



**CENTRAL POWER PURCHASING AGENCY
(GUARANTEE) LTD**

**Request for Proposal (RFP)
For
SUPPLY & INSTALLATION
OF VEHICLES TIRES**

July, 2024

(Single Stage Single Envelop)

Central Power Purchasing Agency (Guarantee) Limited. (CPPAG)
Shaheen Plaza, Plot No. 73-West, Fazal-e-Haq Road, Blue Area.

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1- BACKGROUND

Central Power Purchasing Agency (CPPA-G) is a Company incorporated under the Companies Ordinance, 1984 and wholly owned by the Government of Pakistan (the “GOP”). Since June 2015, CPPA-G has assumed the business of National Transmission and Dispatch Company (the “NTDC”) pertaining to the market operations and presently functioning as the Market Operator in accordance with Rule-5 of the NEPRA Market Operator (Registration, Standards and Procedure) Rules, 2015 (the “Market Rules”).

2- INVITATION TO BIDS

Central Power Purchasing Agency (CPPA-G) invites sealed bids / proposals for the Supply & Installation of Tires for the official vehicles of CPPA-G office at Shaheen Plaza building from tax registered & sole / authorize or suppliers :-

- a) Deadline for submission of Bids , 29th July 2024 on or before 03:00 PM
- b) Venue: CPPA-G Office, 73-West, Shaheen Plaza, Adjacent Nayatel Office, Fazl-ul-Haq Road, Blue Area Islamabad.
- c) Pre-bid meeting (mandatory for potential bidders) at 11:00 am , 19th July 2024 CPPA-G Office, 73-West, Shaheen Plaza, Adjacent Nayatel Office, Fazl-ul-Haq Road, Blue Area Islamabad.
- d) Date and Time of Bid Opening: Date 29th July 2024 at 3:30 PM
- e) Bid Validity period 60 days further extendable till delivery of tires.

3- INSTRUCTION TO BIDDERS

The interested Bidders should be engaged following PPRA Rule 36 (a) Single Stage One ~~End~~ Procedure for hiring method. Bids will shall be opened in the presence of all representatives.

Fax, email and non-registered delivery by post mail proposal shall not be considered.

Quality Assurance Guidelines

The supplier shall provide the best quality for their respective purposes and shall be free from all defects, latent or otherwise. Any portion of the supply found defective or unsuitable shall be replaced with new one by supplier without additional charge to CPPAG.

Failure by contractor to meet CPPAG's quality requirements shall constitute breach of contract and shall entitle CPPAG to terminate the contract.

3.1 TECHNICAL EVALUATION CRITERIA (TEC)

- a. The technical bid must contain experience of the firm and professionals in government/semi & Public Sector Organization.
 - b. Each responsive Bid will be evaluated against eligibility criteria & shall be rejected if not found responsive.
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3.2 FINANCIAL EVALUATION CRITERIA (FEC)Financial

Evaluation Criteria/ (FEC)

The prices should be inclusive of all taxes and in Pak Rupees (PKR).

The Financial bid must be filled as per the details given with following conditions:

- i. All rates quoted are inclusive of all Government applicable taxes.
- ii. All the taxes will be deducted at the time of payment as per government applicable Laws/Rules. Requests for Currency fluctuation adjustments shall not be given.
- iii. In case of WHT Exemption, provide exemption certificate or Government SRO, as the case may be.
- iv. In case of any exemption/percentage differentiation, Provide Certificate or Government SRO, as the case may be.
- v. 05% bid bond of the total cost shall be submitted along with proposal in shape of CDR or P.O. / DD title **CPPA-G NTN # 4401241-1** from any of scheduled banks.
- vi. Once Purchase Order is issued, the successful bidder (s) shall furnish Bank Guarantee / Performance Bond 05% of contract value within 05 working days.
- vii. The Bid shall remain valid for One Hundred & Ninety (190) days after the deadline for submission of Bid.
- viii. The Bank Guarantee / Performance bond shall remain valid and in full force and effect during validity of the warranty/guarantee time.
- ix. The validity of Bank Guarantee / Performance Bond shall be extended by the Bidder if the completion of contract is delayed & the cost incurred for establishing the Bank Guarantee / Performance Bond or any extension thereof shall be to the account of the Bidder.
- x. The Bank Guarantee / Performance Bond will be discharged after completion of the contract and until warranty/guarantee.

