

KHYBER PAKHTUNKHWA OIL AND GAS COMPANY LIMITED

(KPOGCL)

(KP Government Fully Owned & Provincial Holding Company)

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In relentless pursuit for Energy Security of Pakistan



**“PROCUREMENT OF DRINKING WATER
FOR KPOGCL UNDER FRAMEWORK
CONTRACT”**

Tender NO. KPOGCL/TENDER/559/2021

Bid Submission Time/Date: 1100hrs, 25 March, 2021

CONTENTS

| | | |
|-----|-----------------------------------------------------------------|---|
| 1. | PURPOSE OF TENDER | 2 |
| 2. | TYPE OF TENDER OPEN COMPETITIVE BIDDING | 2 |
| 3. | MANDATORY REQUIREMENTS | 2 |
| 4. | TERMS OF REFERENCE | 3 |
| 5. | GENERAL CONDITION..... | 3 |
| 6. | BID SECURITY (EARNST MONEY)..... | 5 |
| 7. | FOR ANY CLARIFICATION OR INFORMATION PLEASE CALL OR EMAIL | 5 |
| 8. | SUBMISSION OF BIDS | 5 |
| 9. | FRAUD & CORRUPTION | 6 |
| 10. | BID VALIDITY..... | 6 |
| | ANNEXURE- A | 0 |

1. PURPOSE OF TENDER

Drinking Mineral Water Procurement will be carried out under Frame work contract on need basis and will be for One year time starting from agreement signing date and 'framework contract' means a contract whereby the procurement is made for a certain volume or quantity of a particular goods, a set of Services, Services or works over a specific period against an agreed sum or rate per item or lump sum.

KPOGCL invites sealed proposals tax registered drinking water suppliers (hereafter called as bidders) fulfilling the criteria mentioned in bidding document for supply of drinking Mineral water bottles. All interested and eligible bidders are requested to go through complete document and provide the required information and documents mentioned in this document.

2. TYPE OF TENDER OPEN COMPETITIVE BIDDING

The interested Bidders shall be engaged following KPPRA Rule 6(2)(a) a Single Stage, One Envelope Procedure for selection.

3. MANDATORY REQUIREMENTS

Table 1: Checklist for Bidders

| S.No. | Descriptions | Mandatory |
|-------|---------------------------------------------------------------------------------------------------------------------------------|-----------|
| 1 | Tax Certificates i.e GST, NTN. | |
| 2 | Filer/ Tax Payer. | |
| 3 | Firm in Operation (Certificate of incorporation/registration under the laws of Pakistan – Documentary proof/evidence required). | |
| 4 | The bidder shall submit an affidavit that it has never been blacklisted | |
| 5 | The supplier or company must have local presence, an office in Peshawar. (office address on signed letter head) | |
| 6 | Minimum experience of 5 years in supply of drinking water bottles to offices / companies / organizations. | |
| 7 | Registration/Valid License with KP FOOD SAFETY & HALAL FOOD AUTHORITY/ PSQCA /PCSIR/Relevant Food Department. | |
| 8 | Latest Water test Reports from Health Department/Laboratory/Relevant Food Authority | |
| 9 | Source of water should not be from Municipal /Public Supply System | |

| | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|--|
| 10 | Supply chain of water distribution in Peshawar | |
| <p>Note- All mandatory documents/evidences MUST be submitted with the Bid. Failure to fulfill any of the above condition will disqualify the bidder from the Evaluation process. No document will be accepted after Bid submission Date & Time.</p> | | |

4. TERMS OF REFERENCE

- a) The Bidder shall provide the Drinking Mineral Water Bottles at KPOGCL H.O. Peshawar, per actual requirement of the Client.
- b) That the KPOGCL shall pay to the Bidder as per agreed price (Inclusive of all applicable Government Taxes). All other costs incurred to deliver the bottles at site mentioned above will be borne by the Bidder.
- c) Initial contract will be for the period of one year, which may be extended on same price and Terms and condition for another term with the mutual consent of the both parties.
- d) KPOGCL shall have the right to cancel the agreement on one-week notice if water quality is found poor at any time period during the agreement and have right to withhold the payment or services found not up to the mark.
- e) If Bidder wishes to terminate the contract then one-month notice period will be mandatory.
- f) **Final Contract Approval is subject to the site visit (Production Plant/Bottling Source/Natural Seepages) by KPOGCL QHSE Team/concerned Department. The team will be examine the whole process of Supply Chain.**
- g) KPOGCL can demand for latest water testing results at any time.
- h) Prices will remain same during agreement period and cannot be changed.

5. GENERAL CONDITION

- a) All procedure, evaluations shall be according to KPPRA Act & Rules.
- b) The quoted Prices are to be inclusive of all taxes levied by the Governments. GST & WHT must be mentioned separately as per Annex-A. PLEASE ENSURE COMPLETION OF “ANNEX-A” AS PER THE GIVEN FORMAT.
- c) The firm should be registered with FBR having income tax and sales tax certificates. The firm should be on active tax payer list, as per KPPRA Rule 8(3) (b).

