Tender Documents

For the Supply of Hitech Agriculture Farm Machinery

For

Hitech Machinery Service Center
Shekhupura, Punjab, Pakistan.
TENDER NOTICE

National Rural Support Programme (NRSP) invites sealed Proposals for the Supply of Hitech Agriculture Farm Machinery for Hitech Machinery Service Center Shekhupura, Punjab as per below given details:-

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Details of Livestock</th>
<th>Qty</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Combine Harvesters with Cutting Platforms for Wheat, Rice &amp; Corn</td>
<td>03 Units</td>
</tr>
<tr>
<td>2</td>
<td>Mechanical Seed Drill</td>
<td>01 Unit</td>
</tr>
<tr>
<td>3</td>
<td>Tractor 95HP 4WD</td>
<td>01 Unit</td>
</tr>
</tbody>
</table>

Details and Terms & conditions are available in the tender documents that can be downloaded free of cost from NRSP web site www.nrsp.org.pk. Last date for submission of sealed proposals is 30th April, 2018 till 3:00pm (PST) to the undersigned office at Islamabad. NRSP reserve the right to accept or reject any/all proposals without any reason thereof or funding constrains.

In-charge Procurement, National Rural Support Programme,
IRM Complex, #7 Sunrise Avenue, Park Road, Chakshahzad, Near COMSATS University,
Islamabad, Ph: 051-8746170-3

<table>
<thead>
<tr>
<th>Details Sheet</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Date of commencement of Tender Document (available on NRSP website)</td>
</tr>
<tr>
<td>2. Last date and sending queries/request for clarifications/questions to NRSP</td>
</tr>
<tr>
<td>3. Last date for replies by NRSP to bidder (also will be uploaded on the</td>
</tr>
<tr>
<td>NRSP website with tender documents)</td>
</tr>
<tr>
<td>4. Last date and time for receipt of Tender Document</td>
</tr>
<tr>
<td>5. Date and Time of Technical Proposal Opening</td>
</tr>
<tr>
<td>6. Name of Purchaser</td>
</tr>
<tr>
<td>7. Method of Selection</td>
</tr>
<tr>
<td>8. Date and Time of Technical Proposal Opening</td>
</tr>
<tr>
<td>9. Place of submission and opening of Tenders</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>10. Address for communication</td>
</tr>
<tr>
<td>11. Contact to Bidders</td>
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<td></td>
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<td></td>
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</tbody>
</table>

**Note:** Technical/Financial Proposals will be opened in presence of the bidder’s representative who chooses/authorized to attend.
1. **Introduction**

Established in 1991, NRSP is the largest Rural Support Programme in the country in terms of outreach, staff and development activities. It is a not for profit organization registered under Section 42 of Companies Ordinance 1984. NRSP's mandate is to alleviate poverty by harnessing people's potential and undertake development activities in Pakistan. It has a presence in 56 Districts in all the four Provinces including Azad Jammu and Kashmir through Regional Offices and Field Offices. NRSP is currently working with more than half a million poor households organized into a network of more than 115,076 Community Organizations. With sustained incremental growth, it is emerging as Pakistan's leading engine for poverty reduction and rural development.

2. **Procurement details.**

Below is the complete list of machinery required with detailed specifications.

**Combine Harvesters with Cutting Platforms for Wheat, Rice & Corn**  
*(Quantity: 3 units)*

<table>
<thead>
<tr>
<th>Specification</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Horsepower</td>
<td>230</td>
</tr>
<tr>
<td>Transmission</td>
<td>4x4, Hydrostatic</td>
</tr>
<tr>
<td>Cabin</td>
<td>Cab with HVAC, command arm for easy control with header height control, Performance monitoring system</td>
</tr>
<tr>
<td>Grain Tank Capacity</td>
<td>5 m³ (minimum)</td>
</tr>
<tr>
<td>Separation type</td>
<td>Cylinder tine separator</td>
</tr>
<tr>
<td>Wheat &amp; Rice Header Width</td>
<td>17 feet (minimum)</td>
</tr>
<tr>
<td>Corn Header No. of Rows</td>
<td>6</td>
</tr>
<tr>
<td>Corn Header Row Spacing</td>
<td>65 cm</td>
</tr>
</tbody>
</table>

