

EXCISE & TAXATION OFFICER – II, III, IV, V & VI, PESHAWAR REGION
PESHAWAR



TENDER DOCUMENTS FOR
PURCHASE OF UNIFORM & PROTECTIVE CLOTHING FOR
DISTRICT EXCISE & TAXATION OFFICES IN PESHAWAR REGION.
FOR THE FINANCIAL YEAR 2020-21

EXCISE & TAXATION OFFICER – II, III, IV, V & VI, PESHAWAR REGION
PESHAWAR

EXCISE & TAXATION OFFICER – II, III, IV, V & VI, PESHAWAR REGION
PESHAWAR



CONTENTS

Description	Page No
Notice for Bid	
Terms & Conditions	1-2
Specification of Uniform & Protective Clothing Items (Annexure A)	3-4
Bid Application Form (Annexure B)	7-8

EXCISE & TAXATION OFFICER – II, III, IV, V & VI, PESHAWAR REGION
PESHAWAR

TENDER NOTICE

Region Director Excise, Taxation & Narcotics Control Peshawar Region Peshawar intends to purchase Uniform & Protective Clothing for the financial year 2020-21 (through sealed bids from register firms having NTN numbers and sufficient relevant experience.

2. Detail Specification, Terms & Conditions and Bid application form are given in the tender documents which can be obtained from the office of undersigned on any working day during the office hours. Tender documents can also be downloaded from Excise, Taxation & Narcotics Control, Department website www.kpexcise.gov.pk.

3. Bids complete in all respect along with call deposit of Rs. 15600/- of total bid amount as security deposit in the name of Director, Excise, Taxation & Narcotics Control, Peshawar Region Peshawar should reach the office of undersigned on or before 10th of June 2021 at 11:00 hours, which shall be opened by respective purchase committee on the same day at 12:00 hours in the presence of respective bidders who want to participate in the meeting.

4. Excise, Taxation & Narcotics Control, Department reserved the rights to reject any or all bids as per provision of KPPRA Rules 2014.

EXCISE & TAXATION OFFICERS,
PESHAWAR REGION,
PESHAWAR.

EXCISE & TAXATION OFFICER – II, III, IV, V & VI, PESHAWAR REGION
PESHAWAR

Bids Documents – (Terms & Conditions)

1. General.

Sealed Bids are invited by Excise, Taxation & Narcotics Control, Department through Khyber Pakhtunkhwa, Public Procurement Regularity Authority websites from active NTN and GST register firms having sufficient experience in the relevant field, for supply of Uniform & Protective Clothing, for DISTRICT EXCISE & TAXATION OFFICE IN PESHAWAR REGION, on free of any charges for the financial year 2020-21.

2. Procedure for Submission of Bids.

Bids Documents which include specification (Annexure A) and Bid Application Form (Annexure B) can be obtained from the office of undersigned on any working day. Documents can also be downloaded from Excise, Taxation & Narcotics Control website www.kpexcise.gov.pk. The interested bidders are required to submit their bids duly completed and signed on or before 10th June 2021 at 11:00 hours. The bids shall be opened by the purchase committee on the same day at 12:00 hours in the presence of bidders or their representative who may want to be present.

3. Bid Evaluation Criteria.

- I. Each item of the bid shall individually be evaluated on the basis of technical specifications (provided in Annexure-A of the bid documents i.e quality) and competitive unit prices. Therefore, all the bidders are required to offer bids for approved samples only as rates quoted for sub standard materials shall be declare “Non-responsive”.
- II. One or more bidders can be selected for one or more items based on the criteria mentioned above.

4. Security Deposit.

The firms are required to submit Call Deposit equal to Rs. 44000/- of total bid cost in favour of Regional Director Excise, Taxation & Narcotics Control, Peshawar Region, Peshawar as “Bid Security” which should be released within 15 days to the bidders. The successful bidders would be required to submit 10 % performance security deposit in the name of Director, Excise, Taxation & Narcotics Control, Peshawar Region Peshawar which would be retained with the authority till successful completion of procurement process. Bids without bid security shall be declared as “Non-responsive”.

5. Acceptance / Rejection of Bids.

On the basis of evaluation, the successful bidders will be informed accordingly. A confirm supply order will be issued to successful bidders only.

6. Delivery Time and Validity Period.

All quoted prices shall remain valid upto 30th of June 2021 from the submission of bids. The successful bidders would be bound to supply the

EXCISE & TAXATION OFFICER – II, III, IV, V & VI, PESHAWAR REGION
PESHAWAR

items within a week time after issuance of supply order. The successful bidders also bound to supply items on repeat order, if the procurement entity desired so. If any successful bidders fails to supply the items within due date and time, his bid should be rejected and performance security should be forfeited.

