

**Tender Document / Request of proposal for Provision
of project Staff under PSDP
Project titled "Better Cotton Initiative (BCI) for
Sustainable Cotton Production in Pakistan."**

**INFORMATION AND INSTRUCTIONS
FOR THE BIDDERS TO PARTICIPATE IN**

Tender Notice No. 228

(PPRA Ref. No. 229)

**CENTRAL COTTON RESEARCH INSTITUTE, MULTAN
Pakistan Central Cotton Committee
Ministry of National Food Security & Research
Government of Pakistan
2023**

Tender Fee : Rs. 3000/- (Non-refundable)



INTRODUCTION

Cotton is a cash fiber crop of Pakistan having a lion share in Pakistan's export GDP and agricultural productivity. Central Cotton Research Institute (CCRI), Multan, under PCCC, M/O NFS&R the prime research facility of Pakistan Central Cotton Committee, was established in 1970. By the grace of God, the Institute has completed 50 years of establishment during the year 2020. Central Cotton Research Institute Multan, through PCCC, is striving its best for the research, development, and promotion of cotton crop in the country. The Better Cotton project has been launched by CCRI for the improvement of cotton and its value chain in the Punjab and Sindh. The present document is for the provision of services for the recruitment of the staff, which will work for the project under the TORs as mentioned in the Annexes.

OBJECTIVES

Central Cotton Research Institute, Old Shujabad Road, Multan intends to appoint staff as per detail given below under the Project titled "*Better Cotton Initiative (BCI) for Sustainable Cotton Production in Pakistan*" at Central Cotton Research Institute, Multan / Dera Ghazi Khan / Sakrand and Naushehro Feroze.

Sr. No.	Name of post	No of Posts
1.	Accounts Officer	1
2.	Office Assistant	4
3.	Project Field Officer	10
4.	Male Field Facilitator	100
5.	Female Field Facilitator	8
6.	Computer Operator	4
7.	Driver	4
8.	Naib Qasid	4
9	Security Guard	8
	Total	143

SCOPE OF WORK

Scope of work includes provision of 143 No. project staff on contract basis, having prescribed qualifications and experience as mentioned against each post, for carrying out the project tasks in line with the outlined principles and criteria within given timelines.

Detail of contract employees required for Project "Better Cotton Initiative of Sustainable Cotton Production in Pakistan."

Post	Qualifications	Job Description
Project Field Officer	M.Sc. (Hons). Agri. or higher relevant qualification with 3-years in line experience of project execution. A working experience on Better Cotton (BC) principles & criteria will be given preference. <u>Age: Max 40 years</u>	Reporting to the Provincial Coordinators (Punjab & Sindh), he/she will train and supervise the Field Facilitators to ensure the execution of all field activities as per BCI timelines. He/she will be responsible to prepare detailed implementation plan of Better Cotton Production for Producer Units. Facilitate and educate the farming community regarding Better Cotton production by ensuring the registration of cotton farmers in Production Units through Field Facilitators. Facilitate the project management in conduct of awareness seminars, workshops, trainings for the farmers/stakeholders, training of field staff and any other project related activities assigned from the project management. Design and prepare handouts, posters, pamphlets, banners, and slides for training programs. Ensure timely submission of progress reports.
Accounts Officer	M. Com/ MBA, or equivalent qualification with 3-year experience of accounts management and audit of accounts, good ability to operate computer programs/ applications. <u>Age: Max 35 years</u>	Posted with Project Manager, he/she will be responsible to handle the account matters, maintain record of project budget, documents, correspondence, data sheets and proper documentation. Furnish of financial reports and audit of accounts (internal & external).



Post	Qualifications	Job Description
Office Assistant	Graduate with minimum 2-year experience in office work, maintenance of files, office records and computer operation. <u>Age: Max 35 years</u>	He/She will work under the guidance of Project Management, Provincial Coordinator, PFO, for different kind of work in the project offices at Multan, DG Khan, Naushehro Feroze, and Shaheed Benzir Abad.
Field Facilitators (Male)	3-year Field Assistant diploma in Agriculture/ or FA/BA with relevant practical field experience. 1-year experience of working in BC or a similar organization working on Better Cotton. <u>Age: Max 35 years</u>	Reporting to the Project Field Officers, his duties will be to motivate and facilitate the farming community regarding Better Cotton Production program, registration and formulation of learning groups & lead farmers, successful capacity building of farmers and farm workers regarding best practices and better cotton production. Maintain up-to-date record of field activities at farm and learning group level. Collection and verification of Result Indicator Data (RI) from farmers and its submission to Project Field Officer/PU Manager within the given time period. Carry out other field activities/ assignments as given from time to time. Ability to meet the Principles & Criteria and timelines of BC.
Field Facilitators (Female)	3-year Field Assistant diploma in Agriculture/ or FA/BA with relevant practical experience of 1-year relevant with BCI or similar organization. <u>Age: Max 35 years</u>	Reporting to the Project Field Officers, her duties will be to motivate and facilitate the farming community regarding Better Cotton production program, registration and formulation of producer units, successful capacity building of farmers and female field workers regarding best picking practices. Ensure to keep up to date record of field activities at Farm and Producer Unit level. Collection and verification of Result Indicator Data (RI) from farmers and its submission to Project Field Officer/PU Manager within the given time period. Ability to meet the Principles & Criteria and timelines of BC.



