

BIDDING DOCUMENT

For

**BID NOTICE/INVITATION FOR BIDS
NO.DF/PSCKWL/2026-27/04**

**“HIRING THE SERVICES OF KUBOTA MACHINE
AND COMBINE HARVESTER FOR HARVESTING OF
PADDY CROP KHARIF-2026 ON AREA OF 97
(ACRES) AT PUNJAB SEED CORPORATION SEED
FARMS KHANEWAL.**



**Punjab Seed Corporation
Farm Division Khanewal**

Ph. No. 065-2680155

email: farm.kwl@psc.punjab.gov.pk

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DEFINITION CLAUSE

Punjab Seed Corporation, Khanewal hereinafter shall be read and known as **“Corporation”**.

1. INVITATION TO BID

Punjab Seed Corporation (PSC) is an autonomous body of the Government of Punjab, established under Punjab Seed Corporation Act 1976. Open Competitive bids in the form of ONLINE proposals in accordance with PPRA-Rules 2014 **“Single Stage One Envelope Bidding Procedure”** are invited by Punjab Seed Corporation, Khanewal for the **“HIRING THE SERVICES OF KUBOTA MACHINE AND COMBINE HARVESTER FOR HARVESTING OF PADDY CROP ON AREA OF 97 (ACRES)”**. The detailed description is available in BiddingDocument which can be downloaded from websites of PPRA, EPADS, and PSC.

DETAILS	ESTIMATED PRICE (Rs.)	Bid Security @2% (Rs.)	Performance Security
HIRING THE SERVICES OF KUBOTA MACHINE FOR HARVESTING OF PADDY CROP ON AREA OF 97 (ACRES)	20,37,000/-	40,740/-	2% of the quoted rates
HIRING THE SERVICES OF COMBINE HARVESTER FOR HARVESTING OF PADDY CROP ON AREA OF 97 (ACRES)			

- Bidding shall be conducted through Open Competitive Bidding Single Stage One Envelope procedure as specified in the Punjab Procurement Rules-2014 (as amended to date) and is open to all eligible bidders as defined in the bidding document
- The bidder must submit their proposals on or before **October 13th, 2026 at 11:00 AM** only through Punjab E-procurement System (www.ep.punjab.gov.pk).
- By hand submitting of bids shall not be allowed in accordance with PPRA Rules regarding E-procurement Punjab.
- Bids will be opened on the same day **October 13th, 2026 at 11:30 AM** online and intimation would be automatically updated to the bidders on E-Procurement Portal.
- The Bid Security as mentioned above must be deposited online only while submitting bids on Punjab e-Procurement System. Manual submission of bid security shall not be allowed.
- The bids shall be inclusive of all applicable taxes (Income Tax, GST, PRA/PST etc).
- Bid prices shall be quoted in Pak Rupees (PKR).
- The bidders are required to give their best and final prices (inclusive of all applicable Taxes) as no negotiations are allowed. The bidders are required to offer/ quote rates compulsory and separately for Kubota machine and Combine Harvester. However, area to be harvested either through Kubota machine or combine harvester will be identified at the time of award of contract.
- Bids not complying with the requirements shall be rejected being nonresponsive. Alternate proposals and/or conditional bids shall be considered non-responsive.
- Taxes will be deducted as per applicable government rules. NTN and Sales Tax registration certificates must be provided with the Bid.
- Affidavit on Company letter pad that the company/firm has never been blacklisted by the PSC shall be attached with the proposal.
- The bid validity period shall be 60 days from the last date for submission of the Bid.
- In case if public holiday is announced on the day of opening of bid, then the bid opening would take place in next working day on same venue and date.
- The bidding document is also available on www.psc.agripunjab.gov.pk and www.ppra.punjab.gov.pk. For obtaining any further information or clarifications, please contact the person named below:

Director Farms
Punjab Seed Corporation,
Khanewal
065-2680155

2. INSTRUCTIONS TO BIDDERS / BIDDING DETAILS FORM OF BID

All bids must be accompanied with Bid Security (As per provisions of clause “Bid Security” of this document) in favor of “**Punjab Seed Corporation**”. The bids / proposals will be opened online at E-Procurement Punjab at **11:30 AM on October 13th, 2026** as per rules laid down by PPRA for E-procurement Punjab and all proceeding shall be in accordance with policy of Government regarding E-procurement. After approval of bids, would be announced on E-Procurement System.

The bidder(s) are required to quote bids in accordance with **Annexure-A**.

Queries of the bidders / contractors (if any) for seeking clarifications regarding the specifications/ terms of **HIRING THE SERVICES OF KUBOTA MACHINE AND COMBINE HARVESTER FOR THE HARVESTING OF PADDY CROP ON AREA OF 97(ACRES)** must be received in writing to the Corporation within ten working days from the date of bid advertisement. Any query received after ten working days shall not be entertained.

