PAKISTAN TOBACCO BOARD

DETAIL BIDDING DOCUMENT

REPAIR AND CONSTRUCTION OF BOUNDARY WALL & GRILL AT TOBACCO RESEARCH STATION, MARDAN

1. Invitation to Bid

Bids are invited through EPADS from eligible and registered firms having valid registration with the relevant authorities and experience in civil and fabrication works for repair and construction of the boundary wall at Tobacco Research Station (TRS), Mardan. The scope of work is as follows:

- The firm shall obtain and reuse the bricks recovered by dismantling the existing boundary wall, approximately 643 running feet long and 5.5 feet high overall. Any additional new bricks required shall also be arranged by the firm.
- The reconstructed boundary wall shall be built close to the existing wall. It shall consist of a 2-foot-high damp-proof course (DPC) at the bottom and 3.5 feet of brick masonry above the DPC, with a wall thickness of 9 inches.
- A concrete pillar shall be provided at every 10 feet to anchor the grill.
- The wall shall have a 1-foot-high concrete base, in addition to the specified wall height.
- Struck pointing shall be done on the brickwork on both sides of the wall.
- Repair and installation of the main gate, 15 feet wide, along with an additional small gate, 3.5 feet wide.

2. Instructions to Bidders

1. Procurement shall be carried out in accordance with the Public Procurement Rules, 2026 and the bidding documents.
2. Only duly registered firms are eligible to participate. Bids submitted by individuals in their personal capacity shall not be entertained.
3. The terms and conditions contained in the bidding documents shall be strictly enforced.
4. Each firm shall submit one complete bid through EPADS, comprising its financial offer and all required supporting information/documents. The bid shall be submitted and opened under the Single Stage–One Envelope procedure; there shall be no separate opening of technical and financial envelopes.
5. Bids must include all supporting documents, undertakings and valid documentary evidence required under the bidding documents. Incomplete or non-responsive bids shall be dealt with in accordance with the Public Procurement Rules, 2026.

3. Mode of Advertisement and Response Time

The procurement notice shall be published on EPADS, the PPRA website and the PTB website, in accordance with Rule 18 of the Public Procurement Rules, 2026.

4. Type and Procedure of Bidding

The procurement shall be conducted through Open Competitive Bidding using the Single Stage–One Envelope procedure under Rule 28(a), of the Public Procurement Rules, 2026. Each firm shall submit one bid through EPADS containing its financial proposal and the required technical/supporting information, if any. All bids shall be opened and evaluated in accordance with the procedure and criteria specified in the bidding documents.

5. Terms and Conditions

i. Eligibility of Firms

An eligible firm shall:

- have valid registration with the Federal Board of Revenue (FBR) for Income Tax and, where applicable, Sales Tax, as well as any other registration required by law;
- be an active taxpayer on the Active Taxpayer List, where applicable;
- have relevant experience in civil construction/repair and fabrication works;
- not be blacklisted or debarred by any competent authority.

ii. Amendment of Bidding Documents

- PTB may, at any time before the deadline for submission of bids, amend the bidding documents on its own initiative or in response to a request for clarification submitted by a firm.
- Any amendment shall form an integral part of the bidding documents and shall be communicated to all prospective bidders through EPADS.
- PTB may extend the deadline for submission of bids where considered necessary. Any such extension shall be notified through EPADS, and the revised deadline shall apply to all participating firms.

iii. Bid Currency

Firms shall quote prices in Pakistani Rupees only. Payments shall also be made in Pakistani Rupees.

iv. Bid Validity

The bid validity period shall be ninety (90) days from the date of opening of bids. Any request for extension and the response thereto shall be made through EPADS in accordance with Rule 37 of the Public Procurement Rules, 2026. A firm agreeing to an extension shall not be permitted to modify the substance of its bid.

v. Bid Security

Each firm shall furnish bid security of Rs. 80,000/- in the form of Demand Draft/CDR in favour of the Chairman, Pakistan Tobacco Board, unless the bidding documents specify an alternative instrument permitted under Rule 36. The bid security shall not exceed the maximum percentage of the estimated procurement value prescribed under Rule 36 of the Public Procurement Rules, 2026. Cheques and crossed cheques shall not be accepted.

- Bid security of unsuccessful firms shall be returned after completion of the procurement process in accordance with the applicable rules.
- The bid security of the successful firm shall be returned upon submission and acceptance of the required performance guarantee, where applicable.
- Bid security may be forfeited in accordance with the bidding documents if the successful firm refuses to accept the Letter of Acceptance or fails to furnish the required performance guarantee.

vi. Clarifications

Requests for clarification shall be submitted through EPADS within the period specified in Rule 38 of the Public Procurement Rules, 2026. PTB's response shall be communicated through EPADS to all participating firms.

vii. Evaluation of Bids

All bids shall be evaluated in accordance with the evaluation criteria and terms and conditions specified in the bidding documents, as required under Rules 41 and 42 of the Public Procurement Rules, 2026. No evaluation criterion not disclosed in the bidding documents shall be applied.

viii. Rejection and Acceptance of Bids

PTB reserves the right to reject any or all bids in accordance with Rule 45 of the Public Procurement Rules, 2026. A bid may be rejected if it is substantially non-responsive, incomplete, conditional, late, unsupported by required documents or otherwise fails to meet the requirements specified in the bidding documents. The procurement process may be cancelled or re-bidding undertaken in accordance with the applicable rules.

PTB may increase or decrease the quantity of any item only where permitted under the bidding documents and applicable rules, without changing the quoted unit rates or other contractual terms.

ix. Contact with the Procuring Agency

No firm shall attempt to influence PTB or any member of the Bid Evaluation Committee in relation to the evaluation, comparison or award of the contract. Any canvassing or attempt to influence the procurement process may result in rejection of the bid in accordance with the applicable rules.

x. Announcement of Evaluation Results

The final bid evaluation report, including brief reasons for acceptance or rejection of bids, shall be announced and published on EPADS and the relevant websites in accordance with Rule 48 of the Public Procurement Rules, 2026, before award of the contract.

xi. Award of Contract

The contract shall be awarded to the lowest evaluated responsive firm, in accordance with the evaluation criteria and terms specified in the bidding documents and the Public Procurement Rules, 2026.

xii. Letter of Acceptance and Contract

After completion of the evaluation and approval by the competent authority, a Letter of Acceptance shall be issued to the successful firm. The contract shall come into force in accordance with Rule 55 of the Public Procurement Rules, 2026.

xiii. Performance Guarantee and Defect Liability

The successful firm shall furnish a performance guarantee as per the contract value, valid for one year, before commencement of work, where required under the bidding documents. The performance guarantee shall not exceed the limit prescribed under Rule 51 of the Public Procurement Rules, 2026. During the guarantee/defect-liability period, the firm shall be responsible for rectification of defects attributable to defective materials or workmanship.

xiv. Issuance of Work Order

The work order shall be issued to the successful firm after completion of the required formalities and entry into force of the procurement contract.