



Participatory Village Development Programme (PVDP) Sindh

INVITATION TO TENDER (ITT)

Tender Ref : PVDP/HO/2024/063 for the Supply of Cotton Seeds and Fertilizer

From: Procurement Committee, Participatory Village Development Programme (PVDP) Head Office Near Muhammad Medical College & Hospital Rattanabad, Mirpurkhas Sindh.	Tel: 0233-821680 Email: nouman@pvdpsindh.org
Date: 25-January -2024	Submission Timeline: 09-February -2024 by 11:00 AM

Participatory Village Development Programme (PVDP) Sindh started its development journey from District Tharparkar in 1997. Mr. Dominic Stephen, founder of PVDP, realized the gravity of the situation and the complex socio-psycho and economic problems of Thari communities and established PVDP in 1997. PVDP was registered on 15th June 1998 under the Societies Registration Act 1860 in Hyderabad. The organization was formed with a mission to support the poor and disadvantaged communities in improving the qualities of their lives, through encouraging people to organize and mobilize themselves for holistic social change.

PVDP is working in the most challenging, poverty and disaster-stricken districts of Sindh Province to support the most vulnerable people. From 1997, PVDP is engaged in drought mitigation programme in District Tharparkar and supported thousands of families to make them drought resilient. In year 2010, PVDP started work outside of District Tharparkar for the flood affected communities in severely affected districts of Sindh Province; Khairpur, Thatta, Umerkot, Mirpurkhas, Badin and Sanghar.

PVDP focuses on poverty reduction, drought mitigation, primary healthcare, primary education, community empowerment, disaster risk reduction and disaster emergency response ".

Participatory Village Development Programme (PVDP) Sindh is implementing a project title "Humanitarian Assistance for flood affected households in Mirpurkhas Sindh (Continuation)" Project with the support of Diakonie Katastrophenhilfe (DKH) in taluka Jhuddo, of Mirpurkhas.

Participatory Village Development Programme (PVDP) Sindh is hereby inviting sealed bids from reputable suppliers and contractors to participate in bidding for the below mentioned supply.

1- Item Detail:

Sr. No	Description	Specification	ITT Ref No.	Quantity
1	Cotton Seed	CERTIFIED SEEDS (NIAB-878) <ul style="list-style-type: none">• Free from of fungus• Free from insects• Free from other crop residues• Must be tagged Certified and Registered	PVDP/HO/2024/063	2800 Kg (400 bags in packing of 07 Kg bags) (5 to 6 coloured 02 organizational Logos and "NOT FOR SALE" will be printed on bags, details of branding will be shared at the time of Agreement)
2	Fertilizer Diammonium-Phosphate (DAP)	ENGRO –DAP A+ Quality		20000 Kg (400 bags in packing of 50 Kg bags) (5 to 6 coloured 02 organizational Logos and "NOT FOR SALE" will be printed on



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				bags, details of branding will be shared at the time of Agreement)
3	Fertilizer Urea	ENGRO-UREA A+ Quality		60000 Kg (1200 bags in packing of 50 kg bags) (5 to 6 coloured 02 organizational Logos and “NOT FOR SALE” will be printed on bags, details of branding will be shared at the time of Agreement)

The deadline for submission of SEALED bids is Friday 09th February, 2024 by 11:00 AM .

Participatory Village Development Programme (PVDP) Sindh reserves the right to accept or reject any bid without assigning any reason whatsoever.

2- Bid Data Sheet:

Bidders are expected to examine carefully and comply with all instructions, forms, contract provisions and specifications contained in this ITT. Failure to submit a bid containing all the required information and documentation within the deadline specified will lead to the rejection of the bid. No account can be taken for any reservation in the bid as regards the ITT; any reservation on account of missing information will result in the immediate rejection of the bid without further evaluation.

2.1 Scope of Supply:

Provision and supply **Cotton Seeds and Fertilizer** under this tender will be in Taluka Jhuddo District Mirpurkhas as per below detail.

S. No	District	Union Council	Village	No of Benef:	Date
1	Mirpurkhas Sindh	– Mir Khuda Bux 2	1- Gohram Bhatti 2- Gul Muhammad Pitafi	60	20 th March, 2024
2	Mirpurkhas – Sindh	Mir Khuda Bux 2	1- Ali Abad 2- Muhammad Laghari 3- Haji Faqeer Laghari	40	20 th March, 2024
3	Mirpurkhas – Sindh	Mir Khuda Bux 2	1- Mahmood Laghari 2- Qadir Bux Talpur 3- Sher Muhammad Talpur 4- Zulfiqar Talpur	55	21 th March, 2024
4	Mirpurkhas – Sindh	Mir Khuda Bux 2	1- Ashfaque Qaimkhani 2- Chandro bheel	50	21 th March, 2024