The bidder must submit bids on the basis of complete items or the assignment. The bidder shall submit bids which must comply with the bidding document. Alternative/ conditional bids will not be considered.

Bidders are also required (where applicable) to state, in their proposals, the name, title and e-mail address of the bidder’s authorized representative through whom all communications shall be directed until the process has been completed or terminated. The Corporation will not be responsible for any costs or expenses incurred by bidders in connection with the preparation or delivery of bids.

Contact details for all correspondence in relation to this bid are as follows:

Director Farms
Punjab Seed Corporation,
Khanewal
Contact No. 065-2680155
farm.kwl@psc.punjab.gov.pk

BID SCOPE / DELIVERY TIME / COMPLETION SCHEDULE

Annex-A of the bidding document includes scope of work / services etc. The procurement will be made by the Corporation from the contractor on specific work. The contract will expire upon complete the harvesting of paddy from the date of issuance of award letter.

3. EVALUATION / QUALIFICATION CRITERIA

Eligibility of Bidder

- i. Certificate of Registration / Incorporation. (Copies of original documents defining the constitution or legal status, place of registration, and principal place of business; written power of attorney of the signatory of the Bid to commit the Bidder)
- ii. NTN and PNTN (PRA) registration certificate/NTN including tax registration of relevant province.
- iii. Affidavit on company letter pad declaring that the company is not black listed by PSC.
- iv. Comply with the specifications mentioned in **Annexure-A**.
- v. Successful bids will be evaluated on **Least Cost** method. The successful bidder with the "lowest evaluated bid" will become successful bidder.

FINANCIAL PROPOSAL BID FORM

Financial Proposal Bid Form Inclusive All Taxes(Mandatory to fill all sections)

Sr.#	Particulars	Area (Acres)	Amount per Acre (Rs)
1	Harvesting of paddy Crop through Kubota Machine	97	
2	Harvesting of paddy Crop through Combine Harvester	97	

- The bids shall be inclusive of all applicable taxes (Income Tax, GST, PRA/PST etc).
- Bid prices shall be quoted in Pak Rupees (PKR).
- The bidders are required to give their best and final prices (inclusive of all applicable Taxes) as no negotiations are allowed. The bidders are required to offer/ quote rates compulsory and separately for Kubota machine and Combine Harvester. Total area will be remained 97 acres, however, area to be harvested either through Kubota machine or combine harvester will be identified at the time of award of contract.

Name & Address of Bidder: _____

Address of Bidder: _____

Status (Company / Firm / Sole proprietor): _____

Fax: _____

Email: _____

Status (Filer / Non-Filer): _____

PRA No _____

National Tax No _____

Signature of Authorized Bidder: _____

4. GENERAL/ SPECIAL CONDITIONS OF BID / FORM / CONTRACT (INCLUDEAS UNDER)

- i. The bidder is expected and shall be deemed to have thoroughly examined the bid document, specifications, terms, requirements etc. including all terms and conditions. Bidder shall sign & stamp each page of this document.
- ii. The bidder shall bear all costs / expenses associated with the preparation and submission of the bid(s) and the Corporation shall in no case be responsible / liable for those costs / expenses.
- iii. The prospective bidders may solicit clarification of the goods/work/services specification as mentioned in bid document in writing.

Bid Price

- i. The prices shall be inclusive of all taxes applicable in Pakistan i.e., GST/PST, Income Tax, PRA, transportation, fixation / installation and are considered final.
- ii. Please note all the goods/work/services shall be provided at the premises of the Corporation and bid price include all costs as mentioned above in this section. **If not specifically mentioned in proposal, it will be presumed that the prices include all taxes and no appeal, representation or clarification to the contrary will be accepted.**
- iii. The contractor shall bear all expenditures accruing on or relating to registration of contract document (i.e. stamp papers, duties, registration charges at sub registrar office including the fee of local commission and others, etc. excluding the contract price).

Validity of Bid

The bid validity period shall be 60 days from the last date for submission of the Bid. Bid Security / Performance Guarantee (Format of All Securities Required) The Bid Security equal to 2% (two percent) i.e. of the **Total Estimated Price** generated through **E-Procurement Punjab** must be uploaded before 11:00AM on **October 13th, 2026**. **Bid security has a minimum validity period of sixty (60) days from the last date for submission of the Bid.** The successful bidder will submit 02% **performance security/guarantee of the quoted rates through E-Procurement System** which will be discharged on attaining the NOC for completion of the work on his written request.

submission of invoice by the contractor as per schedule of payment.

The bid Security may be forfeited:

- (a) if a Bidder withdraws its bid during the period of bid validity or
- (b) In the case of a successful Bidder, if the Bidder fails to sign the Contractor fails to provide a performance security/guarantee.