**Tractor – 95 HP 4WD**  
*(Quantity: 1 unit)*

<table>
<thead>
<tr>
<th>Specification</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Horsepower</td>
<td>95, 4X4</td>
</tr>
<tr>
<td>Gears</td>
<td>12x4 (minimum)</td>
</tr>
<tr>
<td>Hydraulic system</td>
<td>Open center</td>
</tr>
<tr>
<td>Selective control valve</td>
<td>2 (minimum)</td>
</tr>
<tr>
<td>Cabin</td>
<td>Cab with HVAC</td>
</tr>
<tr>
<td>Tyre Size</td>
<td>Front R 24 (minimum)</td>
</tr>
<tr>
<td>Fuel Capacity</td>
<td>150 liter (minimum)</td>
</tr>
<tr>
<td>Differential lock</td>
<td>Auto</td>
</tr>
<tr>
<td>Lifting Capacity</td>
<td>24 KN (minimum)</td>
</tr>
</tbody>
</table>

**Mechanical Seed Drill**  
*(Quantity: 1 unit)*

<table>
<thead>
<tr>
<th>Specification</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>No. of Rows</td>
<td>29</td>
</tr>
<tr>
<td>Row Spacing</td>
<td>12 cm</td>
</tr>
<tr>
<td>Seed Tank Capacity</td>
<td>350 liters (minimum)</td>
</tr>
<tr>
<td>Fertilizer Tank Capacity</td>
<td>200 liters (minimum)</td>
</tr>
<tr>
<td>Tool bar length</td>
<td>3.5 m (minimum)</td>
</tr>
</tbody>
</table>
3. **Submission of Proposals**

The Proposal, as well as all related correspondence exchanged by the Interested Parties (Bidders) and NRSP, shall be in the English language.

In preparing their Proposal, Bidders are expected to examine in detail the tender documents. Material deficiencies in providing the information requested may result in rejection of the Proposal.

The original Proposal (Technical Proposal and Financial Proposal) shall contain no interlineations or overwriting, except as necessary to correct errors made by the Bidder themselves. The person who signed the Proposal must initial such corrections. Submission letters for both Technical and Financial Proposals should respectively be addressed to NRSP in the manner so required.

**If the proposal is not submitted in the prescribed formats or any of the item in the as mentioned above, the proposal is liable for outright rejection. All the required documents must be attached/provided.**

Once the proposal is submitted in sealed cover by the bidder, NRSP will not accept any addition / alterations / deletions of the proposal. However, NRSP reserves the right to seek clarification or call for supporting documents from any of the bidders, for which the concerned bidder will need to submit the documentary evidence(s) as required by NRSP.

Any Proposal, submitted with incorrect information will be liable for rejection. Further, if any bidder is found to have submitted incorrect information at any time, he may be debarred from participation in the future tendering processes.

An authorized representative of the Bidder shall initial all pages of the original Technical and Financial Proposals. The authorization shall be in the form of a written power of attorney accompanying the Proposal or in any other form demonstrating that the representative has been duly authorized to sign. The signed Technical and Financial Proposals shall be marked “Original”.

The Technical Proposal shall be marked “Original” or “Copy” as appropriate. The Technical Proposals shall be sent to the address as given in Details Sheet, one “Original” and one “Copy”. All required copies of the Technical Proposal are to be made from the original. If there are discrepancies between the original and the copies of the Technical Proposal, the original shall prevail.

The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked “Technical Proposal” Similarly, the original Financial Proposal shall be placed in a sealed envelope and clearly marked “Financial Proposal” followed by the name of the Assignment, and with a warning “Do Not Open With The Technical Proposal.” The envelopes containing the Technical and Financial Proposals shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address and title of the Assignment, clearly marked “Do Not Open, Except In the Presence Of the opening committee, and Before Submission Deadline”.
NRSP shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may constitute a case for rejecting the Proposal. If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Proposal non-responsive.

The Proposals must be sent to the address/addresses and received by NRSP not later than the time and the date indicated in the Details Sheet, or any extension to this date. Any Proposal received by NRSP after the deadline for submission shall be returned unopened.

NRSP shall open the Technical Proposal immediately after the deadline for submission as given in the Details Sheet. The envelopes with the Financial Proposal shall remain sealed and securely stored.