7. Mode of Payment.
After completion of the supply and satisfactory inspection of the procurement committee, payments will be released within 30 days subject to provision of bills along with all necessary documentations. All taxes will be deducted as per rules.
8. Bill of quantity.
Detail of required items is given in annexure A to the bid documents; however, competent authority reserved the rights to change quantity of any item on the basis of requirement of the office and availability of funds.
9. Disqualification.
Incomplete documentation shall lead to disqualification of firm. Moreover wrong information shall make the firm liable for debarring from this as well as future contract in Directorate General, Excise, Taxation & Narcotics Control, Khyber Pakhtunkhwa, Peshawar and its sub offices even after issuance of supply order.
10. Documents to be attached. The firms are required to submit the following documents with their bids.
 - I. Prescribed Bid application form dully completed and signed.
 - II. Call deposit amounting Rs. 44000/- in favour of concerned Excise & Taxation Officers, Peshawar Region Peshawar Attested copy of valid GST and NTN Certificate.
 - III. Affidavit on judicial stamp papers of Rs. 100/- to the effect that the firm has neither been black listed nor any contract rescinded due to non fulfillment of contractual obligations in the past by any Govt/Semi Govt body.
 - IV. Excise & Taxation Officer, Peshawar Region reserved the rights to reject any or all bids as per KPPRA Rules. 2014.

EXCISE & TAXATION OFFICERS,
PESHAWAR REGION,
PESHAWAR.

EXCISE & TAXATION OFFICER – II, III, IV, V & VI, PESHAWAR REGION
PESHAWAR

EXCISE & TAXATION OFFICER – II, III, IV, V & VI, PESHAWAR REGION
PESHAWAR

Annexure-A Uniform Items

S.No	Description	Quantity	Unit Rate (inclusive of all taxes)	Amount (inclusive of all taxes)
1	Black Beret Cap with KHYBER PAKHTUNKHWA Excise monogram			
2	Brown colour leather belt brass fitting buckle with Excise monogram.			
3	Black colour leather belt brass fitting buckle with Excise monogram.			
4	Four pointed three peeps chromium colour- on each shoulder with P-Excise sign.			
5	One crown chromium colour on each shoulder with P-Excise sign.			
6	Five pointed chromium colour three phool, plain strips on each shoulder with E & T sign.			
7	Five pointed chromium colour two phool, plain strips on each shoulder with E & T sign.			
8	Five pointed chromium colour one phool, plain strips on each shoulder with E &			

EXCISE & TAXATION OFFICER – II, III, IV, V & VI, PESHAWAR REGION
PESHAWAR

	T sign.			
9.	Excise chest monogram (left side on chest with bottle green colour).			
10.	Name plate right side on the chest with bottle green colour.			
11	Malitia shirt /flannel shirt with flab pockets, full /half sleeves Shoulder. The strips will be fitted with Departmental badges P-			
12	Pasban white and black colour with P-Excise monogram on right arm and round Pasban red & blue on left arm with National Flag.			
13	Brown shoes			
14	Khaki Trouser/			
15.	Steel grey jersey			
16.	Khaki Over Coat			

Name & Signature of
Authorized representative

EXCISE & TAXATION OFFICER – II, III, IV, V & VI, PESHAWAR REGION
PESHAWAR

Annexure-B

Bid Application Form

A. Bidders Particulars

1. Name of the Firm / Bidders _____
2. Name of the Owner _____
3. Address of the Bidders _____
4. Telephone No. (Business _____ Mobile _____
5. CNIC of the Bidders _____
6. _____

B. Bid Particulars

7. GST Registration No _____
8. NTN Registration No _____
9. Total Bid Price Rs. _____
Rupees. _____
10. Security Deposit _____
2 % of the Bid Price _____
11. Pay Order No _____
12. Name of the Bank _____

C.

Bidding Information

12. Last Date for Submission of Bid 10th of May 2021 at 11:00 Hours
13. Date of Opening of Bid 10th of May 2021 at 12:00 hours
14. Place of Opening of Bid Office of Regional Director
Excise, Taxation & Narcotics Control
Peshawar Region Peshawar.

Auqaf

D. Check List

15. The following documents must be attached with application form.
 - i. Copy of CNIC YES NO
 - ii. Copy of GST Certificate YES NO
 - iii. Copy of NTN Certificate YES NO
 - iv. Copy of Professional Tax Certificate YES NO
 - v. Affidavit of No Litigation YES NO
 - vi. Security Deposit in shape of Pay Order YES NO

EXCISE & TAXATION OFFICER – II, III, IV, V & VI, PESHAWAR REGION
PESHAWAR

E. Undertaking

16. Terms & Conditions prescribed in the tender documents are fully understood and accepted. I / we hereby agree to abide by all and fulfill the term and conditions of contract.

Name & Signature of
Authorized representative

Issued By:

Director
Excise, Taxation & Narcotics Control,
Peshawar Region Peshawar.

EXCISE & TAXATION OFFICER – II, III, IV, V & VI, PESHAWAR REGION
PESHAWAR

EXCISE & TAXATION OFFICER – II, III, IV, V & VI, PESHAWAR REGION
PESHAWAR

The bid shall be evaluated on the basis of technical specifications (provided in Annexure-A of the bid documents i.e quality) and competitive unit prices. Therefore, all the bidders are required to offer bids for approved samples only as rates quoted for sub slandered materials shall be declare “Non-responsive”.