



Government of Pakistan  
Ministry of Population Welfare  
(Directorate of CW&S)

Karachi , the April , 2010.

**INVITATION FOR BIDS**

Ministry of Population Welfare (MOPW), Government of Pakistan Islamabad invites bids in sealed covers for appointment of a clearing agent for clearance of consignment of contraceptives intending for MOPW and received from abroad by sea or by air or by land A copy of the Tender Document for perusal only, is available at MoPW's website [www.mopw.gov.pk](http://www.mopw.gov.pk) and PPRa website [www.ppra.org.pk](http://www.ppra.org.pk).

2. Interested eligible bidders may obtain the original tender document on submission of a written application alongwith payment of a non-refundable fee of Rs.500/- (five hundred only)in cash from the Directorate of CW&S, Ministry of Population Welfare, Plot No.F.508, S.I.T.E Karachi. Bidding document will be issued by **03-05-2010**.
3. Open competitive bidding procedure as specified in the Public Procurement Rules, 2004 shall be followed for receiving and processing the bids. The amount of Rs. 50,000/= as Bid Security (Earnest Money) in the shape of pay order/bank draft/call deposit is required to be deposited in the name of the Director, Directorate of CW&S, Karachi. Any financial proposal not accompanied by the pay order/bank draft call deposit shall straightaway be rejected.
4. Sealed bids should reach in the office of the Directorate of CW&S, Karachi by or before **10.30 A.M on 04-05-, 2010**. The bids received within the stipulated time and date will be opened by the Bids Opening Committee of Ministry of Population Welfare, at the Central Warehouse & Supplies, F-508 SITE, Karachi on the same day at **11.00 A.M** .in the presence of the bidders or their authorized representatives, who choose to be present on the occasion.
5. Bidders are requested to give their best and final rates as negotiations on the quotes once offered are not permissible under the Rules. The Committee reserves the right to accept or reject any or all bids, however reasons thereof shall be assigned separately if so required.

(Syed Ilyas Haider )  
Director  
Ministry of Population Welfare  
Central Warehouse & Supplies ,  
F-508 SITE  
**Karachi**  
Phone # 021-32573772

Government of Pakistan  
Ministry of Population Welfare  
Directorate of Central Warehouse & Supplies  
F-508, SITE  
**Karachi**

**TENDER DOCUMENT FOR APPOINTMENT OF  
CLEARING AGENT**

This Tender Document shall be used for filing bids for clearing of consignments received from abroad by sea and by Air or land for Ministry of Population Welfare. This Document contains following :-

- 1) Terms and conditions for tender submission.
- 2) Tender Forms (From A and B) for providing information by the bidders.
- 3) Evaluation Criteria

**TERMS & CONDITIONS FOR TENDER SUBMISSION**

**Special Conditions:-**

1. The bidder is required to submit alongwith documentary proof:-
  - a) that he/it is an experienced hand and have been handling the Government consignments as a clearance agent in the past.
  - b) that he/it is financially sound one and is able to make wharfage and other relevant charges in respect of the consignments received from abroad on behalf of the Government.
  - c) that he/it has a proper office having phones, fax and Internet facilities and trained manpower.
  - d) that he/it has the facility of book adjustments being maintained by the relevant customs authorities.
2. The bidder shall attach with the bid a Pay Order of Rs.50,000/- (Rs fifty thousand) as earnest money in the name of Director Central Warehouse & Supplies, Karachi. The earnest money will be refunded to the unsuccessful bidders on request. The earnest money of the successful bidder will be retained for one year from the date of signing contract. Incomplete tenders and those without earnest money will not be entertained .
3. All the cleared consignments shall be delivered at Directorate of Central Warehouse & Supplies, Plot No. F-508, S.I.T.E Karachi

## General Conditions

1. The bidder is registered with Income Tax Dept National Tax No. and G.S.T Registration Number may be indicated by each bidder.
2. The validity of the bid filed should be at least 60 days from the date of tender opening .
3. The bidder shall also attach an affidavit on stamp paper describing that their firm has not been blacklisted in the past on account of inefficiency or breach of agreement to any public sector organization or on account of false statement, the firm shall be blacklisted and debarred from bid and their earnest money shall be forfeited to Government account.
4. Submission of in-complete information in the Tender **Form “A”** and\ Tender **Form “B”** and non fulfillment of the stipulated condition(s) shall render the bid liable for rejection.
5. The sealed envelope marked as “Tender for Clearing Agent” should reach the Director, CW&S, Karachi on or before **04-05-2010** at **10.30 a. m.** The tender will be opened before representatives of the clearing agencies on the same date at 11.00 a.m.
6. The bids shall be evaluated by the Bid Evaluation Committee of MOPW whose decision will be treated as final.
7. The Bid Evaluation Committee reserves the right to reject any or all the tenders/bids, however the reasons thereof shall be assigned separately if so required.
8. The result of the bid evaluation, in the form of a report will be announced ten days prior to the award of contract, copy of which can be obtained by the bidders on request.
9. A committee comprising Director General (M&S), Director (F.M) and Director (PME), of MOPW shall address complaints of bidders that may occur prior to the entry in force of the contract as per PPRA Rule.48.
10. In case of any dispute, the decision of the Committee, (S.No.9) will be final and no appeal will be admissible against that decision.