3.3 SELECTION FOR AWARD

The bidder(s) whose proposal is or are most advantageous to the CPPAG will be declared successful bidder(s), taking into consideration the technical factors listed above and the total proposed price. The bidder(s) found responsive & most advantageous will be offered the supply order.

4- CONDITIONS FOR ELIGIBILITY (Mandatory)

The successful bidders, fulfilling the following criteria, will be considered as eligible bidders for the bidding process of supply of tires :-

- 4.1 The firm must have local presence and registered office in Islamabad/Rawalpindi.
 - 4.2 The firm must be having valid and active National Tax Number (NTN).
 - 4.3 The firm must have valid & active Sales tax Registration (STRN).
 - 4.4 The firm must share its registration of Security Exchange Commission of Pakistan (if any).
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- 4.5 The firm must have at least five (05) years of experience in supply of tires.
- 4.6 The firm must have successfully supplied orders of at least three offices in last five years ideally of the same nature.
- 4.7 The firm must not be blacklisted by any government/semi/public sector or in any private institution as well, an undertaking on stamp paper (of Rs.100) be submitted by firm.
- 4.8 The bidder should have a minimum annual Turn Over Services of Rs. 3-4 million in any three consecutive financial years and shall submit Income Tax of that years (returns of 2018 & onwards).
- 4.9 Undertaking regarding compliance & monthly contribution of staff EOBI is mandatory if applicable.
- 4.10 Proof of import of tires are mandatory for successful bidder i.e., verified bills of entries or goods declaration etc to be provided.
- 4.11 Sole / Authorize distributors are preferable. Proof to be provided.
- 4.12 Following necessary annexures required for the above qualification criteria and attach the supporting documentary evidence as mentioned in each annexure;

Annex – A: Organization Information

Annex – B: Eligibility Response Checklist

Annex – C: Relevant Experience of the Organization

And also sign the declaration form at the end of document and attach with your other documents. For further information and any query please contact the person below:

Manager (HR&Admin),
Central Power Purchasing Agency (Guarantee) Limited. (CPPAG)
Shaheen Plaza, Plot No. 73-West, Fazal-e-Haq Road, Blue Area.
E-mail: adnan.khattak@cpga.gov.pk
Contact No: 051-111-922-772 Ext# 116 & +92-9216917

5- SCOPE OF JOB

The complete scope of job is provided as Annexure – E (Bill of Quantities – BOQ).

6- TERMS OF REFERENCES

- a) Successful bidder will be followed up closely by CPPA-G for timely supply & install of vehicles tires.
 - b) The bidder shall work out the amount against each item and will indicate the total amount of his tender on which he is willing to supply the quantity. The total amount of supply shall be entered by the bidder in his tender as his tender price for the supplies. In case of discrepancy between amounts in figures and in words, the amount in words shall prevail.
 - c) CPPA-G reserve the right to award purchase order in bulk or to multiple suppliers.
 - d) CPPA is not bound to accept any bid in this regard and reserves the right to annul the bidding process and reject all bids without assigning any reason or having to owe any explanation whatsoever.
 - e) During bid evaluation process, CPPA at its sole discretion may ask any bidder for clarifications (breakup
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- etc) of the bidders bid.
- f) The request for clarification and the response shall be in writing / email. However, no change in the price or substance of the bid shall be sought, offered or permitted after bid submission.
 - g) The amount submitted as Bid Security shall be refunded to the unsuccessful bidders after the award of tender to successful bidder. Whereas the Bid Security of the successful bidder shall be returned after submission of Performance Security.
 - h) If there is a discrepancy between the words and figures, the amount in words shall prevail. If there is a mistake in addition / total, that shall be corrected. If the bidder does not accept the corrected amount of bid, his bid shall be rejected, and his Bid Security shall be forfeited.
 - i) For this Tender all updates / changes shall be communicated through the same means as this tender notification.
 - j) In case of any dispute between CPPA and Successful Bidder regarding any matter arising after the award of the purchase order, the parties shall amicably resolve the dispute, through good faith negotiations. In case of no resolution of the dispute by the authorized representatives, the matter shall be referred to the management of CPPAG i.e. (Grievance Redressal Committee-GRC CPPA-G) who shall resolve the dispute and its decision shall be final and binding.
 - k) Bids submitted via email or fax shall not be entertained.
 - l) No advance will be made.
 - m) Bidders shall indemnify CPPA against all third-party claims of infringement of patent trademark, industrial design rights and intellectual property rights arising out of or from use of the goods / services of any part thereof in Pakistan.
 - n) Bidders shall indemnify CPPA from the all the losses occur during the execution of services, in case any loss it will be recovered as per value declare by CPPA-G management.
 - o) Bidders shall indemnify CPPA-G in case of injury /death to its staff /worker during execution of supply.
 - p) Defects liability period will be observed for 6 months or more as offered by successful bidders.
 - q) Supply of tires timelines to be submitted by successful bidder.

