

**OFFICE OF THE CHIEF EXECUTIVE AREA WATER BOARD
OF LOWER BARI DOAB CANAL CIRCLE, SAHIWAL
CAPACITY BUILDING AND TRAINING OF FARMER REPRESENTATIVES, PID, PIDA, AWB
AND STAFF OF AWB-LBDC CIRCLE SAHIWAL**

PROJECT TITLE:- CAPACITY BUILDING AND TRAINING PROGRAMME

SOURCE OF FUNDING:- ASIAN DEVELOPMENT BANK AND GOVERNMENT OF PUNJAB

1- You are hereby requested to submit "Price Quotations" for the supply / service of the following items as per specifications. Under the Lower Bari Doab Canal Improvement Project, capacity building and training activities are being organized at different sites of Districts Kasur, Okara, Sahiwal & Khanewal in the year 2014. These activities are the vital components of the field programmes and the detail of these activities can also be seen in the office of undersigned in any working day.

Sr#	Description	Unit	Qty.	Rate	Amount (Rs.)
1	Providing and managing catering services (Tentage + Chair + Table + Crockery) with working lunch (1/4 chicken piece + Roti/ Naan + Salad +Biscuits + Tea) for 76 sessions of Foundation Trainings at different places of above mentioned districts as per detail below:- Foundation Training for 3769 Chairmen of Khal Panchayats. Total No. of Rounds = 3 1 Round = 76 Sessions (1 Session = 2 days and 54 participants) Servings = 3 x 2 x76 x54 = 24624	No. of Servings	24624		
2	Providing and managing catering services (Tentage + Chair + Table + Crockery) with working lunch (1/4 chicken piece + Roti/ Naan + Salad +Biscuits + Tea) for 14 sessions for training of Farmer Organization members at different places of above mentioned districts as per detail below:- Regular Training for 54 Farmer Organization Members. Total No. of Rounds = 4 1 Round = 14 Sessions (1 Session = 2 days and 40 Participants) Servings = 4x2 x 14 x 40 = 4480	No. of Servings	4480		
3	Providing and managing catering services (Tentage + Chair + Table + Crockery) with working lunch (1/4 chicken piece + Roti/ Naan + Salad + Biscuits + Tea) for 14 sessions for training of Farmer Organization attached Staff at different places of above mentioned districts as per detail below:- Total No. of Rounds = 1 1 Round = 14 Sessions (1 session = 1 day and 24 participants) Servings = L x 1'4 x 24 = 4480	No. of Servings	336		
4	Providing and managing catering services (Tentage + Chair + Table + Crockery) with working lunch (1/4 chicken piece + Roti/ Naan + Salad +Biscuits + Tea)for 27 sessions for training of Farmer Organization Standing Committee at different places of above mentioned districts as per detail below:- Total No. of Rounds = 1 1 Round = 27 Sessions (1 Session = 1 day and 54	No. of Servings	1458		

	Participants) Servings = 1x27 x '54 = 1458				
5	Providing and managing catering services (Tentage + Chair + Table + Crockery) with working lunch (1/4 chicken piece + Roti/ Naan 'Salad + Biscuits + Tea) for O1 session for training of Farmer & non Farmer Members of AWB at different places of above mentioned districts as per detail below:- Total No. of Rounds = 2 1 Round = 01 Session (1 Session = 1 day and 34 Participants) Servings=1x2x34=68	No. of Servings	68		
6	Providing and managing catering services (Tentage + Chair + Table + Crockery) with working lunch (1/4 chicken piece + Roti / Naan + Salad +Biscuits + Tea) for 06 session of FO to FO Visit at different places of above mentioned districts as per detail below:- Total No. of Visits = 6 1 Visit - 1 day and 44 Participants Servings = 1x 6 x44=264	No. of Servings	264		
7	Providing Biscuits & Tea for 3795 sessions for training of Capacity Building of General Farmer at different places of above mentioned Districts as per detail below:- Total No. of Rounds = 1 1 Round = 3796 Session (1 Session = 1 day and 34 Participants) Servings = 1 x 3796 x 34 = 129064	No. of Servings	129064		
8	Printing of training materials for KPs /FOs /AWB/ PIDA / Field Staff and Others				
8(a)	Handouts	Leaf A4 size	10000		
B(b)	Pamphlets	Consisting of 10 leaves of A4 size	1000		
8(c)	Posters	24" X 36 Size	1000		

