

Tender Document No. HDIP/PROJ-POL/012/TRG



Hydrocarbon Development Institute of Pakistan

Tender for

**Acquiring of Services for ISO-17025 Training
and Lab Preparations**

Signature of Issuing Officer

**On behalf of HDIP
9th November, 2020**

1.0 INTRODUCTION

The Hydrocarbon Development Institute of Pakistan (HDIP) intends to acquire services for ISO-17025 Training and Laboratory Preparations by inviting sealed bids under Single Stage One Envelope procedure from experienced and well reputed Firms/Consultants/Trainers, as per terms and conditions given in the tender documents.

1.1 Scope of Services:

Preparation of Petroleum Testing Labs Islamabad for ISO-17025: 2017. Certification and training of 10 Personnel on ISO-17025: 2017.

2.0 INSTRUCTIONS TO BIDDERS

2.1 Preparation of Bids

- a) All bids shall be prepared in English and submitted on “single stage – one envelope procedure”, including following:
 - (i) The bid shall comprise a single package containing Technical Proposal and Financial Proposal.
 - (ii) Bidder(s) are required to submit their bid(s), which will bear words “CONFIDENTIAL” and “**Bid for ISO-17025 Training & Lab preparation**” as per Tender Notice.
 - (iii) The Purchaser will not take any responsibility for collecting the bids from any Agency. Bidders or their authorized representative may attend the Tender Opening, if desired.

- b) The Bid shall comprise of:
 - (i) Copies of NTN, Sales Tax and Active Tax Payer’s List Certificates along with Technical qualifications and credentials of the Firm/Consultants/Trainers.
 - (ii) Past experience of the Firm/Consultants/Trainers.

- (iii) Copies of contract/service orders.
- (iv) Qualification & Experience Certificates/CVs of Training Staff.
- (v) Financial strength supported by latest bank certificates/audited accounts.
- (vi) Schedule of prices as per (Annexure-B)
- (vii) Bid Bond 2% of the quoted amount.

2.2 Bid Price/Currency

- a) Prices shall be quoted as per format given at Annexure-B, duly stamped and signed by authorized representative of Bidder.
- b) Prices must be quoted in Pakistani currency inclusive of all taxes and duties.

2.3 Bid Security

- a) The bid submitted shall be accompanied by a Bank Draft/Pay Order for an amount equivalent to 2% of the Bid Value issued by a reputable bank in the name of Project Director, Hydrocarbon Development Institute of Pakistan, Operations Office, Plot No.18, Street-6, H-9/1, Islamabad as bid security.
- b) Short Bid Security / Bid Bond / Earnest Money will not be accepted.
- c) The bid security will be forfeited by HDIP, if;
- d) The bidder withdraws their bid after the bids are submitted/opened.
- e) The successful Bidder fails to execute the services contract.
- f) Submit Forged document in support of their bid.
- g) Fails to execute service Order and/or Contract in accordance with the tender document.

- h) The bid security of unsuccessful bidders shall be returned within (30) calendars days.
- i) Bids not accompanied by Bid Security / Bid Bond / Earnest Money shall be rejected without any right of appeal.
- j) If a bidder fails to furnish the bid security as prescribed above, the bid submitted shall be rejected and returned unconsidered.

2.4 Bid Validity

The bid shall remain valid and open for acceptance for a period of 120 days from the deadline of submission of the bid. If HDIP requires extension in the bid validity period it will make a written request at least ten (10) days prior to the expiry of the validity period. A bidder not agreed to such extension may withdraw his bid by so advising HDIP in writing, prior to the expiry of original validity date. If withdrawal advice is not received by the said date, the extension shall be deemed to have been accepted by the bidder(s).

2.5 Signing of Bid

All pages of the bid shall be signed and stamped by the bidder or a person(s) duly authorized to bind the Bidder to the contract. Proof of authorization in the form of a letter duly signed by the Owner/Chief Executive of the firm/company shall be attached with the bid.

2.6 Deadline for Submission of Bid

The Bids should reach Hydrocarbon Development Institute of Pakistan, Plot No.18, Street-6, H-9/1, Islamabad on or before **1100 hours** on **1st December, 2020** which would be opened at **1130 hours** on the same day in the presence of bidders who may wish to attend.

2.7 Late Bids

Any bid received by HDIP after the prescribed deadline for submission of bids shall be returned to the bidder unopened.

2.8 Modification and Withdrawal of Bids

- a) No bid can be modified subsequent to its submission.
- b) No bid shall be withdrawn during the interval between the deadline for submission of bids and the expiry of the period of bid validity as specified in the tender document. Withdrawal of a bid during the interval shall result in encashment/forfeiture of bid security.

PRICE FORMAT

**TENDER # HDIP/PROJ-POL/012/TRG
FOR ISO-17025 TRAINING & LAB PREPARATIONS**

S.NO	DESCRIPTION	Total Cost (Including all taxes)

Total Cost (in Words): Rs. _____
Date _____
Place _____

Signature of authorized person

Name: _____
(Company Seal)

Note: No cutting or overwriting is allowed. Any cutting or overwriting will lead to rejection of the bid.