

WORKERS WELFARE FUND



BIDDING DOCUMENT FOR PROCUREMENT OF DRINKING WATER BOTTLES FOR WORKERS WELFARE FUND

Building No 2, Street 39, G-10/4 Islamabad.
Tel 051-9106325-26 Fax 051-9106321
Web: www.wwf.gov.pk .Email: info@wwf.gov.pk

**TENDER NOTICE FOR E-PROCUREMENT OF DRINKING WATER BOTTLES
FOR WORKERS WELFARE FUND, SECRETARIAT.**

Workers Welfare Fund (WWF), invites of drinking water alongwith free dispensers (refundable) on PPRA E-Pak Acquisition & Disposal System (EPADS) from authorized firms/general order supplier/ companies registered with Income Tax, Sales Tax Departments and are on FBR's Active Taxpayer's List (ATL) for supply of drinking water bottles to Workers Welfare Fund, Islamabad.

2. Bidders are required to submit their bids through PPRA EPADS System (www.eprocure.gov.pk) however the original Bid Security/Earnest money of 2% of the total bid value in the shape of Bank draft/Pay order /call deposit drawn in favor of Workers Welfare Fund may reach office of the undersigned must be delivered Workers Welfare Fund on below mentioned address before bid submission closing date & time. Bids must be submitted online through EPADS as per the following schedule: -

Bid Submission Date & Time	29-08-2024 at 11:00 AM
Bid Opening Date & Time	29-08-2024 at 12:30 AM

3. The bidding documents can also be downloaded free of cost from the Workers Welfare Fund website and PPRA EPADS System, Further, the tender documents may also be obtained from the bidders in a hard form other than EPADS, so if bids are not able to download on bid opening day, then the tender process may be carried out smoothly without any delay.

**Director (General Admn)
Workers Welfare Fund (WWF)
Building No 2, Street 39, G-10/4,
Mauve Area Islamabad**

TECHNICAL BID SUBMITTED BY

M/S _____

Sr. #	Description	Remarks
1.	The company is duly registered with FBR for Income tax and General Sales Tax. Documentary proof is enclosed.	
2.	The firm/company is on FBR's Active Taxpayer's List (ATL). Documentary proof is enclosed	
3.	The bidder has an established office or shop/out let at Islamabad or Rawalpindi for supplies. Documentary proof is enclosed	
4.	Undertaking that the bidder Shop/ Firm / Company is not blacklisted and not involved in litigation with Government / Workers Welfare Fund Islamabad on Rs. 50 Stamp paper duly attested from Notary Public.	
5.	The Original draft/pay order @ 2% of the total bid on account of Earnest Money / bid amount is enclosed with the financial bid.	
6.	The Technical and financial Bids are submitted on the bidding documents (Annex A and B) without alteration and correction.	

I have read the above condition and the mandatory requirements are completed.

Authorized Signatures: _____

Stamp: _____

**FINANCIAL BID
SUBMITTED BY**

FOR THE PROCUREMENT OF BOTTLED DRINKING WATER

M/S _____

Title of Work	Bid Security (Rs.)
<u>SCOPE OF WORK.</u> a) Provision & Supply of total 300 bottles of 19 liters hermetically sealed and dated containers each on monthly basis, to Workers Welfare Fund, Islamabad. b) Provision, Supply & Installation of total 7 water dispensers at Workers Welfare Fund, Islamabad (Returnable upon completion or termination of the contract period).	2% of the Total Annual Bid Amount

S#	Item Name	Detail Specification	Qty	Unit Price (GST Excl)	GST Amount	Unit Price (GST Incl)	Total Cost (Taxes Incl)
1	19 Standard Water Bottle	Drinkable water	01				
Total Cost (Inclusive of all taxes)							

Each and every page of the financial bid has been signed

(SIGNATURE & SEAL OF BIDDER)

(Contract Agreement to be signed with the successful bidder)

CONTRACT AGREEMENT

This Contract Agreement (hereinafter called the “Agreement”) made on the day of-----
-- between **Workers Welfare Fund (WWF)**, Building No. 2, Street 39, G-10/4, Mauve area Islamabad hereinafter refer to as purchaser and the Supplier/contractor of the second part.

WHEREAS the purchaser/procuring authority is desirous that purchase of drinking water bottles for Worker’s Welfare Fund, Islamabad.

