



LODHRAN PILOT PROJECT

TENDER DOCUMENTS

LPP/CWW/005/2024

PROVISION OF DOMESTIC TAILORING TOOL KITS CONCERN / FCDO FUNDED PROJECT.

IMPLIMENTED BY LPP AT DISTRICT RAJANPUR

YEAR 2024

Lot No	Particulars	Qty	Specifications
1	DOMESTIC TAILORING TOOL KITS.	200	Details in Tender Pack

CHIEF EXECUTIVE OFFICER

Lodhran Pilot Project (LPP) Bangalow # 2, Opposite WAPDA Town,
Gate No. 1, Near Multan Public School Road, Multan, Punjab, Pakistan

Tel: (061) 6216151 (0608) 362928, 361030

Email: procurements@lpp.org.pk



Letter of Invitation to Tender

LPP/CWW/005/2024

Dear Sir/Madam,

SUBJECT: INVITATION TO TENDER FOR PROVISION OF SUPPLIES (DOMESTIC TAILORING TOOL KITS AT DISTRICT RAJAN PUR).

The Lodhran Pilot Project (LPP) is a non-profit, non-governmental humanitarian organization that has been active in Pakistan since 1999. LPP focuses on various thematic areas, including Water, Sanitation, and Hygiene (WASH), Child Protection (CP), Community Resilience and Livelihoods (CRL), Disaster Risk Reduction (DRR), Community Physical Infrastructure (CPI), Livelihood, Peace, Youth Engagement and Shelter across different cities in Pakistan. LPP has been implementing the BRAVE Humanitarian Response Project with the support of the Foreign, Commonwealth & Development Office (FCDO). The primary goal of the project is to provide relief and humanitarian assistance to flood-affected communities in Rajanpur.

LPP invites sealed proposals from well-reputed and registered Contractors and firm Companies/ Businesses/ Businesses/Service Providers with relevant experience to provide supplies according to the specifications and details outlined in the **Annexure A** for selected locations in District Rajanpur.

LPP is looking forward to receiving your proposal by **2:00pm** or before **Thursday, December 12, 2024**, the address specified in the tender dossier. The tender will be opened on the same day at **03:00 PM** the presence of bidders or their representatives at who wish to participate LPP Multan office. The foreseeable timetable for this procedure is as follows:

Description	DATE	TIME in PST
Deadline for requesting clarifications from LPP	11-Dec-2024	10:00 AM
Last date on which the LPP issues clarifications	11-Dec-2024	05:00 PM
Deadline for submission of tenders	12-Dec-2024	02:00 PM
Bids Opening Date/Time	12-Dec-2024	03:00 PM

LPP will share the results with participating firms/ bidders after documenting and seeking necessary internal approvals.

Your tender bid must include the following documentation so; please use the list below as a 'Checklist' before submitting your tender to LPP.

- a) Contractor, firm Company/Business/ Business /Service Providers Profile,
- b) Bid/Proposal on company letterhead or given price schedule (Dully signed and stamp).
- c) Copy of Company Registration Certificate
- d) Copy of NTN (in case of company/firm) and /CNIC (in case of individual)
- e) Valid registration certificate of Income Tax & Sales Tax Departments.
- f) List of previous and existing clients
- g) Proof of previous relevant work i.e. contract/PO/WO of last 3 years.
- h) Signed and Stamped Tender Documents
- i) Letter/Bank Statement of recognized bank account.
- j) 2% Bid Security in the form of CDR / DD in favor of **LPP Multan**.
- k) Signed and stamped business ethics statement (Annexure B)



The dually filled, signed, and stamped tender document addressing Procurement Department, Lodhran Pilot Project (LPP) Bangalow # 2, Opposite WAPDA Town, Gate No. 1, Near Multan Public School Road, Multan must reach latest by Thursday, **December 12, 2024 maximum by 02:00 pm** in sealed envelope clearly marked as “**LPP/CWW/005/2024**” as reference.

