

BIDDING DOCUMENT

FOR

**HIRING THE SERVICES OF KABUTA
MACHINE AND COMBINE HARVESTER
FOR THE HARVESTING OF PADDY CROP
OVER AN AREA OF 80.50 ACRES AT PUNJAB
SEED CORPORATION SEED FARM, SAHIWAL**

Tender No.: PSC/ADF/SWL/2026-27/02

Procuring Agency

Punjab Seed Corporation
Seed Farm, Sahiwal

Government of the Punjab

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DEFINITIONS

Unless the context otherwise requires, the following expressions shall have the meanings assigned to them:

- **Corporation** means Punjab Seed Corporation.
- **Procuring Agency** means Punjab Seed Corporation, Seed Farm Sahiwal.
- **Contractor** means the successful bidder awarded the contract.
- **Bidder** means any firm, company, partnership, or sole proprietor participating in this procurement process.
- **Work means** Hiring The Services Of Kabuta Machine And Combine Harvester For The Harvesting Of Paddy Crop Over An Area Of 80.50 Acres At Punjab Seed Corporation Seed Farm, Sahiwal
- **Contract** means the agreement executed between Punjab Seed Corporation and the successful bidder.
- **Officer Incharge** means the Assistant Director Farm or any officer authorized by the Competent Authority.

1. INVITATION TO BID

Punjab Seed Corporation (PSC), an autonomous body established under the Punjab Seed Corporation Act, 1976, invites **electronic bids** from eligible firms, contractors, companies, and sole proprietors registered with the relevant tax authorities for the following procurement under the **Punjab Procurement Rules, 2014** through the **Single Stage – One Envelope** procedure.

Tender Details

Description	Estimated Cost (Rs.)	Bid Security (2%) Rs.
Hiring The Services Of Kabuta Machine And Combine Harvester For The Harvesting Of Paddy Crop Over An Area Of 80.50 Acres At Punjab Seed Corporation Seed Farm, Sahiwal	1,700,000	34,000

Important Dates

Activity	Date & Time
Closing Date & Time	16 October 2026 – 11:00 AM
Opening of Bids	16 October 2026 – 11:30 AM
Bid Validity	60 Days

1. The bidding documents may be downloaded from the Punjab e-Procurement System (ep.punjab.gov.pk), Punjab Procurement Regulatory Authority (PPRA), or Punjab Seed Corporation websites.
2. Only electronic bids submitted through the Punjab e-Procurement System (ep.punjab.gov.pk) before the prescribed deadline shall be considered. Manual submissions shall not be accepted.
3. The Bid Security shall be deposited electronically through the Punjab E-Procurement System (ep) in accordance with the provisions of the Punjab Procurement Rules, 2014, before the bid submission deadline. Bids without the prescribed Bid Security shall be treated as non-responsive. Bid security in form of any physical financial instrument shall not be accepted.
4. Bid prices shall be quoted in Pakistani Rupees (PKR) and shall be inclusive of all applicable taxes, duties, transportation, labour charges, and any other incidental costs.
5. Punjab Seed Corporation reserves the right to reject any or all bids in accordance with Rule 35 of the Punjab Procurement Rules, 2014.

Assistant Director Farm
Punjab Seed Corporation
Seed Farm Sahiwal

2. BID DATA SHEET

Particular	Description
Procuring Agency	Punjab Seed Corporation
Procuring Office	Seed Farm Sahiwal
Procurement Method	Single Stage – One Envelope
Procurement Rules	Punjab Procurement Rules, 2014
Nature of Procurement	Non-Consultancy Services
Description of Work	Hiring The Services Of Kabuta Machine And Combine Harvester For The Harvesting Of Paddy Crop Over An Area Of 80.50 Acres At Punjab Seed Corporation Seed Farm, Sahiwal
Area	80.50 Acres
Estimated Cost	Rs. 1,700,000/-
Bid Security	2% of Estimated Cost (Rs. 34,000/-)
Bid Validity	60 Days
Currency	Pakistani Rupees
Completion Period	Within the period specified in the Work Order
Evaluation Method	Lowest Evaluated Responsive Bid

