2-3) weeks will be required for a province-wide distribution. District level delivery is requested and each district will have one delivery point this will be the office of District Population Welfare Officer. The addresses may change in future but there will be one delivery point per district.
2. The Firm will analyze the draft distribution and transportation plans and submit a delivery plan. The Firm is expected to suggest efficient means of delivery in the shortest possible time period at the district level. Information should include delivery plans and actual delivery made in the form of a monthly report by location / facility.
3. The Firm will provide Online Tracking Facility of the shipment from all stages i.e. from CWH to delivery points.
4. The Firm will also provide full insurance cover equal to the value of the commodities to be supplied in each consignment. The value of the commodities will be provided to the Firm by the Department and the Firm/ Transport Company will be responsible for arrangement of insurance amount against each consignment handed over to it from CWH.
5. The Firm will work as a bridge between population Welfare Department and CWH, Karachi through their nominated representatives for the purpose of efficient supply chain system.

3. Roles and Responsibilities of Stakeholders.

In order to handle the volume of shipments from the CWH, it is critical for PWD to have a concrete plan with well define roles and responsibility.

The CWH ships contraceptives to three to four Districts on normal days. However, whenever there is a large consignment being received, deliveries to districts are stalled. Due to human resource and operational limitations, the CWH does not currently have the capacity to increase the number of district that they can ship to per day. However, increasing human resources by shifting the responsibility of packing and loading to transporters is one thing that can potentially increase the number of possible shipment that can be made per day. Following are key responsibilities that each stakeholder is proposed to adopt to achieve the target of transporting this large supply of contraceptive within a short (two to three to weeks) time frame:

A. Role of Firm/Transport Company

1. Provision of work force for loading of contraceptive shipments at the Central Warehouse, Sindh Industrial Trading Estate (S.I.T.E.) area, Karachi (F-508 S.I.T.E). As cartons are already packed and should not be opened, packing of cartons will only be required should a carton be damaged and require re-packing.
2. Design and execute SOPs on local distribution, as per International standards.
3. Arrange for equipment for safe and efficient handling and collecting.
4. Arrange and provide labor at CWH & DPW Office level to:
 - a. Carry out the pick-up of commodities from CWH to distribute 36 specified districts.
 - b. Sort and consolidate commodities (as defined in the transport and distribution plan), marking each carton by district:
 - c. Work under the instruction of the CWH coordinator to move tidy pallets from dispatch area while sorting, making and consolidating cartons to avoid congestion at commodities picking area;

5. Immediately report any discrepancies, damages, empty cartons, etc. while picking up and loading commodities arrange all materials needing re-packing while loading at the warehouse and unloading at the final consignee store, ensuring appropriate quantities per carton. Cartons requiring re-packing / repair will be subject to scrutiny of the contents and their count. However, cartons already packed without any visible damage will be taken into possession by the Firm without scrutiny.
6. Respond to any local situation regarding securing and / or unforeseen situation while maintaining a low profile to address sensitivities of transportation.
7. Obtain commodities location instructions to pick commodities up from CWH Director Coordination or his designated authority and agreed upon working methods.
8. Instruct picking-up and loading teams on location of initial pick up and each subsequent pick up location, loading in to trucks as agreed upon by the warehouse authority and in goods delivery note.
9. Firm / Transport Company after receiving "Good Delivery Note" will deliver Commodities to specified districts according to transport plan within the given timeline.
10. Arrange for and provide labor to carry out the unloading at each unloading point.
11. Keep records of all documents related to delivery of contraceptives and collect all documents / plans with instruction for product handling, loading methods and quantities to be picked up. The truck driver will take three (3) preprinted copies GDN along with the deliveries for each district- copy 01 of GDN will be signed by the receiver and given to transporter.
12. Arrange full insurance Cover, including terrorism coverage, of all transportation of commodities while in transit from pick-up to agreed 36 districts.
13. The sub-contractor payments will be processed upon signed receipt of GDN of commodities form each district.
14. Provide detailed report on the status of transportation every week to Directorate General Population Welfare Department.
15. Provide Proof of delivery from all delivery points to the PWD and CWH.
16. Maintain a contact list / phone numbers of all facilities / recipients and communicate in advance regarding the delivery of supplies.
17. Attend and participate in required periodic meetings which may be convened by stakeholders such as PWD in Lahore / Karachi CWH or at DPW Offices, to coordinate and seek cooperation of officials inform them regarding delivery status, or other similar purposes as required by stakeholders.
18. In addition, the Firm/ transport Company is required to provide PWD, Punjab all delivery information through an online reporting site. The Firm will need to communicate with concerned authorities at all levels (provincial and district) in matters of delivery this may involve liaising with concerned PWD Officials to seek their support.