7- Guidelines

- a) The bidder (s) who doesn't fulfill the eligibility criteria will be considered nonresponsive.
- b) All documents and information received by CPPA-G from bidders will be treated in strictest confidence.
- c) Documents submitted to CPPA-G will not be returned.
- d) CPPA-G reserves the right to request submission of additional information from bidders in order to clarify/further understand aspects of technical or financial proposal, if required.
- e) CPPA-G reserves the right to verify any information provided by the bidders.
- f) Any quires regarding tender can be sought via adopting the following means of communication mentioned here as under :-

Official Address

Manager (HR & Admin)

Central Power Purchasing Agency (Guarantee) Limited. (CPPAG)

Shaheen Plaza, Plot No. 73-West, Fazal-e-Haq Road, Blue Area.

E-mail:- adnan.khattak@cpga.gov.pk

Contact No: 051-111-922-772 Ext# 116 & +92-9216917

8- Proposal Evaluation Criteria

This tender document is governed by the procedure approved by PPRA Rules 2004 & CPPA-G management. The technical proposal of eligible organizations will be evaluated using the scoring guide attached as annexure – D.

9 (a) FINANCIAL PROPOSAL

Financial proposal will be prepared as per format provided in BOQ (Annex - E). The quoted price shall be:

- a) In Pak Rupees and inclusive of all taxes, duties, labor, supplies, levies, insurance, freight, etc. valid for till date mentioned in bid.
- b) If not specifically mentioned in the Tender(s), it shall be presumed that the quoted price is as per the above requirements.
- c) Where no prices are entered against any item(s), the price of that item shall be deemed to have been distributed among the prices of other items, and no separate payment shall be made for that item(s).
- d) Each cost should be identified separately as provided in the BOQ. The bidder is required to provide the cost of the item as provided in the BOQ in the desired format.
- e) The bidder shall bear all costs / expenses associated with the preparation and submission of the tender and the CPPA-G shall in no case be responsible/ liable for those costs / expenses.

9 (b) PAYMENT TERMS:

The lump sum amounts payable by CPPA-G to the Service Provider upon submission of invoice along with completion certificate.

- i) A GST invoice will be submitted by service provider.
- ii) Applicable All Federal Taxes and other deductions under FBR and Labor laws, etc.
- iii) Deduction towards Income Tax and other taxes as applicable under the Govt. policies.
- iv) Delivery Challans.

9 (c) PAYMENT OF BILLS

The Service Provider shall submit GST invoice after completion of jobs along with following documents.

- (a) Invoice
- (b) GST invoice with tax break-up.
- (c) Completion certificate / delivery challan's etc.
- (d) Gst shall be released upon providing submitted copy of Annex-c & return 1st page.
- (e) Invoice will be processed within 30 working days of receipt.
- (f) Warranty /Guarantee certificates (if any).

10- FRAUD & CORRUPTION

It's CPPAG's policy to require that Bidders, observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy, CPPAG follows the instructions contained in Public Procurement Regulatory Authority (PPRA) Rules, 2004.