Post	Qualifications	Job Description
Computer Operator	BCS/ BSc in computer Science) Experience will be preferred.	He/She will be responsible to prepare documents/ reports/ datasheets/ presentations in Word, Excel, PowerPoint etc. Will maintain all records at Provincial Coordinator Office as well as keep all records of data, correspondence and documentation and other assigned jobs from time to time.
Driver	Literate with valid Driving License, (LTV/HTV) having 3-year experience	Ability to drive LTV/HTV
Naib Qasid	Literate	Will be responsible for miscellaneous office duties.
Guard	Literate	Relevant experience/Security Agency

1-Invitation to Bid

- 1.1 PPRA Rules to be followed
 1.2 Mode of Advertisement(s) As per PPRA Rule this Tender is being placed online at PPRA's website.

1.3 Type of Open Competitive Bidding

As per Rule 36(b), Single Stage - Two Envelope Bidding Procedure shall be followed. The said procedure is reproduced as follows:

- i. The bid shall be a single package consisting of two separate envelopes, containing separately the financial and the technical proposals.
- ii. The envelopes shall be marked as "Financial Proposal" and "Technical Proposal".
- iii. In the first instance, the "Technical Proposal" shall be opened, and the envelope marked as "Financial Proposal" shall be retained unopened in the custody of the procuring agency;
- iv. The procuring agency shall evaluate the technical proposal in the manner prescribed in advance, without reference to the price and shall reject any proposal, which does not conform to the specified requirements.
- v. During the technical evaluation, no amendments in the technical proposal shall be permitted.
- vi. After the evaluation and approval of the technical proposals, the procuring agency shall open the financial proposals of the technically accepted bids, publicly at a time, date and venue announced and communicated to the bidders in advance, within the bid validity period.
- vii. The financial proposal of the bids found technically non-responsive shall be retained unopened and shall be returned on the expiry of the grievance period or the decision of the complaint, if any, filed by the non-responsive bidder, whichever is later; provided that the procuring agency may return the sealed financial proposal earlier if the disqualified or non-responsive bidder, contractor or consultant submits an affidavit, through an authorized representative, to the effect that he is satisfied with the proceedings of the procuring agency; and
- viii. The lowest evaluated bidder shall be awarded the contract.



TENDER ELIGIBILITY/CRITERIA

1. The firm is registered with SECP/Chamber of Commerce/Relevant department having valid income tax and sales tax registration with FBR.
2. Affidavit on stamp paper indicating that company is not blacklisted by any Government/ Semi Government and Autonomous Body/Special Institution and Regulatory Body nor involved in any unlawful activities, default or litigation procedures with any government department. The company must have a clean record of financial management and dealing with employees.
3. Have a mandatory experience of minimum **02 years** in provision of such services and having a reputation of providing a dedicated team. A company having experience of less than 02 years will not be acceptable in any case.

Verified proof for all the above shall be mandatory. Non-submission may cause disqualification of the bidder for further process.



ANNEXURE-I

TERMS OF REFERENCES (TORS)

- 1- **THE STAFF WILL BE INITIALLY RECUITED FOR THE PROJECT PERIOD TILL 30th JUNE 2024 OR TILL THE LIFE OF THE PROJECT WHICHEVER IS EARLIER. HOWEVER, ANY STAFF WILL BE SUBJECT TO REPLACEMENT IF HE/SHE FAILS TO PERFORM HIS/HER DUTIES ACCORDING TO THE PROJECT REQUIREMENTS.**
- 2- An employee who remains absent from duty for more than one day or avails a self-granted leave and fails to justify his/her absence from duty may face salary deductions only for the period he/she has been absent. In such case/s the employee will, however, be given full chance of personal hearing.
- 3- The awardee firm will clearly mention the amount the firm will charge as service charges from net payments made to the employees, excluding government taxes.
- 4- The awardee firm shall provide a clearance certificate to Project Management stating that the agreed payments have been made to all the employees. Furthermore, the firm shall maintain a complete record of each payment made to the employees (including salary and other remuneration) and provide a copy of the same with complete financial details, to CCRI after each disbursement.