The specification of all activities can be obtained from office of Chief Executive, Area Water Board, LBDC Circle, Sahiwal. The quotations are invited from Venders / Contractors, those have capability about the sitting arrangement (i.e. tentage +chair + table+ crockery) and provision of working lunch/tea (i.e. quarter chicken piece + roti + salad + tea + biscuits) and are interested to work. Following terms and condition in addition to ADB terms and conditions shall apply;

- (a) The quotation will cover all above activities and will be applicable for the year 2014.
- (b) All the taxes should be indicated separately in the quotation and the impact the reflected in the grand total.
- (c) The payment will be made after completion of the training sessions and on certification of monitoring team notified by PIDA.
- (d) For participation in quotations bid must accompany bid bond at the rate of 2% of quoted bid price in the form of CDR or Bank Draft in the name of Chief Executive, Area Water Board, LBDC Circle, Sahiwal is mandatory.
- (e) Any type of violation in specification of material if found, the whole / part of it, supply / service will be rejected.
- (f) All the Services / Supply (sitting arrangement/working lunch / tea) will be checked at the site by the monitoring team as per given specification. Further venders / contractors are bound to provide supply / services at the site.

- (g) In case of any kind of conflicts/ dispute, the decision of the General Manager (TM) Punjab Irrigation and Drainage Authority will be final which cannot be challenged in any court of law.
- (h) Number of sites is subject to changes which can be increased or decreased.
- (i) Competent Authority has the rights to reject any quotation without assigning any reason.
- (j) Quotations may be submitted through postal / courier or in person upto the specified date.
- (k) Venders / Contractors should be registered with Income tax and Sales Tax Department.
- 2- Contract shall be awarded to the Vender / Contractor offering the lowest evaluated price.
- 3- Interested Venders /Contractors shall submit one original price quotation with form of bid and clearly marked "original". In addition they shall also submit one copy marked "copy". The prescribed format should be obtained from the office of the undersigned and submit in sealed envelope with quotation and deliver in my office. Quotations will be received on **30-10-2014** at **10.00 AM to 01.00 PM** and will be opened on same day in the presence of Purchase Committee notified by the Chief Executive, Area Water Board, LBDC Circle, Sahiwal.
- 4- The quotation in duplicate and in English language must be accompanied by necessary documents showing name of firm, address and NTN etc:
- i- The quotations should be submitted as per following instructions. The terms and condition of supply is an integral part of the contract form.
 - ii- PRICE: The price shall be quoted in Pak. Rupees and for supply and delivery at site.
 - iii- EVALUATION OF QUOTATIONS: Offers determined to be substantially responsive to the specifications will be evaluated by comparison of their price. In evaluating the quotations the purchaser will determine evaluated price for each proposal by adjusting the price quotation to correct any arithmetic error as follows:
 - a. Where there is a discrepancy between the units in figures and in words, the amount in words will govern.
 - b. Where there is discrepancy between unit rate and line item total resulting from multiplying the unit rate as quoted will govern.
 - c. If supplier refuses to accept the correction, his quotation will be rejected.
 - d. In addition to quoted price the evaluated price shall include Value Added Tax (VTA) in Pakistan.
 - iv- AWARD OF PURCHASE ORDER: The award will be made to the bidder offering the lowest evaluated price and that meet the required standards of technical and financial capabilities. The successful bidder will sign a contract as per prescribed format of contract and terms over condition of supply.
 - v- VALIDITY OF THE OFFER: Your quotations should be valid period up to 31.12.2014 from the deadline from receipt of quotation indicated in paragraph 3 of this request for quotations.
- 5- Further information can be obtained from Office of the Chief Executive, Area Water Board, LBDC Circle, Sahiwal.
- 6- The purchasers intend to apply funds from the Asian Development Bank for eligible payment under purchase order resulting from this request for quotation.
- 7- UNDER ADB: Under ADB anticorruption policy, bidder shall observe the highest standard of ethics during the procurement and execution of such contracts. ADB will reject a proposal for award and will impose sanction on parties involved, if it determines that the bidder recommended for award or any other party, has engaged in corruption, fraudulent, collusive practices in competing for or in executing the contract.
- 8- Potential bidders can obtain the specification, form of quotation and terms and conditions from the office of Chief Executive, Area Water Board, LBDC Circle, Sahiwal in any working day during office hours.

**Chief Executive,
Area Water Board,
Lower Bari Doab Canal Circle,
Sahiwal**

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