3. INSTRUCTIONS TO BIDDERS

3.1 General

Punjab Seed Corporation (PSC), Seed Farm Sahiwal (hereinafter referred to as the "Procuring Agency"), invites electronic bids from eligible contractors, firms, companies, and sole proprietors for **Hiring The Services Of Kabuta Machine And Combine Harvester For The Harvesting Of Paddy Crop Over An Area Of 80.50 Acres** At Punjab Seed Corporation Seed Farm, Sahiwal in accordance with the Punjab Procurement Rules, 2014.

Submission of a bid shall constitute acceptance by the Bidder of all terms and conditions contained in this Bidding Document.

3.2 Procurement Method

The procurement shall be conducted through the **Single Stage – One Envelope Bidding Procedure** as prescribed under the Punjab Procurement Rules, 2014.

Only one financial proposal shall be submitted electronically through the Punjab e-Procurement System (ep.punjab.gov.pk).

3.3 Eligible Bidders

The bidder shall:

- Be legally registered in Pakistan.
 - Possess a valid National Tax Number (NTN).
 - Possess valid Punjab Revenue Authority (PRA) registration, where applicable.
 - Be an Active Taxpayer.
 - Not be blacklisted by the Punjab Seed Corporation.
 - Possess the financial and technical capability to execute the assignment.
-

3.4 Cost of Bidding

The Bidder shall bear all costs associated with the preparation and submission of the bid. The Procuring Agency shall not be responsible for any such costs regardless of the outcome of the bidding process.

3.5 Clarifications

Any request for clarification regarding the bidding document shall be submitted in writing to the Procuring Agency not later than **seven (07) working days** before the closing date for submission of bids.

The Procuring Agency may issue clarifications or amendments through the Punjab e-Procurement System (e-PADS), which shall become part of the bidding document.

3.6 Bid Price

No claim for escalation or additional payment shall be entertained during the currency of the contract.

3.7 Bid Validity

The bid shall remain valid for **60 days** from the date of opening of bids.

3.8 Bid Security

Each bid shall be accompanied by a Bid Security amounting to **2% of the Estimated Cost**, deposited electronically through the Punjab e-Procurement System (ep.punjab.gov.pk) in accordance with the Punjab Procurement Rules, 2014.

Bids submitted without the prescribed Bid Security shall be rejected as non-responsive. Bid security in form of any physical financial instrument shall not be accepted.

3.9 Submission of Bids

The bidder shall submit the complete bid electronically through the Punjab e-Procurement System before the prescribed deadline.

Manual or physical submission of bids shall not be accepted.

Late bids shall be rejected automatically by the system.

3.10 Opening of Bids

Bids shall be opened electronically on the date and time specified in the Invitation to Bid.

The bid opening record shall be available through the Punjab e-Procurement System.

4. ELIGIBILITY & QUALIFICATION CRITERIA

To qualify for award of the contract, the bidder shall submit the following:

Sr. No.	Requirement	Mandatory
1	Valid NTN Certificate	Yes
2	Valid PRA Registration Certificate	Yes
3	Active Taxpayer Status	Yes
4	CNIC of Proprietor/Authorized Signatory	Yes
5	Power of Attorney (where applicable)	Yes
6	Signed Bid Submission Form	Yes
7	Bid Security	Yes
8	Undertaking regarding non-blacklisting by procuring agency	Yes
9	General Information Form	Yes
10	Acceptance of Terms & Conditions	Yes
11	Experience of Similar Nature (if applicable)	Preferable

Failure to provide any mandatory document may render the bid non-responsive.

5. EVALUATION CRITERIA

The evaluation shall be carried out in accordance with the Punjab Procurement Rules, 2014.

The contract shall be awarded to the **Lowest Evaluated Responsive Bidder** meeting all eligibility and qualification requirements.

