



Tender Fee: Free of Cost

Bidding Document

Tender for Supply of Plants and Required Maintenance Service

Bid No. HBFC/HOK/GSD/2022/1689



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September 06, 2022

Invitation for Bids (IFB)

Tender for Supply of Plants and Required Maintenance Service

HBFC invites sealed bids the supply of Plants and Required Maintenance Service for Head Office Karachi and other locations nationwide for a period of three (03) years.

Bids will be evaluated in terms of Rule 36 (a) of Public Procurement Rules-2004 i.e., "Single stage-one envelope procedure". Bidding document containing detailed scope of work and Mandatory Criteria etc. may be downloaded free of cost from the www.hbfc.com.pk. This IFB is also available at PPRA website www.ppra.org.pk.

Bids prepared in accordance with the instructions in the bidding documents must reach at the address given below on or before **September 22, 2022** at **11:00 am**. Bids will be opened on same day at **11:30 am** in the presence of bidders, representatives (who choose to attend) at the address given below. Bidders will be required to submit **Rs.5,000/-** Bid Security along with their bid in shape of Pay Order / Demand Draft in favor of HBFC. Late/ incomplete/ conditional bids will not be entertained.

HBFC reserves the right to accept or reject any or all bids in accordance with relevant clause of Public Procurement Rules (PPR-2004).

Head - General Services Department
House Building Finance Company Limited
3rd Floor, FTC Building, Shahrah-e-Faisal, Karachi
Tel: 021-35641752/39



General

1. Scope of Bid

HBFC invites sealed bids for Tender for Supply of Plants and Required Maintenance Service in Head Office, Karachi as mentioned in Scope of Works at **Annexure - A**.

Bidder/Firm, who is black listed by any government organization will not be eligible to participate in the bidding/procurement process.

2. Cost of Bidding

The Bidder will bear all costs associated with the preparation and submission of its bid and HBFC will in no case be responsible or liable for those costs.

Bidding Documents

3. Contents of Bidding Documents

Bidders are expected to examine all instructions, forms, terms, specifications, and other information in the Bidding Documents. Failure to furnish all information required by the Bidding Documents or submission of a bid not substantially responsive to the Bidding Documents in every respect will be at the Bidder's risk and may result in the rejection of its bid.

4. Amendment of Bidding Documents

i. At any time prior to the deadline for submission of bids, HBFC may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, amend the Bidding Documents. Later amendments on the same subject modify or replace earlier ones.

ii. Amendments will be provided in the form of Addenda to the bidding documents, which will be sent in writing to all prospective Bidders that received the bidding documents from the Company. Addenda will be binding on Bidders. Bidders are required to immediately acknowledge receipt of any such Addenda. It will be assumed that the Bidder in its bid will have taken the amendments contained in such Addenda into account.

iii. In order to offer prospective Bidders reasonable time in which to consider the amendment in preparing their bids, the Company may, at its discretion, extend the deadline for the submission of bids consistent with provision of Rule 27 of PPRA-2004.

Preparation of Bids

5. Bid Prices

The contract will be three (03) year period for Supply of Plants and Required Maintenance Service as described in **Annexure - A** and the bidder will fill in rates in their Financial Proposal accordingly. All bids will be quoted in Pak Rupee. Bids in any other currency will be rejected. The price quoted would be inclusive of all taxes levied by the local Authority/ Provincial Government/ Federal Government at the time of submission of bids. Any subsequent change in applicable direct/ indirect taxes/ duties levied by the government will accordingly be adjusted.

Submission of Bids

6. Deadline for Submission of Bids

- i. Bids must be received at the address specified in Bid Data Sheet not later than the time and date specified in the Bid Data Sheet.
- ii. HBFC may extend the deadline for submission of bids by issuing an amendment, in which case all rights and obligations of the Company and the bidders previously subject to the original deadline will then be subject to the new deadline.

7. Late Bid

Any Bid received by the Company after the deadline will be returned unopened to the Bidder.

Bids Opening and Evaluation

8. Bid Opening

HBFC will open all bids in public, in the presence of bidders' representatives who choose to attend at the time, date and place specified in the Bid Data Sheet. Bidders' representatives will sign an attendance sheet as proof of their attendance.

9. Correction of Errors

HBFC for any arithmetic errors will check bids determined to be substantially responsive. HBFC, on the following basis will rectify arithmetical errors:

If there is a discrepancy between unit prices and the total price that is obtained by multiplying the unit price and quantity, the unit price will prevail, and the total price will be corrected; if there is a discrepancy between the amounts in figures and in words, the amount in words will prevail. The amount stated in the Bid will be adjusted by the Company in accordance with the above procedure for the correction of errors and, with the concurrence of the Bidder, will be considered as binding upon the Bidder. If the Bidder does not accept the corrected amount, the Bid will be rejected, and the Bid Security may be forfeited.

10. Mandatory Criteria for Selection of Bids

The bids will be evaluated in terms of Rule 36 (a) of PPRA Rules. i.e., Single Stage - one envelope procedure.

11. Bid Security

All bidders are required to submit **Rs.5,000/- Bid Security** with their proposal in the form of bank draft/ pay order in favor of HBFC. No bid will be considered as valid unless the Bid Security accompanies it. No interest will be payable by the HBFC on this deposit. Bid Security will be refundable on completion of bidding process or the award of contract to the successful bidder.