- 11 The successful bidder shall sign an agreement for three years terms with the Ministry which will be effective after vetting by Law Division.
12. During the currency of the agreement, if there is any deviation on the part of the designated Clearing Agent, suitable action will be taken/instituted against him/it, which will range from blacklisting for future participation in Government business , forfeiture of earnest money and or other penalty as decided by the Secretary Ministry of Population Welfare.

**We hereby accept the above terms and conditions and will abide by all the instructions.**

Name of Bidder/Firm: \_\_\_\_\_  
Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Note:-** Signed Tender Document (Terms & Condition part) shall be attached with the Tender Form (bid)

**GOVERNMENT OF PAKIKSTAN  
MINISTRY OF POPULATION WELFARE  
DIRECTORATE OF CENTRAL WAREHOUSE & SUPPLIES  
F-508, SITE, KARACHI**

**TENDER FORM FOR APPOINTMENT OF CLEARING AGENT**  
**(Please read attached terms & conditions carefully)**

**Note:-** Tender form is to be filled in preferably typed. Any alteration/correction must be signed. Incomplete Tender Form will not be accepted. All rates must be quoted.

**A) General Information**

Name of Firm \_\_\_\_\_

Address \_\_\_\_\_

Valid Licence No \_\_\_\_\_

Phone No. \_\_\_\_\_

Fax No. \_\_\_\_\_

E-mail \_\_\_\_\_

Length of Experience in the relevant field \_\_\_\_\_ years.

**B) Service Charges**

i) On value basis (% of value ) \_\_\_\_\_

ii) On Volume basis (per cft) \_\_\_\_\_

iii) Minimum acceptable charges \_\_\_\_\_

Per Consignment

**C) Maximum Charges including Loading/Unloading Charges**

**From KPT to CW&S Karachi**

**Rate (Pak Rs)**

- a) 40 feet Container \_\_\_\_\_
- b) 20 feet Container \_\_\_\_\_
- c) Truck \_\_\_\_\_
- d) Suzuki \_\_\_\_\_

**(i) Sub-Total**

**From QUICT to CW&S Karachi**

**Rate (Pak Rs)**

- a) 40 feet Container \_\_\_\_\_
- b) 20 feet Container \_\_\_\_\_
- c) Truck \_\_\_\_\_
- d) Suzuki \_\_\_\_\_

**(ii) Sub-Total**

**From Air Port to CW&S Karachi**

**Rate (Pak Rs)**

- a) Truck \_\_\_\_\_
- b) Suzuki \_\_\_\_\_

**(iii) Sub-Total**

**Total cartage Charges ( i+ ii + iii)**

**Signature** \_\_\_\_\_

**Name** \_\_\_\_\_

**Designation** \_\_\_\_\_

**With Seal**

<p><b>FOR USE OF CW&amp;S</b> <b>Issued On</b> _____ <b>To M/s.</b> _____ <b>S. No.</b> _____</p>
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Government of Pakistan  
Ministry of Population Welfare  
Islamabad

**APPOINTMENT OF CLEARING AGENT**

**Evaluation Criteria**

<b>S. No.</b>	<b>Name of Bidding Firm</b>	<b>Description</b>	<b>Past Experience (40%)</b>	<b>Financial Soundness (10%)</b>	<b>Price Quoted (50%)</b>	<b>Weighted Points (4+5+6)</b>	<b>Ranking</b>	<b>Remarks</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
1.								
2.								
3.								

Principal (RTI, Karachi)  
(Member)

Dy. Director (PME))  
(Member)

Assistant Director (CW&S, Karachi)  
Member

Director (CW&S, Karachi)  
(Chairman)

Government of Pakistan  
Ministry of Population Welfare  
Islamabad

**APPOINTMENT OF CLEARING AGENT**  
**Standardization of Rates**

(For Official Use Only)

S. No.	Name of Bidding Firm	Rates Quoted		Standardized Rates		Remarks
(1)	(2)	(3)		(4)		(5)
1		Value (%)		Rate x 2,000,000 (Rs)		
		Volume (cft)		Rate x 10,000 cf (Rs)		
		Minimum Charges (Rs)		Minimum (Rs)		
				<b>Total:-</b>		
2		Value (%)		Rate x 2,000,000 (Rs)		
		Volume (cft)		Rate x 10,000 cf (Rs)		
		Minimum Charges (Rs)		Minimum (Rs)		
				<b>Total:-</b>		
3		Value (%)		Rate x 2,000,000 (Rs)		
		Volume (cft)		Rate x 10,000 cf (Rs)		
		Minimum Charges (Rs)		Minimum (Rs)		
				<b>Total</b>		
4.		Value (%)		Rate x 2,000,000 (Rs)		
		Volume (cft)		Rate x 10,000 cf (Rs)		
		Minimum Charges (Rs)		Minimum (Rs)		
				<b>Total</b>		
5		Value (%)		Rate x 10,000 cf (Rs)		
		Volume (cft)		Minimum (Rs)		
		Minimum Charges (Rs)		Rate x 2,000,000 (Rs)		
				<b>Total:</b>		

Principal (RTI, Karachi)  
(Member)

Dy. Director (PME))  
(Member)

Assistant Director (CW&S, Karachi)  
Member

Director (CW&S, Karachi)  
(Chairman)