

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

TENDER NOTICE NO. SRDB/05/2025

1. SUGARCANE RESEARCH AND DEVELOPMENT BOARD (SRDB), an organization with the mandate to promote Sugarcane Research and modalities for investment while Facilitating High Quality Research, Development and Extension activities for the technical progress and Profitability of the Punjab Sugarcane Industry through Sustainable Production System.
2. SRDB intends to invites e-bids through EPADS <https://eprocure.gov.pk> for the arrangement of logistic & transportation on lot wise for the procurement from experienced and financially sound business enterprises/firms, register with income tax, sales tax and PRA departments as per Govt regulation with the status of active tax payer

Title of Work	Estimated Cost (inclusive of all taxes) (Rs.)	2 % Bid Security of Estimated Cost (Rs.)
Hiring of Individuals / Sole Proprietors / firms to make arrangement for 2 person Thai Delegate, Visa for Pakistan boarding, lodging, logistics, local transportation, and meal of the eminent scientist coming from Thailand (5 Days).	762,000/-	15,240/-

3. Tender documents containing detailed terms of reference, evaluation criteria and other related information are available at the office of undersigned which can be obtained on any working day within 15 days from the date of publication (9:00 am to 05:00 pm) and can also be downloaded from EPAD, PPRA & SRDB website <https://srdb.gop.pk/tenderjan2026delegate/>.
4. Single Stage Sigele Envelope Procedure will be used for open competitive bidding. The interested enterprises / firms will submit their sealed bids through EPAD”.
5. Signed tender documents, prepared in accordance with the instructions in the tender documents must be uploaded on EPADS by 27-01-2026 at 11:00 am. Tender will be opened on the same day on 11:30 am in the presence of representatives of the participating firms.
6. A bid security as cited above (Refundable, 2% of total estimated cost) in the form of CDR / Pay Order / Demand Draft in favor of “SUGARCANE RESEARCH & DEVELOPMENT BOARD” must be submitted in the office 27-01-2026 at 11:00 am
7. Incomplete or defective bids not conforming to the Bidding Documents will be rejected. In case, the firm is found Black-listed by any Department or provide false / misleading information, its Bid will be cancelled and will be recommended for punitive action.
8. *Sugarcane Research & Development Board (SRDB) reserves the right to reject all bids SRDB as per PPRA-Punjab Rule 35.*



(Dr. Shahid Afghan)
 Chief Executive Officer

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TENDER TERM OF

REFERENCE (TOR)

HIRING FOR ARRANGEMET OF FOREIGN GUEST VISITING PAKISTAN

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

TENDER NOTICE NO. SRDB/05/2025

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 person Thai Delegate, visa for Pakistan boarding, lodging, logistics, local transportation, and meal of the eminent / technical scientists coming from Thailand (5 Days). 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 19-01-2026, 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 27-01-2026 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 all taxes) (Rs.)	2 % Bid Security (Rs.)
1	Accommodation up to at Five Star (5*) Hotels (Avari) at Lahore (2 nights stay).	762,000	15,240
2	Entertainment (Lunch / Dinner) 10 Person (2 Guest, SRDB Officials/security Staff)		
3	Gift for the Delegation.		
4	Travelling (Local POL Lahore, Bahawalpur Lahore etc.)		
5	Farewell Lunch/Dinner 20 Person		
6	Printing Material (Banner, Flexes, Shields)		
7	Visa fee		

Payment by SRDB against Invoice will be made on completion of the visit of the eminent/ technical Scientists after deducting all taxes. No advance payment will be allowed. Contract will be awarded to successful bidder on provision of E-stam having value .25% of quoted rate.

Technical and Financial Evaluation

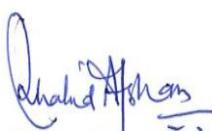
Initial Screening / Technical Evaluation:

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. The Tender will be awarded to enterprises / firms technically qualifying with lowest rates (inclusive of all applicable taxes) which will be quoted in bid.



(Dr. Shahid Afghan)
Chief Executive Officer
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