**OVERNMENT OF PAKISTAN**

**PRIME MINISTER’S OFFICE (PUBLIC)**

**EARTHQUAKE RECONSTRUCTION & REHABILITATION AUTHORITY**

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**INVITATION FOR BIDS**

The Earthquake Reconstruction & Rehabilitation Authority (ERRA), Islamabad, invites sealed bids from eligible bidder contractor / supplier etc registered with Income tax and Sale tax departments for **“Lawn Maintenance of ERRA HQ”**. .

2 Interested bidders may download the detailed Bidding Documents having specification and terms & conditions from websites of ERRA ([www.erra.pk](http://www.erra.pk)) and PPRA ([www.ppra.org.pk](http://www.ppra.org.pk)). Bids must be delivered to ERRA HQ office on or before **1100hours on 24th January, 2019** .Bids will be opened in the presence of bidders or their authorized representatives at **1130 hours on same day***in*the small conference room ERRA HQ Murree Road (Opposite Margalla Town), Islamabad.

3. ERRA reserves the right to accept or reject any or all of the bids at any time in public interest as per PPRA rules.

**(SHABBIR AHMED)**

**DEPUTY DIRECTOR (PROCUREMENT)**

**Earthquake Reconstruction & Rehabilitation Authority (ERRA)**

Headquarter Office Building Complex, Murree Road,

**P.O. 2688, Islamabad.**

Ph: 051 – 9030935

BID DOCUMENT

**LAWN MAINTENANCE OF ERRA HQ.**

**1 Invitation to bid**

The Earthquake Reconstruction & Rehabilitation Authority (ERRA), Islamabad, intends to hire Firm for Lawn maintenance of ERRA HQ from reputed and financially sound firms.

2 **Instructions to bidders**

**2.1 General**

1. Income Tax, Sales Tax and all other applicable taxes shall be deducted in accordance with the law.
2. Bids once submitted cannot be withdrawn. If a bidder withdraws from the bidding process after submission of bid the ERRA Authority reserves the right to forfeit the earnest money.
3. Bidder shall be responsible to treat this Tender Document and information gathered during bidding process as “Private” and “Strictly Confidential”. The bidder shall not publish or disclose any information concerning the task without seeking special written permission of ERRA Authority.
4. Any bidder submitting incomplete information shall be disqualified from the bidding process.
5. Any bidder submitting false, incorrect or inaccurate information shall be automatically disqualified from the bidding process.

f. Any effort by the bidder to influence ERRA Authority, directly or indirectly may result in the rejection of the bidder's offer.

g. ERRA Authority reserves the right to reject any or all quotations, without assigning any reason thereof.

h. The ERRA Authority will not be responsible for any costs or expenses incurred by bidders in connection with the preparation or delivery of bids.

i. The proposal without earnest money will not be entertained and rejected straightaway.

3 **Requirements:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Procurement**  | **Nomenclature****of items involved**  | **Demand / quantity**  | **Justification / impact**  |
| One year (Extendable for one year on performance basis) Tender for Horticulture/ lawn maintenance of ERRA HQ for the FY 2019/20  | Front Lawn: 67850sftOrchard I : 23250sftOrchard II : 11300sft10x Back Lawns:67600sft **Total Area: 170000sft**  | 1. Employment of working Team (1x supervisor & 4x gardeners with gardening tools/ machines).
2. Cleaning / maintenance of lawns, orchards and plant beds.
3. Removal of weed and trimming of hedges, trees & plants.
4. Lawn mowing/ plantation of new grass.
5. Seasonal plantation / preparation of flower saplings.
6. Watering of lawns, orchards, flower beds and maintenance of water sprinkling system.
7. Periodic pesticide spray, fertilizing and anti termite treatment.