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			3- Dr Ladharam		
5	Mirpurkhas – Sindh	Mir Allah Bachayo	1- Allah B Achayo Kapri 2- Manthar Laghari	40	22 th March, 2024
6	Mirpurkhas – Sindh	Mir Allah Bachayo	1- Mir Manzoor Talpur 2- Mir Luqman Talpur 3- Hameero Chohan	60	22 th March, 2024
7	Mirpurkhas – Sindh	Mir Allah Bachayo	1- Hamzo Laghari	50	23 th March, 2024
8	Mirpurkhas – Sindh	Mir Allah Bachayo	1- Haji Ishaque Memon	20	23 th March, 2024
9	Mirpurkhas – Sindh	Mir Allah Bachayo	1- Soomji Colony	25	23 th March, 2024
Total:				400	

Delivery Time: As per above mention plan

*There is possibility to change in dates and venue of supply. It will be communicated to qualifier well before time.

2.2 Manner of Submission Bids:

- Suppliers are requested to submit **SEALED** Bids by Hand or courier delivery to the below address:

Participatory Village Development Programme (PVDP) Sindh
Head Office Near Muhammad Medical College & Hospital Rattanabad, Mirpurkhas Sindh. Mirpurkhas Sindh – PAKISTAN
Contact No. 0233-821680

- Sealed envelopes should be marked with ITT Ref No. **PVDP/HO/2024/063**.
- Bids for the partial quantity will not be accepted.
- Bidders make sure registration of bid at front desk. Bids will be kept carefully in the tender box. Unregistered bids will not be opened and entertained further.

2.3 Submission of Technical documents:

Following documents must be the part of bid submitted against this ITT.

- Registration of Business (NTN/ STRN)
- PO/Contract Copy for any Past relevant experience

Participatory Village Development Programme (PVDP) Sindh can ask the bidder to provide any additional documents not listed here or can ask for clarification of the documents submitted along with the bid. Participatory Village Development Programme (PVDP) Sindh has right to verify the references shared in profile or attached with bid through any means.

2.4 Maximum time for completion of work:

Supply must be done as per above mention plan. Contractor failing to complete the contract by the stated dated will be subjected to penalty to be levied as per the contractual rules & regulations. Delay of Supply is highly



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discouraged by the PVDP Sindh and donor agency. However, it is considerable under special circumstance but contractor will have to inform in written and at least a week before. Slow progress in supply may result in warning letter, penalty or even termination of the contract during the execution of contract.

3- Instruction for Bidders:

- 1- The bid is based on the scope of works as determined in Bid Data Sheet (clause 2). The instruction to bidders should be read in conjunction with this Bid Data Sheet.
- 2- Participation in tendering is open on equal terms to all which must be registered and have office in Pakistan. **Preference will be given to the local suppliers or contractor.**

- 3- The individuals / organizations are not entitled to participate in competitive tendering if:
 - They are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
 - They are the subject of proceedings for a declaration of bankruptcy, for winding-up, for administration by the courts, for an arrangement with creditors or for any similar procedure provided for in national legislation or regulations;
 - They have been convicted of an offence concerning professional conduct by a judgment which has the force of res judicata (i.e., against which no appeal is possible);
 - They are guilty of grave professional misconduct proven by any means which the contracting authority can justify;
 - They have not fulfilled obligations relating to the payment of social security contributions in accordance with the legal provisions of the country where they are established;
 - They have not fulfilled obligations relating to the payment of taxes in accordance with the legal provisions of the country where they are established;
 - They are guilty of serious misrepresentation in supplying the information required by the contracting authorities as a condition of participation in a tender procedure or contract;
 - They have been declared to be in serious breach of contract for failure to comply with obligations in connection with another contract with the same Contracting Authority or another contract financed with the same Donor's funds;
 - They are in one of the situations allowing exclusion referred to in the Ethics Clauses (paragraph below) in connection with the bid or contract.

4- Corrupt Practices:

Participatory Village Development Programme (PVDP) Sindh and donor requires Employees, Bidders and Contractors, to observe the highest standards of ethics during procurement and the execution of contracts. In pursuit of this, Organization name defines, for the purposes of this provision, the terms set forth below as follows:

- (a) Corrupt practice" includes the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and
- (b) Fraudulent practice" includes a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Participatory Village Development Programme (PVDP) Sindh, and includes collusive practices among bidders prior to or after bid submission designed to establish bid prices at artificial, noncompetitive levels and to deprive the Participatory Village Development Programme (PVDP) Sindh of the benefits of free and open competition.



