



TENDER DOCUMENT

FOR
“SUPPLY OF SALT GIFT BOXES INCLUDING
PACKAGING & AIR SHIPMENT TO PAKISTAN
MISSIONS ABROAD”

For Trade Development Authority of Pakistan
(TDAP), Karachi

Trade Development Authority of Pakistan
MINISTRY OF COMMERCE, GOVERNMENT OF PAKISTAN
Address, Contact info

INVITATION FOR BIDS

SUPPLY OF SALT GIFT BOXES INCLUDING PACKAGING /AIR SHIPMENT TO PAKISTANI MISSIONS ABROAD

Trade Development Authority of Pakistan (TDAP), invites sealed bids from the companies/exporters etc, registered with Income Tax and Sales Tax Departments for **“Supply Of Salt Gift Boxes Along With Packaging and its Air Shipment To Pakistan Missions Abroad”**.

2. The successful bidder/company shall be responsible for the following:-

- (i) Supply of Salt Gift Boxes to Pakistan Missions Abroad
- (ii) Packaging & Branding of the Boxes (Corrugated Cardboard Box for 1.5KG Net Salt Items. Design to be provided by TDAP)

3. Bidding documents, containing detailed terms and conditions and other related information are available for the interested bidders at the address given below. Bidding document may also be downloaded from www.tdap.gov.pk.

4. Single Stage Two Envelope Procedure will be used for Bid Security equivalent to 2% of total bid value in the form of Pay Order/ Demand Draft/ Banker's Cheque in favor of Accounts Officer, TDAP, Karachi shall be submitted with the sealed proposal. Bids without the Bid Security will be rejected.

5. The sealed bids, prepared in accordance with the instructions in the bidding documents, and complete in all respects **must reach at the address given below on or before September 30th , 2021 on 11.00 am. Bids will be opened on the same day at 11.30 am.** This advertisement is also available on PPRA website at www.ppra.org.pk and TDAP website at www.tdap.gov.pk.

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1. BACKGROUND:

Trade Development Authority of Pakistan (TDAP), invites sealed bids under Rule No. 36(b) of Public Procurement Rules, 2004 from the companies/exporters, registered with Income Tax and Sales Tax Departments for **“Supply of Salt Gift boxes Including Packaging (Corrugated Cardboard Box) & Air Shipment To Pakistan Missions Abroad”** as per details and specification given in “Bill Of Quantity”.

2. SCOPE OF SERVICES:

The successful bidder (s) will be required to send salt gift boxes as per availability of best quality at the time of shipment via air shipment in Corrugated Cardboard Box (Branding of the Box/Design will be provided by TDAP) to the Pakistan Missions abroad as per the list given below.

S. No.	Tentative Destinations	Total Weight of boxes in Kg	No of Boxes in 1.5 kg packing
1.	South Africa	75	50
2.	Nigeria	75	50
3.	Saudi Arabia	150	100
4.	Canada	75	50
5.	Russian Federation	75	50
6.	Japan	75	50
7.	Belgium	75	50
8.	United Kingdom	150	100
9.	Norway	75	50
10.	China	75	50

* Kindly note that TDAP reserves the right to change destinations and quantities at any time as per actual requirement, however, the bidders must quote rate for all the above destinations and quantity. Incomplete bids will be rejected.

BILL OF QUANTITY (BOQ)**(To be separately sealed along with Bid Security)****Name of the firm:**

All prices must be inclusive of all applicable taxes (i.e. GST, Income Tax etc)

S. No.	Description	Qty	Per unit rate(Rs)	Amount(Rs)
1.	Salt Gift Boxes comprising of following products along with Packaging a) One flavoured Salt in glass grinder (100 grams) in each box. b) One pink Salt in glass grinder (100 grams) in each box. c) One fine grain Pink Salt powder in plastic packaging (100 grams) in each box. d) One coarse grain pink salt in plastic packaging (100 grams)in each box. e) One flavoured Salt fine grain in plastic packaging (100 grams)in each box f) One Pink Salt Pyramids, plastic packaged, 100 grams) in each box g) One Salt Scrub in the company's scrub container (150 grams) in each box h) One Bath Salt packet (150 grams) + 3 glass tubes (200 grams in total) in each box	600 salt boxes of 1.5 kg each 600 pcs 600pcs 600pcs 600pcs 600pcs 600pcs 600pcs		
2	Corrugated Cardboard Box for 1.5KG Salt Gift Boxes * Branding of the box as per the sample provided	600 Boxes		
3.	Wrapping Papers (Design provided by TDAP)	600		

	Total Price inclusive of all taxes:			