The evaluation shall be based on the following parameters:

Criteria	Status
Complete Bid Documents	Pass/Fail
Bid Security	2% of Estimated Cost (Rs. 34,000/-)
NTN Registration	Pass/Fail
PRA Registration	Pass/Fail
Active Taxpayer Status	Pass/Fail
Non-Blacklisting Declaration	Pass/Fail
Acceptance of Terms & Conditions	Pass/Fail
Financial Offer	Lowest Responsive Bid

Only bidders declared responsive after preliminary examination shall be considered for financial evaluation.

6. DOCUMENTS TO BE SUBMITTED

Each bidder shall upload the following documents through the Punjab e-Procurement System on ep.punjab.gov.pk:

1. Complete Signed Bidding Document along with Financial Bid Form.
2. Bid Submission Form.
3. Bid Security.
4. NTN Certificate.
5. PRA Registration Certificate.
6. Active Taxpayer Proof.
7. CNIC of Authorized Signatory.
8. General Information Form.
9. Non-Blacklisting Undertaking.
10. Power of Attorney (where applicable).
11. Any additional document required by the Procuring Agency.

All documents shall be duly signed and stamped by the authorized representative of the bidder.

7. FINANCIAL BID FORM

FINANCIAL PROPOSAL

(To be submitted online through Punjab e-Procurement System)

Sr. No.	Description	Services	Unit	Rate (Rs.) per Acre	Total Amount (Rs.)
1	Hiring The Services Of Kabuta Machine And Combine Harvester For The Harvesting Of Paddy Crop Over An Area Of 80.50 Acres At Punjab Seed Corporation Seed Farm, Sahiwal	Kabuta Machine	Acre		
		Combine Harvester	Acre		

Total Bid Price (Inclusive of all Taxes)

Rs. _____

(In words)

Bidder Information

Name of Firm: _____

Name of Proprietor/Authorized Person: _____

Address: _____

Telephone: _____

Email: _____

NTN: _____

PRA Registration No.: _____

Status: Company / Partnership / Sole Proprietor

I/We hereby certify that the quoted rates are inclusive of all applicable taxes, transportation, labour charges, supervision, and all other incidental costs required for successful completion of the work.

I/We agree to execute the work in accordance with the terms and conditions of the bidding document.

