

**GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
CABINET DIVISION**

INVITATION TO BID

Cabinet Division invites sealed applications from interested appraisers, registered with Income tax and Sales tax departments through E-Pak Acquisition and Disposal System (EPADS) for value assessment of following categories of gift items received in Toshakhana: -

- a) Jewellery (Gold, Silver, Diamonds, Other Stones and Metals).
- b) All Type of Watches and Clocks.
- c) Misc. Items like Carpets, Rugs, Photographic Equipment, Decoration Pieces, Handicrafts, Gifts Made of China Clay and Other Materials, Electronics, Weapons etc.


2. Standard documents containing detailed terms and conditions can be downloaded from <https://eprocure.gov.pk> free of cost. The documents can also be downloaded from the Cabinet Division's website and obtained from the office of the Section Officer Toshakhana, Cabinet Division.

3. The documents, prepared in accordance with the instructions provided in the bidding document, must be submitted on EPADS by 13th December, 2024 at 11.00 am. The bids will be opened on the same day at 11.30 am through EPADS.

4. Cabinet Division reserves the right to regret (any of all bids) as per PPRA Rules.

5. The advertisement is available on the website of Cabinet Division i.e. www.cabinet.gov.pk and PPRA.

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VALUE ASSESSMENT OF GIFT ITEMS

BIDDING DOCUMENT

INSTRUCTIONS FOR INTERESTED BIDDERS

- I. Interested appraisers are required to submit separate documents for each category of gift items mentioned in the advertisement.
- II. Standard documents containing detailed terms and conditions can be downloaded from <https://eprocure.gov.pk> free of cost. The documents can also be downloaded from the Cabinet Division's website and from the office of the Section Officer Toshakhana, Cabinet Division.
- III. Appraiser will be assessed separately for each category as per Public Procurement Rules.
- IV. The documents, prepared in accordance with the instructions provided in the bidding document must be submitted on EPADS by 13th December, 2024 at 11.00 am. The bids will be opened on the same day at 11.30 am through EPADS.
- V. Appraisers are required to fill the bid form appended herewith after annexing the required documents.

**Terms and Conditions for the category regarding Jewellery
(Gold, Silver, Diamonds, other stones and metals)**

- I. The Appraiser:
 - a). must be a member of any National / Regional / Local Association of jewellers.
 - b). must possess at least five years' experience of the relevant field.
 - c). is required to be registered with sales tax and income tax department and is on the active tax payers list of FBR.
 - d). must provide a certificate on Rs.100/- stamp paper that he has not been blacklisted by any Government / Semi Government Organization etc.
 - e) or member(s) of his team must hold certificate / diploma / degree in gems stones identification / grading from an accredited institution.
 - f) Must give details along-with documentary evidence of the appraisements done by him for financial institution during last three years.
 - g) share details about location of offices / outlets.
 - h) fill the attached bid form after annexing the relevant documents.
- II. Applicant(s) are required to annex with the application / bid form a detailed description of methodology to be applied for assessment of gifts. Methodology shall, inter-alia, include workplan, staff deployment, description of assessment procedure.
- III. Cabinet Division will pay the assessment charges as follows: -
 - (i) 10% of the evaluation cost of each gift or Rs.10,000/-, whichever is less for assessing gifts valued up to US\$ 5,000 as assessed by FBR.
 - (ii) Rs. 15,000/- for assessing gift(s) valued above US\$ 5,000 upto US\$ 10,000 as assessed by FBR.
 - (iii) Rs. 20,000/- for assessing gift(s) valued above US\$ 10,000 as assessed by FBR.
- IV. The appraiser shall be required to submit value assessment report within three working days of the request from the Cabinet Division.
- V. The appraisal report should indicate complete specification of the gift, value, make, model and manufacturer.