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In case where fraud or corruption is identified, Participatory Village Development Programme (PVDP) Sindh will

- i) Reject any bids where the bidder has engaged in corrupt or fraudulent practices in competing for the Contract; and
- ii) Contractors will not be allowed to participate any future tender of PVDP SINDH if the bidding contractors engage in fraudulent or corrupt practices.
- iii) Will liaise with District Officials to report if fraudulent or corrupt practices are identified.
- iv) Terminate works

To be eligible for participation in this tender procedure, bidders must prove to the satisfaction of the contracting authority that they comply with the necessary legal, technical and financial requirements and have the wherewithal to carry out the contract effectively.

5- Eligible Bidder:

1- Bidder shall meet the following criteria to be eligible to participate in procurement of work and the bidder, at the time of bid, is not:

- a) insolvent;
- b) in receivership;
- c) bankrupt; or
- d) being wound up
- e) the bidder's business activities have not been suspended;
- f) the bidder is not the subject of legal proceedings for any of the circumstances in and
- g) The bidder has fulfilled his or her obligations to pay taxes and social security Contributions.
- h) **Child labour is absolutely not permissible by PVDP SINDH rules; PVDP SINDH will not be allowed to avail child labour.**
- i) People involved in weapons business/ trade will also not be awarded with the contract.

2- A bidder, and all parties constituting the bidder including sub-contractors, shall not have a conflict of interest. All bidders found to have a conflict of interest shall be disqualified. A bidder may be considered to have a conflict of interest with one or more parties in this bidding process, if they;

- i) Have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the bid of another bidder, or influence the decisions of the PVDP SINDH regarding this bidding process.

3- A bidder whose circumstances in relation to eligibility change during a procurement process or during the execution of a contract shall immediately inform the PVDP SINDH.

6- Bid Price:

Quoted price must be inclusive of all applicable duties and taxes as per the taxation rules and regulation by GOP. As per the discretion of PVDP SINDH, contract may be awarded to a single contractor for all supplies or may split between multiple contractors for different quantities.

7- Mobilization Cost:

Prices quoted must be inclusive of mobilization cost i.e. transportation of materials, equipment, loading and unloading, Branding etc. up to the above sites.



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8- Cost of preparing bid:

Any cost incurred by the bidder in preparing and submitting the bid are not reimbursable. All such costs shall be borne by the bidder.

9- Ownership of Bids:

PVDP SINDH retains ownership of all bids received under this tender procedure. Consequently, bidders have no right to have their bids returned to them.

10- Pre-Bid Meeting:

A Pre-Bid meeting will be held on Dated: 29- January -2024 at 11:00 AM any bidder who wish to attend the meeting should inform the office before visiting the office.

11- Opening of Bids:

All the received **SEALED** bids will be opened by the procurement committee members in presence of donor representative at Participatory Village Development Programme (PVDP) Sindh Head Office located at Near Muhammad Medical College & Hospital Rattanabad, Mirpurkhas Sindh at 02:00 pm on 09-February-2024.

In case a public holiday is announced by the Government (Due to any reason), the tender will be opened on the next working day.

12- Award Criteria:

All bids submitted will be evaluated by the committee members on the basis of below mentioned criterion.

(1) Technical: 60% of Total Score Allocation:

- Proof of Registration (NTN/ STRN).
- Preference will be given to local contractor.
- Time line to complete the project.
- Previous experience of similar projects.

(2) Financial: 40% of Total Score Allocation:

- Updated bank statement of last one (01) year.
- Quoted price.

The PVDP SINDH shall award the Contract to the successful bidder whose offer is determined to be the best, before the end of the bid validity period.

13- Submission of Samples:

Samples may call from shortlisted bidders only and based on need.

14- Performance Bond:

All supplier has to submit 2% bid security of quoted value in shape of pay order/bank draft in the favor of Participatory Village Development Programme (PVDP) Sindh.

This amount will be refundable after Unsuccessful declared.



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However, the successful Supplier will fail in supply after signing of contract, performance bond will be forfeited. The contractor and company shall be black listed and will not be allowed to participate in any future bidding announced by PVDP SINDH.

15- Signing of the Contract:

- Within **7 days** of receipt of the offer, the selected bidder shall sign and date the contract and return it to PVDP SINDH.
- If he fails to sign and return the contract within **7 days** after receipt of notification, PVDP SINDH may consider the acceptance of the tender to be cancelled and the successful bidder will have no claim whatsoever on PVDP SINDH.