Authorized Signature: _____

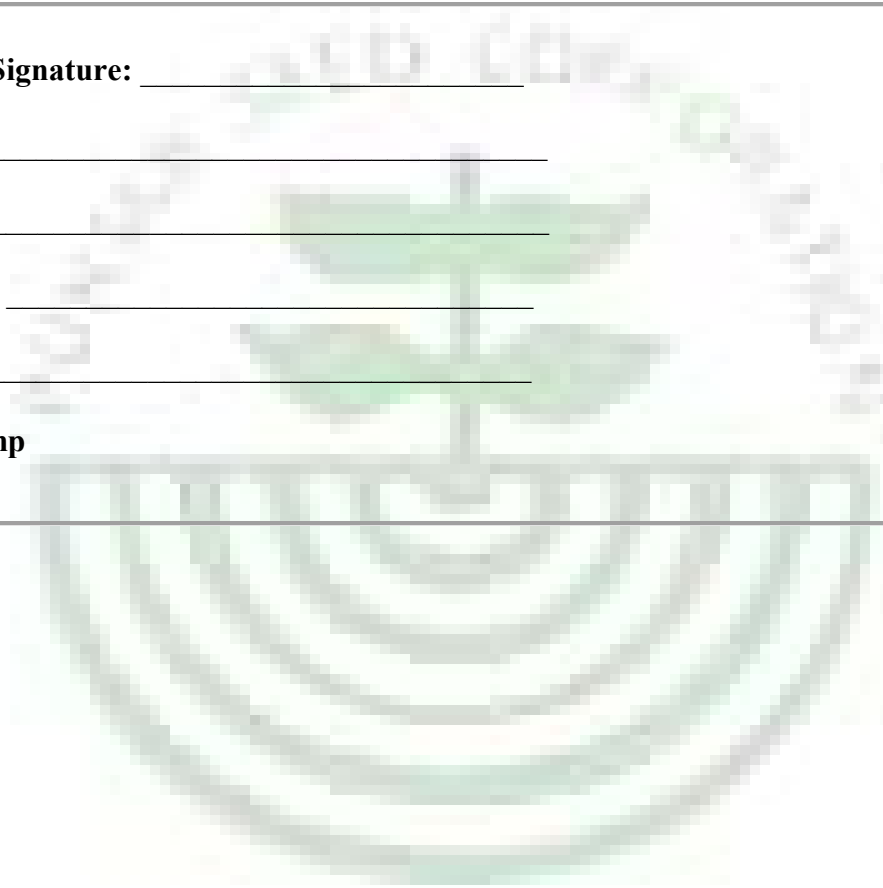
Name: _____

CNIC: _____

Designation: _____

Date: _____

Official Stamp



8. BID SECURITY

Each bidder shall furnish Bid Security equal to **2% of the Estimated Cost** through the Punjab e-Procurement System in accordance with the Punjab Procurement Rules, 2014.

The Bid Security shall remain valid for at least **60 days** from the date of opening of bids.

The Bid Security may be forfeited if:

- the bidder withdraws the bid during its validity period;
 - the successful bidder refuses to sign the contract;
 - the successful bidder fails to furnish the Performance Security within the prescribed period.
-

9. PAYMENT TERMS

1. Payment shall be made only after satisfactory completion of the work.
 2. The work shall be measured and verified by the Assistant Director Farm.
 3. Payment shall be made on actual work executed.
 4. All applicable taxes shall be deducted at source.
 5. The Contractor shall submit:
 - Original Invoice
 - Work Completion Certificate
 - Measurement Certificate
 - Tax Invoice (where applicable)
 6. Payment shall normally be processed within **30 days** after receipt of complete documents.
-

10. LIQUIDATED DAMAGES

If the Contractor fails to complete the work within the stipulated period without valid justification, liquidated damages shall be imposed at the rate of:

0.1% of the Contract Price per day of delay, subject to a maximum of **10% of the Contract Price**.

The imposition of liquidated damages shall not relieve the Contractor of his obligation to complete the work.

11. TERMINATION OF CONTRACT

The Procuring Agency may terminate the Contract, wholly or partially, by written notice if the Contractor:

- fails to commence work;
- abandons the work;
- performs unsatisfactory work;
- violates contract conditions;
- becomes insolvent;
- is blacklisted by the PSC;
- submits false information or forged documents.

Upon termination, Punjab Seed Corporation may engage another contractor at the risk and cost of the defaulting Contractor, where permissible under law and the contract.

12. DISPUTE RESOLUTION

Any dispute arising out of or in connection with this Contract shall, in the first instance, be resolved amicably through mutual consultation.

If the dispute cannot be resolved amicably, it shall be referred to the **Managing Director, Punjab Seed Corporation**, for administrative resolution. If the dispute remains unresolved, either party may seek remedies available under the applicable laws of Pakistan.

ANNEXURE – A

CONTRACT AGREEMENT

This Agreement is made on _____ between:

Punjab Seed Corporation, Seed Farm Sahiwal
(hereinafter called "**the Corporation**")

AND

M/s _____

(hereinafter called "**the Contractor**").

Whereas the Corporation invited bids for Hiring the Services of Kabuta Machine and Combine Harvester for Harvesting of Paddy Crop over an Area of 80.50 Acres, and the Contractor has been declared the successful bidder.

Now therefore both parties agree as follows:

1. The Contractor shall execute the work in accordance with the Bidding Document.
2. The Contract Price shall be Rs. _____.
3. The work shall commence immediately after issuance of the Work Order.
4. The Contractor shall comply with all applicable laws.
5. Payment shall be made after satisfactory completion of work.
6. The Contractor shall furnish Performance Security.
7. The Corporation may terminate the contract in case of default.
8. All disputes shall be resolved in accordance with the provisions contained in the Contract.