NOW this agreement witnesses as follow:

In this agreement word and expressions shall have the same meaning as are respectively assigned to them in the condition of contract. The terms and conditions of the agreement are as under: -

- Claus 1.** Delivery: The supplier shall provide the dispensers / drinking water bottles to Workers Welfare Fund as per demand at its premises Building No. 2, Street 39, G-10/4 Mauve area Islamabad.
- Claus 2.** Rates: - Rates offered in the bid shall be valid for **the period of contact signed between the supplier and procuring Authority** on same terms and condition as specified in the tender documents.
- Claus 3.** Payment: - Payment will be made on a monthly basis only after satisfactory completion of work within 30 days after the receipt of the original invoice.
- Claus 4.** Performance Guarantee: The performance guarantee of Rs -----in shape of Pay Order/bank Draft in favour of Workers Welfare Fund @ 5 % of the total bid amount is enclosed. The same will be rereleased after completion of agreement period.
- Claus 5.** Penalty for failure of Supply: - If the supplier fails to deliver the items specified within the specified time period, a penalty, without prejudice to other remedies under the contract, liquidated damages i.e. @ 0.5% per month or 1 % on the value of items whichever is higher, shall be charged.
- Claus 7.** The Contractor will give immediate notice in writing to the employer of any situation arising from force majeure which makes it impracticable to carry out any of the agreed.
- Clause 8.** The following documents shall be deemed to form, and be read and construed as part of this Agreement: -
 - i. Letter of Award/Supply order
 - ii. Tender Documents.
- Clause 9.** The contract will be initially for one year however may be extended for another period of one year with mutual consent of both parties on same terms and conditions. The extension will not exceed beyond two years.

IN WITNESS WHEREOF the parties here to have caused this Agreement to be executed the day and the year first before written in accordance with their respective Laws.

Signature of the Supplier/contractor

Signature of Purchaser/Employer

Name: - _____

CNIC:- _____

M/s _____

Witness No. 1

Witness No. 2

Signature:- _____

Signature:- _____

Name:- _____

Name:- _____

CNIC:- _____

CNIC:- _____

Authorized Signatures: _____

Stamp: _____

(Cover Letter for the Submission of Technical and Financial Proposal)
(Declaration on company letterhead)

I, _____ hereby declare that:

- all the information provided in the Bid is correct in all manners and respects;
- and I am duly authorized by the Management to submit this proposal on behalf of "[Name of the Firm /Company]"

Name: - _____

Designation: - _____

Signatures: - _____

Date: - _____

Place: - _____

GENERAL TERMS & CONDITIONS FOR THE BIDDERS

Accepted by M/S _____

1. To supply of drinking water alongwith free dispensers (refundable) for Workers Welfare Fund, Building No 2, Street 39, G -10/4, Mauve Area Islamabad.
2. Bidders are required to submit their bids through PPRA EPADS System (www.eprocure.gov.pk). Only those firms are allowed to participate in the tender who are General Sales Tax (GST) registered and have National Tax Number (NTN) and are on FBR's Active Taxpayer's List (ATL). A certificate attached to verify that your firm is an active tax payer.
3. List of Clients along with their valid addresses & contact numbers has been supply the drinking water bottles for the last four years.
4. The quoted rates will be firm and final for the whole period of contract w.e.f. the date of signing of the agreement. The bids will be evaluated on complete package basis and the bidder must bid for drinking water bottles in the financial bid.
5. The supply order to successful bidder will be issued upon completion of all codal formalities under the rules.
6. Bidder(s) must have sound financial position and have sufficient experience, well reputation and have the facility of outlet/shop or office with in Islamabad/Rawalpindi.
7. Bidder(s) must submit Bid Security/Earnest money of 2% of the total bid value in the shape of Bank draft/Pay order /call deposit drawn in favor of Workers Welfare Fund may reach office of the undersigned must be delivered Workers Welfare Fund. Any bid found without 2 % of bid amount will not be considered and rejected. Cheques shall not be accepted. The Bid Security should be valid for a period not less than 3 months and must be enclosed in financial bid. The bid amount for the un successful bidder will be returned after award of tender.
8. The Bid amount @ 2% of the successful bidder will be returned after the award of tender and the bidder will submit performance guarantee @ 5% of the total bid on signing an agreement with WWF, the same will be retained till completion of agreement period.
9. Firm(s) must certify that it has not been blacklisted from any Government organization on Rs. 50 stamp paper.
10. The offered price in Pakistani Rupees of item(s) should be inclusive of all Government Taxes. Income Tax will be deducted at the time of payment according to the Income Tax Laws/Rules and shall be valid for the agreement period.
11. **Bid Opening Procedure:** - Single Stage-One Envelop (36(a) PPRA Rule, 2004)-Procedure will be adopted to evaluate the offers. Each bid shall comprise one single envelope containing, separate, technical proposal (**Annex-A**) and, financial proposal (**Annex-B**) (if any). All Bids received shall be opened and evaluated in the manner prescribed in the bidding documents.
12. Offer(s)/ item(s) which are not found according to the standard/specification(s) and evaluation criteria shall not be accepted.
13. The bid shall remain valid for the period of **90 days** from the date of bid opening.
14. The percentage for quantity of items may increase by 15% within one year of award of contract.
15. The supplier will deliver and installed the drinking water bottles at Workers Welfare Fund Building No. 2, Street 39, G-10/4, Mauve Area Islamabad.
16. Submission of any false statement/Documents or concealing of information will lead to disqualify the bidder.
17. In case any of the terms and conditions of the agreement is violated, the responsibility for any loss or damage will be borne by the supplier.
18. The employer will open the tenders including submission made in the presence of the bidders or their representatives who choose to attend on date, time and venue mentioned in tender notice.