- VI. The successful appraisers shall deposit Rs.10,000/- as security money in the form of Bank draft in the name of Section Officer (Toshakhana), Cabinet Division.
- VII. Any delay in submission of appraisal report shall be liable to imposition of fine equal to 01% of the remuneration for each day after the due date.
- VIII. The Section Officer, Toshakhana shall sign an agreement with the successful appraiser for a period of one year.
- IX. The interested appraisers are required to attach necessary documents like membership of jeweller association, registration with sales tax and income tax departments, proof of experience, appraisements done for financial institutions, bank draft, detail about location of offices etc, with their bid.
- X. The successful appraiser, if required, shall assist the appraiser(s) selected for other category(ies) of gift(s) regarding appraisal where concerted effort is needed to ensure accuracy. Assessment charges shall be shared among them in equal proportions.
- XI. The Cabinet Division may terminate the contract by giving advance notice for two weeks to the successful bidder.
- XII. The appraiser shall be held liable for defective assessment/valuation and proceeded against, as per Public Procurement Rules-2004.
- XIII. In case of dispute between the parties, the Cabinet Secretary shall be the sole arbitrator and his decision shall be binding on all parties.

(Evaluation Criteria)

The applicant shall be assessed as per the following criteria:

Sr. No.	Parameters	Marks to be assigned (Out of total marks)	Total Marks
1	Qualification	Certificate (Gemstones identification/grading)	4 marks
		Diploma (Gemstones Identification/grading)	6 marks
		Degree (Gemstones identification/grading)	8 marks
			08 marks

2	Location of offices	ICT only	4 marks	08 marks
		Two provinces and ICT	6 marks	
		All four provinces and ICT	8 marks	
3	Experience	05 years	4 marks	08 marks
		>5 <=7 years	6 marks	
		>7 years	8 marks	
4	Appraisements done for financial institutions during last three years	Up to Rs. 01 million	2 marks	06 marks
		>1 million <=2 million	4 marks	
		>2 million	6 marks	
5	Methodology	It includes work plan, staff deployment, description of assessment/evaluation procedure, etc.		10 marks
Grand Total				40 marks

Note: Applicant(s) scoring less than 50% marks for each parameter shall be rejected.

The applicant scoring highest marks shall be selected.

Terms and Conditions for the category regarding Watches and Clocks.

- I. The appraiser:
 - a). must possess at least five years' experience of sale / purchase of luxury watches.
 - b). required to be registered with sales tax and income tax departments and is on the active tax payers list of FBR.
 - c). must provide a certificate on Rs.100/- stamp paper that he has not been blacklisted by any Government / Semi Government Organization etc.
 - d) share details about location of offices / outlets.
 - e) fill the attached bid form after annexing the relevant documents.

- II. Applicant(s) are required to annex with the application / bid form a detailed description of methodology to be applied for assessment of gifts. Methodology shall, inter-alia, include workplan, staff deployment, description of assessment procedure.

- III. Annual turnover relating to luxury watches of applicant(s) business shall not less than 20 million of rupees.

- IV. Cabinet Division will pay the assessment charges as follows:-
 - (i) 10% of the evaluation cost of each gift or Rs.10,000/-, whichever is less for assessing gifts valued up to US\$ 5,000 as assessed by FBR.

 - (ii) Rs. 15,000/- for assessing gift(s) valued above US\$ 5,000 upto US\$ 10,000 as assessed by FBR.

 - (iii) Rs. 20,000/- for assessing gift(s) valued above US\$ 10,000 as assessed by FBR.

- V. The appraiser shall be required to submit value assessment report within three working days of the request from the Cabinet Division.

- VI. The appraisal report should indicate complete specification of the gift, value, make, model and manufacturer.

- VII. The successful appraisers shall deposit Rs.10,000/- as security money in the form of Bank draft in the name of Section Officer (Toshakhana), Cabinet Division.
- VIII. Any delay in submission of appraisal report shall be liable to imposition of fine equal to 01% of the remuneration for each day after the due date.
- IX. The Section Officer Toshakhana shall sign an agreement with the successful appraiser for period of one year.
- X. The interested appraisers are required to attach necessary documents like registration with sales tax and income tax departments, proof of experience, bank draft, document relating to sale of watches, location of offices / outlets etc with bid.
- XI. The successful appraiser, if required, shall assist the appraiser(s) selected for other category(ies) of gift(s) regarding appraisal where concerted effort is needed to ensure accuracy. Assessment charges shall be shared among them in equal proportions.
- XII. The Cabinet Division may terminate the contract by giving advance notice for two weeks to the successful appraiser.
- XIII. The appraisers shall be held liable for defective assessment/valuation and proceeded against, as per PPR, 2004.
- XIV. In case of dispute between the parties, the Cabinet Secretary shall be the sole arbitrator and his decision shall be binding on all parties.