  | Maintenance / beautification of ERRA Lawns  |
| Provision of horticulture related items from open market on demand  | “ | 1. Provision of fertilizer, pesticide spray, anti termite spray, flower saplings, plants, pots, sweet soil, grass etc on market rate as per demand/ requirement by the ERRA
2. Provision of machinery/ spare parts, water boozer, tractor etc on open market rate/ rent on demand/ requirement by the ERRA
 | Maintenance of ERRA Lawns  |

**4 Language of the Bids**

The bids prepared by the Renderer and all correspondence and documents relating to the bids exchanged by the Tendered, shall be written in English language, provided that any printed literature furnished by the Renderer may be written in another language so long as accompanied by an English translation in which case, for purposes of interpretation of the bid, the English translation shall govern.

**5 Bidder must submit an affidavit on stamp paper that the:**

i. Bidder/Company/Firm has never adjudged an insolvent services/advisory

 /consultancy.

ii. Bidder/Company/Firm or its directors/partners or individuals have never been declared bankrupt by any court of law.

iii. Bidder/Firm has never been blacklisted or involved in litigation with any client/organization/government/semi-government/autonomous body.

iv. Bidder/Company/Firm its directors/partners or individual always fulfilled/obeyed execution of degree or order of any court decree never been dissatisfied against them.

v. Bidder/Company/Firm its directors/partners or individuals have not been convicted of a financial crime, banking frauds mortgage frauds, forgery, embezzlement, cheque frauds, credit cards frauds, etc.

vi. Bidder/Company meets the financial integrity requirement as per applicable Laws & Regulations.

**6 Earnest Money**

Earnest money of Rs.100,000/- shall be submitted by the bidders at the time of submission of the bids, having one year’s validity, in the shape of call deposit / demand draft / pay order in the name of DDO(Non-Dev) ERRA. Earnest money of unsuccessful bidders shall be returned upon signing of the contract with the successful bidder. Earnest money of successful bidder shall be in the Authority as security till the date of maturity of contract..

 Prices / Quotes should have a validity of not less than 90 days.

**7 Agreement Format**

 The Bidder should provide Agreement format to be executed after final selection.

**8 Clarification for Tender**

In case of any clarification is needed to the meaning of any portion of the specification, vendor may contact **Mr. Shahid Chugthai Superintendent (GA) at 051-9030908 during office hours.**

**9 Acceptance of Bids**

The bidder with the lowest evaluated bid good repute, if not in conflict with any other law, rules, regulations or policy of the Federal Government, shall be awarded the procurement contract, within the original or extended period of bid validity.

**10 TAX**

Quoted rates must be inclusive of all acceptable taxes.

**11 Confidentiality**

All bids submitted to ERRA HQ and subsequent correspondence and discussion shall be kept confidential and will not be revealed directly or indirectly to any other party, except in the case of any government query by department/ organizations monitoring Banks and the Federal Government.

**12 Closing Date**

 The last date for receipt of bids **is 24th January, 2019 by 11:00 AM. Bid will be opened on the same day at 11.30 AM at the ERRA HQ** in the presence of those bidders who may wish to attend.

**13 Bid Submission**

The Bid proposal should be submitted as follows:

i. One Outer sealed envelope, clearly marked as

**PROPOSAL FOR MAINTENANCE OF LAWN ERRA HQ.**

DEPUTY DIRECTOR (PROCUREMENT)

Earthquake Reconstruction & Rehabilitation Authority (ERRA)

Headquarter Office Building Complex, Murree Road,

P.O. 2688, Islamabad.

Ph: 051 – 9030929

Name of Bidder:

1. Bid Earnest money in the shape of a demand draft/pay order, in favour of DDO(Non-Dev) ERRA, Islamabad should be attached with the Proposal.

We agree to abide by the terms and conditions of the Tender.

**Signature**: **in the capacity of duly authorized to sign the Tender for and on behalf of**

**(NAME OF FIRM IN BLOCK CAPITALS)**

**Complete Address:**

**Fax No:**

**Telephone No.: \_\_** **Email address**