3.1 Basic Documents to be submitted
The provision of the following documents (with Technical Proposal) is mandatory and omission of any of the same may lead to rejection of the proposal:

i. Documents regarding legal status of the bidder (registration with the Securities & Exchange Commission of Pakistan or the Registrar of Bidders, and or professional Bodies).

ii. List of relevant experience of the bidder in all three areas (Supply of agriculture farm machinery, Agriculture farm operations and Technical strength to provide after sales services) of the assignment.

iii. Income tax returns for the last three years.

iv. CVs of key relevant staff permanently employed with the Bidder for their relevant experience of the task and assignment.

v. Undertaking that the Bidder has not been blacklisted or debarred by any Government/Semi-Government Organization or Private Organization on Rs.100/- Judicial paper duly attested by the Notary Public, (Format attached as Annex A).

vi. NTN & STR Number and valid registrations with professional bodies like SECP, Chamber of Commerce etc.

3.2 Technical Proposal Format and Contents:
The Technical Proposal shall provide the information indicated in the following paras from (a) to (k), for the description of the approach, methodology and work plan of the Technical Proposal.

(a) A detailed description of the Agriculture Farm Machinery listed as per clause 2 to these Tender Documents.

(b) Easy and timely availability of spare parts and after sales services for the machinery and machinery offered in the tender.

(c) Market share of the brand in the world for the imported machinery and equipment to be supplied.

(d) Bidder’s guarantees, nature of warranties and warranty period.

(e) Bidder’s experience in manufacturing / supply of agriculture farm machinery for the intended services.

(f) Distribution certificate by the principal / manufacturer for the supply the supply and maintenance of machinery and equipment in Pakistan.
(g) Bidder’s technical team’s education and experience.
(h) Bidder’s own experience of agriculture farming.
(i) Any other requirements deemed necessary by NRSP for the evaluation of the Tender.

**The technical proposal shall not include any financial information.**

### 3.3 Financial Proposal Format and Contents:
The Financial Proposal shall list all costs associated with the machinery and equipment to be supplied at NRSP’s Sight which is Shekhupura, Punjab, Pakistan.

(a) Bid Security @2% of the total deliverable in the shape of Call deposit/Pay Order/Demand Draft/cashier cheque in the name of NRSP.

(b) Validity of the financial proposal.

(c) Other terms of conditions (if any).

### 3.4 The Bidder should take care in submitting the proposals and ensure that enclosed papers are not found loose and should be properly numbered and submitted in a file in proper manner so that the papers do not bulge out and tear during scrutiny.

### 3.3 Last Date of Submission is 30th April, 2018 till 3:00 pm local time.

### 3.4 The proposals to this tender must be submitted in original hard copy not later than 30th April, 2018 till 3:00pm local time to the point of contact given below. Electronic proposals will not be entertained. Any proposals delivered after due date and time will be considered non-responsive and disqualified from further consideration.

### 3.5 The proposals should be marked/addressed as:

(Technical and Financial Proposal for Supply of Hitech Agriculture Farm Machinery Tender# NRSP-HTM/2018/01)

Procurement Committee
National Rural Support Programme
IRM Complex, 7, Sunrise Avenue, Park Road, Chak Shehzad,
Near COMSATS University, Islamabad.
Ph:+92-51-8746170-3

### 3.6 NRSP reserves the right for conducting pre-shipment inspection by its own personnel or reputed third parties. The selected bidder has to offer machinery for inspection in such a manner that it does not affect the delivery schedule.

### 3.7 The offer should remain valid for a period of 90 days from the closing/submission date. Any offer falling short of the validity period is liable for rejection. If a bidder extend proposal validity period then will also extend the security period.

### 3.8 Alternative option, if there is any alternate option then it mentioned separately in proposal. Alternative options benefits should be clearly mentioned.

### 3.9 Clearance of the machinery from Tax Authorities would be the responsibility of the bidder.

### 3.10 Selected bidder must undertake to provide NRSP, the consignment note number(s) by which the machinery ordered had been dispatched from their site, so as to have online / web access to the tracking system of physical movement of the consignments sent through courier.