TERMS & CONDITIONS
FOR
SUPPLY OF QUALIFIED STAFF THROUGH TENDERING / BIDDING:

Firm Name:

M/s _____

Proprietor Name: _____ CNIC # _____

NTN #: _____ Sales Tax # _____

Address: _____

Ph #: _____ Cell # _____

1- General Terms and Conditions

- i. Any offer which is not received as per terms and conditions laid out in the tender document is liable to be excluded from the competition. No offer shall be considered if:
 - a. The firm is not registered with the SECP/Chamber of Commerce and Industry
 - b. Received without the valid proof of income tax/sales tax payments for the past year
 - c. Offer received without earnest money
 - d. Offer is received after the time and date fixed for its receipt
 - e. Tender documents are not signed by the supplier/authorized person(s) and are without seal of the firm
 - f. The offer is ambiguous/unclear
 - g. The offer is conditional
 - h. The offer is from a blacklisted firm
 - i. The offer is received by fax or e-mail
 - j. Offer received with a shorter validity than required
 - k. The offer is not conforming to specifications indicated in the tender enquiry
 - l. The acceptance of tender is not communicated in writing by the successful bidder within the validity/stipulated time
 - m. The offer is withdrawn, amended, or revised during the validity period of the offer without approval of the procuring agency
 - n. The contractor fails to execute the contract strictly in accordance with terms and conditions of the tender
- ii. The bidder shall enclose relevant catalogues / leaflets / literature and other technical information, if any, relevant to the offer made by his/her firm
- iii. The contractor will be responsible to make a replacement of an employee free of charge, on advice of project management if the same is later found to be having fake documents,



- under qualified or incompetent and is irresponsible towards the assigned duties as laid out in the tender document.
- iv. The bidders shall provide their National Income Tax & Sales Tax Numbers.
 - v. The quoted rates should be clearly mentioned in separate columns, the bid money, applicable taxes and the total amount offered.
 - vi. The Project Manager/CCRI office will be entitled to deduct all prevailing government taxes before making payments to the firm.
 - vii. The bidder shall provide the offer/s for each category post/s individually.

2- Technical Advice

- i. Tender Opening Committee will examine the bidders' documents for validity and eligibility.
- ii. The CCRI, Multan may seek technical advice for vetting tender offers from any person having appropriate knowledge / experience in the relevant field.

3- Evaluation Criteria

- i. Bids will be evaluated on technical basis and the firms that fulfilled the prescribed criteria will only be evaluated financially. Final evaluation of the bidders will be made on overall technical strength and financial offer basis. The qualified firm will be liable to provide all the contractual staff as mentioned in the tender document, within the given time.
- ii. The tender opening committee would hold the liberty to reject the lowest bidder on technical basis, at the time of tender opening.
- iii. The qualified bidder will be subject to disqualification/termination of contract at any stage of the contract, if the offered employees are found unfit and under-qualified / inexperienced, OR the bidder firm fails to timely replace such staff, which would hinder the field/office activities.
- iv. The tender committee reserves the right to thoroughly vet and verify all documents submitted by the bidder during the tender process.

4- Supply of Staff & Administration

- i. The provision of agreed staff will be made available as soon as possible after the issuance of supply order.
- ii. The role of supplier firm will be to disburse salaries and other payments to the hired staff on agreed terms and conditions. The supplier firm will provide a list of recruited staff with details of name, designation, agreed salary to project management.
- iii. The Project Manager/Management team will hold the administrative powers to run day to day activities of the project, the supplier firm will neither have any administrative access/conversation directly to the project staff and nor will maintain attendance or demand any progress reports/documentation from any staff member.
- iv. The project management of CCRI, Multan or any designated officer/official will monitor the activities and progress of the project staff.
- v. Staff Attendance will be maintained by the project provincial coordinator and payment will be to the bidder according the staff attendance and working.
- vi. All the staff deployed by the contractor should have a police verification certificate and have no criminal record,

- vii. All labor laws will be applicable and service providers will be bound to observe labor laws in true sense. Written orders of the each staff member will be checked by the CCRI administration, contract letter with terms and conditions and expiry of the contract
- viii. The complaints/reservations/concerns of project staff related to financial issues or others will be entrained in the presence of the provincial coordinator and Project manager.