(EVALUATION CRITERIA)

The applicant shall be assessed as per the following criteria:

Sr.No.	Parameters	Marks to be assigned (Out of total marks)	Total Marks
1	Location of offices/outlets	ICT only 4 marks two provinces and ICT 6 marks all four provinces and ICT 8 marks	08 marks
2	Experience (sale/purchase of luxury	05 years 4 marks	08 mark

	watches)	>5<=7 years	6 marks	
		>7 years	8 marks	
3	Annual turnover (of the last three years)	Rs. 20 million	2 marks	06 marks
		>20 million<=30 million	4 marks	
		> 30 million	6 marks	
4	Methodology	It includes work plan, staff deployment, description of assessment/evaluation procedure, etc.		10 marks
Grand Total				32 marks

Note: Applicant(s) scoring less than 50% marks for each individual parameter shall be rejected.

The applicant scoring highest marks shall be selected.

Terms and Conditions for the category regarding misc. Items like Carpets, Rugs, Photographic equipment, decoration pieces, handicrafts, gifts made of china and other materials, electronics, weapons etc.

I. The appraiser

- a). must be registered as valuer (panel-III) with Pakistan Banks Association.
- b). must possess at least five years' experience of the relevant field.
- c). is required to be registered with sales tax and income tax departments and is on the active tax payers list of FBR.
- d). must provide a certificate on Rs.100/- stamp paper that he has not been blacklisted by any Government / Semi Government Organization etc.
- e) Must have done appraisalment of the commodities worth Rs.one million during last three years.
- f) share details about location of offices / outlets.
- g) fill the attached bid form after annexing the relevant documents.

II. Applicant(s) are required to annex with the application / bid form a detailed description of methodology to be applied for assessment of gifts. Methodology shall, inter-alia, include workplan, staff deployment, description of assessment procedure.

III. Cabinet Division will pay the assessment charges as follows: -

- (iv) 10% of the evaluation cost of each gift or Rs.10,000/-, whichever is less for assessing gifts valued up to US\$ 5,000 as assessed by FBR.
- (v) Rs. 15,000/- for assessing gift(s) valued above US\$ 5,000 upto US\$ 10,000 as assessed by FBR.
- (vi) Rs. 20,000/- for assessing gift(s) valued above US\$ 10,000 as assessed by FBR.

IV. The appraiser shall be required to submit value assessment report within three working days of the request from the Cabinet Division.

- V. The appraisal report should indicate complete specification of the gift, value, make, model and manufacturer.
- VI. The successful appraiser shall deposit Rs.10,000/- as security money in the form of Bank draft in the name of Section Officer (Toshakhana), Cabinet Division.
- VII. Any delay in submission of appraisal report shall be liable to imposition of fine equal to 01% of the remuneration for each day after the due date.
- VIII. The appraisers are required to attach necessary documents like registration with Pakistan Banks Association, proof of experience, registration with sales tax and income tax department, bank draft, location of offices / outlets etc, with their bid.
- IX. The successful appraiser, if required, shall assist the appraiser(s) selected for other category(ies) of gift(s) regarding appraisal where concerted effort is needed to ensure accuracy. Assessment charges shall be shared among them in equal proportions.
- X. The Cabinet Division shall sign an agreement with the successful appraiser for a period of one year.
- XI. The Cabinet Division may terminate the contract by giving advance notice for two week to the other party.
- XII. The appraiser shall be held liable for defective assessment/valuation and proceeded against, as per PPR 2004.
- XIII. In case of dispute between the parties, the Cabinet Secretary shall be the sole arbitrator and his decision shall be binding on all parties.

(EVALUATION CRITERIA)

The applicant shall be assessed as per the following criteria:

Sr.No.	Parameters	Marks to be assigned (Out of total marks)	Total Marks
1	Qualification (number of Graduates in Valuers team)	Only one >1<=3 >3	4 marks 6 marks 8 marks
2	Location of offices	In ICT only	4 marks
			08 marks

		In two provinces & ICT	6 marks	
		In all four provinces & ICT	8 marks	
3	Experience	05 years	4 marks	08 mark
		>5<=7 years	6 marks	
		>7 years	8 marks	
4	Appraisalment of the commodities done during last three years	Rs. 01 million	2 marks	06 marks
		>1 million<=2 million	4 marks	
		> 2 million	6 marks	
5	Commodity specialist declared by PBA for one or more categories	02 marks		02 marks
6	Methodology	It includes work plan, staff deployment, description of the procedure employed for assessment/evaluation, etc		10 marks
	Grand Total			42 marks

Note: Applicant(s) scoring less than 50% marks for parameters 1, 2, 3, 4 & 6 shall be rejected.

