

5(132)/2015/PWTI-L(06)

**PAPULATION WELFARE TRAINING INSTITUTE**  
**TENDER NOTICE FOR PROVISION OF BOARDING &**  
**LODGING SERVICES**



**Bid Submission Time: 11:00 AM**  
**Bid Submission Date: 30<sup>th</sup> Mar, 2018**

**House # 169-A Ahmed Block, New Garden Town, Lahore Pakistan.**  
**Phone: +92-42-99230809**  
**Fax: +92-42-99230810**

## **INVITATION FOR BIDS**

Population Welfare Training Institute (Procuring Agency), Population Welfare Department Government of the Punjab invites sealed bids / proposals from tax registered and well reputed Hotels/ Guest Houses in Lahore having experience in providing boarding/ lodging facilities to public organizations to accommodate its guests (field Female Enumerators=85 /Male Supervisors=20) for briefing on data collection activity .

## **ELIGIBILITY CRITERIA**

The hotel / guest house in Lahore fulfilling criteria may participate in the bidding process and send following document's copies along with their bids in technical proposal. Failing to fulfill the following eligibility criteria will not considered for the further technical or financial evaluation.

1. Registered with National Tax (NTN) and General Sales Tax (GST)/ Punjab Sales Tax (PST) (whichever is applicable);
2. Experience of providing similar services to government / semi government / autonomous bodies.
3. Has not been blacklisted by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan.

## **SUBMISSION OF BIDS**

1. Tender Documents containing terms & conditions and detailed specifications can be obtained on payment of Rs.500/- per item (Non-refundable being the tender Cost) from the office of Principal, Population Welfare Training Institute, 169- A Ahmed Block, New Garden Town, Lahore on any working day during office hours. A copy of tender notice and bidding documents are also available for information on the website of Punjab Procurement Regulatory Authority and Population Welfare Department, Punjab i.e. [www.ppra.punjab.gov.pk](http://www.ppra.punjab.gov.pk) & [www.pwd.punjab.gov.pk](http://www.pwd.punjab.gov.pk)
2. All tenders shall be submitted to the office of Principal, Population Welfare Training Institute, 169- A Ahmed Block, New Garden Town, Lahore, at given date & time. Any tender received after specified time will not be entertained. Tenders will be opened in Principal office according to the schedule in presence of bidders or their authorized representatives who choose to present at the time of opening.
3. 2% Earnest money of the estimated price (mentioned above) will be attached with the bid in the shape of deposit at call issued in favor of Principal, Population Welfare Training Institute.
4. Procurement shall be governed by the Punjab Procurement Rules 2014 (amended).
5. **Single Stage –Two envelope procedure (Technical & Financial) as per rule 38 (2) (a) of PPRA Rules, 2014(amended), shall be applied.**
  - i) Tenders should be submitted comprising a single package containing two separate envelopes. Each envelope 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(amended).
  - iii) On rejection of Technical Proposal, the Financial Proposal will be returned unopened.
  - iv) The firms already under process of disciplinary action, defaulter or black listed with any government/organization will not be allowed to participate.
6. Late Bid will not be accepted.
  7. Participating Hotels/ Guest Houses must submit the bids that comply with the tender document. If any term or condition of the participating company contradicts/conflicts with the PPRA Rules & procuring agency terms and conditions, the terms and conditions of PPRA and procuring agency will be considered valid.
  8. Not alteration or amendment will be allowed in any case at the time of bid opening.
  9. Bidders submit their best possible lowest prices with their bids.
  10. Procuring agency will not be responsible for any cost or expenses incurred by bidders in connection with preparation or delivery of bids.
  11. All prices must be quoted in Pak Rupees and should include any Taxes applicable, such as GST, Income Tax, etc. If not specifically mentioned in the Quotation, it will be presumed that the prices include all the taxes. Any subsequent change in tax regime would be adjusted accordingly.
  12. CDR amount will be returned to non-qualified bidders at a written request by non-qualified bidders to release the CDR while CDR amount of qualified bidder will be kept for the period of agreement and will be returned at a written request by qualified bidder after expiry of agreement.

## **BIDDING PROCEDURE**

Procuring agency will follow the PPRA Rule-38 (2-a) “Single stage – two envelope procedure” for the entire process of the procurement.

In bidding process, separate evaluation of technical bid and financial bid will be carried out. First the technical bid will be opened and the financial bid of only those bidders on rental basis providers will be opened who will qualify in technical bid evaluation. The technical evaluation will be carried out based on the information provided by the bidders on rental basis providers as requested in technical proposal heading. Interested parties are advised to go through the **technical proposal and financial proposal** and provide the complete information as per proposal.