In case of any query please do write to procurements@lpp.org.pk and for any guidance on tender pack. Contractor, firm Company/Business/ Business /Service Providers may also contact Mr. Muhammad Akram during Monday to Friday between 0900 -1700 Hrs. on **Tel: (061) 6216151 (0608) 362928, 361030**

Regards,

**Chief Executive Officer
Lodhran Pilot Project**

1) INSTRUCTIONS TO BIDDERS (ITB)

- a) The procurement shall be under a fixed-price contract between the Lodhran Pilot Project and the successful bidder. The Principal will issue the purchase orders and will make the payments on receipt and verification of the supply of goods at our warehouse in Rajan Pur.
- b) Bidders must ensure that they submit all the required documents indicated in the Bidding Documents without fail. Bids received without, undertakings, valid documentary evidence, supporting documents and the manner for the various requirements mentioned in the Bidding Documents may be rejected at the initial stage itself. The valid documentary evidences as detailed hereinafter should be submitted by the Bidder for preliminary and detailed examination.
- c) The financial bids found technically non-responsive shall be returned to the respective bidders and lowest evaluated bidder shall be awarded the contract.
- d) Bidders must apply for each item of the Lot. Partial bid will not be entertained.
- e) Tender committee reserves the right to change the quantities or cancel/reject any or all offers without assigning any reason.
- f) Lowest price will not be the sole criteria; quality, delivery time and previous experience will also be considered.
- g) In case a public holiday is announced by the Government (Due to any reason) the tender will be opened the next working day at the same time and venue.
- h) The Supplier must quote only one option for each item. Bids received with more than one options and rates may be rejected or will be treated as per decision of the bid committee.

2) MANDATORY BIDDING DOCUMENTS

Firms must provide the following necessary documents. Otherwise, the proposal may be considered as disqualified.

- i) Contractor, firm Company/Business/ Business /Service Providers Profile
- j) Contractor/Firm/company financial position
- k) Copy of Company Registration Certificate
- l) Copy of NTN (in case of company/firm) and /CNIC (in case of individual)
- m) Complete Tender Relevant experience with supporting documents (detail provided in Annexure
- n) Bid/Proposal on company letterhead or given price schedule (Dully signed and stamp)
- o) Valid registration certificate of Income Tax & Sales Tax Departments
- p) List of previous and existing clients
- q) Proof of previous relevant work i.e. contract/PO/WO of last 3 years
- r) Signed and Stamped Tender Documents
- s) Letter/Bank Statement of recognized bank account
- t) 2% Bid Security in the form DD/PO, in favor of LPP.
- u) Signed and stamped business ethics statement (Annexure F)

3) TERMS AND CONDITIONS OF THE TENDER

Interested parties must carefully read the following terms and conditions before submission of the proposal and ensure compliance. Any offer not received as per the terms & conditions of the tender requirement will be automatically disqualified. No offer shall be considered if:

- a) it is received after the time and date fixed for its receipt.
- b) not signed & stamped by authorized person on each page of tender document
- c) the offer is ambiguous
- d) the offer is received by fax or e-mail
- e) the offer is from a blacklisted firm
- f) offer received with shorter validity than required
- g) the offer is not conforming to specifications indicated in the tender documents
- h) the offer / quoted rates are furnished other than the tender documents
- i) any additional terms & conditions (not acceptable to LPP) added by the Firm
- j) any conditional offer
- k) The envelop do not properly sealed and indicate tender reference no and date of opening.
- l) The quoted price shall only be in Pak Rupees. The quoted prices must be inclusive of **all taxes (such as GST/PST Income Tax etc.)**, duties, levies, insurance, freight, transportation etc.

4) BID VALIDITY

- a) Bid/Prices will remain valid for a period of **60 days** from the date of opening of the tender.
- b) No escalation in rates will be permissible during contract period.

5) TENDER ELIGIBILITY

Eligible Bidder/Tender is one who;

- a) Has valid registration certificates for Income Tax and Sales Tax. Tax deduction will be made according to his status.
- b) Is an active Tax Payer.
- c) Have relevant experience

6) BID / TENDER SUBMISSION INSTRUCTIONS

- a) Each bid shall comprise financial proposal along with business profile of the firm.
- b) Copies of all required documents must be attached with proposal.
- c) Failing to provide mandatory documentary evidence may lead to the bidder's disqualification from further processing.
- d) All bids received shall be opened and evaluated by a designated Procurement Committee according to the evaluation criteria mentioned in the bidding documents or agreed upon by the committee before the proposals are opened.
- e) Bidders can apply for a single or multiple Lots. LPP reserves the right to divide the order Lot wise
- f) The tender committee reserves the right to change the quantities or cancel/reject any or all offers without assigning any reason.

