

Pakistan Hunting & Sporting Arms Development Company (PHSADC)
Ministry of Industries & Production, Government of Pakistan

Tender Notice No.01/2016/17

Tender Notice for the Supply of Oil & Lubricants for Machinery & Equipments

Sealed tenders are invited from the Manufacturers / Authorized Distributors/Dealers/suppliers / Agents registered with tax departments for the supplies of oil & lubricants for its Machinery & Equipments.

2. Tender documents can be obtained from the undersigned or download from the website of PPRA (www.ppra.org.pk) and the Company website (www.phsadc.org).The sealed bids/proposals duly marked as "Bid/Proposal for the Supply of "Oil & Lubricants " must reached to the office of the undersigned **on or before 25th October ,2016 at 11:30 HRS** which shall be opened at 12:00 HRS on the same date at the conference room of PHSADC.

Manager (Admin)

Pakistan Hunting & Sporting Arms Development Company (PHSADC),
Ground Floor, State Life Building,
The Mall Peshawar Cantt.
Tel # 091-9211124
Fax # 091-9210186

Pakistan Hunting & Sporting Arms Development Company (PHSADC)
Ministry of Industries & Production, Government of Pakistan

TENDER DOCUMENTS FOR
SUPPLIES OF OIL & LUBRICANTS

October 13th , 2016

Pakistan Hunting & Sporting Arms Development Company (PHSADC)
Ministry of Industries & Production, Government of Pakistan

SPECIFICATION OF ITEMS

1	2	3	4
Item No.	Description with specification etc.	A/U	Qty.
1.	Cutting oil Shell Garia 404 M10 (Non-Soluble) OR Equivalent	Ltrs.	1100
2.	Caltex Aquatex 3180 OR Equivalent	Ltrs.	40
3.	Castrol Hysol Gs OR Equivalent	Ltrs.	100
4.	Shell Tellus 32 OR Equivalent	Ltrs.	120
5.	Oil VG-68 OR Equivalent	Ltrs.	50

Pakistan Hunting & Sporting Arms Development Company (PHSADC)
Ministry of Industries & Production, Government of Pakistan

TERMS AND CONDITIONS OF TENDER

Bidders are requested to read carefully the following terms and conditions and sign the Tender Form in token of having understood and accepted the same in all respects. Any of the provisions terms can be altered, initiated, admitted or included in the terms & condition by the Technical / Procurement committee; however this can only be done with prior intimation and before the opening of bids.

Tenders which are incomplete or which do not fulfill the requirements given hereinafter may be rendered disqualified.

Qualification of the Vendor

The following vendors are eligible to apply for the tender:

1. The firm/company registered with tax authorities.
2. The firm/company who have never been black listed by any Government agency or authority.
3. Only registered manufacturer/partner/authorized dealer/distributor can participate in the tender.
4. Bidders shall submit complete profile of the firm and item in "Technical Proposal".
5. The bidder must have at least two years of experience in the relevant business.

Documents Required

1. Proofs of relationship/partnerships/authorized dealership with the original manufacturer. Certificates of registration/incorporation of firm or company
2. Copies of registration certificates with tax authorities may be attached with the profile documents.
3. Bidders are required to provide the number of technical employees engaged by them along with their qualification and/or experience if any.
4. Comparison Sheet with details specifications in tabular format related to given specifications in tender.

Method of Procurement:

It will be a "Single Stage - Two Envelope" procedure

- The bid shall comprise of a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal.
- The envelopes shall be marked as "FINANCIAL PROPOSAL" and "TECHNICAL PROPOSAL" in bold and legible letters to avoid confusion.

- Initially only the envelope marked with “TECHNICAL PROPOSAL” shall be opened at 12:00 HRS on 25th October 2016, in the presence of interested bidders.
- The envelope marked as “FINANCIAL PROPOSAL”, will be retained by the procuring agency without being opened.
- The Technical / Procurement Committee shall evaluate the technical proposal based on the parameters mentioned in the “Technical Evaluation Criteria”, without reference to the price and reject any proposal which does not conform to the specified requirements.
- The financial proposal of bids shall be opened in the presence of interested bidders or their representatives at a time, date and venue to be specified in due course of time.
- After the evaluation and approval of the technical proposal the Technical / Procurement Committee shall open the financial proposals of the technically qualified bids only. The financial proposal of bids found technically non-responsive shall be returned un-opened to the respective bidders.
- Earnest money should be enclosed in a separate envelope marked clearly as “EARNEST MONEY” and submitted separately with the proposals.

Response time:

The sealed bids duly marked as “Bid/Proposal for supply of “**Oil & Lubricants**” must reach the office of the Manager (Admin), Pakistan Hunting & Sporting Arms Development Company (PHSADC), Ground Floor, State Life Building, The Mall Peshawar Cantt. On or before 11:30 HRS on 25th October 2016.