## **TERMS & CONDITIONS**

1. Rates quoted should be in Pak. Rs. inclusive of all applicable taxes (such as GST, PST Income Tax etc. and are considered final).
2. Income tax and GST (if applicable) will be deducted in accordance with the provisions of Government Rules amended time to time.
3. In case of any dispute regarding service, quality and specification, the decision of the procuring agency shall be final & binding.
4. Rates required to provide the facilities of two or three star hotels to accommodate the guest (field Female Enumerators=85 /Male Supervisors=20)
5. All rooms with double occupancy
6. Daily room cleaning
7. Provision of toiletries in the bathrooms
8. Full board, with complimentary training hall for 35-40 persons facility
9. Provision of clean towel in bathrooms
10. Any other extra facility but no extra charges will be paid
11. Provision of substitute arrangement in case of load shedding
12. Twin Sharing rooms required for batches(each batch consisting 35-40 Persons for 3 days
13. Provision of two meals one Breakfast two teas included
14. Power back up in training halls
15. Capabilities with respect to personnel may also be provided
16. Proper security systems in hotel including guards, fire alarm and fire extinguisher etc. must be available in hotel.
17. Submit information regarding relevant experience specially dealing with Government Departments and past performance (Organizational profile and facilities provided in the rooms including their sizes
18. Successful bidder will supply the above mentioned boarding facilities on need basis within the stipulated agreed time of signing of contract. A penalty at the uniform rate of 5% of the value of the contract will be involved in case of default on provision of agreed services.
19. If the bidder completely fails to provide the rooms on demand, the CDR will be forfeited and on frequent delays of service, bidder may be declared as "Black Listed".

20. The technical & inspection committee/team of procuring agency will visit the hotel for formal inspection of facilities at the time of service. Payment will be made on the completion of activity.
21. In case any rental room is found faulty or out of service, the Bidder will change the faulty room on the same time.
22. The price / rates for each item should be valid for one months starting from the date of the signing of the contract.
23. The Punjab Population Welfare Training institute, Lahore reserves the right to increase or decrease the quantity of required rooms during contract period of one month.
24. In case of any dispute regarding quantity, quality and specification, the decision of the procuring agency shall be final & binding.
25. Procuring agency will not be responsible for any expense related to maintenance of rooms/ premises.

## **DECLARATION FOR BIDDERS**

### **I / we hereby undertake and certify that:**

1. We agree to abide by all these terms and conditions of the Tender document for hiring boarding service.
2. Statement of Integrity: We underscore the importance of a free, fair and compete procurement process that precludes fraudulent use. In this respect we have neither offer nor granted, directly or indirectly ,any inadmissible advantage to any public servants or person in connection with our bid, nor will we offer all grant any such incentive or conditional in the present procurement process or in the event that we are awarded the contract, in subsequent execution of the contract, we also underscore the importance adhering minimum social standard (Core labor standards/ Punjab Food Authority Standards) which executing the tender requirement we undertake to company with the core Labor Standards ratified by the country of Pakistan we will inform our staff about their respective obligation and about their obligation to for this declaration of undertaking and to obey the laws of the country of Pakistan”
3. Our firm /hotel/guest house have never been declared as Black listed by the Government ,so Government Organization

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Name, Designation & Signature of the bidder

# **BIDDING PROPOSAL**

## **a. TECHNICAL PROPOSAL**

Technical proposal should contain following and any additional information and the **copies of all required documents** should be attached in technical proposal for evaluation. Absence of any documentary evidence will lead the bidder to disqualification in technical evaluation.

1. Registered with National Tax (NTN) and General Sales Tax (GST)/ Punjab Sales Tax (PST) (attach copies of certificates) (whichever is applicable);
2. Hotel registration documents
3. Experience of providing similar services to government / semi government / autonomous bodies during last three years.
4. Signed and stamped copy of this tender documents.
5. Company profile with Brochures or any other supporting documents.
6. The bidder should be registered with Income and Sales Tax Departments
7. Submit copies of income tax returns filed with the Federal Board of Revenue (FBR) for the last 3 consecutive tax years (attach copies)
8. Affidavit indicating that company is not blacklisted by any government, semi government or autonomous body (affidavit on stamp paper)

**b. FINANCIAL PROPOSAL**

**Note:** Financial bid evaluation will done on the basis of **rooms rates per day** (full board with complimentary meeting room for 35-40 persons) as given below.

The bid should provide following information as per instructions given in Terms and Conditions.

**Rates For**

Category of rooms	Rack Rates inclusive of all tax
Double Occupancy Room	