

BIDDING DOCUMENT

For

Hiring a consultant firm having expertise for hands-on training regarding breeding and rearing of shrimp (*Litopenaeus vannamei*, *Penaeus monodon*) in Punjab.



JANUARY, 2022

DIRECTOR FISHERIES (PM&E)/ PROJECT DIRECTOR
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DEPARTMENT OF FISHERIES PUNJAB



1- Background: -

The project is envisaged under the initiative of Prime Minister of Pakistan on his narrative "National Agriculture Emergencies" to Harness the untapped aquatic resources of Pakistan. The project is being sponsored by the Government of Punjab in the umbrella project under the supervision of Ministry of National Food Security and Research, Government of Pakistan as a share of Punjab.

Shrimp is the most valuable among the seafood items and according to FAO (2017). Its demand is expected to increase substantially during the coming years. Due to degradation of its natural habitat and reduction in spawning grounds, its production in nature has reduced but it has a good potential for aquaculture. Saline and water logged areas offer a great opportunity for its production. It is an export oriented food item which has a big demand in the international markets. Punjab offers a great potential for production in its saline and water logged areas which are abandoned and unutilized.

Department of Fisheries has conducted trials on experimental basis for rearing of a marine species of shrimp namely *Penaeus vannamei* in saline waters of Sargodha and Muzaffargarh Districts. The growth and survival remained encouraging even the post larvae were imported from Thailand by the supplier. Rearing of freshwater prawn *Macrobrachium rosenbergii* has also been tested at Lahore, Sheikhpura and Taunsa and found positive results. On the basis of studies and findings of the Department of Fisheries Punjab, the private sector first time reared vannamei species of shrimp in 40 acres at Muzaffargarh and got production of about 48 m. ton. Thereafter, the farmers are taking interest to make the saline and brackish lands productive through shrimp culture. To promote shrimp production and harvest the potential of this untapped resource 7200 acres area will be brought under shrimp culture in private sector through providing financial support. A saline water Aquaculture center has been planned to establish at Muzaffargarh. Different activities of research on saline aquaculture will be made to improve the sector. This intervention is new one in Pakistan which need skill development of public and private personnel to fulfill this need the services of foreign expert will be hire for smooth/ proper action in each activity of the research center.



2- Invitation to bids: -

Sealed proposals are invited from consultant firm/company for hiring the services of expert through short consultancy (hereafter called as bidders) for hands-on training regarding breeding and rearing of Shrimp (*Litopenaeus vannamei*, *Penaeus monodon*) in Punjab. All interested bidders are requested to go through this Tender and provide the required information along with supporting documents mentioned in the Bidding document.

3- Instructions to bidders: -

The selection of consultant firm/company will base on **Least Cost Method through Single Stage Two Envelopes** bidding procedure.

- a) The bid shall be a single package consisting of two separate envelopes, containing separately financial and technical proposals. The envelopes shall be marked as "Financial Proposal" and "Technical Proposal".
- b) In the first instance, the "Technical Proposal" shall be opened and envelope marked as "Financial Proposal" shall be retained unopened in the custody of DoF. **Committee for Standardization of Specifications of M&E and Tender/Consultancy Documents** shall evaluate Technical Proposal in a manner prescribed in section - 10 given in the document, without reference to the price and condition shall reject any proposal which does not conform to specified requirements.



During the technical evaluation no amendments in Technical Proposal shall be permitted.

- d) After the evaluation and approval of Technical Proposals, Committee shall open Financial Proposals of the technically accepted bids, publicly at a time, date and venue announced and communicated to the bidders in advance, within the bid validity period.
- e) The financial bids found technically non-responsive shall be returned un-opened to the respective bidders.
- f) The Technical and Financial Proposal will be evaluated based on DoF evaluation criteria as provided in section - 10 and 11 of this document.
- g) This document has different sections carrying information of eligibility,

technical evaluation and terms of references, conditions of tender etc. to assist potential contractors to develop their Technical Proposals.

- h) Bidders those found eligible and qualify in technical evaluation will be short-listed for financial bid opening.
- i) Firm/company information shall be submitted as specified in annexure A.

