



**GOVERNMENT OF PAKISTAN**

**THE MINISTRY OF RELIGIOUS AFFAIRS & INTERFAITH HARMONY  
(MORA & IH)**

**REQUEST FOR PROPOSAL (RFP)**

**SUPPLY OF PAKISTAN COLOUR LUGGAGE TROLLEY BAGS FOR  
HAJJ 2024**

Tender No. 01/HIT/2024

14<sup>th</sup> September, 2023

<http://www.mora.gov.pk> or <http://www.hajjinfo.org>

1<sup>st</sup> Floor, T U V (Kohsar) Block, Pak Secretariat, Islamabad

## ABRIDGMENT

1. Recipient	<b>Ministry of Religious Affairs &amp; Interfaith Harmony, Pakistan (MORA &amp; IH)</b>
2. Pre-Bid Meeting	<b>02<sup>nd</sup> October, 2023 at 1200 Hrs</b>
3.Venue	<b>Ministry of Religious Affairs and Interfaith Harmony, 1<sup>st</sup> Floor, T U V (Kohsar) Block, Pak Secretariat, .</b>
4. Closing Date & Time of Technical & Financial Bids	<b>02<sup>nd</sup> October, 2023 at 1400 Hrs</b>
5. Technical Bids shall be opened	<b>03<sup>rd</sup> October, 2023 at 1200 Hrs</b>
6. Opening Date & Time of Financial Bids	Financial Proposals of the technically successful bidders shall be opened on <b>10<sup>th</sup> October, 2023 at 1400 Hrs</b>
7. Bid Money	<b>Rs.</b>
8. Type of Tender	<b>Single Stage Two Envelopes</b>
9. Cost of Tender Document	<b>Rs.</b>

### ITEMS REQUIRED

Supply of Pakistan Colour Luggage Trolley bags, hand-carry bag, shoe bag & ahram belt for Hajj 2024.

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## LETTER FOR INVITATION

### SUBJECT: REQUEST FOR PROPOSALS (RFP)

#### SUPPLY OF PAKISTAN COLOUR LUGGAGE TROLLEY BAGS FOR HAJJ 2024

1. Ministry of Religious Affairs (MORA & IH), Islamabad, intends to hire the services of a technical firm, who are on Active Taxpayers List of the Federal Board of Revenue, for the supply of Pakistan colour luggage trolley bags, hand-carry bag, shoe bag, ahram belt & scarf (for ladies) for Hajj 2024. In this connection, the services of competent dealing Technical Firm(s)/ Joint Venture(s) for the satisfactory completion of the subject assignment are required.
2. In continuation of the same, MORA & IH intends to select a Technical Firm for the said assignment. The selected agency will also be required to undertake the following details:
  - i. To manufacture quality luggage trolley bag, hand-carry bag, shoe bag, ahram belt & scarf (for ladies) which will represent Pakistan as all Pakistani Government Hajj Scheme intending pilgrims will have the same luggage trolley bags.
  - ii. The luggage trolley bags must have transparent pocket on front side for placing details of the intending pilgrim.
  - iii. Luggage trolley bags etc. will be delivered to each Haji Camp throughout Pakistan i.e. Islamabad, Lahore, Karachi, Peshawar, Quetta, Multan, Sukkur, Faisalabad, Sialkot and Rahim Yar Khan.
3. The bidding document containing detailed terms and conditions, evaluation criteria, bid security etc. for hiring of consultancy services are available on MORA & IH website <http://www.mora.gov.pk/> or <http://www.hajjinfo.org> and may be obtained from the office of the undersigned on working days.
4. Pre-bid meeting will be held on 02.10.2023 at 1200 hrs. The sealed bids (Technical and Financial) prepared in accordance with the instructions in the bidding documents, must reach at Ministry of Religious Affairs and Interfaith Harmony, 1<sup>st</sup> Floor, T U V (Kohsar) Block, Pak Secretariat, on or before 02.10.2023 at 1400 hrs. Technical bid will be open on 03.10.2023 at 1200 hrs and Financial bid will be open on 10.10.2023 at 1400 hrs.
5. Selection of Firm(s) / Joint Venture(s) for the project shall be made under the evaluation criteria explained in this document quality and cost basis (QCBS) criteria. Bid evaluation criteria are described in Evaluation Criteria.
6. Bidders are invited to submit:-
  - a. A comprehensive Technical Proposal in duplicate (One original + One copy) in separate sealed envelope marked as Technical Proposal for tender referenced.
  - b. Financial proposal in duplicate (One original + One copy) in separate sealed envelope marked as Financial Proposal for tender referenced.

- c. Both the proposals i.e. Technical and Financial must be placed in sealed outer envelope with tender reference with opening date and time.
7. In the event you desire any explanation to RFP documentation, you may contact the office of the undersigned before the last submission date of the proposals.
8. Ministry/Client reserves the rights to accept or reject any or all the proposals prior to the acceptance of proposal and without incurring any liability to the bidder/applicants or any obligation there under and the Ministry/Client decision shall be final and binding and shall not be challenged.