- d) Company Profile. (Including status, services offered, number of offices, credential & partnership status.)
- e) Low Quality, unsealed and substandard drinking mineral water will not be accepted.
- f) As per demand Item(s) are required within delivery period of 01 calendar day.
- g) Interested firm should have regular place of business at Peshawar, telephone number, email address and must provide proof of their existence in the particular business, for not less than one year and proof legal business.
- h) Collusion between the firms is strictly prohibited. Any firm / group of firms found involved in creating a cartel or any other collusion arrangement against the interest of the project/government, will be blacklisted and debarred.
- i) The rates include applicable government taxes.
- j) The procuring entity may reject one or all such Bid, which are vague (In terms of Financial Quote) or does not adhere to these instructions.
- k) KPOGCL does not take any responsibility for delayed arrival of the bid.
- l) The quantity of items will be on need basis as per KPOGCL requirements
- m) The procuring entity may go for re-bidding in case the Bid does not satisfy its professional requirements.
- n) If bid submission date falls on public holidays, next consecutive day will be considered for bid submission.
- o) **Bidders should quote all items as per Annex-A otherwise his/her bid will not be accepted.**
- p) KPOGCL reserves the right to cancel or reject all bids at any time prior to its acceptance as per KPPRA Rule 47(1).
- q) Government taxes (GST/WHT) will be deducted at the time of payment as per Government prescribed rates.
- r) Offers are liable to be rejected if: -
 - i. There is any deviation from any instruction.
 - ii. Offers are found conditional or incomplete in any respect.
 - iii. Multiple rates are quoted against one item or overwriting /Erasing in prices.
- s) Technical Specifications and basic features of tendered items as per **Annex A**.

- t) A material deviation or reservation is one which affects the scope, quality or performance of the Goods/ Services or limits the Procuring Agency's rights or the Contractor's obligations under the Contract.
- u) As per demand by KPOGCL Monthly Bill shall be provided on every 5th of the month for processing of payment which will be clear within 10 calendar days.
- v) KPOGCL does not take any responsibility for delayed arrival of the bid.
- w) Any Bid received at KPOGCL's Head Office after the deadline for submission shall be returned unopened and not be part of the competitive bid.
- x) Following KPPRA RULE 37(A), the Bidder must be registered with **Khyber Pakhtunkhwa Revenue Authority (KPRA) and Income Tax authorities.**

6. BID SECURITY (EARNST MONEY)

The Bidder shall furnish the Bid Security (Earnest Money) as under:

- I. For an amount equivalent to PKR 50,000/-.
- II. Amount should be in Pak Rupees;
- III. As part of financial bid envelope, failing which will cause rejection of bid.
- IV. In the form of Call Deposit Receipt (CDR),
- V. In the name of the **CEO KPOGCL.**

7. FOR ANY CLARIFICATION OR INFORMATION PLEASE CALL OR EMAIL

The last date for submitting queries/ clarifications is **16 March, 2021** and send to below address.

Mr. Tariq Saeed Awan

(HOD SCM Department)

Cell: +92 3331518390

Email: tariq.scm@kpogcl.com.pk

Phone: +92-91-9216283

Fax: +92-91-9216295.

8. SUBMISSION OF BIDS

All Bids must be sent at the following address:

Mr. USMAN GHANI KHATTAK

Chief Executive Officer,

Head Office Khyber Pakhtunkhwa Oil & Gas Company Limited (KPOGCL)

3rd Floor, Ali Towers, Opposite Customs House, University Road, Peshawar, Khyber Pakhtunkhwa, Pakistan.

Phone: +92-91-9216284

Bids are due at above address not later than **11:00 AM**, on **25-March, 2021**. Opening of Tender will be **11:30 AM**, on **25-March, 2021**.

9. FRAUD & CORRUPTION

KPOGCL's policy requires the Bidder to observe the highest standard of ethics during the procurement and execution of the contract. In pursuit of this policy, KPOGCL follows the instructions contained in Khyber Pakhtunkhwa Public Procurement Regulatory Authority (KPPRA) Rules, 2014.

10. BID VALIDITY

The Bid shall remain valid for **Ninety (90)** days after the deadline for submission of Bid. If need arises, KPOGCL may request Bidders to extend the validity period of their Bid. Bidders who agree to such extension shall confirm in writing.

ANNEXURE- A

| Costing Table | | | |
|----------------------|--------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|--------------------------------------|
| Sr .No. | Items | Description | Unit Price with Taxes PKR |
| 1 | 18.9-19 Liter Standard Drinking Mineral Water Filled Bottle | 18.9-19 Liter Plastic Bottle as per specifications of Pakistan Standards and Quality Control Authority (PSQCA), | |
| 2 | 0.5/0.6 Liter Standard Drinking Mineral Water Filled Bottle | 0.5/0.6 Liter Plastic Bottle as per specifications of Pakistan Standards and Quality Control Authority (PSQCA), | |
| 3 | 1.5 Liter Standard Drinking Mineral Water Filled Bottle | 1.5 Liter Plastic Bottle as per specifications of Pakistan Standards and Quality Control Authority (PSQCA), | |
| 4 | Total | | |

Note:

1. Price should be quoted in PKR only.
2. Price will be evaluated on the basis of Last Row (Serial No. 4).
3. All items (Serial Number 1 to 3) must be quoted otherwise bid will be not evaluated.
4. The bidder shall provide free of charge plastic bottle and no security deposit shall be paid against the bottle to the company.
5. The rate shall be governed by under framework contract which may span over the time period for One year.
6. All fees / rates quoted are inclusive of all Government applicable taxes
7. 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.
8. In case of WHT Exemption, provide exemption certificate or Government SRO, as the case may be.
9. No hidden/administrative/services charges will accepted.
10. In case of GST/KPST Exemption/percentage differentiation, Provide Certificate or Government SRO, as the case may be.