11- BLACKLISTING:

- If the bidder fails / delays in performance of any of the obligations, under the Contract, violates any of the provisions of the Contract, commits breach of any of the terms and conditions of the Contract CPPAG may, at any time, without prejudice to any other right of action / remedy it may have blacklist the company, either indefinitely or for a
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stated period, for future Tenders in public sector.

- If the company is found to have engaged in corrupt or fraudulent practices in competing for the award of contract, during procurement process or during the execution of the contract, CPPAG may, at any time, without prejudice to any other right of action / remedy it may have, blacklist the Contractor, either indefinitely or for a stated period, for future Tenders in public sector and can also forfeit bid security.

12- FORFEITURE OF PERFORMANCE SECURITY

If the successful bidder fails / delays in performance of any of the obligations, under the Contract, violates any of the provisions of the Contract, commits breach of any of the terms and conditions of the Contract, CPPAG may, without prejudice to any other right of action / remedy it may have, Bid or Performance Security of the Contractor will be forfeited.

13- DISPUTE RESOLUTION

- a) Any and every dispute, difference or question which may arise between the parties out of this agreement or relating to means, operation of this agreement or the breach thereof shall be first settled by the parties by an attempt at amicably settling the dispute through mutual negotiations.
- b) In case the mediation fails the dispute shall be referred to Arbitration in accordance with the Arbitration Act 1940. Arbitration proceedings shall be held at Islamabad and arbitration award shall be final and binding on the parties.
- c) In case court proceedings are to be commenced over any issue/dispute arising out of or in relation with this contract, courts at Islamabad.

14- FORCE MAJEURE

1. Force majeure shall mean any event, act or other circumstances not being an event, act or circumstance under the control of CPPA or of the Contractor. Non-availability of required staff shall not constitute Force Majeure. If by reasons of Force Majeure obligations under the Contract cannot be performed by the due date then the date may be extended appropriately by CPPA keeping in view all the circumstances and requirements of CPPA.
2. If a Force Majeure situation arises, the affected party shall, by written notice served on the other party, indicate such condition and the cause thereof. Unless otherwise decided by the Parties in writing, each Party shall continue to perform its duties under the Contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

15 -SUBMISSION OF BIDS (TECHNICAL AND FINANCIAL PROPOSAL)

Complete bid containing technical and financial proposal along with CDR/ Bid Security of 05% (five percent) of total bid cost & all required information and documentary evidence may be submitted as per date mentioned in Clause 2 (a & d) of this document. Proposals will be publicly opened as mentioned in clause 2 (d) in the presence of bidder's representatives who wish to attend it.

15- DECLARATION

Kindly provide the declaration as per format on company letterhead provided below:

I, _____ hereby declare that:

- all the information provided in the technical proposal is correct in all manners and respects.
- and I am duly authorized by the Governing body/Board/Management to submit this proposal on behalf of "[Click here and type the name of organization]"

Name	
Designation	
Signature	
Date	

a. Cover Letter for the Submission of Technical Proposal and Financial Proposal

[Firm letterhead]

[Date]

To

Manager (HR&A)

73-West, Shaheen Plaza, Fazl-e-Haq Road, Blue Area Islamabad

Re: Technical Proposal and Financial Proposal in respect of [Insert title of assignment]

Dear Sir,

We offer to provide the Services for [Insert title of assignment] in accordance with your Tender for Proposal dated [Insert Date of Tender advertised]. We hereby submit our technical Proposal and financial proposals including the required documents in a sealed envelope.

We hereby declare that all the information and statements made in these proposals are true and accept that any misinterpretation contained therein may lead to our disqualification. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations. We undertake that we will initiate the services as per the client's request if our proposal is accepted. We understand that you are not bound to accept any or all proposals you receive.

Thankyou.

Yours sincerely,

Signature

Name and

title of signatory:

Important Note: The competent authority may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. CPPA-G shall upon request communicate to any bidder, the grounds for its rejection of all bids or proposals but shall not be required to justify those grounds.