**Section Officer (HP),**  
1<sup>st</sup> Floor, T U V (Kohsar) Block, Pak Secretariat, Islamabad  
Tel: 051-9207507

## **EXECUTIVE SUMMARY**

Hajj is the fifth pillar of Islam and a sacred spiritual journey that every Muslim yearns to undertake to the holy places situated in KSA, yet, most pilgrims are unaware about the correct way to perform the sacred rituals and locations of the holy landmarks as well as the administrative matters which the pilgrims might face throughout the once-in-a-lifetime journey. The Ministry of Religious Affairs and Interfaith Harmony airlifts more than 90,000 Government scheme pilgrims each year to KSA for performance of Hajj.

To make this journey less arduous and more spiritually revitalizing, every year, soon after balloting, the Directorates of Hajj facilitates intending pilgrims for the performance of Hajj to KSA according to the flight schedule communicated by Hajj IT Cell. Further, Directorates of Hajj imparts a comprehensive district / tehsil wise training schedule for imparting training to the successful intending pilgrims. The training venues are earmarked on receipt of number of successful pilgrims of each district/ tehsil from IT Cell. During these training sessions this Ministry emphasis each pilgrims to use same size luggage bags and place/fix their details on the said luggage bags. By doing so chances of loss of luggage becomes minimize. But unfortunately many pilgrims from Pakistan loss their luggage during the journey and this creates great hardship for them. To overcome this difficulty Ministry has decided to provide uniform luggage trolley bags, hand-carry bag, shoe bag, ahram belt & scarf (for ladies) to each pilgrim from Pakistan. These luggage trolley bags etc. will also improve the image of Pakistan.

Only qualified individuals or firms with prior experience on projects such as this should submit proposals in response to this request for proposal. Bidders must list at least one project that is substantially similar to this project as part of their response, including references for each.

## **PROJECT OBJECTIVES AND DESCRIPTION**

MORA & IH is seeking to collaborate with manufacturing/supplier firms for the provision of uniform luggage trolley bags, hand-carry bag, shoe bag, ahram belt & scarf (for ladies) to the Hajj pilgrims throughout Pakistan.

The objective of project is “to improve and secure transit of pilgrim luggage for Hajj” the uniformity & quality of the luggage trolley bag provided by manufacturing/supplier firms to Hajj pilgrims must be systemic with collaborating with each Haji Camp across the country. The Program will focus on the following areas:-

- i. Improving and securing the pilgrim luggage through uniformity and quality luggage trolley bags.
- ii. Labelling each luggage trolley bag with complete details of the pilgrims.
- iii. Providing quality luggage trolley bags (containing one hand-carry bag, one shoe bag & one ahram belt) to each Hajj pilgrim.

The selected firm will be responsible for providing quality luggage trolley bags as per the specifications of the Airlines operating in Pakistan and IATA. At present 07 permanent Hajj Directorates are working in Pakistan which provides facilities to the intending pilgrims. The distribution of intending pilgrims as per Hajj-2023 data is as under:-

S. No	POD	Pilgrims Travelled
1	Islamabad	18,766
2	Karachi	17,841
3	Peshawar	7,799
4	Lahore	17,815
5	Multan	6,556
6	Quetta	3,956
7	Sukkur	924
8	Rahim Yar Khan	463
9	Faisalabad	3,201
10	Sialkot	4,477
<b>Total</b>		<b>81,798</b>

## 1. Categories of Required Manufacturing/Services of luggage trolley bags Firm

1.1 Please refer to Annexure-I for “Schedule of Requirements.”

1.2 The vendor/firm will be selected in accordance with the policy guidelines of Public Procurement Regulatory Authority (PPRA).

1.3 The vendor/firm should have capacity to provide the luggage trolley bag, categories of which mentioned in Annexure-I.

## 2. About Bidders / Responding Organizations (ROs)

2.1. The Responding Organization (RO) must be registered with Sales Tax and Income Tax Department and should be in possession of a valid NTN certificate. Copies of the certificates must be provided with the bid document and RO must be on the Active Tax Payer List of FBR.

2.2. The RO must provide following on their letterhead:

- i. Name of Organization
- ii. Details of offices across Pakistan
- iii. Location of Head office
- iv. Size of company (number of employees)
- v. Company Profile along with Organizational Chart
- vi. Number of years of being incorporated (at least last x years in existence)
- vii. List of certified and dedicated technical team/Staff with experience with the firm (please mention projects & specific role of team member in the project)
- viii. Firm’s welfare policies for employees
- ix. Detail of litigation cases, if any
- x. Undertaking that the firm is not blacklisted by any entity

### **3. Terms and Conditions**

3.1 Provision of the proposed luggage trolley bags contract will be awarded for One (01) year(s), which may be extended on mutually agreed terms & conditions for another year subject to satisfactory performance by the vendor, available funds with MORA & IH and principal approval by the competent authority for contract extension.

3.2 The request of Services under this tender/contract shall be demand driven and at the sole discretion of MORA & IH as per the needs.

- i. Month will be calculated as per timing observed in MORA & IH within one calendar month
- ii. Attendance of the service providers (provision of luggage trolley bags in each Haji Camp throughout Pakistan as per the data provided by Hajj IT Cell) and leaves will be approved and managed by MORA & IH during the time of their service engagement with MORA & IH

3.3 The cost of such Manufacturing/Supplier should not exceed the limitations of cost set forth in the financial proposal/contract.