The applicant scoring highest marks shall be selected.

BID FORM

Jewellery (Gold, Silver, Diamonds, other stones and metals)

Name ----- CNIC-----

Address-----

-----NTN-----

Membership of Jewellers Association-----

Location of offices / outlets-----

Proof of Experience-----

Qualification (applicant, employees)-----

Detail of employees-----

Registration with Sales Tax and

Income Tax department-----

Certificate of non-black listing-----

Security Deposit -----

Appraisements done for financial institutions-----

(during last three years)

Methodology-----

1.	2.	3.
Category of Gift	Name of Appraiser	Signature

Note: Attach the required supporting documents

Stamp and Signature

BID FORM

All types of watches and clocks

Name ----- CNIC-----

Address-----

-----NTN-----

Location of Outlets-----

Proof of Experience-----

Registration with Sales Tax and

Income Tax department-----

Certificate of non-black listing-----

Security Deposit -----

Detail of employees-----

Sale of luxury watches during last three years-----

1.	2.	4.
Category of Gift	Name of Appraiser	Signature

Note: Attach the required supporting documents

Stamp and Signature

BID FORM

Misc. Items like Carpets, Rugs, Photographic Equipment, Decoration Pieces, Handicrafts, Gifts made of China clay and other Materials, Electronics, Weapons etc

Name ----- CNIC-----

Address-----

-----NTN-----

Registration with Pakistan Banks Association (PBA) as penal-III valuer -----

Proof of Experience-----

Detail of employees and their qualification-----

Registration with Sales Tax and

Income Tax department-----

Certificate of non-black listing-----

Security Deposit -----

Appraisalment of commodities done during last three years-----

Commodities specialist certification issued by PBA-----

1.	2.	3.
Category of Gift	Name of Bidder	Signature

Note: Attach the required supporting documents

Stamp and Signature

FORM OF CONTRACT AGREEMENT

THIS CONTRACT AGREEMENT (hereinafter called the "Agreement") is made on the _____ day of _____ (month) 20____ between Section Officer (Toshakhana), Cabinet Division, Islamabad (hereafter called the 'first party') and _____ (hereafter called the 'second party') for a period of one year from _____ to _____.

WHEREAS the first party is desirous that assessment of gifts received in Toshakhana should be executed by the second party and has accepted the second party for the execution and completion of assessment of gifts of Toshakhana.

NOW this Agreement witnessed as follows:

1. The terms and conditions mentioned in the advertisement and bidding document shall be deemed to be read and construed as part of this agreement.
2. In consideration of the payments to be made by the first party, the second party hereby covenants with the first party to execute and complete the tasks in all conformity with the provisions of the agreement.
3. The first party hereby covenants to pay the second party, in consideration of the execution and on completion of the task as per provisions of the agreement, the sum as may become payable under the provisions of the agreement.
4. The second party covenants to submit value assessment report within three working days of the request from the Cabinet Division.
5. The appraisal report submitted by the second party should indicate complete specifications of the gift, value, make, model, manufacturer, etc.
6. The second party covenants to deposit Rs.10,000/- as security money in the form of Bank Draft in the name of Section Officer, Toshakhana, Cabinet Division, Islamabad.
7. Any delay in submission of appraisal report by the second party shall be liable to imposition of fine equal to 1% of the remuneration (bid money) for each day after the due date.
8. The second party shall be held liable for defective assessment/valuation and be proceeded against, as per PPR, 2004.

9. The first party may terminate the agreement by giving a notice of two weeks to the second party.

10. In case of dispute between the parties, the Cabinet Secretary shall be the sole arbitrator and his decision shall be binding on all the parties.

IN WITNESS WHEREOF the parties hereto have caused this Agreement to be executed on the -----day, ----- month and ----- year.

Signature of the First Party

Signature of the Second Party

(Seal)

(Seal)

Signed, Sealed and Delivered in the presence of:

Witness:

Witness:

(Name, Designation and Address)

(Name, Designation and Address)