5- Payment to the Supplier Firm

- i. All payments will be made through crossed cheques in favor of the supplier firm against the invoice submitted to the Project Manager, BCI Project CCRI, Multan at the end of each month.
- ii. The payments of salaries etc. will be made to the supplier firm according to the quoted salaries for different posts in the bid.
- iii. Before making payment, the Project Manager and project management team will ensure that the employees have been regular in their duties and have not remained on self-granted leave. The salary of an employee will be liable to be deducted by the project manager/DDO/Accounts Officer, for the period an employee has been absent from duty and/or failed to give a proper justification of his/her absence.
- iv. The payments of salaries will be subject to the satisfactory performance of an employee, to be furnished by PFO's, Provincial Coordinator/s, Monitoring & Evaluation Officer/s. In case of non-satisfactory performance of an employee/s, partial payment will be made for the period an employee has actually performed the duties/met targets, up to the satisfaction of the Project Management. In such cases, an employee will however, be given a warning and a chance to rectify his/her aptitude/performance.

6- Earnest Bid Security:

The Bid Security amount has been calculated as per provision of Rule-25 "Bid Security" of PPRA Rules not exceeding five percent of the estimated cost, the bidder shall furnish the Bid Security (Earnest Money) 2% of Monthly pay package.

7- Deduction of Taxes

Income tax and other taxes as notified by FBR, from time to time, will be deducted by the office of Project Manager. Copies of the tax payments receipts/challans will be provided to the firm, on demand, by the project Accounts Officer.

8- Payment of Sales and other Taxes

The service provider firms will be liable to pay government taxes (as per rule) as notified by FBR from time to time.

9- Termination of Contract

- i. The agreement will terminate automatically after the expiry of the agreement period.
- ii. In case of any complaints of employees regarding wages or deviation from employment TOR's, the supplier firm will be given two weeks' time to resolve the issue/s, under intimation to the project management office. In case the supplier firm fails to resolve the issues, the contract will be subject to termination.
- iii. The Project Manager BCI/Director CCRI, Multan on the recommendations of the Tender Opening Committee may terminate the supply contract at any time for valid

reasons and the service provider will be informed immediately about the decision in writing.

10- Grievance Redressal:

If a bidder has a grievance or concern related to a tender process, bidder can submit his complaint to the chairman of the tender committee within seven days of announcement of the technical evaluation and Grievance Committee will evaluate and shall come to the decision within ten days after receiving the complaint.

11- Submission of Tender

Last date of submission of the tenders is **30.08.2023 at 10.00 AM** in the office of the Project Manager/Director 1st Floor Committee Room, CCRI Multan.

12- Opening of Tender

Date of opening the tender is **30.08.2023 at 11.00 AM** in the office of the Project Manager/Director CCRI Multan. Tenders will be opened by the Tender Opening Committee in the presence of all parties / their representatives.

13- Performance Guarantee

The successful bidders must furnish to the Project Management the performance guarantee @ 5% of the contract amount within 15 days of the award of contract. The performance guarantee should be in the shape of bank guarantee / CDR / DD/ Pay order or banker's cheque only issued by the scheduled bank. Performance guarantee will be returned after the completion/termination of the contract period, after clearing all liabilities by the bidding firm. In case of non-satisfactory and non-compliance of procurement order / procurement contract, the performance guarantee will be forfeited.

14- The decision of the Tender Opening Committee will be Final.

(Signature & Stamp of Service Provider)



Opening of Bids

Bids will be opened publicly by the procurement committee of CCRI Multan in the presence of bidders or their representatives who may choose to be present at the date, time and venue mentioned in the advertisement.

TECHNICAL EVALUATION CRITERIA FOR SERVICE PROVIDER

Sr. #	Details of Compulsory Documents attached by the Company	Yes / No
1	NTN / PRA Certificates or Active Taxpayer List (ATL):	
2	EOBI, Social Security (ESSI) Registration and current financial year professional tax payment receipt (Punjab Excise, Taxation & Narcotics Control Department):	
3	Annual Report / Financial Statement, Prepared by Chartered Accountant Company / Firm:	
4	Undertaking on Company letterhead that the company is not blacklisted or barred by any Government / Semi-Government organization.	
5	All work experience duly verified	
6	A stamp paper/affidavit that the firm will comply with all the guidelines laid out in Annex-I	

(Seal & Signature of Service Provider)



