



THE PUNJAB EMPLOYEE'S SOCIAL SECURITY INSTITUTION.

(HEAD OFFICE)

3-A, GULBERG-V, LAHORE.

TENDER NOTICE FOR REPLACEMENT OF DEFECTIVE PARTS, TYRES, BATTERY, DENTING & PAINTING AND OTHER WORK MENTIONED IN TENDER DOCUMENTS OF PESSI AMBULANCE NO.LEJ-16-1093, MODEL 2016, TOYOTA HIACE.

The Punjab Employees Social Security Institution, Head Office, Lahore, invites Sealed Tenders / bids under "Single Stage Two Envelope System" from reputable firm / workshops registered with Income Tax & Sales Tax Department and also are on ATL (Active Tax List) of FBR to quote rates for the replacement of defective parts, tyres, battery, denting painting and other work as mentioned in tender documents of official ambulance No.LEJ-16-1093, Model 2016, Toyota Hiace.

- a) **Envelope No.1 (Technical Proposal)**, to contain the complete tender alongwith details of constitution of firm / workshop, proof of eligibility and other documents as mentioned in the tender document.
- b) **Envelope No. 2 (Financial Proposal)**, to contain only Price Bid / schedule (inclusive of all applicable taxes) alongwith 02% bid security of the estimated price.

This tender / bidding documents are also available on PPRA website, www.ppra.punjab.gov.pk and website of PESSI www.pessi.gop.pk and tender document can be obtained from the PESSI, Head Office, 3-A, Gulberg-V, Lahore immediately from date of uploading on PPRA website on working days during office hours from 09:00 AM to 05:00 PM at the cost of Rs.1,000/-.

The proposals should reach the Head Office of Punjab Employees Social Security Institution, 3-A Gulberg-V, Lahore up to 11:00. A.M. on **10.11.2020** and shall be opened on the same date at 11:30. A.M in the presence of bidder's representative.

Vehicle can be inspected at DSS, Lahore Gulberg (26-Main Gulberg, Lahore) prior to submission of tender / offer.

PESSI may reject all bids or proposals at any time prior to the acceptance of bids or proposals as provided under Rule 35 of Punjab Procurement Rules, 2014.

DIRECTOR (ADMN.)
Ph. # 042-99263097



THE PUNJAB EMPLOYEES' SOCIAL SECURITY INSTITUTION
HEAD OFFICE
3- A, GULBERG V LAHORE.

Tender No.	No.SS.Admn.IX(Tender)/MTO/20/
Tender Fee	1000/- (Non-refundable)
Description	Complete repair / denting & painting, replacement of defective parts, tyres, battery etc. and making it road worthy.
Last date & time of receipt	10.11.2020 at 11:00: A.M
Date & Time of Opening	10.11.2020 at 11:30: A.M
Venue	PESSI Head Office, 3-A Gulberg-V, Lahore.
Period for repair of ambulance	Within 45- days from the issuance of work order.
Estimated Price	Rupees 01 Million
Bid Security	Rs.20,000/- @ 02% of estimated price in the form of CDR / demand draft in favour of Commissioner, PESSI.
Acceptance / rejection of tender	i. The Commissioner, PESSI or Purchase Committee reserves the right to ignore / scrap / cancel the tender without any reason. ii. One person, One Bid
Bid validity	120-days
Confidentially	The procuring agency shall keep all information regarding the bid evaluation confidential until the time of the announcement of the evaluation report.

ELIGIBILITY CRITERIA:

The PESSI invites proposals from the firms/ workshops already in business for dealing with repair/ denting painting of vehicles etc. assuring services confirming to the following minimum eligibility criteria:-

1. Having at least 10-years experience in dealing with repair/ denting painting of vehicles of all kinds.
2. Must have sound financial background having annual bank statement of least worth Rs. fifteen Lacs.
3. Income tax return of last 03 years.
4. Minimum work force of at least 05 workers.
5. Documentary evidence of at least 03 clients for providing repair & maintenance of same nature (copy of work order and paid bill) (Government Department / Semi Government / Autonomous Bodies / Private Organizations)