Bid Price:

1. All prices must be quoted in Pak Rupees.
2. The prices quoted shall be binding on the tenderer for a period of at least 60 days
3. The prices quoted should be inclusive of all taxes, duties & service/delivery charges.
4. Taxes will be deducted as per rules and regulations of the Government.

Evaluation of bids:

1. All bids should comply with the eligibility criteria and other terms and conditions mentioned here after.

Rejection of bids & dispute:

1. All bids submitted after the time prescribed shall be rejected and returned.
2. Failure in submission of the above required documents will result the rejection of bid/proposal.
3. Any bid received without earnest money, shall be rejected.
4. PHSADC reserves the right to reject all bids or proposals at any time prior to the acceptance of a bid or proposal as per PPRA Rules.
5. Any dispute arising during course of completion of assignment will be referred to the Board of Directors of the Company and his decision will be final and binding upon the bidder

Award of Tender:

1. Financial bids of only technically qualified bidders would be opened.
2. Tender would be awarded on the basis of lowest quoted bid.
3. Payment of bills will be released after successful supply of items as per terms & conditions mentioned in this document and upon satisfactory report by the end user.

Earnest Money:

1. The Bidders shall have to deposit @ Rs.2% of the total value of the bid as earnest money in the form of Pay Order/Demand Draft only (Cheques are not acceptable) in favor of **Pakistan Hunting & Sporting Arms Development Company (PHSADC)** with which will be released after satisfactory completion of the warranty period in a case of successful bidder. However security deposit of the non successful bidders will be returned after approval of the case by the competent authority.

Warranty & Maintenance:

1. The item(s) must be offered with standard warranty if any, explicitly mentioned for each product offered.
2. In case of non-conformity with the desired specification, the item shall be replaced by the Supplier free of cost.

Other:

1. The item should be new and the vendor will ensure originality of the procurement channel as well as the item.
2. The items shall be supplied in packed form and shall only be opened in the presence of the Technical / Procurement Committee. Working manuals / specifications / data sheets or any other related literature shall accompany the item in original at the time of delivery if any.
3. The firm will demonstrate the operation/working of the item (s) to the satisfaction of the Technical / Procurement Committee.
4. Successful Supplier shall ensure to complete the supply of the items at the earliest but not later than 15 days after issuance of work / purchase order.
5. Payment will be released after successful delivery and testing of item/items as per the specifications mentioned in this document.
6. The Bidder must submit the duly filled checklist form **annex-I** given at the end.
7. Bidders should not quote their own terms & conditions

I have read all the terms and conditions and agree to fully comply and abide by them. Any non-conformity on my part would result in the rejection of the bid.

Name of the Tenderer
Authorized Signatures
& Official Stamp

Checklist

Supply of Oil & Lubricants to PHSADC

	Name of the Firm Address (Telephone, Fax & E-mail)	
	Year of Establishment	
	Sales Tax Registration No. (attach documentary evidence)	
	National/Income Tax No. (Annual Turnover supported by Income Tax Return)	
	Professional Tax Certificate (attach documentary evidence)	
	Banker's Name & Contact Details	
	Earnest Money @ 2% as Bank Pay Order/Draft is attached with the check list	Yes_____ No._____
	Assignments in Hand (Current) if any	
	Managerial/Technical Capability if any a). Total No. of managerial staff b). Total No. of technical staff (attach as separate Annexure, if necessary)	
	Clientage (Attach separate Annexure, if necessary)	
	Enlistment Certificate (copy of certificate enlisted with Government/Semi Govt. Organizations, if any)	
	Affidavit (that the firm has not been blacklisted by private, Govt., Semi Govt. and Autonomous Body)	
	Contact Person Name & Designation_____	_____ Authorized Signature & Stamp

Evaluation Criteria

Supply of Oil & Lubricants to PHSADC

The pre-qualification proposals will be evaluated as per following criteria:

S#	Criteria	Weight age	Remarks
1.	General : <ul style="list-style-type: none"> ● Proof of registration/incorporation ● Registration with tax authorities ● Clientage/current assignment ● Experience in the industry 	20	Provide a list of current & completed projects in the current & previous years.
2.	Technical Specifications	50	Comparison Sheet with details specifications in tabular format related to given specs in tender
3.	HR Capabilities at Regional Level <ul style="list-style-type: none"> ● Managerial & Technical staff 	20	Provide list of employees, their qualification & experience in the technical field
4.	Financial Capabilities <ul style="list-style-type: none"> ● Annual performance ● Financial strength 	10	Provide annual audit / financial statements if any

Note: Minimum score requires qualifying for next step is **60**.

Financial Proposal

(FOR PESHAWAR)

Supply of Oil & Lubricants to PHSADC

Name of the firm: _____

Address _____

S#	Items	Brand Name	Quantity	Rate (PKR.)	GST	Total (Rs.)	Warranty (if any)
1.							
2.							
3.							
4.							

Name & Designation
Stamp

Authorized Signature &