- g) In case of public opening, if the date of submission/opening falls in the holiday, the date for submission/opening of the bids shall automatically be the next working day.
- h) The Bidder shall be deemed to have satisfied itself fully before Bid as to the correctness and sufficiency of its Bids for the contract and price/cost quoted in the Bid to cover all obligations under this Bid Process.
- i) It must be clearly understood that the Terms and Conditions and Specifications are intended to be strictly enforced. No escalation of cost except arising from an increase in quantity by the LPP but with prior written consent for the contract duration.
- j) The Bidder must be fully and completely responsible for all the deliveries and completion of the deliverables from all aspects.

7) BID SECURITY

- a) Call deposit/bid bond of 2% of total amount is mandatory in favor of “Lodhran Pilot Project” with the quotation/proposal.
- b) Bid security of unsuccessful Firms will be returned within 30 days after signing of contract with selected firm. Whereas the bid security of successful Firm will be returned after the successful completion of good/services delivery.
- c) The bid security shall be forfeited if:
 - i. The offer is withdrawn, amended or revised
 - ii. The Firm fails to execute the contract in accordance with the terms and conditions of tender and agreement document.

8) TENDER SCOPE

Successful bidder will be responsible to deliver goods at LPP warehouse in District Rajanpur.

9) AMENDMENT OF THE TENDER DOCUMENT

The Purchaser may, at any time prior to the deadline for submission of the Tender, at its own initiative or in response to a clarification requested by the Bidder(s), amend the Tender Document on any account for any reason. All amendment(s) shall be part of the Bidder (s) Tender Document.

10) PROVISION OF SAMPLES

Bidders are required to submit the samples alongwith the bid. Committee reserves the right to ask for any minor alteration / revision of sample in consent with the vendor. Samples of the unsuccessful vendors will be returned after finalization of vendor. Samples not collected by un-successful vendors within a period of two weeks times after intimation by procurement officer LPP will be retained by LPP. LPP will not be responsible for any damage/loss to samples after the period.

11) SELECTION CRITERIA

The selection of the Vendor will be based on his quoted prices, financial portfolio, Registration with Tax authorities, past experience in relevant filed and capacity to provide desired supplies and delivery time to supply material are main components for consideration of bids. Successful bidder will deliver the supplies at LPP warehouse in district Rajanpur.

12) Evaluation /MARKING CRITERIA

Ranking of the vendors will be done based on their financial bids.

TECHNICAL EVALUATION CRITERIA

- Firm submitting the proposal must have minimum 2-3 years prior experience working with NGOs/INGOs and govt and semi govt sector.
- Rates provided as per required specification and as per attached Annexure.
- Submission of mandatory documents
- Valid firm registration/NTN certificates or Copy of CNIC of business owner.
- Performance certificates from previous organization.
- Provide references of previous and existing organizations (Minimum 3).
- Any other relevant information with documents in addition to the above that the Firm may like to furnish in support of their application.

13) JOB COMPLETION DURATION

Bidder/Firms must mention the expected job completion time for the required supplies and services as mentioned in Annexures. LPP will ensure our preference to lowest cost with quality supplies and services.

14) REDRESSAL OF GRIEVANCES BY THE PROCURING AGENCY

The Purchaser has constituted a committee comprising of odd number of persons, with proper powers and authorizations, to address the complaints of bidders that may occur prior to the entry into force of the procurement contract. Any bidder feeling aggrieved by any act of the Purchaser after the submission of his bid may lodge a written complaint concerning his grievances not later than ten days after the announcement of the bid evaluation report to notified grievance committee. Complaint Redresser.

15) DELIVERY

The Contractor shall provide the required Goods as is sufficient to prevent the damage or deterioration during storing and transit to their final destination as indicated in the Contract.

16) PENALTY OF DELAY

If the Contractor fails to provide any item within agreed delivery time, a 0.2% per day penalty may be imposed for cost of delayed items.