19. The Workers Welfare Fund reserves the right to accept or reject the bids as prescribed under PPRA Rules, 2004.
20. During the supply if Workers Welfare Fund observed that the items are not provided as per the standard and requirement or are substandard, the bidder will replace the items at his own cost and Workers Welfare Fund may cancel the contract with one-month notice and forfeiting the 5% performance guarantee.
21. In case applicable taxes have neither been included in the quoted price nor mentioned whether quoted amount is inclusive or exclusive of such taxes by the bidders, then quoted amount will be considered inclusive of all taxes and selected service provider will have to provide the required items.
22. If the bid is withdrawn before the expiry of its validity or the items are not provided within due date, the performance guarantee will be forfeited in favor of the Workers Welfare Fund.
23. No advance payment will be made for any kind of invoice. Workers Welfare Fund will arrange expeditious payments on submission of invoices. Payment shall be made after delivery.
24. A separate agreement shall be executed with successful bidder as per attached form in the tender documents. **(Annex-C)**.
25. Any dispute arising during execution of the contract between the purchaser and the supplier a dispute resolution committee (DRC) will be constituted by Workers Welfare Fund. The decision of the dispute resolution committee will be final and binding upon both the parties.
26. The contract will be initially for one year however may be extended for another period of one year with mutual consent of both parties on same terms and conditions. The extension will not exceed beyond two years.
27. The bidder should have a current license/approved and should be registered from food authority of federal and provincial authorities of Pakistan
28. The bidder should have current licensed/approved and should be registered by Pakistan Standards and Quality Control Authority (PSQCA).
29. The bidder Should have certification of International Organization of Standardization (ISO) or Hazard Analysis or Critical Control Point (HACCP) and provide Copy of Test Report issued by PSQCA.
30. The bidder should not be blacklisted by PSQCA/PCRWR.
31. Upon selection, the selected company/firm shall not be allowed to transfer, assign, pledge, or sub-contract its rights and liabilities under this agreement to any other service provider or organization.
32. Payment will be made on a monthly basis only after satisfactory completion of work within 30 days after the receipt of the original invoice.
33. The pre-qualified firm/company must be financially sound to be willing to do business on a credit basis for at least 30 days.
34. Payment will be made subject to the deduction of government taxes, after completion of work & production of the Bill/GST invoices.
35. The site can be visited on any working day i.e., Monday to Friday between 09:00 AM to 5:00 PM.
36. Water must be supplied in approximately 19 liters hermetically sealed and dated containers.

I on behalf of M/S _____, hereby accept the above-mentioned terms and conditions.

(SIGNATURE & SEAL OF BIDDER)

Cover Letter for the Submission of BID

A cover letter as specified in Annex D shall be submitted with the proposal.

Note: Please provide the required information/Response to all Annexure mentioned in this document and mark them while submitting the bid. Every page of the bid proposal must be stamp and signed by the bidder.