3.4 When requesting services, MORA & IH shall specify the required service category (or categories); the allocable monthly cost (agreed under this contract) for each specified category; and the duration of services applicable to the request.

3.5 MORA & IH shall have sole discretion to establish the minimum qualifications necessary for the performance of any manufacturing/services to be rendered under and pursuant to this contract.

3.6 If at any time and at its sole discretions, MORA & IH determines that the manufacturing/services performed under and pursuant to this contract by any of the service provider (luggage trolley bags) are not satisfactory or unavailable due to unforeseen situation, MORA & IH will notify the firm in writing and firm shall immediately withdraw such service providers and, at MORA & IH's option, furnish a service provider who meets the requirements/qualifications within seven (07) working days.

3.7 RO/Vendor will be sole responsible to obtain Police Clearance Certificates and Character Certificate from a Gazetted Officer of Service Providers (luggage trolley bags) working under this contract before engaging their services.

3.8 Any manufacturing/services performed by the technical resources engaged under this contract will be the sole proprietary/IPR of Government of Pakistan with the clear guidelines of the confidentiality of the contents and platform.

3.9 MORA & IH may depute services of the manufacturing/supplier Company bidder at its desecration to any Federal Ministry/Division/Department.



#### 4. PRE-BID MEETING

4.1 A Bidders' meeting will be held in the premises of the Ministry of Religious Affairs (MORA & IH) on 02.10.2023 at 1200 hrs, 1<sup>st</sup> Floor, T U V (Kohsar) Block, Pak Secretariat, Islamabad, Phone: 051-9207507.

4.2 All queries relating to Tender Notice should be e-mailed to [sohajjadm@ Mora.gov.pk](mailto:sohajjadm@ Mora.gov.pk) at least three (03) days before the meeting. Answers to the submitted queries shall be given on priority basis in the meeting.

#### 5. PREPARATION OF BIDS

5.1 As per PPRA Rule 37(a), Single Stage - Two Envelope Bidding Procedure shall be followed.

5.2 The bid shall be a single package consisting of two separate envelopes, containing separately the financial and the technical proposals.

5.3 The bids shall be submitted in sealed package/packages in such a manner that the contents are fully enclosed and cannot be known until duly opened.

5.4 The envelopes shall be marked as "Financial Proposal" and "Technical Proposal"

5.5 **Technical Proposal:** Envelope for Technical Proposal shall be marked "TECHNICAL PROPOSAL" clearly in bold and legible letters to avoid confusion. It must contain two (02) hard copies and two (02) soft copies of the technical proposal (each being physically separated, sealed and labeled as "Technical Proposal"). Each envelope should contain similar supporting documents.

5.6 **Financial Proposal:** Envelope for Financial Proposal shall be marked "FINANCIAL PROPOSAL" clearly in bold and legible letters to avoid confusion. It must contain two (02) hard copies of Financial Proposals sealed and marked separately.

5.7 Soft copies of both Technical and Financial proposals must be provided along with bid envelopes in inerasable format. In case of any difference between hard and soft copy, the hard copy will prevail.

5.8 In the first instance, the "Technical Proposal" shall be opened and the envelope marked as "Financial Proposal" shall be retained unopened in the custody of the procuring agency.

5.9 Technical bids will be opened on 03.10.2023 at 1200 hrs at MORA & IH (above mentioned address) in front of bidders or their representatives who may choose to be present.

5.10 Details of evaluation criteria are attached at Annexure-II. Preliminary Evaluation/screening will be done as per Annexure-II-A; whereas, technical evaluation as

per Annexure-II-B and Financial Evaluation of Technically qualified bidders will be as per Annexure II-C. ROs should provide all details in required templates as provided under:-

- i. Annexure-II-A for Initial Screening.
- ii. Annexure-II-B for technical evaluation (technical proposal envelope).
- iii. Annexure-II-C for financial evaluation (financial proposal envelope).

5.11 The procuring agency shall evaluate the technical proposal in the manner prescribed in advance, without reference to the price and shall reject any proposal which does not conform to the specified requirements.

5.12 During the technical evaluation, no amendments in the technical proposal shall be permitted on the request of bidder. However, the evaluation agency may ask the bidder for any clarification through written reply or presentation.

5.13 After the evaluation and approval of the technical proposals, the procuring agency shall open the financial proposals of the technically accepted bids, publically at a time, date and venue announced and communicated to the bidders in advance, within the bid validity period.

5.14 Date and time for the opening of the Financial Bids, after thorough technical evaluation of the bids, shall be communicated to the technically qualified bidders only, whereas the Financial bids of technically disqualified bidders shall be returned un-opened. In this connection, see PPRA Rule: 36(b) in general and PPRA Rule: 36- b(viii) in particular.

5.15 The financial bids found technically non-responsive shall be returned un-opened to the respective bidders.

5.16 Financial evaluation will be made on the basis of lot wise total solution cost separately.

5.17 The procuring agency shall read aloud the unit price as well as the bid amount and shall record the minutes of the bid opening. All bidders in attendance shall sign an attendance sheet.