4- Conditions for eligibility: -

The bidder, fulfilling the following criteria, will be considered only as eligible bidder for the bidding process of providing consultancy services:

- a) In case of JV or sub consultancy the leading firm as well as the associate firm should remain jointly and severally liable.
- b) Consultant Firm/Company should have its registered offices in Pakistan (Preferably in Lahore, Punjab). (Provide Evidence-letter head)
- c) Evidence of company's registration / incorporation. (Copy required).
- d) Affidavit on stamp paper, declaring that company is not black listed by any Govt. agency / authority (Original required).
- e) National Tax Number (NTN), GST, PST (if applicable) in the name of Organization and registration evidence is required. (Copy required)

Note: Kindly fill all annexures (**C for relevant experience, and E for key management staff**) required to meet the above qualification criteria and attach all supporting documentary evidences, as mentioned in each annexure. Any, company/firm failing to provide information as per the aforementioned, "Eligibility Criteria" (**annexure D**) shall be dis-qualified from the Tender. Please sign the declaration form (**Annexure H**) and attach the same with your documents.



5- Scope of Job/Work : -

Saline water culture of shrimp is a new intervention which need services of a qualified/experienced expert in breeding of shrimp species. The consultant firm will be helpful in capacity building of fisheries workers. The consultant firm serve to develop the skill in following tasks but not limited to:

1. Designing of infrastructure for shrimp breeding, rearing and acclimatization of seed in grow-out ponds.
2. Provision of material including brooders for hands on training.
3. Brood management, salinity maintenance, temperature control.
4. Breeding of shrimp species.
5. Feed and feeding of juvenile and adult in live and artificial feed.
6. Acclimatization of post larvae and management of grow-out pond.
7. Artemia culture, its harvesting and use as a feed for shrimp.
8. Disease and stress management.

i. Qualifications

The consultant Firm/Company wishing to be participated for the services described herein should have an expert with high level practical knowledge of shrimp breeding at shrimp hatchery.

ii. Direct Reporting

The consultant firm will report and work closely with the Director Fisheries (PM&E)/ Project Director.

6- Terms of Reference: -

Successful bidder shall be agreed on following terms of references to provide the Services.



- a) Project Director shall raise the Service order for the hiring of consultant firm/company.
- b) There must not be any conflict of interest i.e. consultant firm/company must not be providing any assistance to any other person/entity in conflict with 'DoF' so as to cause any sort of conflict of interest.
- c) Contract period will be of Two (2) month.
- d) Prices quoted shall remain valid for a period of 90 days from the opening of the financial proposal.
- e) All prices quoted must be inclusive of all taxes.
- f) Income tax and GST (if applicable) will be deducted in accordance with the provisions of Government Rules amended time to time

- g) If the firm/company completely fails to provide the services within prescribed period of consultancy service delivery and doesn't comply with the reminders, the case of Consultant Firm may be put to relevant authorities to declare the Firm as "Black Listed".
- h) Payment of consultancy services will be made on monthly basis.
- i) In case of any dispute regarding services; the decision of the Director General Fisheries, Punjab shall be final & binding.

7- Guidelines:

- a) All documents and information received by Project Director from applicants shall be kept confidential.
- b) Documents submitted to Director Fisheries (PM&E)/ Project Director shall not be returned.
- c) All expenses related to participation in this bidding document shall be borne by the bidders.
- d) Documents shall be submitted in hard copies in a sealed envelope marked as "TECHNICAL PROPOSAL" and "FINANCIAL PROPOSAL" for services. The envelope containing hard copies of technical proposal and financial proposal shall be received on the postal address given below.

Postal Address:

Purchase Cell
Office of the Director General Fisheries, Punjab
9-A, Bahawalpur Road, Chauburji, Lahore
E-mail: pdpiupunjab@gmail.com
Landline: +92-42-9921374-75



- e) The closing date and time for receipt of bidding proposal is 07-02-2022 before 11:00 AM.
- f) Unsealed proposals received thereafter, will not be accepted.
- g) Project Implementation Unit (PIU) reserves the right to request submission of additional information from applicants to clarify/further understand the aspects of Technical Proposal, if required.

- h) PIU reserves the right to verify any information provided by the bidders.
- i) Questions about this technical proposal can be made only in writing through letter or an e-mail and must be asked by or before date 07-02-2022. Please contact Purchase Cell for any other related information, if required.