16- Other Specific Terms and Conditions:

1. Each Bid Shall be valid for period of 60 (Sixty) days from its date of submission.
2. Bids delivered after specified time & date will not be entertained.
3. Prices should be quoted in PKR only.
4. Prices for the materials must include Freight/Transportation, Packing, Loading & unloading charges, Branding.
5. All values in unit price column should be entered carefully. In case there is any discrepancy between unit price and total amount, value put in unit price column will govern.
6. The procurement committee reserves the right to alter the quantities, if required; such variation in quantities/ Units will not cause any change in the unit price.
7. Procurement committee reserves the right to cancel/reject any or all offers.
8. Lowest price will not be the sole criteria; quality, and timely delivery will also be considered.
9. The GRN may be issued at time of distribution of Seeds and Fertilizer.

In no event shall PVDP SINDH be liable for any damages whatsoever including, without limitation, damages for loss of profits, in any way connected with the cancellation of a tender even if PVDP SINDH has been advised of the possibility of damages. The publication of a tender notice does not commit PVDP SINDH to implement the programme or project announced. PVDP SINDH reserves the right to accept or reject the whole or part of quotation based on the information provided.



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Bidder Information:

Company name:	
Stamp:	
Address:	
NTN #	
Contact person:	
Contact Telephone number:	
Email/Fax:	

List of Annexes

A	Bidder Form
B	Experience of Bidder
C	Tenderer Declaration
D	Bill of Quantity, Cost Proposal.



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Annex "A"

BIDDER FORM

Project Name: Humanitarian Assistance for flood affected households in Mirpurkhas Sindh (Continuation)

Subject: PVDP/HO/2024/63 for the Supply of Cotton Seed and Fertilizer

We, the undersigned, hereby declare that:

1. We have examined and accept in full the content of the dossier for invitation to ITT. PVDP/HO/2024/63.
2. We hereby accept its provisions in their entirety, without reservation or restriction.
3. We offer to deliver in accordance with the terms of the bid documents, the conditions and time limits laid down, without reserve or restriction.
4. The total price of bid for supply of Cotton Seed and Fertilizer is as under:

PKR: In figures

PKR: In words

This bid is valid for a period of 60 days from the final date for submission of tenders.

Content of Bid

Technical bid : This tender submission form including:

- Bidder Declaration

CONTACT PERSON

Name :
Address :
Telephone :
Fax :
E-mail :

Sign:

Stamp:



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Annex "C"

BIDDER'S DECLARATION(S)

To be completed and signed by the bidder (including one from, each consortium partner, in the case of consortium)

(On headed; note paper)

A: Name of the Company

ITT Ref: **PVDP/HO/2024/63**

We, the undersigned, hereby declare that:

1. We are not in any of the situation excluding us from participating in contracts which are listed in clause 3- Instructions to Bidders.
2. We agree to abide by the ethics clauses in clause 3 Instructions to bidders and in particular, have no potential conflict of interests with other candidates or other parties in the tender procedure at the time of the submission of this application.
3. We will inform the Contracting Authority immediately if there is any change in the above accept that any inaccurate or incomplete information deliberately provided in this application may result in our exclusion from this and other contracts funded /supported by PVDP SINDH.
4. We note that the contracting authority is not bound to proceed with this invitation to tender and that it reserves the right to award only part of contract. It will incur no liability towards us should it do so.

Name of Person / Incharge:

Organization Name:

Place & Date:

Company Seal:

Note: This undertaking should be printed on Rs. 50/- stamp paper.

Bill of Quantity – Proposal Cost

Sr #	Description	Specification	Unit	Quantity	Unit Rate (Incl. of Taxes)	T. Unit Rate (Incl. of Taxes)
01	Cotton Seed	CERTIFIED SEEDS (NIAB-878) <ul style="list-style-type: none"> • Free from of fungus • Free from insects • Free from other crop residues • Must be tagged Certified and Registered 	KG	2800 Kg (400 bags in packing of 07 Kg bags) (5 to 6 coloured 02 organizational Logos and "NOT FOR SALE" will be printed on bags, details of branding will be shared at the time of Agreement)		
02	Fertilizer Diammonium-Phosphate (DAP)	ENGRO –DAP A+ Quality	KG	20000 Kg (400 bags in packing of 50 Kg bags) (5 to 6 coloured 02 organizational Logos and "NOT FOR SALE" will be printed on bags, details of branding will be shared at the time of Agreement)		
03	Fertilizer Urea	ENGRO-UREA A+ Quality	KG	60000 Kg (1200 bags in packing of 50 kg bags) (5 to 6 coloured 02 organizational Logos and "NOT FOR SALE" will be printed on bags, details of branding will be shared at the time of Agreement)		
Total Cost (Inclusive of GOP applicable taxes) PKR						



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Bidder Information:

Company name:	
Stamp:	
Address:	
NTN #	
Contact person:	
Contact Telephone Number:	
Email/Fax:	