5.18 The un-conditional lowest evaluated bidder shall be awarded the contract.

5.19 All bids and prices must remain valid for a period of 180 days (six months) from the closing date of the submission of tender documents. However, the ROs are encouraged to state a longer period of validity of the bids.

5.20 The currency in the bids shall only be quoted in Pakistan Rupees (PKR).

5.21 The RO shall bear all costs associated with the preparation and delivery of its Bid. MORA & IH will in no case be responsible or liable for those costs.

5.22 The Goods/Services to be quoted/supplied under the Contract shall have their origin in eligible member countries (if applicable). Whereas “origin” shall be considered to be the place where the Goods are produced or from which the Services are provided.

5.23 The bid prepared by the RO and all correspondence and documents relating to the bid exchanged by the bidder and MORA & IH shall be written in the ‘English’ language. Any printed literature furnished by the bidder may be written in another language, provided that this literature is accompanied by an English translation, in which case, for purposes of interpretation of the bid, the English translation shall govern.

5.24 Bidder is required to stamp every page of the bid document along with signature at the required pages and submit back along with the bid.

5.25 MORA & IH may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The procuring agency shall, upon request, communicate to any supplier or contractor who submitted a bid or proposal, the grounds for its rejection of all bids or proposals, but is not required to justify those grounds.

5.26 MORA & IH shall incur no liability, solely by virtue of its invoking sub-rule (1) towards suppliers or contractors who have submitted bids or proposals.

5.27 In the above case, notice of the rejection of all bids or proposals shall be given promptly to all suppliers or contractors that submitted bids or proposals.

5.28 In accordance with these rules, interested companies (hereinafter referred to as “Bidders”) applying for bids should submit two separate bids/envelopes for Financial Proposal and Technical Proposal as original and copy.

## **6. Disqualification and Blacklisting Of Suppliers and Contractors**

6.1 MORA & IH shall disqualify a supplier or contractor if it finds, at any time, that the information submitted by him concerning his qualification as supplier or contractor was false and materially inaccurate or incomplete.

6.2 Suppliers and contractors who either consistently fail to provide satisfactory performances or are found to be indulging in corruptor fraudulent practices shall face permanent or temporary bar, from participating in procurement proceedings.

## **7. Acceptance of Bids and Award of Procurement Contract**

### **7.1 Criteria**

The bidder after qualifying through the given criteria in Annexure-II-A will qualify for technical evaluation as per Annexure II-B. Marks obtained as per the evaluation through Annexure II-B will then be calculated as per the formula given in Annexure II-C keeping in view the financial proposal (as per Annexure III). Technically qualified firm having lowest evaluated bid (combined Firm’s Technical Capacity & Financial Proposal) shall be awarded

the contract, if not in conflict with any other law, rules, regulations or policy of the Government of Pakistan, within the original or extended period of bid validity.

## 7.2 Notification of Award

- i. Prior to the expiration of the period of bid validity, the Procuring Agency shall notify to the successful Bidder in writing that the bid has been accepted.
- ii. The notification of award shall constitute the formation of the Contract between the Procuring Agency and the successful Bidder.
- iii. The enforcement of the Contract shall be governed by Rule 44 of the PPRA

## 7.3 Contract Signing

- i. After the notification of award, the Procuring Agency shall send the successful Bidder the Contract Form/Document
- ii. The Contract shall become effective upon affixation of signature of the Procuring Agency and the selected Bidder on the Contract document.
- iii. If the successful Bidder, after completion of all codal formalities shows an inability to sign the Contract then its Bid Security shall stand forfeited and the firm may be blacklisted and de-barred from future participation, whether temporarily or permanently. In such situation the Procuring Agency may award the contract to the next lowest evaluated Bidder or call for new bids.
- iv. The Bid Security submitted by the successful bidder at the time of submitting its bid shall be returned to the Bidder upon signing of contract, successful delivery of goods, furnishing of the performance/security Deposit and confirmation of the performance/Security Deposit by the MORA & IH with the Bank of the successful bidder.
- v. The successful bidder will be required to give satisfactory assurance of its ability and intention to supply the Goods / Services pursuant to the Contract, within the time set forth therein.

## 8. Amendment of Bidding Documents

8.1 At any time prior to the deadline for submission of bid, the Client may, for any reason, whether at its own initiative or in response to a clarification requested by the prospective bidder, modify the bidding documents by amendment.

8.2 The amendment shall be part of the bidding documents will be notified by website.

8.3 In order to afford the prospective bidder reasonable time in which to take the amendment into account in preparing its bid, the Client may, at its discretion, extend the deadline for the submission of bid.

## 9. Security Deposit

9.1 The successful Bidder shall be required to deposit in the form of a PKR \_\_\_ as Security deposit in shape of CDR, as Performance Bond upon execution of the procurement of services contract. This Security Deposit in shape of CDR shall be issued

by a scheduled bank operating in Pakistan and shall be kept valid from the date of issue, and should cover the performance of services during the contractual period, which will not be less than 01 year.

9.2 Failure to provide a Security Deposit by the successful Bidder is a sufficient ground for annulment of the award and forfeiture of Bid Security. In such event, the Procuring Agency may award the contract to the next lowest evaluated bidder or call for new bid.