Note: The Corporation can hold the **Bid Security of top 2 bidders**. And if the first lowest evaluated bidder withdraws his bid due to any reason, the Corporation may forfeit bid security of such first bidder and offer the contract at its sole discretion to the second lowest evaluated bidder if it seems feasible.

Withdrawal of Bids

The bid can be withdrawn after submission at E-Procurement Punjab portal before its last time of submission. No bid can be withdrawn after submission time is over. The withdrawal bids on the part of bidders after opening time will result into forfeit of security. The withdrawal from offer to sign the contract will also result to forfeiture of security.

Bid Evaluation Criteria / Bidding Procedure

The Corporation will follow PPRA Rules 2014 “**Single Stage One envelope procedure**” for the entire process of the procurement. The bids will be financially evaluated as a whole on Least Total Cost basis.

Clarification of Bids.

During evaluation of the bids, the Corporation may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the prices or substance of the bid shall be sought, offered, or permitted.

Delivery Period and Transportation.

- i. The intimation regarding the start of services will be within an appropriate and reasonable time as per request or need what the case may be. Any delay or extension in the provision of the service can be discussed at the time of signing the contract by providing sufficient grounds for the extension. Provision of extension will be on the discretion of Corporation.
- ii. The Contractor shall provide services / work at the premises of the Corporation on the given address/place mentioned and total contract value also includes all transportation, set up cost and other costs.

Liquidated damages for failure/ delay in supply/provision of services.

- i. Delay in provision of services from the delivery/completion period will attract penalty of Liquidation of the contract or delay in supply/ provision of services charges/penalty @ 0.1 % of the annual value of delayed service for each day as per the discretion of Corporation. This period if allowed will fall into the category of grace period.
- ii. If the contractor does not full fill any of the provision of the contract or causes unnecessary or un-explain delay, the Corporation reserves the right to cancel the contract with forfeiting the Bid Security/Performance Guarantee and claim further damages as compensation for the whole delay which has been caused by the incomplete delivery or due to total refusal of order.

Invoicing and Payment

- i. The contractor will submit invoice for services after the completion of the assignment.
- ii. The payment will be delivered **within 20 days** receipt of invoice from the contractor.

- iii. All payment will be made subject to deduction of all applicable taxes in Pakistan.

Opening of the Bid

Bids shall be opened online on given time and date and the opening details shall be updated on E-Procurement portal at bidder's end as well. After approval of financial bids would be announced on E-Procurement system.

5. REJECTION OF BIDS

The Corporation may reject all bids at any time prior to the acceptance of a bid. The Corporation shall upon request communicate to any bidder who submitted a bid, the grounds for its rejection of any or all bids, but is not required to justify those grounds.

- i. The Corporation incurs no liability, towards Bidders who have submitted bids.
- ii. Notice of the rejection of bids shall be given promptly to the concerned Bidders that submitted bids.

Award Criteria

- i. The work order / contract will be awarded to the **lowest responsive bid**.

Acceptance Letter (Letter of Intent)

- i. The Corporation will, send the Acceptance Letter (Letter of Intent) to the successful Bidder against complete items, prior to the expiry of the validity period of the Bid, until execution of the formal Contract. The supply time of the Bidder / Contractor will start from the date of issuance of the Letter of Acceptance.
- ii. Late receiving bids after due time will not be accepted and returned to the bidders unopened.

6. CANCELLATION OF PROPOSED CONTRACT

- i. The agreement will be terminated earlier at any time by the Corporation on breach of any provision(s) of the agreement by the Contractor.

7. ARBITRATION

In case of any difference or dispute arising between the parties relating to the contract shall be referred for resolution to the Managing Director of the Corporation or his duly authorized nominee whose decision shall be final and binding on both the parties and cannot be challenged in any court of law.

8. SAVE AS OTHERWISE

This bidding document has been drafted in accordance with the spirit of standard/ sample draft of non-consultant service available at PPRA website. In case of any deficiency the bidder may draw guidelines from the relevant document of the PPRA website especially Form of Contract, Appendix etc. the bidder after filling those forms / appendixes may annex herewith its / his technical bid.

DECLARATION FOR BIDDERS

I/we have read attentively & consciously the above terms & conditions and bind myself/ourselves to abide by the terms & conditions.

Signature of the bidder

ANNEXURE A**SCHEDULE OF REQUIREMENT SERVICES.**

Sr.#	Particulars	Requirement
1	Kubota Machine for harvesting of paddy crop	Kubota machine with chopper to chop the paddy residual in small pieces
2	Combine Harvester for harvesting of paddy crop	As required by the administration

I/we have read attentively & consciously the above Specification/TORs/Scope terms & conditions and bind myself/ourselves to abide by the terms & conditions.