B. Role of Central Warehouse

1. Provide transporter with necessary coordination for providing packed cartons of contraceptive;
2. Develop reports of contraceptives being shipped from CWH.
3. Liaise with districts to confirm delivery.
4. Receive, compile and verify delivery.
5. Hold quarterly planning and review meetings with Firm/ transport Co. and PWD to ensure smooth and timely delivery as planned and recommend corrective steps as needed.

C. Role of PWD

1. In month 1, the PWD Office at Lahore will hold an orientation / briefing session for the vendor staff charged with carrying out the distribution, including finalization of strategies for distribution up to district level.
2. The PWD will also introduce the Firm/transport Company to appropriate officials at provincial level & District levels through the issuance of a circular.
3. PWD will nominate a Focal Person from LMIS Cell to coordinate with Firm/ Transport Co. and with CWH authorities
4. **Transportation:** The Transport Company shall arrange such transportation / cold chain maintenance of the goods as is required to prevent their damage or deterioration during transit to their destination. All taxes shall be borne by the Firm / Transport Company. Transportation including loading / unloading of goods shall be arranged and paid for by the Transport Company.
5. **Delays in the Firm / Transport Company's Performance:** Delivery of the goods shall be made by the Firm / Transport Company in accordance with the time schedule prescribed by the Procuring Agency. If at any time during performance of the Work orders, the Firm / Transport Company should encounter conditions impeding timely delivery of the goods, the Firm / Transport Company shall promptly notify the Procuring Agency in writing of the fact of the delay, its likely duration and its cause(s). The Procuring Agency may at its discretion extend the Firm / Transport Company's time for performance, with or without liquidated damages, in which case the extension shall be ratified by the Procuring Agency by amendment of Work orders. A delay by the Firm / Transport Company in the performance of its delivery obligations shall render the Firm / Transport Company liable to the imposition of liquidated damages, unless an extension of time is agreed upon without the application of liquidated damages.

6. **Penalties:** In case of late delivery beyond the presented period, penalty as specified in Special Conditions of Work Orders shall be imposed upon the Firm / Transport Company. The above Late Delivery (LD) is subject to General Conditions of Work Orders including late delivery for reasons beyond control. Once the maximum is reached, the Procuring Agency may consider termination of the Work Orders. In case of any damage the cost of commodities will be borne by the firm i.e. burning, Dumping, Incineration and the firm will get its Insurance cover from the Insurance Company with which it is having contract. If the firms provide substandard services or fail to provide as per specification laid down in the Technical Specification Form / Tender Enquiry, the procuring agency shall be entitled to make other arrangement at the risk / expense of the Work Orders or / Firm / Transport Company Firm, the price difference shall be paid by the Firm.
7. **Termination for Default:** : The Procuring Agency, without prejudice to any other remedy for breach of Work Orders, by written notice of default sent to the Firm/Transport Company, may terminate the Work Orders in whole or in part, if the Firm/Transport Company fails to deliver any or all installments of the goods within the period(s) specified in the Supply Orders, or within any extension thereof granted by the Procuring Agency or if the Supplier fails to perform any other obligation(s) under the Supply Orders and if the Supplier, in the judgment of the Procuring Agency has engaged in corrupt or fraudulent practices in competing for or in executing the Supply Orders.
8. **Force Majeure:** Notwithstanding the provisions of general conditions of Bidding the Firm/Transport Company shall not be liable for forfeiture of its Performance Guaranty/ Bid Security, or termination/ blacklisting for default if and to the extent that its delay in performance or other failure to perform its obligations under the contract is the result of an event of Force Majeure. For the purposes of this clause Force Majeure means an act of God or an event beyond the control of the Supplier and not involving the Supplier's fault or negligence directly or indirectly purporting to mis-planning, mis-management and/or lack of foresight to handle the situation. Such events may include but are not restricted to acts of the Procuring Agency in its sovereign capacity, wars or revolutions, fires, floods, earthquakes, strikes, epidemics, quarantine restrictions and freight embargos. If a Force Majeure situation arises, the Firm/Transport Company shall promptly notify the Procuring Agency in writing with sufficient and valid evidence of such condition and the cause thereof. The Committee of Population Welfare Department, constituted for Redressal of grievances, shall examine the pros and cons of the case and all reasonable alternative means for completion of purchase order under the Work Orders and shall submit its recommendations to the competent authority. However, unless otherwise directed by the Procuring Agency in writing, the Firm/Transport Company shall continue to perform its obligations under the Work Orders as far as is reasonably practical and shall seek reasonable alternative means for performance not prevented by the Force Majeure event.