Award Criteria

12. Eligibility Criteria

1. Vendor must have valid NTN number and other tax registrations as required by the Federal/Provincial tax authorities.
2. Vendor must not be black list by any Government Organization/regulator, submit an Affidavit on PKR 200 stamp paper.



13. Award Criteria

The Work Order will be awarded on the most advantageous bidder as per PPRA rules.

14. Company's Right to Reject All the Bids

The Company reserves the right to annul the bidding process and reject bids at any time prior to award of contract as per PPRA Rules.

15. Payment

Payments will be made upon HBFC satisfaction on monthly basis.

16. Code of Conduct

It is the HBFC's policy to require that suppliers observe the highest standard of ethics during the procurement and execution of such contracts. Under Rule 19 of PPRA-2004, the Company can blacklist bidders found to be indulging in corrupt or fraudulent practices. Such barring action will be duly publicized and communicated to the PPRA.

17. Integrity Pact

Pursuant to Rule 7 of PPRA-2004, bidders will be required to sign an Integrity Pact i.e., in accordance with prescribed format attached hereto at **Annexure - D**.

18. Overriding Effect of PPRA-2004

Wherever, in conflict with these documents the stipulation of PPRA-2004 will prevail.

Bid Data Sheet

The following specific data for services to be acquired will complement, supplement or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein will be prevail over ITB.

S#	Details
1.	Tender for Supply of Plants and Required Maintenance Service Ref No. HBFC/HOK/GSD/2022/1689
2.	<p><u>Contact Information and Communication</u> The contact detail for all correspondence in relation to this bid is as follows: Name: Asad Baber Khan Designation: Manager Procurement - GSD Email: asad.baber@hbfc.com.pk Address: House Building Finance Company Limited, Head Office, 3rd Floor, Finance & Trade Centre, Shahrah-e-Faisal, Karachi. Phone: +92 21 35641752</p> <p><u>Technical Contact:</u> Name: Ms. Aasia Iqbal Designation: Assistant Manager – Facilities Management Email: aasia.iqbal@hbfc.com.pk Address: House Building Finance Company Limited, Head Office, 3rd Floor, Finance & Trade Centre, Shahrah-e-Faisal, Karachi. Phone: +92 21 35641711</p>
3.	Bidder/Firm, who is black listed by any government organization will not be eligible to participate in the bidding/procurement process.
4.	All bids will be evaluated in terms of Rule 36 (a) of Public Procurement Rules-2004 i.e., “Single stage-one envelope procedure” as per PPRA Rules
5.	The period of Bid validity will be 120 (One Hundred Twenty) days after opening of the Bids.
6.	All bidders are required to submit Rs.5,000/= bid security enclosed with their bids in shape of a Bank Draft / Pay Order. Bids received without Bid Security shall be rejected.
7.	<p>The Company’s address for the purpose of bid submission is:</p> <p style="text-align: center;">Head - General Services Department, House Building Finance Company Limited, 3rd Floor, Finance and Trade Centre, Shahrah-e-Faisal, Karachi, Pakistan Telephone No: 021- 35641752</p>



8. The deadline for submission of bids will be September 22, 2022 at 11:00 am. Proposals will be opened on same day at 11:30 am at the following address:

House Building Finance Company Limited,
3rd. Floor, Finance and Trade Centre,
Shahrah-e-Faisal, Karachi –Pakistan.

Scope of Work and Service

The following shall form the Scope of Work and Service for the Contractor for a period of three (03) year period:

- i. Contractor will provide plants suitable for indoor environment with clay pots. Planter will be provided by HBFC.
- ii. Plants size must be of least 3.5 ft height or at least 2.5 ft dia.
- iii. Clay pot must of size at least one ft height
- iv. Twice a week cropping of plants, watering, soil, crush/gravel maintenance.
- v. Replacement will be made immediately wherever required
- vi. The contractor shall ensure that all the existing plants owned by HBFC located at fixed positions either in or outside of the building are well maintained in their good shape and healthy conditions.
- vii. The contractor's representative will be required to conduct a thorough visit to HBFC plantation sites at least once a month and provide overall supervision and maintenance.
- viii. The contractor shall be responsible for providing sweat earth/soil, fertilizer, pesticides, plants, white crush/gravel etc. and other material required for the growth of plants.
- ix. Initially these services required at HBFC Head Office, Karachi, but may extend to nationwide network in future as per requirements. Unit rates quoted will be applicable for all the HBFC Offices and Branches across Pakistan and bidder must be ready to provide service as and when required.

Financial Proposal**Tender for Supply of Plants and Required Maintenance Service**

S. No.	Description	UoM	Rate/Month	Amount
1	Providing and maintenance of plants Service as per mentioned in Scope of Work i.e., Annexure A In Karachi.	100 Plants		
2	Rate of New Indoor Plant with Clay Pot and other requirements as mentioned in Scope of Work i.e., Annexure - A (Nationwide locations of HBFC)	Rate Per Plant		-
3	Rate of New Outdoor Plant with Pot and other requirements as mentioned in Scope of Work i.e., Annexure - A (Nationwide Locations of HBFC)	Rate Per Plant		-

Note: Above quoted rates shall be valid for a period of three (03) year with maximum up-to 10% annual increment on prevailing rate / price.