9.3 Security deposit shall be released after closing of contract.

## **10. Contract Renewal**

10.1 The contract is renewable on mutually agreed terms & conditions for another year subject to satisfactory performance by the vendor, available funds with MORA & IH and principal approval by the competent authority for contract extension.

10.2 The contractor will provide renewed Registration, License/NOC from Government of Pakistan (Federal and Provincial) & confirmed by Ministry of Interior, cleared from Special Branch Police to oblige renewal of the contract (ONLY IF APPLICABLE).

## **11. Debarment / blacklisting of firm**

11.1 As per clause-19 of the PPRA rules 2004, MORA & IH reserves the right of debarment 'or' blacklisting of a firm, association, corporation, joint venture, company, partnership or any other legal entity subject to any of the following acts:-

- i. Consistent failure to provide satisfactory performance.
- ii. Contractor becomes insolvent.
- iii. Existence of judicial decision against a contractor in respect of a corrupt or collusive practice.
- iv. Submission of false and spurious documents, making false statements and allegations to gain undue advantage.
- v. Commission of fraud.
- vi. Contractor abandons the contract.
- vii. Contractor without reasonable excuse fails to commence the work 'or' suspends the progress of work for 14 days.
- viii. Contractor is not executing the work in accordance with the contract or is persistently or flagrantly neglecting to carry out his obligations under the contract.
- ix. Commission of embezzlement, criminal breach of trust, theft, cheating, forgery, bribery, falsification or destruction of records, receiving stolen property, false use of trademark, securing fraudulent registration with sales tax authorities, Pakistan Engineering council etc., giving false evidence, furnishing of false information of serious nature.

11.2 Secretary, MORA & IH will constitute a committee comprising of three MORA & IH officers and they will investigate the matter in connection with allegation of corrupt, fraudulent, coercive or collusive practices or illegally harassment or threat. Moreover, the committee shall also accord adequate opportunity of being heard to the contractor

who is to be debarred / blacklisted. The said committee will forward its clear recommendations for the approval of ED, MORA & IH.

11.3. The debarment shall be for a reasonable specified period of time, commensurate with the seriousness of the cause. However, the debarment period shall not exceed from three years. Moreover, MORA & IH also reserves the right of permanent blacklisting of a contractor subject to severity of the corrupt or fraudulent practices.

## 12. Implementation and Payment Schedule

Note: Payments will be made against delivered services only. The time period is defined in this bid document for payments against submitted bills.

SR. NO.	MILESTONE	TIME PERIOD	PAYMENT
1.	Nomination/Deputation of Service Providers for MORA & IH	Within one week time from the signing of agreement/contract between MORA & IH and the qualified vendor/firm.  Security Deposit MUST be provided to cover the performance of services for a period of one (01) year (12 months) from the date of signing of the contract	Security Deposit submitted to MORA & IH
2.	Service Providers working at MORA & IH	Within 72 hours after the written request is initiated from MORA & IH	Payment shall be made on monthly basis in accordance to the agreed per month rates under the contract  Payment will be processed upon receiving the monthly official invoice from the firm
3.	End of Contract	Issuance of clearance Certificate to Service provider under this contract	Release of security deposit.

## 13. Joint Ventures

Bids submitted by a joint venture of two or more companies or partners shall comply with the following requirements:

- i. The Bid, and in case of successful Bid, the Contract form, shall be signed by all so as to be legally binding on all the partners;

- ii. One of the partners shall be authorized to be in charge; and this authority shall be evidenced by submitting a power of attorney signed by legally authorized signatories of all the partners;
- iii. The partner in charge shall be authorized to incur liabilities, receive payments and receive instructions for and on behalf of any or all partners of the joint venture;
- iv. All partners of the joint venture shall be liable jointly and severally for the executing of the Contract in accordance with the Contract terms, and a relevant statement to this effect shall be included in the authorization mentioned under (6.1.2) above as well as in the Bid Forms and the Form of Agreement (in case of a successful Bid); and
- v. A copy of the agreement entered into by the joint venture partners shall be submitted with the Bid.

## ANNEXURE-I

### SCHEDULE OF REQUIREMENTS/SCOPE OF WORK

1. Ministry of Religious Affairs & Interfaith Harmony (MORA & IH), Islamabad, intends to hire the services of manufacturer/supplier firm for providing quality luggage trolley bags, hand carry bag, shoe bag, ahram belt & scarf (for ladies) to Hajj pilgrims.
2. The luggage trolley bags must be:-
  - a. Good quality
  - b. Uniform in colour and can be identifiable easily
  - c. Must have transparent jacket/pocket for placing pilgrim details
3. In addition, the bidder must supply the said luggage trolley bags, hand carry bag, shoe bag & ahram belt to each Haji Camp across the country. Following are the 10 Haji Camps throughout Pakistan:-
  - Islamabad
  - Karachi
  - Lahore
  - Quetta
  - Peshawar
  - Multan
  - Sukkur
  - Sialkot
  - Rahim Yar Khan
4. The manufacturer/supplier must provide detailed guidance regarding handling of luggage trolley bags to the staff of each Haji Camp for further guidance to the Hajj pilgrims.
5. The selected Agency will also be required to undertake the following requirements:-
  - i. Provision of luggage trolley bags, hand carry bag, shoe bag, ahram belt & scarf (for ladies) to each Haji Camp throughout Pakistan as per the data provided by Hajj IT Cell.
  - ii. Quality of the luggage trolley bags etc. must be maintained by the manufacturer/ supplier and in case of quality issue arises the manufacturer/supplier will be replaced immediately.
  - iii. The manufacturer/supplier will be responsible for providing the luggage trolley bags etc. as per the quantity given by the Ministry and will replace all the luggage trolley bags found sub-standard/not as per specifications or any other defects found.



