

**OFFICE OF THE CONTROLLER GENERAL
OF ACCOUNTS, ISLAMABAD**

**Tender
Document**

**“Pre-qualification of Supply of
Mineral Water”
Through Open Framework Agreement**

Date:
Bid Reference No.

**Submission/upload on PPRA EPADS Date for Sealed Bids: 04.12.2024
(10:30 am)**

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1. INVITATION TO BIDS

Office of the Controller General of Accounts Islamabad intends to introduce the process of Pre-qualification (through open framework agreement) of Supply of Mineral Water for approximately Two Hundred (200) per month (19 ltr Bottle and small 300ml bottle on need basis) in order to streamline its procurement procedures for Supply of Mineral Drinking Water. All reputable and well-established Firms/Distributors are invited to apply for the pre-qualification by submitting the pre-qualification proposal Performa. The office of Controller General of Accounts will process all the procurements in accordance with the policy defined and specified under PPRA Rules by the Government of Pakistan.

2. INSTRUCTION TO BIDDERS

2.1 The selection of Firms/Distributors will be based on Pre-qualification process as defined in the PPRA Rule – 16A Govt. of Pakistan. The Office of CGA will adopt single stage two envelope bidding procedure as laid down in Public Procurement Rules 2004 Rule # 36 (b).

2.2 The services will be hired according to PPRA single stage-two envelop procedure.

Saliency of single stage-two envelopes procedure are enumerated below: -

- a). The bid shall comprise a single package containing two separate envelopes. Each envelop shall contained separately the “Technical Proposal” and the “Financial Proposal”.
- b). The envelopes shall be marked as “TECHINICAL PROPOSAL” and “FINANCIAL PROPOSAL” in bold and legible letters to avoid confusion;
- c). Initially, only the envelope market “TECHNICAL PROPOSAL” shall be opened;
- d). The envelop marked as “FINANCIAL PROPSOAL” shall be retained in the custody of this office without being opened.
- e). This office evaluates the Technical Proposal first (without reference to the price and reject any proposal which does not conform to the specified requirements);
- f). During the technical evaluation no amendments in the technical proposal shall be permitted.

- g). The **Financial Proposals** of technically qualified bids will be opened publicly at a time, date and venue announced and communicated to the bidders in advance.
- 2.3 The OCGA shall evaluate the proposal in a manner prescribed given in the document. During the evaluation no amendments in the pre-qualification proposal shall be permitted. After pre-qualification, only the pre-qualified Firms/Distributors shall be entitled to participate in the subsequent procurement proceedings. OCGA, at any stage of the procurement proceedings, having credible reasons for, or prima facie evidence of, any defect in the capacity or otherwise of a Distributor, whether or not pre-qualified, may require the authorized distributor to provide such further information concerning the professional, technical, financial, legal or managerial competence as OCGA may decide.
- 2.4 OCGA shall disqualify a distributor on the ground that he had provided false, fabricated or materially incorrect information.
- 2.5 Firms/distributors, these will get 70% marks in the technical evaluation will be qualify for financial proposal.
- 2.6
- i). The bidders must submit bid security of Rs. 50,000/- (Fifty Thousand Only) bid security/earnest money “in favor of Drawing & Disbursing Officer, OCGA, Islamabad”. Technical Proposal must contain a Certificate regarding attachment of earnest money alongwith financial bid, failing to which may result in disqualification.
 - ii). The Firms/Distributors, if it is declared as successful bidder, will be required to deposit a “Performance Bond/Bank Guarantee” equivalent to two (02) months remuneration of the first year, through a pay order/bank draft in favour of DDO Office of the Controller General of Accounts within one week of award of contract/agreement.
 - iii). The bid security/earnest money of the successful firm will be adjusted against the Performance Bond/Bank Guarantee. If the bidder fails to deposit Performance Bonk/Bank Guarantee with one week of the receipt of the letter awarding the job, the same shall be treated as cancelled and the earnest money shall be forfeited.
 - vi). Performance Guarantee shall be released after the expiry of the agreement subject to issuance of NOC by **Controller General of Accounts**.
- 2.7. Bidder(s) must attach General Sales Tax (GST) registration certificate and National Tax Number (NTN).
- 2.6 A separate agreement shall be executed with successful bidder.