17) FORCE MAJEURE

The meaning of the term can be taken to mean acts of God, war (declared or not), invasion, revolution, insurrection or acts similar in nature or force.

a- In the event of and as soon as possible after the occurrence of any cause deemed *force majeure*, the Vender must inform the buyer of the full particulars in writing. If the Vender is rendered unable either in part or in whole to perform its obligations then the Buyer shall take such action as it considers, in its sole discretion, to be appropriate or necessary in the circumstances.

b- If the Vender is permanently rendered incapable in whole or part by reason of *force majeure* to complete its obligations and responsibilities under the contract then the Buyer will have the right to suspend or terminate the contract on the same terms and conditions laid out in section 9, Cancellation.











Firm Information	
Name of Firm/Company	
Complete Postal Address	
Landline No	
Contact Person / Designation	
Cell Number	
E-Mail	
Fax Number	
Bank Account Title & Account No	

ANNEXURE – A (Price Schedule)

LOT # 1 (Domestic Tailoring Kit).

PROVISION OF DOMESTIC TAILORING TOOL KITS AT DISTRICT RAJANPUR

S. No	Item Name	Description & Specifications	Unit	Qty A	Sample Snaps	Unit Price (Including all taxes) B	Total Price (Including all taxes, delivery charges, packing etc.) AxB	Delivery Time in Days.
1	Sewing Machine	Sewing Machine (M. RAMZAN or equivalent brand of good quality) Sewing Machine T.M- 155750 or equivalent with minimum 6 month warranty.	No	200				
2	Sewing Machine Domestic Motor	Sewing Machine Domestic Motor Foot Control Pedal MAX, MAX Sewing Machine Motor 150 volt	No	200				
3	Tracing Wheel,	Good Quality as per Availability, Tracing Wheel for tracing clothes.	No	200				
4	Scissors	Fabric #10, SINGER, Stainless steel Singer scissors 10 inch for professional cloth cutting.	No	200				
5	Wooden Measuring Scale	Straight & Curved Good quality as per Availability, Straight & Curve scale for measuring clothes.	No	200				
6	Tailor Chalks	Good Quality chalks Used by tailor for cutting/measuring clothes.	Box	200				

7	Iron	National or equivalent brand and specification. Good quality Iron for pressing of clothes for stitching, National Iron RM-25 with minimum 6 months warranty.	No	200					
8	Sewing Machine Stand,	Good Quality as per Availability, Sewing Machine Stand for Placing of machine during stitching.	No	200					
9	Tailoring Kit	Tailoring Kit/Storage Bag including necessary sewing material, Sturdy, portable, and spacious.	No	200					
10	Thread	(Assorted Colors Strong, high-quality polyester or cotton)	Box	200					
Total (Inclusive of all applicable Govt. Taxes)									

Sign Stamp of the Bidder.

Name:

Contact Number:

Business Ethics Statement

ANNEXURE - B

I, the undersigned (*Name and title of representative*)

Representative of

(Name and address of company)

Hereby declare that we are not involved in any on the situations listed below,

- i. 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, are subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulation
- ii. Never have been involved in any kind of child labor, neither engage nor promote any kind of child labor.
- iii. Never have been engaged nor part of any act of sexual harassment.
- iv. Have been convicted of an offence concerning their professional conduct by a judgment which has the force of *res judicata*
- v. Have been guilty of grave professional misconduct proved by any means which the contracting authority can justify
- vi. Have not fulfilled obligations relating to the payment of taxes in accordance with the legal provisions of the Federal as well as Provincial Government.
- vii. Have been the subject of a judgment which has the force of a *res judicata* for fraud, corruption, involvement in a criminal organization or any illegal activity detrimental to the Government's financial interests
- viii. Are on any list of sanctioned parties issued by the Government of Pakistan, Any Provincial Government, United Nations and any other organization.

Firm/Suppliers shall also comply with:

- LPP policy prohibiting any kind of harassment and discrimination
- LPP Policy ensure the child protection and strictly prohibit any kind of child abuse
- Such other policies as LPP may make known to firm/supplier

(Name & Signature)

(Official Stamp)

(Designation)

(Location, date)