### 3.11 The bidder may withdraw its offer after its submission, provided that written notice of withdrawal is received by NRSP prior to the closing date and time prescribed for submission of tender documents. No offer can be withdrawn by the bidder subsequent to the closing date and time for submission of offers.
4 Deliverables
Hitech Agriculture Farm Machinery as per section 2.

5 Terms of Proposal

5.1 Bid Security
All bidders shall furnish Security Deposit equivalent to **2% of the Cost of Deliverables** in the form of Call deposit/Pay Order/Demand Draft/cashier cheque in favor of NRSP. Cheque will not be accepted in any case. After selection of successful bidder, NRSP will return/release the bid security to the unsuccessful bidders.

6 Evaluation Process for Proposal

6.1 The Evaluation Committee shall evaluate the Technical Proposals on the basis of their responsiveness to the tender documents, applying the evaluation criteria, sub-criteria, and point system specified in Evaluation Criteria. Each responsive Proposal will be given a technical score (St). A Proposal shall be rejected at this stage if it does not respond to the requirements or if it fails to achieve the minimum technical score indicated in evaluation criteria.

6.2 NRSP will scrutinize the offers to determine whether it is complete, whether errors have been made in the offer, whether required technical documentation has been furnished and whether the documents have been properly signed. Offers with incorrect information or not supported by documentary evidence, wherever called for, would be summarily rejected. However, NRSP, at its sole discretion, may waive any minor non-conformity or any minor irregularity in an offer. NRSP reserves the right for such waivers and this shall be binding on all bidders.

6.3 From the time the Proposals are opened to the time the Contract is awarded, the Bidder should not contact NRSP on any matter related to its Technical and/or Financial Proposal. Any effort by Bidder(s) to influence NRSP in the examination, evaluation, ranking of Proposals, and recommendation for award of Contract may result in the rejection of the particular Proposal.

6.4 The Evaluation Committee, while evaluating Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.

6.5 After the technical evaluation is completed, NRSP shall inform the Bidders, who have submitted Proposals, the technical scores obtained by their Technical Proposals, and shall notify those Bidders whose Proposals did not meet the minimum qualifying marks or were considered non-responsive to the tender, that their Financial Proposals shall be returned unopened after completing the selection process. NRSP shall simultaneously notify in writing the Bidders that have secured the minimum qualifying marks, the date, time and location for opening of the Financial Proposals. Bidders’ attendance at the opening of Financial Proposals is mandatory. The opening date shall be set so as to allow interested Bidders sufficient time to make arrangements for attending the opening.

6.6 Financial Proposals shall be opened publicly in the presence of the Bidders’ representatives who choose to attend. The names of the Bidders, and the technical scores of the Bidders shall be read aloud.

6.7 The Financial Proposals of the Bidders who met the minimum qualifying marks shall then be inspected to confirm that they have remained sealed and unopened (financial proposals of the bidders failed to secure minimum score threshold in the technical evaluation shall returned unopened). The Financial Proposals of technically qualified bidders shall then be opened, and the total prices of each Bidder read aloud and recorded.
6.9 The Selection Committee will correct any computational errors. When correcting computational errors, in case of discrepancy between a partial amount and the total amount, or between words and figures, the former will prevail.

6.10 The lowest evaluated Financial Proposal (Fm) will be given the maximum financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals will be computed as: 
\[ S_f = 100 \times \frac{F_m}{F} \]
where Sf is the financial score, Fm is the lowest price and F the price of the proposal under consideration.

6.11 Proposals will be ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) indicated: 
\[ S = St \times T\% + S_f \times P\% \]
The Bidder achieving the highest combined technical and financial score will be invited for finalization of Contract.

6.12 For proper scrutiny, evaluation and comparison of offers, NRSP may, at its discretion, ask some or all bidders for clarification of their offer. The request for such clarifications and the response will necessarily be in writing.