FINANCIAL BID FORMAT

The Director,
Central Cotton Research Institute (CCRI),
Multan

Dear Sir,

Having examined the bidding documents, the receipt of which is hereby duly acknowledged, for the above contract, we, the undersigned, offer to provide the project staff on contract basis for Central Cotton Research Institute, Multan in conformity with the terms and conditions laid out in the bidding documents as per the following price for each post:

Breakup of Cost – for project staff

Name of post	No of posts	Salary/month (Rs.)	Total salary/ month for each category posts (Rs.)
Accounts Officer	1		X 1 =
Office Assistant	4		X 4 =
Project field Officer	10		X 10 =
Male Field Facilitator	100		X 100=
Female Field Facilitator	8		X 8 =
Computer Operator	4		X 4 =
Driver	4		X 4 =
Naib Qasid	4		X 4 =
Security Guard	8		X 8 =
Total amount without taxes			
Total amount			
Government Taxes			
G. Total			

- We understand that the procuring agency intends to award the contract for all / any category to the lowest bidder, subject to fulfilling the qualification criteria. We will not claim any additional costs/s in respect of staff services due to any change, at Government level, during the contract period. We undertake, if our bid is accepted, to complete the work in accordance with the given period.
- We understand that the process of procurement is governed by PPRA Rules 2004. However, any additional conditions specified in the bidding document shall remain applicable.
- Missing, overwriting / corrected with fluid or incomplete filling of all the subject columns of this Financial Proposal will not be considered and should result in **disqualification**.

(Seal & Signature of Service Provider)



(On Stamp Paper)

CONTRACT FORM: PROVISION OF STAFF FOR BCI PROJECT

THIS AGREEMENT is made at _____ on _____ day of _____ between the Central Cotton Research Institute, Multan (hereinafter referred to as the CCRI Multan which expression shall include his successors in office, administrative and legal representative of the **First Part**.

AND

Name of M/s _____, incorporated under the existing laws of Pakistan and holding its head / registered office at _____, (hereinafter called "contractor / company" of the **Second Part**.

WHEREAS the "contractor / company" represents for providing of Contract staff for the Project BCI / CCRI" i.e. _____ under the approved quoted rates according to the prevailing labour laws and its relevant rates escalation clauses vide letter _____ vide letter # _____.

WHEREBY in consideration with mutual consent, the parties agreed to on the following terms & conditions specified herein below: -

1. All mentioned tender terms and conditions mentioned are part of this agreement for supply of Project staff.

Neither of the parties hereto shall be held responsible for any delay nor failure to perform any or all of the obligations imposed upon such party by case of "Force Majeure".

The "company" shall not assign / outsource the services under the instant agreement to any other party. Any such attempt by the "Company / Contractor" shall result in termination of this agreement without any notice by the "Procuring Agency / Owner".

This Agreement shall be governed by all the relevant prevailing labour laws specified for the contract staff of Islamic Republic of Pakistan either side.

IN WITNESS where the parties have executed this agreement have set their respective hands and officials' seals below.

For and behalf of [Name of Procuring Agency]

for and behalf of ["contractor / company"]

Signature: _____

Signature: _____

Name: _____

Name: _____

in (block Letters):

in (block Letters):

Designation: _____

Designation: _____

WITNESS

1. Signature: _____

2. Signature: _____

Name: _____

Name: _____

in (block Letters):

in (block Letters):

CNIC#

CNIC#

Address:

Address:



Integrity Pact

DECLARATION OF FEES, COMMISSION AND BROKERRAGE ETC. PAYABLE BY THE SUPPLIERS OF GOODS, SERVICES & WORKS IN CONTRACT WORTH RS.10.00 MILLION OR MORE

Contract number: _

Dated:

Contract Value:

Contract Title:

_____ hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan or any administrative or agency thereof or any other entity owned or controlled by it (GoP) through any corrupt business practice.

Without limiting the generality of the foregoing _____ represents and warrants that it has fully declared the brokerage, commission fees etc. paid or payable to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor, or subsidiary, any, commission, gratification, bribe, finder's fee or kickback, weather described as consultation fee or otherwise, with the object obligation or benefit in whatsoever form from GoP, except that which has been expressly declared pursuant hereto.

_____ certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoP and has not taken any action or will not take any action to circumvent the above declaration, representation, or warranty.

_____ accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to GoP under any law, contract or other instrument, be voidable at the option of GoP.

_____ Notwithstanding any rights and remedies exercised by GoP in this regard, _____ agrees to indemnify GoP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoP in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by _____ as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest or other obligation or benefit in whatsoever form from the GoP.

[Procuring agency]

[Service provider]