C: SPECIAL TERMS & CONDITIONS

Special conditions of contract shall be concluded between the procuring agency and the successful bidder(s) during purchase committee meeting for approval of tender(s) in addition to following: -

1. Bid Security

Earnest money 2% of the estimated cost will be in the shape of Call Deposit issued in favor of Secretary, Population Welfare Department, Punjab Lahore attached with the quoted documents.

2. Performance Guaranty / Security

On the date of signing of the Contract, the successful Bidder shall furnish the Performance Guarantee/Security in accordance with the Special Conditions of Contract, in the Performance Guarantee/Security Form. The Performance Guarantee will be 5% of the contract amount. The performance security shall be deposited in the shape of deposit at call. The said security will be released after successful completion of the contract.

3. Delivery Schedule

- i. The Firm/Transport Company is required to make quarterly deliveries as per the quarterly province-wide distribution plan, keeping in mind and equitable to clusters of district.
- ii. PWD shall provide the Firm/ Transport Company consolidated quarterly countrywide distribution plan for contraceptives prior to each quarter.
- iii. Within one week of receiving the distribution plan, shall execute distribution and pick up supplies from Central Warehouse in Karachi on the average of two 40ft container per day or on a vehicle of its convenience.
- iv. After picking up supplies from CW&s Karachi the deliveries to districts should be complete within Seven to Ten days.
- v. In certain locations / facilities, the vendor may alter delivery schedule in consultation with the recipient owing to storage capacity (of recipient) for which the concerned parties e.g. CWH, DPW Office and LMIS cell/DG PWD will need to be informed of in advance.
- vi. The Department may issue special Work Order other than the quarterly Supplies as per the Contract and approved rates and the Firm/Transport Co. will be bound to execute the Work Order whatsoever the quantity of commodities would be ordered for Transportation.

4. Performance Indicators

- i. The Firm/ Transport Company will submit a weekly report on timely delivery with GDN as per distribution and transportation plans from all delivery points.
- ii. Submission of GDNs on weekly basis.
- iii. Regular & timely alerting of dispatch and delivery through modern technologies (Online Tracking System, SMS, email, web etc).

5. Payment terms and payment office

- I. The Firm/ Transport Company shall submit invoices and deliverables for each distribution, an original and one copy for each separate Work Order in accordance with the Contract. The Firm / Transport Company shall be paid in Pak Rupees after receipt and acceptance of an invoice.
- II. Each separate work order invoice shall include:
 - a. Firm / Transport Company name and address
 - b. Contract number and the subsequent Work Order number and date
 - c. Period covered by the invoice number
 - d. Goods Delivery Note.
- III. A preferred reporting format will be developed by PWD and Successful Bidder.
- IV. Each voucher submitted by the Firm / Transport Company shall contain the following certification, signed by an authorized representative of the Firm / Transport Company:

The undersigned hereby certifies that (I) this voucher and any attachments have been prepared from the books and records of the Firm / Transport Company in accordance with the terms of the Contract, and to the best of my knowledge and belief, that they are correct; that the sum claimed is proper and due; which have been satisfactorily provided / performed; that the quantities and amounts involved CWH approvals have been obtained and are attached; and (II) appropriate refund shall be made to PWD promptly upon requests of PWD determines that any amount previously paid was not properly payable.