## ANNEXURE-II

### EVALUATION CRITERIA

#### CRITERIA FOR THE ASSESSMENT OF PROPOSAL

##### Technical Proposal (50%)

Please refer to below detailed Technical Evaluation Tables

##### Financial Proposal (50%)

To be computed as a ratio of the Proposal's offer to the lowest evaluated bid among the proposals received by MORA & IH.

SR. NO	DESCRIPTION	RELEVANT TABLE / FORM	SCORE WEIGHTAGE	MAXIMUM SCORE
1.	Preliminary Evaluation / Screening	Annexure II-A	MUST provide all the requested information as per "Annexure-II-A" to qualify for the Technical Evaluation. Bidder MUST use Bid Form 02 as template to provide information.	
2.	Firm's Technical Evaluation /Capacity	Annexure II-B	50%	<score>
3.	Financial Evaluation	Annexure II-C	50%	<score>
<b>TOTAL</b>		<b>100%</b>	<b>100%</b>	<b>1000</b>

## ANNEXURE II-A

### PRELIMINARY EVALUATION CRITERIA

Bids evaluation shall be subject to 100% compliance to the following criteria for Vendors qualification for Technical and Financial Evaluation. (Bidder must provide below mentioned information in Technical Envelope, Bid Form 2 will be used as template to provide the information)

SR. NO.	GENERAL TERMS AND CONDITIONS FOR COMPLIANCE	CLAUSE	YES/NO
1.	The Responding Organization (RO) must be registered with Sales Tax and Income Tax Department and should be in possession of a valid NTN certificate. Copies of the certificates must be provided with the bid document and RO must be on the Active Tax Payer List of FBR.	2.1	
2.	The firm must provide on letter head, Name of organization, details of offices across Pakistan and location of Head office, size of company (number of employees), number of years of being incorporated (at least last 03 years in existence).	2.2	
3.	The RO must provide the list of customers with the similar services provided in last 03 years. The duration of each provided services MUST be mentioned along with the numbers of HR/Headcount provided and the name, contact information of the beneficiary organization	2.5	
4.	Financial capability and yearly growth rate (business revenue) in past 03 years.	2.6	
5.	Affidavit that the documents/details/information submitted is true and liable to be rejected if proven false and in that case legal action is liable on that company (on stamp paper of Rs. 100)	2.9	
6.	Affidavit that the RO has never been blacklisted by any Government/Semi Government/Autonomous organization (on stamp paper of Rs. 100)	2.10	
7.	Affidavit from the RO that they MUST fulfill the technological experience, expertise of tools as mentioned in "Schedule of Requirements" against each category for any future requirements during the life of the contract (on stamp paper of Rs. 100).	2.11	
8.	Affidavit from the RO that it will keep the confidentiality of all the projects, code, graphic, audio, visual, textual materials and initiatives performed under this contract during and after the contract expiry (on stamp paper of Rs. 100)	2.12	

9.	RO to provide organizational chart covering management structure and key personnel (technical, administrative, and managerial)	2.15	
11.	A Bid Bond in the shape of a Bank Draft/Pay Order in the name of Deputy Secretary (Hajj Operations), Ministry of Religious Affairs & Interfaith Harmony, equivalent to <b>05%</b> of the total cost of the quoted bid must be submitted along with the proposal.	2.16	
12.	An undertaking that the software, graphics and scripts are not in use with any other entity, person or organization in and outside the country.		
13.	An undertaking that the bidder is neither blacklisted by any entity nor undergoing any court litigation.		

## ANNEXURE II-B

### TECHNICAL CRITERIA

#### TECHNICAL PROPOSAL

To be provided:

S. No	Item
1	Technical Proposal containing, Work Plan, and Team Strength that Bidder will deploy for the said project
2	Technical Presentation (Along with other things please bring needed equipment to show demos of the similar projects previously done by the company)

Detailed evaluation will be done for the firms who qualify the preliminary evaluation stage. The qualification means “yes” to all the mentioned clauses along with the valid supporting document required in the preliminary evaluation as per Bid Form-02.

