

**TENDER TERM OF REFERENCE (TOR)
HIRING FOR ARRANGEMENT OF FOREIGN GUEST VISITING PAKISTAN**

**SUGARCANE RESEARCH AND DEVELOPMENT BOARD (PUNJAB)
Ayub Agriculture Research Institute (AARI), Jhang Road, Faisalabad**

TENDER NOTICE NO. SRDB/03/2025

Overall Objective:

The objective of this Bid is to hire a reputable enterprises / firm registered in FBR/ PRA (Active Tax payer) & E-Punjab Acquisition and Disposal System (EPADS) through e bid for Hiring of Individuals / Sole Proprietors / firms to make arrangement for 2 way air ticket (Brazil-Pakistan-Brazil) boarding, lodging, logistics, transportation, and meal of the eminent scientist coming from Brazil for (up to 12-days & 11- Night). etc. No claim/expense other than quoted price will be entertained. SRDB will not be responsible for any costs or expense incurred by bidders in connection with the preparation or delivery of bid. Queries of the bidders for seeking any clarification may be sent by 27-10-2025, after that no query will be entertained. Bidders are also required to state in their proposals, the name title, contact no (land line, Mobile), and email address of bidder authorized representative through whom all communications shall be directed until the process has been completed or terminated.

Criteria of Evaluation:

"Quality Cost Based Selection Method" under "Single Stage Single Envelops Method" of selection under Punjab Procurement Regulatory Authority (PPRA), will be used. Financial Proposals of only technically qualified firms will be opened. The assignment will be awarded to the firm with lowest rates which will be quoted in bid.

Opening of Bids:

Sealed tender documents, prepared in accordance with the instructions in the tender documents must reach at office of, Chief Executive Officer, Sugarcane Research & Development Board Punjab, AARI, Jhang Road, Faisalabad by 06-11-2025 at 11:00 am noon. Tenders will be opened on the same day on 11:30 am in the presence of representatives of the participating firms, any how Financial Proposals of only technically qualifying firms will be opened.

Role and Objectives of Supplier:

The role of Supplier is to provide quality arrangements for the visit of eminent scientist.

- Ensure all arrangements comply with applicable safety, health, and quality standards.
- Handle any on-site issues or emergencies professionally and efficiently
- Provide hygienic and nutritious food & refreshments to the Guest and supporting staff.

The Bidder will quote the prices item wise (Inclusive of all applicable taxes).

Sr. No.	Description	Estimated Cost (inclusive of all taxes) (Rs.)	2 % Bid Security (Rs.)
1	Accommodation up to at Five Star (5*) Hotels at Lahore (4 days night stay), Faisalabad (3 days night stay), Bahawalpur (2 days night stay) and Rahim Yar Khan (2 days night stay) (Total 12 days & 11 nights)	1870,000	37,400
2	2-way Air Ticket (Sao Paulo-LHR-Sao Paulo)		
3	Travelling by road (Lahore, Faisalabad, Bahawalpur and Rahim Yar Khan)		
4	Entertainment (Lunch/Dinner)		

Payment by SRDB will be made on completion of the visit of the eminent Scientist after deducting all taxes. No advance payment will be allowed.

Technical and Financial Evaluation

Initial Screening / Technical Evaluation:

The following documents / certificates are the pre-requisite and may be used for Initial screening. The Firm will go in the next stage if it fulfills all the requirement of initial screening which are as under:

1. The firm must be registered in FBR" active tax payer & PRA.
2. Declaration on stamp paper regarding non-black listing / delisting
3. Taxpayer Registration Certificate (Income Tax / Sales Tax / PST)
4. Partnership Registration Certificate (in case of Partnership Firm).

Financial Evaluation:

Tenders will be opened on the same day on 11:30 am in the presence of representatives of the participating firms, anyhow Financial Proposals of only technically qualifying firms will be opened. The Tender will be awarded to enterprises / firms with lowest rates (inclusive of all applicable taxes) which will be quoted in bid.

(Dr. Shahid Afghan)
Chief Executive Officer
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