3. **INSTRUCTIONS TO THE BIDDER:**

- I. The bidder (s) will submit their profile containing name of firm, its status, address, telephone number (s), fax number and other relevant information.
- II. The bidder (s) will submit the bids along with tender application form as per **Annex-I**
- III. The bids will be considered as non-responsive in case of non-completion or mis-declaration.
- IV. **Air Freight & handling charges will be billed as per invoice/actual**
- V. Total lowest bidder will qualify as the successful bidder
- VI. TDAP will issue the Non-Commercial Value Certificate for the shipments
- VII. The bidder will submit an affidavit to the effect that the firm is not blacklisted and is not in litigation with any organization / department, private or public may also be furnished.
- VIII. TDAP reserves the right to accept or reject any bid or to annul the bidding process and reject all bids at any time prior to Contract award as per PPRA rules, without thereby incurring any liability to the Bidders
- IX. The Bidders are hereby informed that the TDAP shall deduct Income Tax & Sales Tax at the rate prescribed under the tax laws of Pakistan, from all payments of successful Bidder.
- X. The price quoted should be in Pak Rupees inclusive of all applicable taxes. The price quoted in this tender will be treated as final and must be valid for sixty (60) days. Rates should be quoted on the FOB basis (Air freight and Handling charges will be on actual).
- XI. Incomplete bids will be considered as non-responsive bids and will be rejected.

4. **Technical Bid:**

- I. Bidders will furnish their exports of salt of last five years to major destinations.
- II. Details of the major clients(international)
- III. Copies of necessary certificates of (ISO-2018/2020, HACCP, other country specific requirements for Salt)
- IV. Copy of STN & NTN
- V. Undertaking on company letterhead duly attested, that the items supplied will be in good quality/packing

5. **Financial Bid:**

- I. **"Bill of Quantity"** duly filled and attested may be attached.
- II. 2% Bid security of the bid amount

6. Procedure of Competitive Bidding

Single Stage – two envelope procedure, as per rule no. 36 (b) of Public Procurement Rules, 2004, will be followed.

7. Submission and opening of Bids

Bidding Document duly filled and complete in all respect along with all the requisite document and information can be submitted on or before 30th September 2021, on 11.00 am. The bids will be opened on the same date at 11.30 am on the address given in the tender notice as per Rule No. 28 (2) of PPRA 2004.

8. Bid Security

All the Bidders are required to submit 2% bid amount of the actual bid in form of Pay Order/ Demand Draft/ Banker's Cheque and **in favor of Accounts Officer TDAP, Karachi** with the sealed proposal as per Rule No. 25, Public Procurement Rules, 2004. Bids without bid security will be rejected.

9. Evaluation Procedure

The bids will be evaluated on the basis of technical evaluation criteria and the quantity and specifications mentioned in BOQs against each items. The unit price may be quoted in Pakistan Rupees and should be inclusive of all the taxes applicable.

10. Acceptance of Bids

Suppliers to quote all the items listed in BOQ except airfare which will be on actual basis. The bidders fulfilling all the required specifications, quantity and criteria and quoting the best competitive and most economic prices item-wise will be declared successful and will be awarded the work accordingly.

11. Payment Schedule

The successful bidder (s) will be required to supply the Salt products for which the work order has been issued as per rates and specification of quotes. After the shipment of the salt products to the destinations abroad and their arrival at the required destinations, the supplier can process his case for payments as per shipment once the arrival report is received from the Mission abroad. The supplier would submit his bill containing the details about Invoice number, date, quantity of salt products supplied, rates per unit inclusive of GST/any applicable taxes and total payment due. The payment will be made by TDAP on actual basis after successful completion of work assigned and the case regarding partial payment will not be accepted.

TECHNICAL EVALUATION CRITERIA

Minimum Technical Criteria: 60%

S. No	Parameters against which technical evaluation shall be done	Scoring brackets	Total points allocated
1	Years of Experience in relevant field		<u>15</u>
1.1	Years \leq 3	5	
1.2	3 < Years \leq 5	10	
1.3	Years > 5	15	
2	Number of Employees		<u>10</u>
2.1	Number of employees \leq 10	05	
2.2	Number of employees >10	10	
3	Exports to Foreign Destinations in Last 5 Years		<u>20</u>
3.1	Number of Export Destinations \leq 5	10	
3.2	Number of Export Destinations > 5	20	
4	Financial strength of the firm		10
4.1	5 Million Rs. \leq Annual turnover \leq 10 Million Rs.	05	
4.2	Annual turnover > 10 Million Rs.	10	
5	Number of Clients		15
5.1	Number of Clients \leq 3	5	
5.2	3 < Number of Clients \leq 7	10	
5.3	Number of Clients > 7	15	
6	Certifications		30
6.1	ISO	10	
6.2	HACCP	10	
6.3	Country Specific Certification	10	
	TOTAL		100

TENDER APPLICATION FORM

No.....

Dated.....

**The Assistant Manager (Agro & Food
Division)** Trade Development Authority of
Pakistan Government of Pakistan
F.T.C., Building, Karachi.

**Subject: - TENDER FOR SUPPLY OF “SUPPLY OF SALT GIFT BOXES INCLUDING
PACKAGING & AIR SHIPMENT TO PAKISTAN MISSIONS ABROAD”**

1. Name of Applicant / Firm.....

2. Address.....

3. Phone No.....Mobile No.....Fax No.....

4. Past Experience.....

5. Income Tax Certificate..... (Copy attached)

6. GST Certificate..... (Copy attached)

7. Bid Amount.....

8. Earnest Money @ 2% of the Bid Amount.....

Paid By Pay Order No.....Dated.....Bank.....

Signature of Applicant & Stamp