In detailed evaluation, the Evaluation & Award Committee will verify the compliance with specifications mentioned in the following table **Technical Criteria**:

TECHNICAL CRITERIA	
Terms and Conditions	Max Marks
<b>1. <u>Technical Resource Base</u>:-</b> Number of relevant Technical Staff (with recruitment experience) available on pool (List/CVs must be attached)	<b>30</b>
<b>2. <u>Technical Capacity</u>:-</b> Manufacturer/Supplier firm setup and capacity/variety of manufacturing/supply of luggage trolley bags.	<b>20</b>
<b>3. <u>Production Capacity</u>:-</b> Manufacturer/Supplier firm capacity to manufacture/supply	<b>10</b>
<b>4. <u>Visual look &amp; Quality of Luggage Trolley Bag</u>:-</b> Firm must provide economical but good looking & good quality luggage trolley bag	<b>10</b>
<b>5. <u>Experience</u>:-</b> 1. Number of similar projects provided in Pakistan (last <b>03</b> years only) with brief details.	<b>10</b>

2. Client satisfaction certificate (03 clients).	
<b>6. Financial Strength:-</b> Financial strength of the firm in last <b>03</b> years <b>*Firm MUST provide bank statement and relevant proof of financial strength</b>	<b>10</b>
<b>7. Technical Backup:-</b> Post setup backup services (list of technical & HR facilities) Local/Regional/Branch Office located in all Provincial Headquarters and Islamabad/Rawalpindi (list to be attached)	<b>5</b>
<b>8. Methodology of manufacture/Supply of luggage trolley bag.</b> <b><u>The firm must provide a comprehensive project plan including work break down structure and Gantt Chart using week as a metric (dividing activities to week level), use of resources (human &amp; technical) to undertake the task for providing luggage trolley bags to Hajj pilgrims throughout Pakistan</u></b>	<b>5</b>
<b>Total Marks</b>	<b>100</b>

The following stakeholders may be kept in mind while devising the proposal and the relevant scoping be done accordingly mentioning the relevant to work-packages:

- MORA&IH
  - Officials of Ministry
  - Officials of Directorate Hajj
  - Entities in KSA
- Users
  - Pilgrims
- Indirect Users
  - Potential Pilgrims
  - Users seeking references
  - Administrative staff for various services

Quality Features:

The Technical bid document should clearly mention the following quality features

- Quality Range of the luggage trolley bag
- Size of luggage trolley bag.
- Quality of material used.

## ANNEXURE II-C

### FINANCIAL EVALUATION

Technically qualified firms having lowest evaluated bid (Combined Firm's Technical Capacity & Financial Proposal) shall be awarded the contract.

TERMS AND CONDITIONS	MAX MARKS
<p>Example of a Bid Cost Evaluation</p> <p>When the total cost of each bid has been established, these costs should be converted to a score out of 300. All other bids should be scored using the formula: Bid's Score = <math>300 \times (\text{lowest total cost} / \text{bid cost})</math></p> <p>Example: Three bids are received. The total cost for each is:</p> <p style="padding-left: 100px;">Bid A Rs 120 Bid B Rs 124 Bid C Rs 142</p> <p>The cost score for each bid is:</p> <p>Bid A = <math>300 \times 120/120 = 300</math> Bid B = <math>300 \times 120/124 = 290.32</math> Bid C = <math>300 \times 120/142 = 253.52</math></p>	<b>300</b>
<b>TOTAL</b>	<b>300</b>

ANNEXURE-III

**FINANCIAL PROPOSAL**

NAME OF THE FIRM: _____			
SR. NO.	Category	Services of:	Cost Luggage Trolley Bag OR luggage Bag *inclusive of all taxes and/or other costs (if any)
1.	I	Luggage Trolley Bag / Luggage Bag (containing one hand-carry bag, one shoe bag & one ahram belt)	
			<b>TOTAL</b>

## BID FORM 01

### LETTER OF INTENT

Bid Ref No.: \_\_\_\_\_  
Date: \_\_\_\_\_ Date of the Opening of Technical Bid  
Name of the Tender: \_\_\_\_\_

To,  
**Section Officer (HA)**  
**1st Floor, T U V (Kohsar) Block, Pak Secretariat, Islamabad**

#### LETTER OF INTENT

Dear Sir,

Having examined the tender documents, we offer to supply and deliver the Goods/Services under the above named tender in full conformity with the said bidding documents/rules and at the rates/unit prices described in the price schedule provided in Financial Bid (Annexure-III) or such other sums as may be determined in accordance with the terms & conditions of the said tender. The above amounts are in accordance with the Price Schedules attached herewith and are made part of this bid.

We undertake, if our Financial Bid is accepted, to deliver the Goods/Services in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Financial Bid is accepted, we undertake to provide a Performance Security Deposit in the form, in the amounts and within the times specified in the tender documents.

We agree to abide by this bid, for the Bid Validity Period specified in the tender documents and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period.

Until the formal final procurement contract is prepared and executed between us, this bid, together with your written acceptance of the bid and your notification of award of the contract, shall constitute a binding Procurement Contract between us.

We understand that you are not bound to accept the lowest or any Financial Bid you may receive. We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in Pakistan.

**Dated This:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**In the capacity of:** \_\_\_\_\_ **(title or position)**

**Duly authorized to sign this bid for and on behalf of:** **(name of Bidder)**



## BID FORM 02

### DOCUMENTARY EVIDENCE

Name of the Firm: \_\_\_\_\_

Bid Reference No: \_\_\_\_\_

Date of opening of Bid: \_\_\_\_\_

Documentary evidence for determining eligibility of the bidders and evaluation of bids. Bidders should only initial against those requirements that they are attaching with the form. Bidders are required to mention the exact page number of relevant document placed in the Bid. Bidders are advised to attach all supporting documents with this form in the order of the requirement as mentioned in column-2.