6. **Insurance:**
The goods supplied under the Supply Order shall be delivered to the end point safely by the Firm/Transport Company and hence insurance coverage is Firm / Transport Company's responsibility therefore, they may arrange appropriate full insurance coverage.
7. **Penalties/ Liquidated Damages:**
a) In case of late delivery of goods beyond the periods specified in the schedule of requirements, penalty @ Rs. 1000/- per Day per District will be livable
b) In case of total failure in Transportation/ Supply the amount of Performance Guaranty/ Security shall be forfeited and the firm shall be blacklisted minimum for a period of two years. Onus of proof of innocence shall be on the Firm / Transport Company.
- 8 **Schedule of Requirement:**
The successful bidders will be responsible for delivery of supplies as per delivery schedule given in work order issued as per the signed agreement/Contract.
9. **Arbitration and Resolution of Disputes:** In case of any dispute, concerning the interpretation and / or application of this Supply Order shall be settled through arbitration. The Secretary, Population Welfare Department shall act as sole ARBITRATOR. The decisions taken and/or award made by the sole arbitrator shall be final and binding on the Parties.
- 10 **Price Reasonability Certificate:**
Where response to a tender inquiry will be poor or a single offer will received or rate received will otherwise consider to be on the higher side the following certificate shall be demanded from the bidder to ensure the reasonableness of the quoted price **"CERTIFIED THAT THE PRICE QUOTED TO THIS DEPARTMENT IN THIS BID ARE NOT MORE THAN THE PRICES CHARGED FROM ANY DEPARTMENT/ORGANIZATION IN THE COUNTRY AND IN CASE OF DISCREPENCY, THE BIDDER HEREBY UNDERTSKES TO REFUND THE PRICE IN EXCESS"**

Director General
Population Welfare Department
(Phone No. 042-99232478)

Note: All assessments and procuring procedures i.e. receiving, opening and awarding etc. shall be governed by the Punjab Procurement Rules, 2014.

Performance Guarantee Form

To: [Name & Address of the Procuring Agency]

Whereas [Name of Firm / Transport Company] (hereinafter called "the Firm / Transport Company") has undertaken, in pursuance of Contract No. [Number] dated [date] to provide logistic/ transportation services for Supply of [description of goods] (hereinafter called "the Contract").

And whereas it has been stipulated by you in the said Contract that the Firm / Transport Company shall furnish you with a C.D.R by a scheduled bank for the sum of 5% of the total Contract amount as a Security for compliance with the Firm / Transport Company's performance obligations in accordance with the Contract. Which will be released after expiry of warrantee period?

And whereas we have agreed to give the Firm / Transport Company a Guarantee:
Therefore we hereby affirm that we are Guarantors and responsible to you, on behalf of the Firm / Transport Company , up to a total of [Amount of the Guarantee in Words and Figures] and we undertake to pay you, upon your first written demand declaring the Firm / Transport Company to be in default under the Contract and without cavil or argument, any sum or sums within the limits of [Amount of Guarantee] as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the _____ day of _____, 2019

Signature and Seal of the Guarantors/Bank

Address

Date

**Note: It should be valid for a period equal to the warranty period.
The contract will be signed/ issued after submission of this Performance Security.**

Principal/ Main Company's Authorization Form

[See Clause 1. of the Instruction to Bidders] To: [name of Procuring Agency]

WHEREAS [name of the Principal/ Main Company] who are established and reputable Transport/Logistic/Courier co. of [Transportation/Logistic/Courier Services] having dealers at [address of Dealer] do hereby authorize [name and address of Firm / Transport Company / Agent] to submit a bid, and subsequently negotiate and sign the Contract with you against IFB No. [reference of the Invitation to Bid] for the services provided by us.

We hereby extend our full guarantee and warranty as per the Conditions of Contract for the services offered for supply/ transportation of Good by the above firm against this Invitation for Bids.