**DETAILS OF WORK TO BE REQUIRED FOR PESSI OFFICIAL
AMBULANCE NO. LEJ-16-1093, MODEL, 2016, TOYOTA HIACE:-**

1. Complete repair, denting & painting along with necessary parts
2. Installation of new battery.
3. Installation of hooter & emergency roof light
4. Replacement of 4-tyres
5. Replacement of wind screen and five Nos. of side glass.
6. Replacement of front bumper and grill.
7. Replacement of Head light set.
8. Replacement of side mirror.
9. Complete AC work.
10. Complete necessary mechanical work and replacement of defective parts i.e. engine tuning, brake service.

BIDDING PROCEDURE:-

Single stage- two envelopes bidding procedure shall be applied.

(a) Single stage two envelopes bidding procedure shall be used for procurement of such goods where the bids are to be evaluated on technical and financial grounds and the procedure for single stage two envelopes shall be:

- (i) The bid shall be a single package consisting of two separate envelopes, containing separately the financial and the technical proposals;
- (ii) The envelopes shall be marked as "Financial Proposal" and "Technical Proposal";
- (iii) In the first instance, the "Technical Proposal" shall be opened and the envelope marked as "Financial Proposal" shall be retained unopened in the custody of the procuring agency;
- (v) During the technical evaluation no amendments in the technical proposal shall be permitted;
- (vi) After the evaluation and approval of the technical proposals, the procuring agency shall open the financial proposals of the

technically accepted bids, publically at a time, date and venue announced and communicated to the bidders in advance, within the bid validity period;

(vii) The financial proposal of the bids found technically non-responsive shall be retained unopened and shall be returned on the expiry of the grievance period or the decision of the complaint, if any, filed by the non-responsive bidder, whichever is later: provided that the procuring agency may return the sealed financial proposal earlier if the disqualified or non-responsive bidder, contractor or consultant submits an affidavit, through an authorized representative, to the effect that he is satisfied with the proceedings of the procuring agency]; and

(viii) The lowest evaluated bidder shall be awarded the contract;

TERMS & CONDITIONS:-

1. Bidder will be selected in accordance with the Punjab Procurement Rules, 2014 through single stage two envelop system. All bids received shall be opened and evaluated in the manner prescribed in the bidding documents.
2. Bid validity will be 120-days.
3. If the acceptance of tender issued during the validity period of the office is not acted by the firm, the Bid security is liable to be forfeited.
4. In case the offer is withdrawn, amended or revised during the validity period of the offer, the Bid security is liable to be forfeited.
5. In case the firm / workshop fails to execute the contract strictly in accordance with the terms and conditions laid down in the contract, the security deposited by the firm shall be forfeited and contract shall be awarded to the 2nd lowest bidder at the risk and cost of the non-complying firm.
6. Procurement shall be governed under Punjab Procurement Rules 2014 (amended). The tender can be cancelled as per rule 35 of PPRA rule, 2014 by the Competent Authority.
7. Guarantee of work is required at the cost of bidder for six months.
8. The ambulance will be repaired under the supervision of driver deputed by PESSI Head Office and Auto Mobile Engineer.

9. After the completion of repair work the ambulance will be handed over to the Auto Mobile Engineer after its complete service, however, acceptance of the ambulance shall be subject to satisfactory inspection of the ambulance by the Inspection Team of the Institution
10. The payment will be made to the successful firm / bidder, after deduction of the General Sales Tax / PST, & Income Tax adopted by the Government of the Punjab.
11. The delivery period shall be 45-days from the date of issuance of work order
12. 01% L.D shall be charged per week for non-delivery of assignment with in the stipulated period/ date
13. All disputes between the parties hereto arising out of this work order or in relation thereto or regarding the interpretation of any clause hereof shall be referred to a single ARBITRATOR, in case the parties agree upon such ARBITREATOR, otherwise to two ARBITRATORS, one to be appointed by each party to the dispute. In the event of disagreement between the two ARBITRATORS, matter shall have to be referred to an umpire whose decision shall be final. The provision of the Arbitration Act, 1940 or any amendments thereof for the time being enforce, shall be applicable to such reference.

