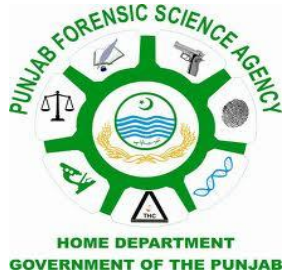


TENDER DOCUMENT

PUNJAB FORENSIC SCIENCE AGENCY (PFSA)

DISPOSAL OF INFECTIOUS WASTE

FSA-246



Punjab Forensic Science Agency (PFSA)

Home Department, Government of the Punjab
Head Office: PFSA Thokar Niaz Baig, Multan Road, Lahore. Pakistan

Tel: +92 42 37840007

Fax: +92 42 9232761

Email: info.pfsa@punjab.gov.pk

Web: www.pfsa.gop.pk

Tender Fee (Non-refundable)	Rs. 1000/- (DD/PO in the name of Director General, Punjab Forensic Science Agency). Cash not accepted
Date and Time of Receiving	17-01-2018 (11:00 AM)
Date and Time of Opening	17-01-2018 (11:30 AM)
Call Deposit	Rs. 12,000/- in the name of Director General, Punjab Forensic Science Agency
Venue	Committee Room of Punjab Forensic Science Agency, Thokar Niaz Baig, Lahore

Sealed tender shall be addressed to the Director General, Punjab Forensic Science Agency, Thokar Niaz Baig, Lahore.

TERMS & CONDITIONS

1. The infectious waste will be collected from the Punjab Forensic Science Agency, Thokar Niaz Baig, Lahore on need basis.
2. The rate will be valid for one year from the date of issuance of contract / award letter.
3. Offer shall be valid for 90 days from the date of opening of tender.
4. The contract is valid for the year 2017-18 extendable till the finalization of the new contract.
5. No offer shall be considered if:-
 - a. Received without call deposit (CDR)
 - b. Received after the date and time fixed for its receipt.
 - c. The offer is ambiguous.
 - d. The offer is conditional.
 - e. The offer is from a firm black listed or suspended.
 - f. The company should not have its own incineration facilities.
6. Income tax will be deducted as per Govt. instructions.

SPECIAL INSTRUCTIONS

1. Participants should quote their rates on the prescribed performa / tender form in words as well as in figures on companies letter head. (Hand written tender forms on plain paper will not be accepted).
2. Participants shall submit call deposit worth Rs. 12000/- with the offer in the form of CDR.
3. Any crossing / cutting etc. appearing on the offer must be properly signed by the person signing the tender. Moreover all pages of the tender must also be properly signed.
4. The bidders are requested to enclose/furnish along with their offer the following:

- i. Tender receipt.
 - ii. Price Reasonability Certificate.
 - iii. Experience Certificates.
 - iv. Copy of the National Identity Card.
 - v. National Tax Number Certificate.
 - vi. Not Black-Listed Certificate.
 - vii. Tender documents stamp / signature / signed properly.
 - viii. List of vehicle. Relevant incineration facilities e.g. plant, waste carriage vehicles etc.
5. In case the firm fails to execute the contract order satisfactorily with the PFSA, its call deposit and security will be forfeited. PFSA also reserves the right for the suspension / cancellation of contract / blacklisting of the defaulting firm.
 6. The contract will certify that the prices quoted are not more than the prices charged from any agency (Government or Private) in Pakistan and in case of any discrepancy, the supplier shall have to refund the payment charged in excess, whenever detected.
 7. The contractor shall ensure compliance of national environmental quality standards.
 8. The contractor shall be liable to collect, transport, handle, store, dispose of incinerate all types of infectious waste of PFSA according to rules and regulations.
 9. The company should be approved by Environmental Protection Authority.
 10. Please submit Technical Bids and Financial bids are separate sealed envelopes as per PPRA Rules, 2014 (Amended).
 11. Attached Performa must be prepared filled, signed / stamp and returned with the bid.