[Signature for and on behalf of Principal/main Company]

Note: This letter of authority should be on the letter head of the Manufacturer and should be signed by a person competent and having the power of attorney to bind the Manufacturer. It should be included by the Bidder in its bid.

Frame work Contract

THIS CONTRACT is made at Directorate General Population Welfare Department, Lahore on **00** day of **month** **2019**, between the **Population Welfare Department, Punjab** (hereinafter referred to as the **“Procuring Agency”**) of the First Part; and (**Goods Transport Company**) a firm having its registered office at (**address of company**) (hereinafter called the **“Contractor”**) of the Second Part (hereinafter referred to individually as **“Party”** and collectively as the **“Parties”**).

WHEREAS the Procuring Agency invited bids for procurement of Transportation / carriage Services , for Supply of Commodities (Contraceptive, Medicines, etc)from Central Warehouse Karachi to All District Population Welfare Office in Punjab in pursuance whereof **Goods Transport Company** being the Transport/ Logistic Company (Deurgo Projects & Logistics) in Pakistan and ancillary services offered for Transportation/supply the required item (s); and Whereas the Procuring Agency has accepted the bid by the Supplier for the Transportation/Supply of Commodities (Contraceptives, Medicines, etc) and services in the sum of **Rs.00/- Per Kilo Gram (Rupees xxxx Per Kilo Gram)**, the total amount of weight to be transported in the first year of contract (**501545.165 Kilo Gram Approximately**) shall be **Rs. 00(Rupees xxxxx Only)**The Contracted Amount may vary due to the variation in the weight. The Total Weight during Bid Validity (**30-12-2021**) will be conveyed accordingly time to time but the Unit Rate i.e **Rs.00/- Per Kilo Gram (Rupees xx Per Kilo Gram)** will remain same throughout the contract Period.

NOW THIS CONTRACT WITNESSETH AS FOLLOWS:

1. In this Contract words and expressions shall have the same meanings as are respectively assigned to them in the General Conditions of this Contract hereinafter referred to as **“Contract”**;
2. The following documents shall be deemed to form and be read and construed as integral part of this Contract, viz:-
 - a. the Price Schedule submitted by the Bidder;
 - b. the Schedule of Requirements (List Of Commodities To Be Transported);
 - c. the Technical Specifications;
 - d. the General Conditions of Bid Document;
 - e. the Special Conditions of Bid Document;
 - f. the Advance Acceptance of Tender issued by the Procuring agency;
 - g. the Acceptance and Deposit Of 5% Security by The Contractor;
 - h. the Contract; and
 - i. the Bid Document;
3. In consideration of the payments to be made by the Procuring Agency to the contractor as hereinafter mentioned, the contractor hereby covenants with the Procuring Agency to provide the Services for Transportation/ Carriage of Commodities and to remedy defects therein in conformity in all respects with the provisions of this Contract.
4. The Procuring Agency hereby covenants to pay the contractor in consideration of the provision of Services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of this Contract at the time and in the manner prescribed by this Contract.
5. Contractor hereby declares that it has not obtained or induced the Procurement of any Contract, right, interest, privilege or other obligation or benefit from Government of the Punjab or any administrative subdivision or agency thereof or any other entity owned or controlled by it (Government of the Punjab) through any corrupt business practice.

6. Without limiting the generality of the foregoing, the contractor represents and warrants that it has fully declared the brokerage, commission, fees etc, paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or including the procurement of a Contract, right interest, privilege or other obligation or benefit in whatsoever form from Government of the Punjab, except that which has been expressly declared pursuant hereto.
7. The Contractor certifies that has made and shall make full disclosure of all Agreements and arrangements with all persons in respect of or related to the Transaction with Government of the Punjab and has not taken any action or shall not take any action to circumvent the above declaration, representation or warranty.
8. The Contractor / Transport Company accepts full responsibility and strict liability for making any false Declaration not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any Contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to Government of the Punjab under any law, Contract or other instrument, be void able at the option of Government of the Punjab.
9. Notwithstanding any rights and remedies exercised by Government of the Punjab in this regard, The Contractor agrees to indemnify Government of the Punjab for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to Government of the Punjab in an amount equivalent to ten time the sum of any commission, gratification, bribe, finder's fee or kickback given by The Contractor as aforesaid for the purpose of obtaining or inducing the procurement of any Contract, right, interest, privilege or other obligation or benefit in whatsoever form from Government of the Punjab.
10. In case of any dispute concerning the interpretation and/or application of this Contract shall be settled through arbitration. Secretary, Law, Justice and Human Rights or his nominee shall act as sole arbitrator. The decisions taken and/or award made by the sole arbitrator shall be final and binding on the Parties.
11. This Contract shall be governed by the laws of Pakistan and the courts of Pakistan shall have exclusive jurisdiction.