- 2.7 Only those firms are allowed to participate in the pre-qualification (through open framework agreement) who are General Sales Tax (GST) registered, have National Tax Number (NTN) and are exists on Active Tax Payer List of FBR.
- 2.8 Bidder(s) must have sound financial position, sufficient experience, well reputation and capability for timely completion of supply order.

ELIGIBILITY AND PRE-QUALIFICATION CRITERIA

The bidders fulfilling the following eligibility criteria, will be declared eligible for Prequalification process which is provided as Annexure-B.

- i. Affidavit on stamp paper, declaring that the company is not black listed by any Govt. agency / authority (Original required)
- ii. Bidder must be Income Tax, General Sales Tax (GST) registered and on Active Taxpayer List of FBR (Copies required)
- iii. Bidder must have authorized Distributor.
- iv. Authorized distributor certificate from the Manufacturer/Principal suppliers
- v. Kindly fill the **Annexure – A and Annexure - B** and attach the supporting documentary evidences as mentioned above and also in each annexure;

Annex – A: Organization Information

Annex – B: Prequalification /Evaluation Criteria

- vi. And also sign the declaration form at the end of document and attach with your other documents.

3. TERMS OF REFERENCE

To provide uninterrupted service 'Supply of Mineral Water', Firms/Distributor will agree on following terms of references:

- a). OCGA will offer a pre-qualification (through open framework agreement) letter of three years (03) to a qualified bidder. That the period of agreement can be terminated by the OCGA without assigning any reason or intimation.
- b). The bidder should have a current license/approved and should be registered from food authority of federal and provincial authorities of Pakistan.
- c). The bidder should have a current license/approved and should be by Pakistan Standards and Quality Control Authority (PSQCA).
- d). The bidder should have certification of International Organization of Standardization (ISO) or hazard analysis or Critical Control Point (HACCP) and provide copy of Test Report issued by PSQCA.
- e). The bidder should not be blacklisted by PSQCA/PCRWR.
- f). The Firm/Distributor will be bound to provide/supply required service within agreed timelines starting from issuance of work order duly conveyed through official letter.
- g). Provision, supply, installation of 10 water dispensers with service of dispenser's monthly basis (on his own cost) specified location as per demand (returnable upon completion or termination of the contract period).
- h). Drinking water should be as per standard specification of Performance, Quality and Safety (PQS).

- i). Office of the CGA has a right to test the water from time to time and terminate the contract if water is not as per standard specification of PQS.
- j). Income tax, GST (as applicable) will be deducted in accordance with the provisions of Government Rules amended from time to time.
- k). The payment for the services will be made through cross cheque/MPG system of AGPR on the successful completion of Job and receipt of valid sales tax invoice.
- l). In case the first lowest pre-qualified bidder fails to provide the required services or CGA is not satisfied with provided services, CGA office reserves the right to obtain the services from second lowest bidder. In case the second lowest pre-qualified bidder fails to provide the required services or CGA office is not satisfied with the provided services, the CGA office reserves the right to obtain the services from third lowest bidder.

4. GUIDELINES

- i) All documents and information received by OCGA from Firms/Distributors will be kept confidential.
- ii) Documents submitted to OCGA will not be returned.
- iii) All expenses related to participation in this pre-qualification document shall be borne by the bidders.
- iv) Documents shall be submitted/uploaded on PPRA EPADS will be considered and hard copies in a sealed envelope marked as "Pre-Qualification Proposal for 'Pre-qualification of Supply of Mineral Water'. The documents must be upload on PPRA EPADS and also envelope containing hard copies proposal shall be received by hand/postal address given below at **10.30am closing time on 04.12.2024.**
- v) OCGA reserves the right to request submission of additional information from bidders in order to clarify/further understand aspects of technical proposal, if required.
- vi) OCGA reserves the right to verify any information provided by the bidders.
- vii) Feel free to ask any query about prequalification proposal from the address given below.

Postal Address

Accounts Officer (General)

Office of the Controller General of Accounts,

Room No.511, 5th Floor, FBC Building,

Sector G-5/2, Islamabad.

Tel: +92-51-9207213

5. DECLARATION

Kindly provide the declaration as per format provided below at the end of proposal.