SPECIAL INSTRUCTIONS:-

1. Tenders should be addressed to the Commissioner, Punjab Employees Social Security Institution, Lahore.
2. Bidder must quote their offers on the prescribed invitation to Tender Form. Cash Receipts (in original or photocopy) in token of having purchased the tender must accompany.
3. Bidder shall submit a deposit-at-call of the amount of 02% of the estimated price in favour of the Commissioner, PESSI.
4. Bidder should quote their firm and final rates in both words as well as in figures.
5. Affidavit on Rs.50/- stamp paper to the effect that the firm is not blacklisted and has no dispute with any Government Organization may be furnished.
6. The Bidder shall enclose the profile and any other technical data, if any, in respect of their firm / workshop.
7. Bidder should specifically indicate their Nation Tax Number, the General Sales Tax Number, Provincial Sales Tax Number and ATL status.

8. Erasing / cutting crossing etc. if any appearing in the offer must be properly signed by the person signing the tender. Moreover, all pages of the tender must also be properly signed, offers with any over-writing shall in no circumstance be accepted.
9. The successful bidder will be required to furnish security deposit @ 05% of the offered/ quoted price in the form of deposit-at-call demand draft in favour of the Commissioner, PESSI, (by designation only) within the period specified in the letter of acceptance of the bid.
10. Evaluation criteria attached with tender documents.
11. Any offer not received as per terms & conditions of the tender inquiry is liable to be ignored; offer shall not be considered if:
 - i. Received without bid security.
 - ii. Received after the time and date fixed for its receipt.
 - iii. The tender is unsigned.
 - iv. The offer is ambiguous.
 - v. The offer is conditional.
 - vi. The offer is from firm / workshop, which is blacklisted, suspended or removed from the approval list.
 - vii. The offer is received by the telegram.
12. Incomplete, supplementary or revised offer shall not be accepted after opening of the tender.

CERTIFICATE

1. Tender inquiry form duly filled in and signed alongwith the following certificate is enclosed.
 - i. We hereby confirm to have read carefully and all the terms and conditions of your tender inquiry No.SS.Admn.IX(), for repair/ replacement of defective parts as mentioned earlier of official ambulance No. LEJ-16-1093, Model, 2016, Toyota Hiace:-
 - ii. We accept that if the required earnest money is not furnished or our offer is found lacking in any other requirement of your tender inquiry, it shall be rejected.

Signature_____

Name & Address of Tenderer: _____

Designation & CNIC No. of Tenderer:_____

NTN:_____ GST No: _____

Date:_____ Official Seal _____

1) **WITNESS**

Signature_____

Designation & CNIC No.:_____

Full Address:_____

CNIC:_____ Date:_____

2) **WITNESS**

Signature_____

Designation & CNIC No.:_____

Full Address:_____

CNIC:_____ Date:_____

No.SS.Admn.IX(Tender)/MTO/20/ Dated Lahore the, 2020
To,
M/s._____

DY. DIRECTOR (ADMN)

EVALUATION CRITERIA FOR FIRMS / WORKSHOPS

SR. #	DESCRIPTION	MARKS BREAKUP	MARKS OBTAINED
1.	Experience in dealing with repair of vehicles etc. (total marks = 30)		
	a. 15 and above	30	
	b. 10-15 Years	20	
	c. 05-10 Years	15	
	d. 01-05 Years	08	
2.	Copy of Income Tax Return of last 03 years. (Total marks=20)	Yes	20
		No	0
3.	Annual Bank Statement of last year (July-19 to June-20). (Total Marks=20)	1.0 million to 1.5 million	10
		Above 1.5 million	20
4.	Documentary evidence of at least 03 clients (Copies of work order and paid bills) of same nature (Government Departments / Semi Government Departments / Autonomous Bodies or Private Organization) (Total Marks=20)	Above 03	20
		At least 03	10
5.	Documentary evidence with regard to work force availability (Total Marks=10)	05 and above	10
		Less than 05	0
Minimum Passing Marks		70	

Qualifying marks shall be 70 numbers.

NOTE: Attach All Relevant Documents