DIRECTOR GENERAL
Punjab Forensic Science Agency
Thokar Niaz Baig, Lahore

Special Stipulations

SCHEDULE-A, SPECIAL STIPULATIONS	
For ease of Reference, certain special stipulations are as under:	
Tender Security	The Contractor shall furnish the Tender Security as under: for the whole Tender; in the form of Demand Draft / Pay Order / Call Deposit Receipt, in the name of the Purchaser; for a sum equivalent to PKR 12,000/- denominated in Pak Rupees;

Technical Proposal Submission Form

[Location, Date]

To (Name and address of Client / Purchaser)

Dear Sir,

We, the undersigned, offer to provide the (insert title of assignment) in accordance with your Request for Proposal/Tender Document dated (insert date) and our Proposal. We are hereby submitting our Proposal, which includes the Technical Proposal and the Financial Proposal sealed in two separate envelopes.

We undertake, if our Proposal is accepted, to provide supply of related to the assignment.

We also confirm that the Government of Pakistan / Punjab has not declared us, or any, ineligible on charges of engaging in corrupt, fraudulent, collusive or coercive practices. We furthermore, pledge not to indulge in such practices in competing for or in executing the Contract, and we are aware of the relevant provisions of the Proposal Document.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature

(In full and initials)

Name and Designation of Signatory

Name of Firm

Address

Annexure-B

Financial Proposal Submission Form (Part of Financial Bid Envelope)

[Location, Date]

To _(Name and address of Client / Purchaser)_

Dear Sir,

We, the undersigned, offer to provide the _(Insert title of assignment)_ in accordance with your Request for Proposal dated _(insert date)_ and our Technical Proposal. Our attached Financial Proposal is for the sum of _(insert amount in words and figures)_.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e. before the date indicated in _____ of the Proposal Data Sheet.

We also declare that the Government of Pakistan / Punjab has not declared us or any Sub-Contractors for any part of the Contract, ineligible on charges of engaging in corrupt, fraudulent, collusive, or coercive practices. We furthermore, pledge not to indulge in such practices in competing for or in executing the Contract, and are aware of the relevant provisions of the Proposal Document.

We understand you are not bound to accept any Proposal you receive.

Signed

In the capacity of:

Duly authorized to sign the proposal on behalf of the Applicant.

Date:

Annexure-C

Price Schedule/ Financial Cost Sheet

Must be filled separately

Sr#	Item Description	Price per Month (PKR)	PRA	Total Price per Month (incl. Of all taxes)

Total Cost (in words). _____

Date _____

Place _____

Signature of authorized person

Name:

(Company Seal)

In the capacity of

Dully authority by

Note: No cutting or overwriting is allowed. Any cutting or overwriting will lead to rejection of the financial bid.

Format for Covering Letter

To
(Name and address of Purchaser)

Sub: _____.

Dear Sir,

- a) Having examined the tender document and Appendixes we, the undersigned, in conformity with the said document, offer to provide the said items on terms of reference to be signed upon the award of contract for the sum indicated as per financial bid.
- b) We undertake, if our proposal is accepted, to provide the items/services comprise in the contract within time frame specified, starting from the date of receipt of notification of award from the client Department / Office.
- c) We agree to abide by this proposal for the period of ____ days (as per requirement of the project) from the date of bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
- d) We agree to execute a contract in the form to be communicated by the _(insert name of the Purchaser)_, incorporating all agreements with such alterations or additions thereto as may be necessary to adapt such agreement to the circumstances of the standard.
- e) Unless and until a formal agreement is prepared and executed this proposal together with your written acceptance thereof shall constitute a binding contract agreement.
- f) We understand that you are not bound to accept a lowest or any bid you may receive, not to give any reason for rejection of any bid and that you will not defray any expenses incurred by us in bidding.
- g) We would like to clearly state that we qualify for this work as our company meets all the pre-F criteria indicated on your tender document. The details are as under:

Authorized Signatures with Official Seal

INSTRUCTION FOR PREPARATION OF POWER OF ATTORNEY

Endorsed

- a)** To be executed by an authorized representative of the bidder.
- b)** The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants and when it is so required the same should be under common seal affixed in accordance with the required procedure.
- c)** Also, wherever required, the Bidder should submit for verification the extract of the charter documents and documents such as a resolution/power of attorney in favor of the Person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.
- d)** In case the Application is signed by an authorized Director / Partner or Proprietor of the Applicant, a certified copy of the appropriate resolution / document conveying such authority may be enclosed in lieu of the Power of Attorney.