7 Evaluation Criteria
Criteria, sub-criteria, and point system for the evaluation of Technical Proposals are:

Points
(i) Machinery and Equipment to be supplied: [100]
- Fulfilment of technical specification of the machinery and equipment [60]
- Brand recognition in the world and market share against the supply of intended Machinery & Equipment [30]
- Certificate on Authorization & Training of the Bidder by the Principal / Manufacturer for Pakistan [10]
Total = (A1)

(ii) After Sales Services: [100]
- Relevance of technical staff’s profile: [Total: 25 marks]
  i. Qualification (10 marks)
  ii. Experience. At least 2 engineers with 15 years of working experience (0.5 marks for each year’s experience of each engineer)
- Trainings of At least 2 engineers from Principal (10 marks for each trained engineer) [Total: 20 marks]
- Proof of after-sales service delivery (any pictures would be preferred) [10 marks]
- Easy and timely availability of Spare Parts [10 marks]
- Relevant experience & background [10 marks]
- Guarantees / Warranties and Warrantee Period [10 marks]
- Experience of delivering trainings to farmers [15]
Total= (A2)

(iii) Bidder’s Profile: [100]
  a) Legal status [Total: 10 marks]
  i. Individual (2 marks)
  ii. Partnership (6 marks)
  iii. Private or Public Limited Company (10 marks)
b) Company profile [Total: 35 marks]
   i. Years of experience (Less than 3 years = 2 marks. 5 years or less = 6 marks. More than 5 years = 10 marks)
   ii. Understanding (10 marks)
   iii. Innovativeness (15 marks)

c) Agriculture farming background [20 marks]

d) Association with a large-scale farm for R&D [15 marks]

e) List of clients [10 marks]

f) Letter of satisfaction from clients [10 marks]

Total = (A3)


The minimum technical score (St) required to pass is: 65 Points

2.11 The formula for determining the financial scores is the following:

\[ S_f = 100 \times \frac{F_m}{F} \]

in which \( S_f \) is the financial score, \( F_m \) is the lowest price and \( F \) the price of the proposal under consideration.

The weights given to the Technical (T) and Financial Proposals (F) are:

Technical = 70%

Financial = 30%

8 Fees and payment Schedule
8.1 Payment will be made after the complete and satisfactory delivery of Equipment to the designated delivery site or as agreed.

8.2 Taxes will be deducted from all the invoices/payments as per prescribed law of Govt. of Pakistan. Tax challan will be provided within 3-4 weeks of the payment.

9 Paying Authority

The payments as per the Payment Schedule covered herein above shall be paid by NRSP. However, Payment of the Bills would be payable on receipt of advice/confirmation for satisfactory delivery.

Following Documents are to be submitted for Payment:

1. Bill
2. GST Invoice
3. Duly acknowledged Delivery Challan/installation report.
4. Material Received Note (MRN) if issued by NRSP.

10 Delivery Schedule

10.1 The Selected bidder must undertake to deliver the equipment ordered, to NRSP Hitech Agriculture Farm Service Center Shekhupura, Punjab, Pakistan within the time offered in the proposals from the date of the Purchase Order. However, Delivery schedule may be changed under special circumstances at the discretion of NRSP.

10.2 NRSP reserves right to shift the ordered equipment to any location where it has presence, anywhere in Pakistan, either during the warranty.

11 Warranty & Maintenance
11.1 The bidder shall be fully responsible for the defected items and will be responsible to replace at his own cost with the same make/model of the equipment. All the machinery required should have warranty from the date of supply/installation.

12 Penalty for Downtime
In case of delay in the supply of material against the terms indicated in the purchase order, the bidder will have to pay a fine of 0.5 % (Half) percent of the balance qty for each day of delay. If shipment is delayed for more than 15 days NRSP has the right to unilaterally cancel the contract and his bid security will be forfeited.

13 Penalty On Liquidated Damages for delayed supply
In case the delivery is delayed beyond the stipulated date of delivery, ‘Liquidated damage for late delivery @ one half of one percent (0.5%) of the order value for each day of delay or part thereof would be imposed, subject to maximum of 10% if the delay is for 10 days or more. The penalty for late delivery will be deducted from the bill amount.

14 Currency
All prices shall be expressed in Pakistani Rupees only.

15 Cost of Process
The bidder shall bear all the costs associated with the preparation and submission of proposals & samples and NRSP will in no case be responsible or liable for these costs regardless of the conduct or outcome of the bidding process.

16 Bidding Document
The bidder is expected to examine all instructions, forms, Terms and Conditions and specifications in the Bidding Document. Submission of a proposal not responsive to the Bidding Document in every respect will be at the bidder’s risk and may result in the rejection of its proposal without any further reference to the bidder.