For Punjab Seed Corporation

Signature: _____

Name: _____

Designation: Assistant Director Farm

Date: _____

Official Seal

For Contractor

Signature: _____

Name: _____

Designation: _____

Date: _____

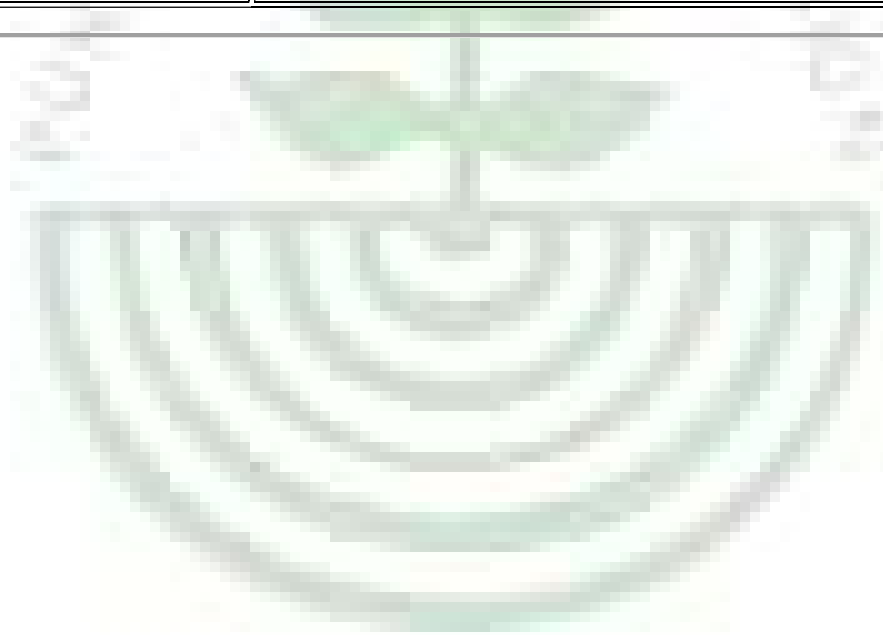
Official Seal



ANNEXURE – B

GENERAL INFORMATION FORM

Particular	Information
Name of Firm	
Address	
Telephone	
Email	
NTN	
PRA Registration	
Status	Company/Firm/Sole Proprietor
Authorized Person	
CNIC	



ANNEXURE – C

UNDERTAKING OF NON-BLACKLISTING

(To be submitted on Stamp Paper/Company Letterhead)

I/We hereby declare that:

- Our firm has never been blacklisted by Punjab Seed Corporation.
- We have not been convicted of fraud or corruption.
- The information submitted is true and correct.

Signature

Seal



ANNEXURE – D

WORK COMPLETION CERTIFICATE

Certified that M/s _____ has satisfactorily completed the work of Hiring the Services of Kabuta Machine and Combine Harvester for Harvesting of Paddy Crop over an Area of 80.50 Acres in accordance with the Contract.

Certified by

Assistant Director Farm

Punjab Seed Corporation



ANNEXURE – E

PAYMENT VERIFICATION CERTIFICATE

Certified that:

- Work has been completed.
- Work has been inspected.
- Quality has been found satisfactory.
- Payment may be processed.

Assistant Director Farm

Assistant Director Accounts



CHECKLIST OF DOCUMENTS

Sr	Document	Submitted
1	Bid Submission Form	☐
2	Financial Bid	☐
3	Bid Security	☐
4	NTN Certificate	☐
5	PRA Registration	☐
6	Active Taxpayer Proof	☐
7	General Information Form	☐
8	Non-Blacklisting Undertaking	☐
9	Power of Attorney (if applicable)	☐
10	Signed Bidding Document	☐