

INSTRUCTIONS TO BIDDERS

Quaid-e-Azam Solar Power (Pvt.) Ltd. (the "Client") intends to hire a Contractor for *Supply and Plantation of Plants* in compliance with PPR 2014. Tenders are hereby invited for the items and services as detailed in Annex-A, subject to the following terms and conditions: -

1. The bidder shall submit the bid on the prescribed forms and quote rate of each item in the financial form (Annex-B) and 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.
2. The procurement will be done under PPR 2014, using single-stage one-envelope method and will be evaluated on least cost basis.
3. The bidder should be registered with relevant departments, preferably having operational office in Bahawalpur Region.
4. The rates shall be mentioned in the prescribed form attached herewith. Conditional, ambiguous and/ or overwritten rates, in any form, shall not be accepted.
5. The successful bidder will be required to enter into a contract with the Client as per relevant rules and regulations.
6. Tender/Bids shall be submitted only on this tender form duly filled, bound, signed/initialed, numbered and stamped on each page by Chief Executive /Authorized person of the firm.
7. Other terms & conditions will be mentioned in the Contract.
8. Advance payment shall be made on submission of Advance Payment Guarantee.
9. The Bidder must be registered with Sales Tax and Income Tax Department, Punjab Revenue Authority. (Attach copies of registration certificates).
10. The Bidder should not be blacklisted by any public or private sector organization (attach an affidavit on Stamp Paper).
11. The Bidder should provide list of completed projects of similar scope during last five years. The copies of Contracts/Work Orders and Job Completion Certificates to be provided as a reference.
12. Client will not be responsible for any costs/expenses incurred by the bidders in connection with preparation or delivery of bids.

13. The Client shall deduct applicable taxes from the payment. Rates 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.
14. Bid Security amounting to **Rs. 50,000/-** (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 from the date of Bid Opening, shall be provided by the bidder.
15. Lowest evaluated bidder shall be expected to submit performance guarantee amounting to 5% of the total bid price. In case the services rendered are not up to the mark, the Client reserves the right to impose penalties and/or forfeit the performance guarantee.
16. The bids must be delivered to the following address by or before 3:00 p.m., **14th September, 2017.**

Chief Executive Officer
Quaid-e-Azam Solar Power (Pvt.) Ltd.,
3rd Floor, NIB Building, 83/A, E-1,
Main Boulevard, Gulberg-III, Lahore.

17. The bids will be publicly opened on the aforementioned date at 3:30 p.m. in the Conference Room of QASPL office.
18. The bid validity period is 90 days, starting from the date of opening of bids.
19. 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.
20. Late received bids will be returned unopened. No alteration/amendment shall be allowed after submission.
21. Bidders may visit the site location to better assess the site conditions for realistic estimations. The permission to visit the site shall be granted upon written request and shall be subject to security clearance by relevant security agencies deployed as plant site. The Bidders may request for site visit by emailing at procurement@qasolar.com
22. Bidders are encouraged to seek clarifications against TORs by emailing at the email address mentioned above no later than **07-Sep-2017.**

Terms of Reference for Plantation in PV Area.

The scope of work for plantation includes the following two major components.

1. Infrastructure & Landscaping

- a. Ground Leveling/landscaping of vacant area of 100MWp QA Solar Power plant as shown in the Drawing. The plantation should be carried out in a way to avoid shading aspects for PV Panels
- b. Plantation of following Plants of minimum 3ft height.
 - i. Kono-Carpus
 - ii. Frash
 - iii. Kikkar
- c. Stocking of sufficient No. of Plants (at least 2000).
- d. Construction of warehouse (05m x 05m) for storing the O&M Equipment related to gardening.
- e. Making nursery for plantation of flowers with appropriate plant care.

2. Water Distribution System

- a. Installation of water tapping points throughout the plantation area at appropriate locations for watering the plants.
- b. Supply of Indigenous watering machinery and development of irrigation system.

3. Operation & Maintenance

Maintenance of Plants and lawns including following.

Initial Phase of two years

- a. Watering/irrigation with water bouzers of all plants on daily basis including Driver 01 Helper and diesel etc. (each alternate day or as per seasonal needs).
- b. Dovetailing the Plant's sewerage / waste management system with the plantation watering
- c. Disposal of old plants / trees and seasonal trimming.
- d. Hoeing of plants & De-weeding of natural herbs (twice a month).
- e. Grass Cutting of Lawn once a week with maintenance of parterres.
- f. Seasonal plantation of flowers in the parterre of lawn area. (twice a year).
- g. Procurement and spraying of pesticides (on monthly basis).
- h. Procurement and application of fertilizers (monthly basis) for the plants and lawns.
- i. Maintaining the stock of plants of all types and replacement of plants as and when required basis.
- j. Maintaining staff of Gardeners and supervisors for the Operation & Maintenance works.
- k. Disposal of Plant waste as per the directives of Bahawalpur Municipal Corporation. (weekly basis)

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/services, 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: _____

**TECHNICAL BID FORM
(CHECK LIST)**

The bidder is required to provide the information & relevant documentary evidence required as under:

| Sr # | Pre-requisite | Yes (Document attached) | No |
|------|---|-------------------------|----|
| 1 | Is firm/company registered with concerned government authorities? | | |
| 2 | Is firm registered with tax authorities? | | |
| 3 | Is firm profile attached? | | |
| 4 | Is firm office located in Bahawalpur Region (preferably)? | | |
| 7 | Is bid security attached with the bid? | | |
| 8 | Is affidavit of non-blacklisting attached? | | |
| 9 | Is client list attached with the bid? | | |
| 10 | Are Purchase Orders/Certificates from clients for satisfactory services attached? | | |

I/We certify that the above information and documents provided with the bid are true and factual.

(Sign. & Stamp of bidder)

FINANCIAL BID FORM

3. Price Schedules

| Sr. | Item/Description | Unit | Quantity | Unit Price (Rs.) | Total Price (Rs.) |
|-----|---|-------|----------|------------------|-------------------|
| 1. | Providing following Plants of Minimum height of 3ft including Transportation, Loading/Unloading Charges, Excavation of Pit 1.50' x 1.50' x 2'(Feet), Miniaturing/fertilizing (two times in a year), stacking and Re-Stocking. | | | | |
| | Cono Corpus | Nos. | 3000 | | |
| | Frash | Nos. | 1000 | | |
| | Kikkar | Nos. | 1000 | | |
| 2. | Development of Water Distribution System and Irrigation system as mentioned in the TORs. | Lot | 01 | | |
| 3. | Construction of Grassy Lawn (35meters x 70meters) with parterres in front of complex building of power plant. | Lot | 01 | | |
| 4. | Construction of Plants Warehouse Room 10m x 10m. | No. | 01 | | |
| 5. | Yearly Price of O&M of Plantation as mentioned in the TORs. | Years | 02 | | |

Note:

1. In case of discrepancy between unit price and total, the unit price shall prevail.
2. All prices shall be quoted inclusive of applicable taxes.
3. The prices shall cover all the aspects of Plantation and O&M as mentioned in the TORs.

(Sign. & Stamp of bidder)