

INSTRUCTIONS TO BIDDERS

Quaid-e-Azam Solar Power (Pvt.) Ltd. (the "Client") intends to hire a Company for services of Janitorial in compliance with PPR 2014. Tenders are hereby invited for the services as detailed in Terms of Reference, subject to the following terms and conditions:

1. The bidder shall submit the sealed bid at the place mentioned in the tender notice on or before the date and time mentioned in the tender notice which will be opened on the same day in the presence of representatives of the bidding firms who may wish to be present. Conditional, ambiguous and/ or overwritten rates, in any form, shall not be accepted.
2. The procurement will be done under PPRA 2014, using **single-stage two-envelope** method and will be evaluated on least cost basis. The bids shall be submitted in two separate sealed envelopes of Technical and Financial Bids enclosed in overall one sealed envelope. Technical Bids shall be opened first for checking the completeness of information and requirement. The bidders with incomplete information and the bid security shall be considered non-responsive.
3. Financial bids of responsive bidders shall be opened on same day in front of all responsive bidders.
4. The Bidder must be registered with Sales Tax and Income Tax Department, Punjab Revenue Authority. (Attach copies of registration certificates).
5. Rated quotes should be in Pak Rupees, inclusive of all applicable taxes. If not specifically mentioned in the quotation, it will be presumed that the prices include all the taxes.
6. The Bidder should not be blacklisted by any public or private sector organizations (attach an affidavit on stamp paper, refer **Annex-A**).
7. The Bidder should provide list of completed purchase order similar scope during the last 2 years. The copies of Work Orders/Purchase Orders, from clients to be provided as proof of works done.
8. Client will not be responsible for any costs/expenses incurred by the bidders in connection with preparation or delivery of bids.
9. Bid Security amounting to **Rs. 30,000/-** (refundable) (within 5% of estimated price) in the form of pay order or demand draft favoring "Quaid-e-Azam Solar Power (Pvt.) Ltd.", valid for at least 90 days, shall be provided by the bidder.
10. The bids must be delivered to the following address by or before **2:30 p.m., 11th February, 2019**.

**Manager HR/Admin, Quaid-e-Azam Solar Power (Pvt.) Ltd.,
3rd Floor, MCB Building, 83-A, E/1,
Main Boulevard, Gulberg-III, Lahore.
Phone No. 042-99332261-65**

11. The bids will be publicly opened on the aforementioned date at **3:00 p.m.** in the Conference Room of QASPL office.
12. The bid validity period is 90 days, starting from the date of opening of bids.
13. The competent authority may reject all bids or proposals at any time prior to the acceptance of a bid/proposal. The Client 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.
14. If the proposal of any of the bidder does not fulfill the aforementioned criteria, they may be considered non-responsive.
15. Late received bids will be returned unopened. No alteration/amendment shall be allowed after submission.

AFFIDAVIT

(For Bidder's Use)

As owner/controller of M/s. _____

I/We accept the terms and conditions as laid down in tender document and advertisement notice. I/We shall also observe all the rules/regulations framed by Government of the Punjab regarding the purchase/provision of items; I also affirm that I/We have never been blacklisted by any Govt/Semi Govt. organization or autonomous body.

I/We declare that our business/firm fulfills all the legal requirements to take part in the bidding and I/We have been authorized by the firm in this regard. I/We also assert that the rates quoted are reasonable with the market rates.

(On behalf of the firm)

NAME:

DESIGNATION:

SIGNATURE:

STAMP OF THE FIRM

Date: _____