Annexures

Annex – A “Organization Information”

Form A: Firm Profile		
S #	Required Information	Response
1	Legal name of the organization	
2	Year of Registration / Establishment of the Organization (since Register with SECP & PEC /FBR)	
3	Detail of Register office with RTO (Punjab, KPK, Sindh, Baluchistan, Islamabad)	
4	National Tax Number	
	Sales Tax Registration Number	
5	Core business area/s of the organization	
6	What is the legal status of your organization? Tick the relevant box (one box only). (Attach Copy/Copies of Registration Certificate/s)	Public Sector Organization
		Section 42 Company
		Public Ltd. Company
		Private Ltd. Company
		Partnership Firm
		Sole Proprietor
Others (Please specify)		
7	Name and designation of ‘Head of Organization’	
8	Mobile:	
	Phone/s:	
	Email:	
	Fax:	
	Address of organization:	
	Website address:	
9	Name and designation of ‘Contact Person’:	
	Phone/s:	
	Mobile:	
	Email:	
	Fax:	

Annex – B “Eligibility Response Checklist”

Sr. No.	Necessary Eligibility Information	Response/Elaboration	
1	Mention the name of Registration Authority/s and provide a copy of proof of registration to prove legal identity of your firm. i.e., FBR / SECP/ PEC		
3	Mention National Tax Number (NTN) or Free Tax Number (FTN) and other Revenue Authority of Sales Tax (STRN) registration in the name of O2ganization and provide a copy of registration	National Tax Number (NTN)	
		Sales Tax Registration (STRN)	
3	Has your firm five (5) years of experience in same nature i.e., supplies of tires.		Yes (attach copies of work orders or contract showing tires supplies -Not older than 2010)
			No
4	The firm must have local presence. Has your firm a registered office in Islamabad /Rawalpindi?		Yes
			No, (then justify how will you manage the project)
5	Financial Capability be at least 03 million annually for the same nature i.e. tyre supply		Attached last 3 years consecutive annual returns not later than 2018
6	Has your firm ever blacklisted by any government/semi/public sector or any private organization/institution? (MUST attach an undertaking on stamp paper duly signed & stamped by authority)		No, (then justify how will you manage the project)
			Our organization has been blacklisted once or more than once.
7	Has your firm completed same nature of tires supply at least three offices not older than 2010		Yes (attached copies of work orders or contracts not older than 2010)
			No

Undertaking: Information provided above is correct and I am willing to offer my services for the assignment mentioned above.

Name of person: _____

Stamp & Signatures _____

Annex-E “Financial Proposal (Supply of Tires)”

S #	Description	Vehicle Type	Size	Ply	Qty	Brand Name	Tread / Pattern	County of Manufacture	Year of Manufacture	Unit Rate	Add Gst	Total with Gst	Supply Date
01	Tube Less Tires	2 x Hyundai Vans (11 seater)	215/ 70/ R16		08	Bridgestone / Dunlop / Good year / Yokohama or Equivalent							
02	Tube Less Tires	1 x Toyota Revo	265 / 65/ R17		04	Bridgestone/ Dunlop / Good year / Yokohama or Equivalent							
03	Tube Less Tires	2 x Toyota Corolla	195/ 65 / R15		08	Bridgestone / Dunlop/ Good year / Yokohama or Equivalent							
04	Tube Less Tires	1 x Suzuki Cultus	175/ 70/ R13		04	Bridgestone / Dunlop / Good year / Yokohama or Equivalent							
Grand Total 24 Tires with Gst													

Grand Total Amounting words: Pak Rupees _____

NOTE :

- (i) CPPA-G reserve the right to issue purchase order in bulk or to multiple suppliers.
- (ii) The quoted unit price shall be inclusive of all Taxes including General Sales Tax (GST)/SalesTax as per ICT laws.
- (iii) Bidders are essentially required to quote their rates on above Price Schedule. Rates quoted on other than the required format shall not be entertained.
- (iv) Warranty /Guarantee are preferable.
- (v) Sole Distributors / Authorize distributors are preferable.
- (vi) The above rate should include complete installation i.e., wheel alignment, balancing etc.
- (vii) The above specification is as per company standards.
- (viii) Vehicles can be inspected during office hours.
- (ix) Old tires will be the property of CPPA-G.

Name of Bidder: _____ Signature of Bidder: _____ Stamp : _____ Date _____