8- Condition of Tender: -

Hiring of successful bidder shall be done in accordance with the PPRA Rules, 2014 (amended time to time) subject to the following conditions:

- a) The PIU reserves the right to award or not to award this contract.
- b) Bidders who fail to complete and attach all relevant documents shall be disqualified.
- c) No tender document shall be accepted, if not properly sealed and marked.
- d) The Project Director shall enter into a formal contract with the successful Bidder.
- e) The Project Director reserves the right to terminate the contract, if the performance of the Bidder is unsatisfactory.
- f) The Project Director has the right to visit the business premises to verify the information provided in the tender documents.
- g) It is the responsibility of prospective bidders to ensure that their bid documents are submitted before the closing time and date of the tender.
- h) Bids received after closing time and date will NOT be considered.
- i) Although adequate thought has been given in the drafting of this document, errors such as typos may occur which the PIU will not be responsible.
- j) Any change of information provided in the tender document that may affect delivery should be brought to the Project Director attention as soon as possible, failure to comply may result in the contract being terminated.
- k) Bidder presenting information intentionally incorrectly or fraudulently will be disqualified.



9- Confidentiality: -

(i) In consideration of the Company agreeing to allow the Bidder to access the Confidential Information, the Bidders agrees to keep in strict confidence all Confidential Information received and shall:

- (a) Only use the Confidential Information for preparing a Proposal; and
- (b) Not disclose to any other person or entity any Confidential Information, or that discussions are taking place between the parties concerning the Confidential Information or a Proposal.

(ii) The Bidder:

- (a) May make Confidential Information available only to those of its officers or employees ("Personnel") having a "need to know" in order to prepare the Proposal; and
- (b) Shall ensure that each of the personnel to whom Confidential Information is disclosed strictly complies with the terms of this Request, and shall take all steps available to enforce the obligations of confidentiality in this section 9.

(iii) The Bidder agrees to use the same degree of care, but no less than a reasonable degree of care, to protect against the unauthorized disclosure of Confidential Information as it uses to protect its own confidential information. The Bidder agrees to disclose Confidential Information only to its Personnel who are bound by obligations of confidentiality no less restrictive than the provisions of this section 9.

l) The Bidder acknowledges that provisions of this section 9 are intended to impose an immediately binding legal obligation on the Bidder and the obligation to maintain the confidentiality of the Confidential Information shall continue whether or not the Bidder' Quotation is accepted by the Company.



10- Technical evaluation criteria: -

This document is governed by the procedure approved by Director General Fisheries, Punjab. The Technical Proposal of eligible firm will be evaluated using the criteria attached as annexure – D.

Note: Technical qualification status shall be decided based on Pass/Fail basis. The Company must score at least 65 marks out of 100 to qualify for Financial Bid opening.

11- Financial Evaluation: -

- a) The Financial Proposals of only eligible bidders with technically qualified specifications will be opened in the presence of all the Bidders participated in the tender.
- b) All bids shall be opened by the evaluation committee publicly in the presence of the bidders or their representatives who may choose to be present, at the time and place announced prior to the bidding and chairperson or member of the evaluation committee shall read aloud the unit price as well as the bid amount and shall record the minutes of the bid opening.
- c) All bidders in attendance at the time of opening of the bids shall sign an attendance sheet. Please provide information regarding Financials in “annexure – G”.



12- Submission of bids (Technical and Financial)

Complete bid containing Technical and Financial proposals along with all required information and documentary evidences may be submitted before dated February 7th 2022 before 11:00 AM. Technical proposals will be publicly opened on the same day i.e. February 7th 2022 at 11:30 AM in the presence of bidder's representatives who wish to attend it. Security, of disqualified bidders will be returned after awarding the business to successful bidder.

13- Bid security

Bid security i.e. 2% of total estimated cost in the form of CDR/ pay order or demand draft favoring DF (PM&E) Department of Fisheries, Punjab valid for a period not less than 6 months must be enclosed in technical bid.

13.1 Cover Letter for the Submission of Technical Proposal

A cover letter as specified in annexure H shall be submitted with the proposal.

Important Note: The Procurement Authority may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. DoF shall upon request communicate to any bidder, the grounds for its rejection of all bids or proposals, but shall not be required to justify those grounds. The bids should be submitted in sealed envelope clearly mentioned Consultant Firm/Company.