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 "

Name	
Designation	
Signature	
Date and place	

6. SUBMISSION OF PREQUALIFICATION PROPOSAL

Complete proposal containing technical details; all required information and documentary evidences may be submitted/uploaded on PPRA EPADS before **10:30am on 04.12.2024**. The proposals will be opened on the same day at 11:00am in presence of the bidders who wish to attend. The proposal should be submitted in sealed envelope clearly mentioned **“Pre-qualification of Supply of Mineral Water Through Open Framework Agreement”**

**Cover Letter for the Submission of Prequalification /
Technical and Financial Proposal**

[Firm

letterhead]

[Date]

To

Accounts Officer (General)
Office of the Controller General of Accounts,
Room No.511, 5th Floor, FBC Building,
Sector G-5/2, Islamabad.
T: +92-51-9207213

**Subject: TECHNICAL PROPOSAL AND FINANCIAL PROPOSAL IN RESPECT
OF PRE-QUALIFICATION FOR SUPPLY OF MINERAL WATER.**

Dear Sir,

We offer to provide the Services for Supply of Mineral Water in accordance with your Tender for Proposal dated [Insert Date of Tender advertised]. We hereby submit our technical Proposal and financial proposal 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.

Thank you.

Yours

sincerely,

Signature

Name and title of
signatory:

Important Note: The competent authority may reject all the proposals at any time prior to the acceptance of a bid or proposal. OCGA 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

Sl. No.	Required Information	Response
1.	Legal name of Firm/Organization	
2.	Year of Registration / Establishment of the Organization	
3.	National Tax Number	
4.	General Sales Tax (GST) number	
5.	IBAN #	
6.	Vendor #	
7.	Dealership Certificate	
8.	What is the legal status of your organization? Tick the relevant box (one box only). Attach copy/copies of Registration Certificate's	Sole Proprietor
		Public Ltd. Company
		Private Ltd. Company
		Private Partnership Firm
		Others (please specify)
9.	Name and designation of "Head of Organization"	
	Mobile:	
	Phone:	
	Email:	
	Fax:	
	Address of Organization:	
10.	Name and designation of "Contact Person"	
	Mobile:	
	Phone:	

Annex-B**Pre-Qualification/Evaluation Criteria**

Sl. No.	Description	Category Marks	Total Marks	Documents Required
1	Relevant Experience		20	
1.1	1 - 5 years experience	05		Registration Certificate
1.2	6 - 10 years experience	10		
1.3	More than 10 years experience	20		
2	Financial Soundness		20	
2.1	Bank Statement worth 05~10 Lac Rupee	05		
2.2	Bank Statement worth 10~25 Lac Rupee	10		
2.3	Bank Statement worth more than 25 Lac Rupee	20		
3	Total Clients with Firm		20	
3.1	05~07 clients	05		
3.2	08~10 clients	10		
3.3	More than 10 clients	20		
4	Working Staff		20	
4.1	Working staff 04~06	05		
4.2	Working staff 07~10	10		
4.3	If more than 10 working staff	20		
5	Supply of Electric Water Dispenser & service		20	
5.1	Supply of Electric Water Dispenser on his own cost	15		
5.2	Service of Dispenser on monthly basis on his own cost.	05		
TOTAL MARKS			100	

Note: Minimum qualification marks are 70. Absence of any required document will lead to zero marks in that specific area.

(Signature and Seal of Bidder)

AFFIDAVIT FOR NON – BLACKLISTED (ON LEGAL STAMP PAPER OF Rs.100)

1. It is stated that M/S _____ is participating in tender for Pre-qualification of Supply of Mineral Water through open framework agreement for Supply of Mineral Water (19 ltr bottle & small 300ml bottle) of office of Controller General of Accounts Islamabad for the period of 03 (three) years effecting from the date of issuance of work order/contract agreement.
2. M/s _____ hereby certifies that it is not under a declaration of ineligibility / blacklisted by any Government (Federal & Provincial), a local body or any public sector organization. Furthermore, M/s _____ is not involved in any litigation with any party whatsoever.

Sign of Person _____

Address _____

Telephone No(s) _____

Fax No(s) _____

Mobile No(s) _____

Stamp of the firm

(Duly verified by notary public)