17 Deadline For Submission of proposals
Proposals must be received by NRSP at the address specified in the Bid Document not later than the specified date and time as specified in the Bid Document. In the event of the specified date of submission of bids being declared a holiday for NRSP, the proposals will be received up to the appointed time on next working day.
NRSP may, at its discretion, extend this deadline for submission of proposals by amending the bid documents.

18 Confidentiality Statement
All data and information received from NRSP for the purpose of this assignment is to be treated confidentially and is to be used ONLY in connection with the execution of these bidding documents. All intellectual property rights arising from the execution of these documents are assigned to NRSP. The contents of written materials obtained and used in this assignment may not be disclosed to any third parties without the expressed advance written authorization of NRSP.
NRSP may then disclose the draft, final report and/or any related information to any person and for any purpose they may deem appropriate.
19 General Terms & Conditions
19.1 NRSP does not bind itself to accept the lowest or any proposal and reserves the right to reject any or all proposals at any point of time prior to the issuance of purchase order without assigning any reasons whatsoever.
19.2 NRSP reserves the right to resort to re-tendering without providing any reason whatsoever. NRSP shall not incur any liability on account of such rejection.
19.3 NRSP reserves the right to modify any terms, conditions or specifications for submission of offer and to obtain revised proposals from the bidders due to such changes, if any.
19.4 Canvassing of any kind will be a disqualification and NRSP may decide to cancel the bidder from its empanelment.
19.5 Bidder/Supplier code of conduct is attached for required compliance as Annex B.

20 Rejection of the Proposal
The proposal is liable to be rejected if:

- The document doesn’t bear signature of authorized person.
- It is received through Telegram/Fax/E-mail.
- If the proposal is submitted without or less or not in required type the bid security deposit.
- It is received after expiry of the due date and time stipulated for proposal submission.
- Incomplete proposals, including non-submission or non-furnishing of requisite documents / Conditional proposals / proposals not conforming to the terms and conditions stipulated in this tender document are liable for rejection by NRSP.

21 Modifications and Withdrawal of Proposals
Proposals once submitted will be treated, as final and no further correspondence will be entertained on this.

- No proposal will be modified after the deadline for submission of proposals.
- No bidder shall be allowed to withdraw the proposal, if the bidder happens to be a successful bidder.

22 Proposal Opening And Evaluation
- NRSP will open the proposals, in the presence of bidder’s representative(s) who choose/authorized to attend, at the time and date mentioned in Bid document at the address mentioned at bidding details.
- The bidder’s representatives who are present shall sign the sheet evidencing their attendance. In the event of the specified date of proposal opening being declared a holiday for NRSP, the proposals shall be opened at the appointed time and place on next working days.
- Bidders satisfying the technical requirements as determined by NRSP and accepting the Terms and Conditions of this document shall be short-listed.
- Decision of NRSP in this regard shall be final and binding on the bidders.
- The contract will be awarded only to the successful responsive bidder.
- NRSP reserves the right to negotiate with Second, third bidder etc. if successful bidder is not able to supply the deliverables and his bid security will be forfeited.
23 Clarifications Of Proposals
To assist in the examination, evaluation and comparison of proposals NRSP may, at its discretion, ask the bidder for clarification. The response shall be in writing and no change in the substance or price of the proposal shall be sought, offered or permitted.

24 NRSP’s Right To Accept Or Reject Any proposal Or All proposals
NRSP reserves the right to accept or reject any proposal and annul the bidding process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the ground for NRSP’s action.

25 Governing Laws And Disputes
All disputes or differences whatsoever arising between the parties out of or in relation to the meaning and operation or effect of these Tender Documents or breach thereof shall be settled amicably. If however the parties are not able to solve them amicably, the same shall be settled by arbitration in accordance with the applicable Pakistani Laws, and the award made in pursuance thereof shall be binding on the parties. The Arbitrator/Arbitrators shall give a reasoned award.

26 Placement Of Order and Acceptance
Once the Contract is awarded to the Bidder, NRSP shall publish details on the website, promptly notifying all Bidders which submitted proposals, and return the unopened Financial Proposals to the Bidders that were disqualified or failed to achieve the minimum technical score.