SR. NO.	REQUIRED DOCUMENTATION	CLAUSE NO.	SIGNATURE OF BIDDER	SUPPORTING DOCUMENT NAME	PAGE NO. IN THE BID
1	NTN Certificate				
2	GST Certificate				
3	On Active Tax Payers List of FBR				
4	Registration/Incorporation/Business Certificate				
5	Complete Company profile and Organizational Chart				
6	Evidence of Firm's last <b>03 years</b> Performance (Projects/Services of similar nature)				
7	Growth Rate of Past three <b>03 years</b>				
8	Affidavit: documents/details/information is true				
9	Affidavit: bidder is not blacklisted by any Federal, Provincial Public sector organization				
10	Affidavit of compliance with "Schedule of Requirements"				
11	Affidavit of Confidentiality				
12	Bid Bond/Security				
13	Bid Validity period of 150 days				
14	Original Bidding documents duly signed/stamped				

**BID FORM 03**

**FIRM'S PAST PERFORMANCE**

Name of the Firm: \_\_\_\_\_

Bid Reference No: \_\_\_\_\_

Date of opening of Bid: \_\_\_\_\_

NAME OF CLIENT/INSTITUTION	PURCHASE ORDER NO.	DESCRIPTION OF ORDER	VALUE OF ORDER	DATE OF COMPLETION	WORK COMPLETION CERTIFICATE BY CLIENT

Note:

- 1. Bidders may use additional sheets if required.
- 2. All certificates are to be attached with this form

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Official Stamp: \_\_\_\_\_

## BID FORM 04

### SECURITY DEPOSIT

To,  
Section Officer (HA)  
1st Floor, T U V (Kohsar) Block, Pak Secretariat,  
Islamabad

Whereas [Name of Supplier] (hereinafter called "the Supplier") has undertaken, in pursuance of Contract No.[number] dated [date] to supply [description of goods/services] (hereinafter called "the Contract"). And whereas it has been stipulated by you in the said Contract that the Supplier shall furnish you with a security deposit by a scheduled bank for the sum of Rs. \_\_\_ as a Security for compliance with the Supplier's performance of services and obligations in accordance with the Contract.

And whereas we have agreed to give the Supplier a Security Deposit:

Therefore, we here by affirm that we are Guarantors and responsible to you, on behalf of the Supplier, up to a total of [Amount of the Security Deposit in Words and Figures] and we undertake to pay you, upon your first written demand declaring the Supplier to be in default under the Contract and without cavil or argument, any sum or sums within the limits of [Amount of Security Deposit] aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This Security Deposit is valid until the \_\_ day of \_\_, 2023/2\_

Signature and Seal of the Firm

Address: \_\_\_\_\_

Date: \_\_\_\_\_

Government of Pakistan  
Ministry of Religious Affairs & Interfaith Harmony  
1<sup>st</sup> Floor, T U V (Kohsar) Block, Pak Secretariat,  
Islamabad  
\*\*\*\*\*

**Request for Proposals (RFP)**

Ministry of Religious Affairs & Interfaith Harmony intends to invite proposals from manufacturer/supplier for providing following items:-

<b>S No.</b>	<b>Item</b>	<b>Capacity</b>	<b>Quantity</b> (Approx.)
1	Luggage Trolley Bags	23 Kg	180,000
2	Hand-carry Bags	7 Kg	90,000
3	Shoe Bags	-	-do-
4	Ahram Belt	-	-do-
5	Scarf (for ladies)	-	-do-

2. The said luggage trolley bag and hand-carry bag must be as per the specifications of IATA and Airlines operating in Pakistan. Further the said luggage trolley bag must represent Pakistani colour and could easily be identifiable from other country bags in Saudi Arabia. The said luggage trolley bags will be distributed in each Haji Camp throughout Pakistan as per number of intending pilgrims.

3. In this regard, proposals from reputable registered technical firms (manufacturer/supplier) are invited under the terms of references recorded in RFP Documents.

4. RFP Documents along with Evaluation Criteria can be obtained from the office of the Section Officer (HA) during the office hours on working days or can be downloaded from URL: [www.mora.gov.pk](http://www.mora.gov.pk) or [www.hajjinfo.org](http://www.hajjinfo.org).

5. Interested firms (manufacturer/supplier) shall submit their technical and financial proposals in two separate envelopes along with 5% of bid offer amount as bid security (refundable) through CDR/Bank Draft in the name of Ministry of Religious Affairs and Interfaith Harmony up to 1400 hrs on 02.10.2023. Technical proposals shall be opened on 03.10.2023 at 1200 hrs, bidders or their authorized representatives can also participate.

- i. Financial Proposals of the technically successful bidders shall be opened at 1400 hrs on 10.10.2023, bidders or their authorized representatives can participate.
- ii. Public Procurement Rules, 2004 of Public Procurement Rules Authority (PPRA), Islamabad shall be followed. Proposals received after deadline shall not be entertained.

**Section Officer (HA),**  
1<sup>st</sup> Floor, T U V (Kohsar) Block, Pak Secretariat, Islamabad  
Tel: 051-9207507