Signature of the bidder

CONTRACT AGREEMENT (TERMS & CONDITIONS)

This agreement is made in the presence of the witnesses named below on this ___ day of _____ at _____ between the Punjab Seed Corporation (PSC) (hereinafter called "Corporation") and _____ (hereinafter called "the Contractor").

Whereas the Punjab Seed Corporation invited bids for PROCUREMENT OF HIRING THE SERVICES OF KUBOTA MACHINE AND COMBINE HARVESTER FOR HARVESTING OF PADDY CROP ON AREA OF 97 (Acres) and the PSC has accepted the bid of the Contractor against the rates quoted by him. Now this Agreement witnesses as follow:

1. In this Agreement, the words and expressions shall have the same meanings as are respectively assigned to them in the Bid Document referred to.
2. The following documents shall be deemed to form and be read and construed as part of this agreement, viz., the:
 - (a) Bid Document downloaded from websites of PSC, PPRA or Punjab E-Procurement System.
 - (b) Bid Proforma;
 - (c) Undertaking submitted by the bidder alongwith the bid papers.
 - (d) General and special conditions regarding tendering as given in the Punjab Procurement Rules 2014
 - (e) This Contract Agreement as executed between the Punjab Seed Corporation and the Contractor
3. In consideration of the payments to be made by the Punjab Seed Corporation to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Punjab Seed Corporation to provide the services in accordance with the provisions of the award of contract
4. The Punjab Seed Corporation hereby covenants to pay the Contractor in consideration of provision of services for the sums may become payable under the provisions of the contract at the times and in the manner prescribed by rules.
5. In witness whereof the parties hereto agree as hereunder:

The Contractor agree, on acceptance of this tender for HIRING THE SERVICES OF KUBOTA MACHINE AND COMBINE HARVESTER FOR HARVESTING OF PADDY CROP ON AREA OF 97 (Acres) for the Corporation as the Contract Operating Officer may actually require during the period from or to such date as this period may be extended by the contract sanctioning authority subject to the needs.

Punjab Seed Corporation**Contractor**

Signature: _____	Signature: _____
Name: _____	Name: _____
Firm Name: _____	Firm _____ Name: _____
Date: _____	Date: _____

Punjab Seed Corporation's seal

Contractor's seal

Financial bid includes the following:-

- a) Original Bid form
- b) Price schedule / financial form
- c) Original Bid Security Form (as per form attached) along with Original Bid Security (Bank Guarantee / Bank call-deposit (CDR) / Demand Draft (DD) / Pay Order (PO)) valid for 180 Days.
- d) Any other document required by the procuring agency not inconsistent with PPR-14. We

understand that you are not bound to accept the lowest or any Bid you may receive.

Dated this _____ day of _____ 20_____.

[signature] *[in the capacity of]*

Duly authorized to sign Bid for and on behalf of _____

GENERAL INFORMATION FORM
[To be signed & stamped by the Bidder]

Firm Name	
Entity of Firm	☐ Individual ☐ Partnership ☐ Company ☐ Other
Nature of Business	☐ Manufacturer ☐ vendor/supplier
Registered Office Addresses /Branches	
Telephone / Fax	
Email	
Date & Place of Registration	
Company's NTN, Sales Tax and PST/PRA Reg. No.	NTN _____ STN _____ PST (Reg. with PRA) _____
Owner's Detail	Name _____ Address _____ CNIC _____
Authorized/ Contact Person's Detail	Name _____ Address _____ CNIC _____

**** Please attach copies of NTN, PST Registration & PRA Certificate***

ANNEXURE D

UNDERTAKING FOR CORRECTNESS OF INFORMATION AND NONBLACKLISTING

(To be provided on firm/ company letter head pad)

I, the undersigned, do hereby certify that all the statements made in this application /bid and in the supporting documents are true, correct and valid to the best of my knowledge and belief and may be verified by Procuring Agency at any time, if deems it necessary.

That the undersigned hereby authorize and request the bank, person, firm or corporation to furnish any additional information requested by the Procuring Agency deemed necessary to verify this statement regarding my (our) competence and general reputation.

That the undersigned understands and agrees that further qualifying information maybe requested and I agree to furnish any such information at the request of the Procuring Agency.

That the undersigned / Applicant is not insolvent and not blacklisted by t h e P S C .

The undersigned certify that my firm / company is not involved in *litigation or arbitration and has not been declared ineligible / debarred by any of the Federal / Provincial Government or any other entity due to any reason whatsoever and is eligible to carry out the business in Pakistan for which this Bid / Application for Prequalification is being made.

Bidder's Signature and Seal

Name: _____

Firm Name: _____

CNIC No. _____

Date: _____

Witnesses

Name: _____ Firm Name: _____ CNIC No. _____ Signature: _____ Date: _____	Name: _____ Firm Name: _____ CNIC No. _____ Signature: _____ Date: _____
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