Contract finalization meeting shall be held, the invited Bidder will, as a pre-requisite for attendance at the meeting, ensure availability of all professional staff. Failure in satisfying such requirements may result in the Bidder being disqualified on the grounds of wilful misrepresentation, and NRSP proceeding to the next-ranked Bidder. Representatives finalizing on behalf of the Bidder must have written authority to conclude the Contract.

The bidder shall give acceptance of the order placed on it within 5 days from the date of order, failing which, NRSP shall have right to cancel the order.

27 Authorized Signatory
The bidder should indicate the authorized officials from their organization who can discuss, correspond, sign agreements / contracts, raise invoice and accept payments and also to correspond. The bidders should furnish proof of signature of the authorized personnel for above purposes as required by NRSP.

28 Appeals
Bidders believing that they have been harmed by an error or irregularity during the award process may file a complaint to NRSP at complaints@nrsp.org.pk.
Annex A

Declaration of Eligibility
To whom it may concern
(To be submitted on Rs.100/- judicial paper)

Date:
I, the undersigned representative of M/s. .......................................................... ................................
having its office at .............................................................................................................

Do hereby affirms that our company/firm/organization is eligible because we;

• Are registered company/firm/organization.
• Are registered with NTN/STN.
• Are not bankrupt or in the process of going bankrupt.
• Have not been convicted for an offense concerning professional conduct.
• Have not been guilty of grave professional misconduct (proven by any means which the
contracting authorities can justify).
• Have fulfilled obligations related to payment of taxes.
• Are not guilty of serious misinterpretation in supplying information.
• Are not in situations of conflict of interest (with prior relationship to project or family or
business relationship to parties in NRSP)
• Were not declared at serious fault of implementation owing to a breach of their contractual obligations
• Have no relation, direct or indirect, with any terrorist or banned organizations.
• Are not on any list of sanctioned parties issued by the Pakistan Government, DIFD, USAID, UN agencies,
European Union and others.
• Are not blacklisted by any Local/International organization, Government/semi Government department,
NGO or any other company/organization.
• Have not been reported for/under litigation for child abuse.

Declared By:

(Signature) ___________________________________________  Witness by: _______________________

(Name & Designation)  ___________________________________________  Signature: _______________________

_________________________________________  Name: _______________________

_________________________________________  CNIC: _____________________________
Code of Conduct and Ethics
(Non-Employee, consultants, vendors and third parties)

Upholding ethical standards protects the integrity, fairness, and transparency of the procurement process.

As a consultant/Vendor professional objective is to assist NRSP to add value to their enterprise, whether that enterprise takes the form of a business, a not-for-profit organization or any element of government.

As a consultant/vendor requires adherence to this Code of Conduct and Ethics as a condition of relation. All consultants/vendors have pledged to abide by the NRSP’s Code of Conduct and Ethics and their voluntary adherence to the Code signifies the self-discipline of the profession.

All individuals (non-employees) contracted or functionally related to NRSP, including executing entities and third-party vendors: -

1. Will serve NRSP with integrity, competence, objectivity, independence and professionalism.
2. Will only accept assignments that they are competent to perform; and will only assign staff or engage colleagues with knowledge and expertise relevant to the assignment.
3. Before accepting any assignment will establish with NRSP realistic expectations of the objectives, scope, expected benefits, work plan and fee structure of the assignment.
4. Will treat all confidential NRSP information appropriately; will take reasonable steps to prevent access to confidential information by unauthorized people and will not take advantage of proprietary or privileged information, for use by them or others, without the NRSP's permission.
5. Will avoid conflicts of interest, or the appearance of such, and will disclose to NRSP immediately any circumstances or interests that they believe may influence their work, judgment or objectivity.
6. Will not contact NRSP during the any pre-solicitation or evaluation phase in which participated, unless NRSP contact for any information.
7. Will offer to withdraw from assignment when they believe their objectivity or integrity may be impaired.
8. Will inform NRSP immediately if there is any change is contact person, email, address, directors, release of any of his/her employee or any such information which could be necessary for NRSP record.
9. Will represent the profession with integrity and professionalism in their relations with NRSP, colleagues and the general public.
10. Will report to appropriate authorities within or external to NRSP organization any occurrences of malfeasance, dangerous behavior or illegal activities discovered during the course of an assignment.
11. Will not offer commissions, gift, bribe, remuneration, or other benefits from himself or from a third party in connection with any assignment to NRSP, and will disclose in advance any financial interests.
12. Will promote adherence to the Code of Conduct and Ethics by all other staff working on their behalf.
13. Strive to treat all persons of NRSP with respect and courtesy in accordance with applicable international and national conventions and standards of behavior;