Format of Power-of-Attorney

POWER OF ATTORNEY

(On Stamp Paper of relevant value)

Know all men by these presents, we (name of the company and address of the registered office) do hereby appoint and authorize Mr. (full name and residential address) who is presently employed with us and holding the position of as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our proposal for (name of the project) in response to the tenders invited by the (name of the Purchaser) including signing and submission of all documents and providing information/responses to (name of the Purchaser) in all matters in connection with our Bid.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

Dated this _____ day of _____ 20__

For _____

(Signature)

(Name, Designation and Address)

Accepted

(Signature)

(Name, Title and Address of the Attorney)

Date:

UNDERTAKING

It is certified that the information furnished here in and as per the document submitted is true and correct and nothing has been concealed or tampered with. We have gone through all the conditions of tender and is liable to any punitive action for furnishing false information / documents.

Dated this ____ day of _____ 20__

Signature

(Company Seal)

In the capacity of

Duly authorized to sign bids for and on behalf of:

AFFIDAVIT

Integrity Pact

We (Name of the bidder / supplier) being the first duly sworn on oath submit, that Mr. / Ms. _____ (if participating through agent / representative) is the agent / representative duly authorized by (Name of the bidder company) hereinafter called the Contractor to submit the attached bid to the (Name of the Purchaser). Affiant further states that the said M/s (Bidding Firm/Company Name) has not paid, given or donate or agreed to pay, given or donate to any line officer or employee of the (Name of the Purchaser) any money or thing of value, either directly or indirectly, for special consideration in the letting of the contract, or for giving undue advantage to any of the bidder in the bidding and in the evaluation and selection of the bidder for contract or for refraining from properly and thoroughly maintaining projects implementations, reporting violation of the contract specification or other forms of non-compliance.

Signature & Stamp

Subscribed and sworn to me this _____ day of _____ 20__

Notary Public

TENDER SECURITY FORM

WHEREAS [Name and Address of the Contractor] (hereinafter called "the Contractor") has submitted Tender against Tender Name. _____ (hereinafter called "the Tender") to the [Name and Address of the Purchaser] (hereinafter called "the Purchaser") for the Total Tender Price of PKR (in figures _____) (in words _____).

AND WHEREAS [Name of the Bank] having registered office at [Address of the Bank] (hereinafter called "the Guarantor") has agreed to give the Contractor a Guarantee;

THEREFORE the Guarantor hereby affirms to bind himself, his successors and his assigns to the Purchaser, for the sum of PKR (in figures _____) (in words _____) and undertakes to pay to the Purchaser, upon receipt of his written demand(s), any sum(s) as specified by him, not exceeding the above limit in aggregate, without cavil / argument and without the Purchaser having to substantiate / prove or to show grounds / reasons for such claim(s), on the occurrence of any / all of the following conditions:

1. If the Contractor withdraws the Tender during the period of the Tender validity specified by the Contractor on the Tender Form; or
2. If the Contractor does not accept the corrections of his Total Tender Price; or

Provided that the Purchaser shall specify the occurred condition(s) owing to which the said sum is due to him.

Provided further that any demand(s) / claim(s) from the Purchaser shall reach the Guarantor within thirty working days after the expiry of the Guarantee.

This guarantee shall remain valid up to _____.

Date this _____ day of 20____.

GUARANTOR

Signature _____
CNIC # _____
Name _____
Designation _____
Address _____