IN WITNESS Whereof the Parties hereto have caused this Contract to be executed at_ (the place) and shall enter into force on the day, month and year first above mentioned.

**Signed/ Sealed by the Firm/Transport Company
Authorized Dealer/ Authorized Agent**

Signed/ Sealed by Procuring Agency

Witnesses:

1.

1.

2.

2.

Financial Bid Form

To: [Name and address of Procuring Agency]

Date:

Tender:

Respected Sir/Madam

Having examined the Bidding Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer the supply and deliver the goods specified in and in conformity with the said Bidding Documents for the sum of [Total Bid Amount], [Bid Amount in words] or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this bid.

We undertake, if our bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our bid is accepted, we shall obtain an unconditional guarantee in shape of C.D.R of a bank in the sum of _____ percent of the Contract Price for the due performance of the Contract, in the form prescribed by the Procuring Agency.

We agree to abide by this bid for a period of [number] days from the date fixed for bid opening under ITB Clause 18 of the Instructions to Bidders, and it shall remain binding upon us and may be accepted at any time before the expiration of that period. Until a formal Contract is prepared and executed, this bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any bid you may receive. Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of bidder
(if none, state "none")."

Amount and Currency

Dated this day of , 2019

Signature
(in the capacity of)

Duly authorized to sign bid for and on behalf of .

Attachment

Price Schedule

Name of Bidder _____

Tender No. -----

Per K.G Rate Inclusive of All Taxes (for all commodities as mentioned in The List of Commodities to Be Transported)	Approximate Total weight (All Commodities as given in the List of Commodities to be Transported)	Total Cost (Rs)

Sign and Stamp of Bidder _____

Note: In case of discrepancy between unit price (Per K.G Rate) and total, the unit price (Per K.G Rate shall prevail.

TRANSPORT CAPABILITY

The Company/firm shall provide adequate information regarding the transport capability/vehicles it intends to make available for executing and completing PWD, Punjab's Contract.

Sr. No.	Vehicle No.	Brand	How many Wheeler	Self-owned/Leased/available on demand	Fitness Certificate / yes/No	Registered Owner/Lessee Name	Temperature control arrangement Yes/No
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							

26							
27							
28							
29							
30							

Note: Please attach copies of the following duly attested by a Gazetted officer/Notary Public.

- Copies of Registration Certificates pages indicating vehicle and ownership detail of each vehicle.
- Certified copies of valid fitness certificates.
- Attested copies of lease from recognized entities like banks, leasing companies etc in case if vehicles are leased.
- Certificate of availability of stated vehicles on demand with proper documentation/arrangements, PWD, Punjab shall have the right to ask the bidder to demonstrate the availability of vehicles at any time at the cost of bidder before or after the bidding process.
- Transportation firm will be responsible to maintain the required Temperature/storage conditions at all levels of Transportation till final destination either in case of specified Temperature of any commodity conveyed by the department or mentioned on commodity label temperature.

Signed: _____
 CNIC: _____
 Date: _____

Name: _____
 Address: _____
 Place: _____

EXCLUSION CONDITIONS FOR EVALUATION OF CARRIAGE VEHICLES

Minimum 06 wheeler vehicles will be used for evaluation.

In case of non-submission of any of the above document in manner prescribed above the particular vehicle(s) will NOT be considered for evaluation.

TOTAL QUALIFIED VEHICLES = _____

Signed: _____
 CNIC: _____
 Date: _____

Name: _____
 Address: _____
 Place: _____