14. Never intentionally commit any act or omission that could result in physical, sexual or psychological harm to the beneficiaries we serve, or to their fellow workers;

15. Not condone or intentionally participate in corrupt activities or illegal activities. While respecting and adhering to these broader frameworks of behavior,

16. Shall not harass, discriminate, or retaliate against any other consultant/vendor or any member of society.

17. Shall make themselves available and fully participate in all administrative inquiries with completely honesty.

18. No NRSP employees shall solicit anything of value from a citizen or business for services that the NRSP is expected to provide.

19. Shall not remove NRSP property from its assigned place for personal use. Defacing or destroying NRSP property is vandalism and shall be dealt strictly.

20. Will not permit considerations of race, gender, nationality, religion, politics, sexual orientation or social status to influence professional behavior or advice.

21. Will be respectful of those whose wellbeing may be contingent. Will diligently apply objective judgment to all consulting assignments, based on the best information available. Will conduct independent research and analysis where possible, and will consult with colleagues and others who can help inform the judgment.

22. Will not use any services, goods, materials, technology and/or equipment provided by or paid for by NRSP for illegal, inappropriate, or otherwise disruptive activities, or in support of such activities.

23. Shall not place or display non-official notices in NRSP premises without prior written approval from the appropriate authority.

24. Shall not possess unauthorized weapons, illegal drugs, or alcohol on NRSP premises.

25. Shall strictly follow the NRSP’s workplace policies while on any NRSP premises.

This Code of conduct is not exhaustive and may not anticipate every situation which may morally, ethically, professionally, legally compromise the employees or NRSP interests. In this regard NRSP expects to use sound judgment. However, compliance with this Code is a mandatory obligation owed by all consultants, third party vendors etc. Breach of this Code or any requirements mentioned in these Rules will result in disciplinary action and may lead up to cancellation of work order/registration including legal action or other appropriate disciplinary actions.
Anti-Money Laundering and Anti-Terrorism Financing Policy

Policy

“It is the policy of the NRSP to prohibit and actively prevent money laundering and any activity that facilitates money laundering or the funding of terrorism or criminal activities” by complying with all applicable requirements under the Anti-Money Laundering Act 2010 (Act No. VII of 2010 - an Act to provide for prevention of money laundering) and Anti-Terrorism (Second Amendment) Act, 2014 and its implementation regulations. Recently under the national action plan and SECP regulations money laundering has been identified as a major cause for corruption and criminal activities. Therefore, NRSP is very sensitive to ensuring that our platform is not used for any such purposes.
Proposal submission letter format
(to be submitted on the organization/firm letter head)

(Date of submission)

The National Rural Support Programme
IRM Complex, 7th Sunrise Avenue, Park Road,
Near COMSATS University, Islamabad.

Subject: Technical Proposal for Supply of Hitech Agriculture Farm Machinery Tender# NRSP-HTM/2018/01

Please find enclosed our Technical Proposal in respect of subject tender. Our proposal is valid till (mention date).

We understand that the proposal submitted herein may require further discussions and changes based on such discussions. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations. We understand that NRSP may accept or reject our proposal without giving any reason.

________________________
Yours sincerely,
(Signature)
(Name)
(Designation)
Proposal submission letter format
(to be submitted on the organization/firm letter head)

(Date of submission)

The National Rural Support Programme
IRM Complex, 7th Sunrise Avenue, Park Road,
Near COMSATS University, Islamabad.

Subject: Financial Proposal for Supply of Hitech Agriculture Farm Machinery Tender# NRSP-HTM/2018/01

Please find enclosed our Financial Proposal in respect of subject tender. Our proposal is valid till (mention date).

We understand that the proposal submitted herein may require further discussions and changes based on such discussions. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations. We understand that NRSP may accept or reject our proposal without giving any reason.

________________________
Yours sincerely,
(Signature)
(Name)
(Designation)