ANNEXURES

Annex – A (Organization Information)

Organization Information		
S #	Required Information	Response
1	Legal name of the Firm/company	
2	Year of Registration / Establishment of the Company	
3	National Tax Number General / Punjab Sales Tax Number	
5	What is the legal status of your organization? Tick the relevant box (one box only). (Attach Copy/Copies of Registration Certificate/s)	Public Sector Organization
		Section 42 Company
		Public Ltd. Company
		Private Ltd. Company
		Private Partnership Firm
	Others (Please specify)	
6	Name and designation of 'Head of Organization'	
7	Mobile:	
	Phone/s:	
	Email:	
	Fax:	
	Address of organization:	
	Website address:	
8	Name and designation of shrimp breeding experts:	
	Nationality:	
	Presently working Place :	
	Previous experience:	
	Address of organization:	
	Address of Service Provider:	
	Phone/s:	
	Mobile:	
	Email:	
	Fax:	



Annex – B (Eligibility Response Check List)

Eligibility Response Checklist			
Sr. No	Necessary Eligibility Information	Response/Elaboration	
1	Only principle should directly bid for the services.		Provide evidence
			Not eligible
2	Consultant Firm/Company should have sufficient experience.		Provide evidence
			Not eligible
3	Consultant Firm/Company should have its registered offices in Pakistan (Preferably in Lahore, Punjab).		Provide Evidence
			Not attached
4	Evidence of firm/company's registration / incorporation.		Copy required
			Not attached
5	Affidavit on stamp paper, declaring that company is not black listed by any Govt. agency / authority (Original required).		Original Affidavit Attached
			Provide evidence
6	National Tax Number (NTN), GST, PST (if applicable) in the name of Organization and registration evidence is required. (Copy required)	National Tax Number (NTN)	Attach Tax Return
		Free Tax Number (FTN)	



Annex – C (Relevant Experience)

Relevant Experience		
Sr. #	Required Information	Response (Please provide exact information with organization name, location/s and duration) Provide data in sequence given below
1	Name of Organizations with addresses	i.
		ii.
		iii.
		iv.
		v.
2	Task Title and duration (The task title means the name of the position hired)	i.
		ii.
		iii.
		iv.
		v.
3	Duration of the task completion	i.
		ii.
		iii.
		iv.
		v.

List of current business with other organizations including government organizations: -

Sr. #	Name of Company/ Organization	Current Business/ Scope of Work	No. of Employees	Annual Contract Volume	Approximate Value of Business
1					
2					
3					
4					



Annex – D (Technical Evaluation Criteria)

EVALUATION CRITERIA

I	Relevant Experience of Expert regarding <i>Litopenaeus vannamei</i> & <i>Penaeus monodon</i> breeding	70
a	05 years' hands-on experience of conducting routine breeding of shrimp and management process (shrimp brood management, brood maturity process, brood female management, spawning, rearing of juveniles, post larvae (PL) acclimatization, shifting of PL for nursing etc.).	40
b	Proficiency in English.	10
c	An educational background in aquaculture science (Bachelor's degree minimum).	10
d	05 years' experience of shrimp culture.	10
II	Approach and Methodology	30
a	Understanding of shrimp hatchery facilities management.	05
b	Work Plan for establishment and operation of shrimp hatchery.	10
c	Experience in import/export of shrimp berried female/shrimp seed.	05
d	Work plan for hands on training of Fisheries staff.	10
Total		100

- Note:** 1. Only applicant who achieve the minimum 65% score shall be qualified.
 2. Attachment of relevant evidence in each description is mandatory. In case of non-compliance no mark will be awarded.



Annex – E (Financial Proposal)

Financial Proposal	
Name of service/activity/action/step	Cost in PKR

Note: DOF can increase or decrease the number of items/activities/services depends upon the approval of competent authority.



Annex – F (Declaration)

I, _____ hereby declare that:

- all the information provided in the technical proposal is correct in all manners and respects;
- and I am duly authorized by the Governing body/Board/Management to submit this proposal on behalf of

Name: -	
Designation: -	
Signatures: -	
Date and Place: -	



Annex – G (Cover Letter)

[Firm letterhead]

[Date]

To

Director Fisheries (PM&E)/ Project Director

Department of Fisheries, Punjab

9-A, Bahawalpur Road, Chauburji Lahore

Re: Technical Proposal in respect of Hiring of
Consultant Firm/Company

Dear Sir,

We offer to provide the Consultancy services in accordance with your Tender for Proposal dated [Insert Date of Tender advertised]. We hereby submit our technical Proposal including the required documents in a sealed envelope.

We hereby declare that all the information and statements made in these proposals are true and accept that any misinterpretation contained therein may lead to our disqualification. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations. We undertake that we will initiate the services as per the client's request, if our proposal is accepted. We understand that you are not bound to accept any or all proposals you receive.

Thank you.

Yours sincerely,



Signature

Name and title of signatory: