



GOVERNMENT OF PAKISTAN
PLANNING COMMISSION
MINISTRY OF PLANNING, DEVELOPMENT & SPECIAL INITIATIVES,
ISLAMABAD

Bidding Document
For
Procurement of Office Furniture & Establishment of Workstations

For
Project “Strengthening of Ministry of Planning, Development and
Special Initiatives in Monitoring and Evaluation of PSDP
Projects” Islamabad Office

Contents

GUIDELINES.....	4
SECTION 1	5
INSTRUCTIONS TO THEBIDDERS (ITB)	5
BID DATASHEET	6
TERMS& CONDITIONS	8
SECTIONII.....	15
Bidding Process&	15
Evaluation Criteria.....	15
List of Mandatory Documents for Eligibility	17
Evaluation Procedure &Criteria.....	18
SECTIONIII	20
TECHNICALSPECIFICATION	20
Compliance Sheet:.....	22
SECTION-IV	24
STANDARDFORMS	24
TECHFORM1.....	25
TECHFORM2.....	26
TECHFORM3.....	27
TECHFORM4.....	28
TECHFORM5.....	29
TECHFORM6.....	30
FINFORM1.....	31
FINFORM2.....	32

GUIDELINES

Procurement of Office Furniture & Workstations against the Project “Strengthening of Ministry of Planning, Development and Special Initiatives in Monitoring and Evaluation of PSDP Projects”.

Ministry of Planning, Development and Special Initiatives (M/o PD&SI) Islamabad invites sealed bids from reputed manufacturers/Suppliers of furniture for supply of furniture and establishment of Workstations for its Islamabad.

1. Bidding shall be conducted through **Single Stage–Two Envelopes basis** as per PPRA Rules. The Envelope should be clearly marked as **Technical & Financial Proposals** in bold & legible letters. The bidders are bound to provide their complete information along with postal address, as well as valid email address and phone number (s) on each of the envelopes.
2. Bidding documents, detailed specifications /description and number of items, may be collected from the address mentioned in the Tender appeared in the press/websites.
3. The bids shall reach at the address on the time & date mentioned in the Tender, which shall be opened on the day mentioned in the Tender by the Procurement Committee in the presence of Representatives of the bidders.
4. Venue for the purpose is Office of the Project Director (M&E), Strengthening of M/o PD&SI in M&E, PPMI Complex, Street 1, H-8/1 Islamabad. Bid submitted after due date & time shall not be entertained.
5. The bid must be valid upto 120 days (extendable) from the last date of submission of bids.
6. The Purchaser reserves the right to reject any or all the bids as per provisions contained in PPRA Rules.

PROJECT DIRECTOR (M&E)
Strengthening of Ministry of Planning, Development and Reform in Monitoring &
Evaluation of PSDP Projects,
Ministry of Planning, Development and Special Initiatives
PPMI Complex, Projects Wing, Street 1, H-8/1 Islamabad

Tel: 051-9269768/9269788

SECTION
1:INSTRUCTIONS TO THE BIDDERS
(ITB)

SECTION I: INSTRUCTION TO BIDDERS INCLUDING DATA SHEET

BID DATA SHEET

ITB Ref	Description	Detail
ITB Clause 2.1	Bid Reference Number	No.
ITB Clause 2.2	Name of Goods	Office Furniture & Workstations
ITB Clause 2.3	Commencement date of provision of Bidding Document	As per Tender
ITB Clause 2.7	Last date and time for submission of bids	As per advertisement
ITB Clause 2.8	Bid Submission Address	Project Director, Strengthening of Ministry of Planning, Development and Reform in Monitoring and Evaluation of PSDP Projects, Ministry of Planning, Development and Special Initiatives PPMI Complex, projects wing, Street 1, H-8/1 Islamabad
	Place of Delivery of furniture and installation of Workstations	1. Project Office in PPMI Complex H-8/1
	Bidding Option for one or both sites	1. The bidder can apply for both Islamabad 2. Can bid for one of the sites only. In both cases the bid will be considered responsive
ITB Clause 3	Bidding Process	Single Stage Two Envelopes (Technical + Financial).
ITB Clause 6	Performance Guarantee / Performance Security	The Performance Security shall be 10% of the total contract price quoted at the time of Letter of Acceptance (LOA) and it shall be submitted to the Project Director (M&E) mentioned above as per clause 39 of PPRA rules.
ITB Clause 15	Language of bid	English

PROCUREMENT OF FURNITURE FOR THE PROJECT ST. M/O
PD&SIIN M&E OF PSDP

ITB Clause 17	Clarification(s) on Bidding Documents	PROJECT DIRECTOR (M&E): Strengthening of Ministry of Planning, Development and Reform in Monitoring and Evaluation of PSDP Project. PPMI Complex, Projects Wing, Street 1, H-8/1, Islamabad
ITB Clause 18.1	Currency of Bid	PKR – Pakistan Rupees
ITB Clause 18.2	Bid Price	Bid Price shall be inclusive of all duties, taxes & levies.
ITB Clause 19	Bid validity period	90 days (Extendable)
ITB Clause 20.1	Specific Description of Goods in the Bidding Documents	Any item that does not fulfill the desired specifications and mandatory requirements, the bid shall be rejected straightaway.
ITB Clause 20.5	Hard and Soft copy	Bidders must submit hard copies of the specifications.
ITB Clause 24	Name of the Bid Form (Primary documents)	TECH FORM 1: Technical Proposal Cover Letter TECH FORM 2: BID COVER SHEET TECH FORM 3: Affidavit TECHFORM4: Eligibility of the Bidders & Goods TECH FORM 5 : Manufacturer / Distributor's Authorization TECH FORM 6: Summary of Similar Contracts FINFORM 1: Financial Proposal Cover Letter FINFORM2: Price Schedule
ITB Clause 25	Amount of Bid Security / Earnest Money	The Bidder shall furnish, as part of its bid, a Bid Security/Earnest Money equivalent to <u>2%</u> of the total bid price for all items lot wise/for each lot submit in the name of Project Director, Strengthening of 'Mo PD&SI in M&E of PSDP Projects.
ITB Clause 26	Date, time and venue of opening of technical bids	As per Tender PPMI Complex, Hall-I, Sector H-8/1, Islamabad
ITB Clause 28	Higher specification	Bidders can propose equivalent or Higher specs and more than one options against any item

TERMS & CONDITIONS

INSTRUCTIONS TO THE BIDDER -TERMS & CONDITIONS

Following are the Terms & Conditions for Bidding and subsequent Contract. The provisions mentioned herein will become part of the Contract. Whenever there is a conflict, the Special Provisions shall prevail over General Provisions of the Contract.

3. DEFINITIONS

In this document, unless there is anything repugnant in the subject or context:

- a) "Authorized Representative" means any representative appointed, from time to time, by the Client, the Purchaser or the Contractor.
- b) "Availability and Reliability" means the probability that a component shall be operationally ready to perform its function when called upon at any point in time.
- c) "Authority" means Ministry of Planning, Development & Special Initiatives.
- d) "Bidder" means the Firm/Company/Supplier/Distributors fulfilling the eligibility criteria and participating in the bidding for provision of Office Furniture & Workstation installation related equipment as per provision of bid document/contract.
- e) "Contractor" means the person/firm/company whose Tender has been accepted and awarded letter of intent followed by the Contract by the Purchaser.
- f) "Purchaser" means "Strengthening of M/o Planning, Development & Reform in M&E of PSDP Projects" M/o Planning, Development & Special Initiatives, for the purposes of the Contract.
- g) "Contract" means the agreement entered into between the Purchaser and the Contractor, as recorded in the Contract Form signed by the parties, including all Schedules and Attachments thereto and all documents incorporated by reference therein.
- h) "Defects Liability Period" means the warranty period following the taking over, during which the Contractor is responsible for making good, defects and damages in Goods and Services provided, under the Contract.
- i) "Force Majeure" means an event beyond the control of the Contractor and not involving the Contractor's fault or negligence and not foreseeable. Such

events may include, but are not restricted to, wars, revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

- j) "Goods" means the furniture and workstations which the Contractor is required to supply to the Purchaser under the Contract.
- k) "Services" means supply, installation, commissioning, testing, after sale service, etc. of Goods and other such obligations which the Contractor is required to provide to the Purchaser under the Contract.
- l) "Delivery Acceptance Certificate" means the certificate to be issued by the Client to the Contractor, in accordance with the Contract.
- m) "Works" means work to be done by the Contractor under the Contract.
- n) "Inventory List" means a list of equipment/ supplies bearing details of make/ model/quantity/unit price/ warranty/location of supply/ installation/ manufacturer/authorized workshop, duly signed by the Contractor and verified by the Client.

4. Basic Information

4.1 Bid reference number: _____

4.2 The Goods are: **Office Furniture & Construction of Cabins /Workstations.**

4.3 Commencement date of provision of Bidding Document **As per Tender**

4.4 Submission of clarifications in writing by bidders is **As per**

4.5 Pre-Bid Meeting will be held on **As per Tender**

4.6 Last date for bid submission will be **As per Tender**

4.7 Bid Submission Address is as following:

Project Director "Strengthening of Ministry of Planning, Development and Reform in Monitoring & Evaluation, Project",
Ministry of Planning, Development and Special Initiatives, **PPMI**
Complex Projects Wing, Street 1, H-8/1 Islamabad

5. BIDDING PROCESS & EVALUATION CRITERIA

The details of bidding process & evaluation criteria is provided in **Section II** of this document.

6. STANDARDS

The quoted product, at the time of technical evaluation and on delivery, shall conform to the standards as prescribed in specifications and in the Technical Evaluation Criteria. The said conformance shall lead to subsequent issuance of the Acceptance Certificate to the Supplier by the Purchaser.

7. PERFORMANCE SECURITY

The amount of performance security, as a percentage of the Contract Price, shall be: Ten (10) percent of the Contract Price in the shape of Bank Guarantee.

[The following provision shall be used in the case of Goods having warranty obligations.]

Performance Security/guarantee (10%) shall be returned after successful completion of the contract in accordance with Warranty & support.

A copy of the Bank Statement of bidder/firm/s for the last 2 years will be submitted along with the bid document.

8. INSPECTIONS AND TESTS

Inspection of the Office Furniture & Workstation installation and final acceptance is as follows: Equipment Delivery & Inspection Report by Inspection Committee and followed by issuance of Delivery Acceptance Certificate (DAC) by Inspection Committee on behalf of Procurement Committee to process payment of items.

9. DELIVERY AND DOCUMENTS

All items are required to be delivered within 4-6 weeks after the issuance of purchase order/signed Contract. Delivery of all intended items shall be at Project Director, Store room, PPMI Complex, Street #1, H-8/1 Islamabad.

2. Payment

The method and conditions of payment to be made to the Supplier under the Contract shall be as follows:

Payment for Goods supplied:

- a) Payment shall be made in **Pak. Rupees** through **crossed cheque** in the following manner:

50 percent of the Contract Price of the Goods shall be paid to supplier after the delivery of furniture & Construction of Workstations and 50% after the acceptance by inspection by the Committee of intended goods at destination upon the submission of documents specified as follows;

- i. The Supplier in accordance with the terms and manner specified in the Schedule of Requirements shall make delivery of the goods.
- ii. The goods supplied under the Contract shall be Delivered Duty Paid (DDP) under which risk is transferred to the buyer after the Goods have been delivered and accepted.

11. LIQUIDATED DAMAGES

In case of late delivery or violation of contract follows liquidation damages shall apply as following.

- i. **Applicable rate: 1.0% per day of the total Contract price**
- ii. **Maximum deduction: ≤ 10% of the total contract amount.**

12. DISPUTES RESOLUTION

In the case of a dispute between the Purchaser and the Supplier, a dispute resolution committee shall be constituted by the M/o PD&SI for the resolution of dispute in case of non-resolution, the dispute shall be referred for adjudication or arbitration in accordance with Arbitration Laws of Pakistan and heard at Islamabad.

13. GOVERNING LANGUAGE

The Governing Language shall be: English

14. APPLICABLE LAW

The Contract shall be interpreted in accordance with the laws of Islamic Republic of Pakistan.

15. NOTICES & CLARIFICATIONS

Purchaser's address for notice and clarification purposes:

Admin Officer

**Strengthening of M/o PDR in Monitoring and Evaluation Project,
PPMI Complex, Sector, H-8/1 Islamabad.**

Email: shahid_iqbal22@hotmail.com

- i. Supplier should provide focal person's contact details, i.e., name, address, telephone, email.

16. BIDVALIDITY

- i. The Bidder shall provide a minimum validity period of 120 days from the last date for submission of the Bids.
- ii. The Purchaser, at any time before final contract signing, may solicit the Bidder's consent to an extension of the validity period of the Bid. The request and the response thereto shall be made in writing. If the Bidder agrees to extension of validity period of the Bid, the validity period of the Bid security shall also be proportionately extended. The Bidder may refuse extension of validity period of the Bid, without forfeiting the Bid security.

17. REJECTION OF BIDS

- i. Bids will be submitted for each and every item mentioned in Section III: Schedule of Requirements of the Bidding Document. Bids with selective items will not be entertained. Any item that does not fulfill the described specifications and mandatory requirements, the bid shall be rejected straightaway.
- ii. The Procuring Agency may reject any or all bids at any time prior to the acceptance of a bid. The Procuring Agency shall upon request communicate to any Bidder who submitted a bid, the grounds for its rejection of any or all bids but is not required to justify those grounds.
- iii. Notice of the rejection of any or all bids shall be given to the concerned Bidders that submitted bids.

18. JOINT VENTURE

Joint Venture is not allowed.

Government Supplier/organization/experience will be given priority.

19. RIGHT TO ALTER QUANTITIES AND QUALITYREQUIREMENTS

- i. At any time prior to the deadline of submission of Bids, Purchaser may for any reason, whether at its own initiative or in response to a clarification requested by bidders, modify the Bid Document by amendment, which will be communicated through email to the bidders who have already been issued Bid Document.
- ii. All such amendments shall become part of the Bid Document.
- iii. Purchaser reserves the rights to alter quantities, revise/modify all or any of the specifications, delete some items specified in this offer, when finalizing its requirements.

iv.No Commitment to Accept Lowest or Any Bid: Purchaser shall be under no obligation to accept the lowest or any other offer received in response to this bid notice and shall be entitled to reject any or all bids without assigning any reason whatsoever.

20. Best Quality material will be used as specifications and proper Workshop facility is important. The purchaser has the right to return back the supplies subject to noncompliance of quality standards. Warranty Guarantee The furniture may be under workmanship and quality guarantee for 10 years.

21. RE-BIDDING

i.If the procurement entity has rejected all bids under PPRA Rule, it may call for re-bidding.

ii.The Procuring Agency before invitation for re-bidding shall assess the reasons for rejection and may revise specifications, evaluation criteria or any other condition for Bidders, as it may deem necessary.

22. Bid Forms, Documents & Attachments

i.The Technical Proposal shall comprise the following forms and documents, without quoting the price:

- a) Technical Proposal Covering Letter (Tech Form 1)
- b) Bid Cover Sheet (Tech Form2)
- c) Affidavit (All terms & conditions and qualifications listed anywhere in the tender document have been satisfactorily vetted and agreed) (Tech Form3)
- d) Evidence of eligibility of the Bidder and the Goods (Tech Form4)
- e) Summary of Similar Contracts (Completed & Ongoing) (Tech Form6)
- f) Compliance Sheet - Evidence of conformity of the Goods / the Services to the Bid Document
- g) Technical Brochures /Literature
- h) Details of Warranty and After-Sale Service
- i) Project Timeline for Delivery, Installation & related Services
- j) The statement must be signed by the authorized representative of the Bidder
- k) Valid Registration Certificate for Income Tax, Sales Tax.
- l) Bank Statement of at least last two years.
- m) Evidence of Income & Sales tax paid during last two years. I.e. 2019-20 to 2020-2021.
- n) Annual Turnover is required for performance of financial soundness.

ii. The Financial Proposal shall comprise the following forms and instruments:

- a) Financial Proposal Covering Letter (Fin Form 1)
- b) Price Schedule (Fin Form2)
- c) Bid Security equal as per Tender

23. Bid Security/ Earnest Money

The Bidder shall furnish, as part of its bid, a Bid Security/Earnest Money as per total bid price for all items in the name of Project Director, Strengthening of MOPDSI in M&E of PSDP Project. The bid security should be valid for a period of 150 days and must be enclosed with the financial bid.

24. Date, time and venue of opening of Bids

- i. Date, time and venue of opening of Financial Proposals will be communicated by the Purchaser only to the technically qualified & compliant bidders at an appropriate time.

25. Bidders delivering refurbished or used items shall be disqualified & penalized, their earnest money shall be forfeited.

26. Bidders can propose equivalent or Higher specs and more than one options against any item

SECTION II
Bidding Process
&Evaluation
Criteria

SectionII: Bidding Process, Evaluation Procedure& Criteria of Bids

Bidding Process

Single stage two envelopes bidding process will be adopted where bids will be selected under Quality and Cost Based Selection (QCBS) System and procedures described in this Bid Document, in accordance with the PPRA Rules.

The bidding process will involve the steps along with timelines as mentioned in Bid Data Sheet.

1. To enable bidder to prepare the proposal, a list of attached document formats have been provided in Section IV- Standard Forms.
2. Any request for clarification should be initiated in writing by email and should be addressed as indicated in notices clause.
3. At any time before the submission of proposals, the Purchaser may, for any reason, whether at its own initiative or in response to a clarification requested by any bidder, modify the Documents by amendment. The clarification on bids or any amendments of the bid will be intimated to all Bidders listed with the Purchaser for this Bid in writing. The Purchaser may at its discretion extend the deadline for the submission of proposals.

Bidding Procedure for Evaluation of Bids

The bid submitted by the Bidder will be evaluated as per the following procedure:

1. First level of evaluation will be based on mandatory criteria. Only those firms who fulfill mandatory criteria will qualify for next round of evaluation.
2. Second level of evaluation will be on the basis of the Technical Bid, which will include compliance to technical specifications of each item and other factors mentioned in this bid document.
3. Bids that pass technical evaluation will be opened for financial evaluation.

List of Mandatory Documents for Eligibility.

S #.	Documents.	Validity
1	Certificate of Company/Firm Registration/Incorporation under the laws of Pakistan with minimum 2 years of Relevant Experience	Valid certificate from concerned regulator/ authority required.
2	Registration of NTN with Federal Board of Revenue (FBR) and having Active Tax Payer status.	
3	Registration of General Sales Tax (GST) with Federal Board of Revenue (FBR) and having Active Tax Payer status.	
4	The bidder should have fully operational office/ Head office in Islamabad	
5	Affidavit that firm is not Blacklisted and involved in any active litigation in Pakistan.	
7	Proof of similar completed projects for the last five years.	Completion Certificates
8	Compliance/ Data sheet shall be provided. Unless the submission of the same, bid shall be considered rejected straight away.	Compliance Sheet & Data Sheets
9	Bank Statement of the company for the last two years	Bank Statement

Evaluation Procedure& Criteria

Technical

(i) Procedure for opening of Bids

Single stage – two envelope, procedure would be adopted for opening of bids. The procedure and terms are as follows:

- a) The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the Financial Proposal and the Technical Proposal;
- b) The envelopes shall be marked as “FINANCIAL PROPOSAL” and “TECHNICAL PROPOSAL” in bold and legible letters to avoid confusion;
- c) Initially, only the envelope marked “TECHNICAL PROPOSAL” shall be opened;
- d) The Technical Proposals shall be evaluated for compliance to technical requirement of this document, without reference to the price and reject any proposal which does not conform to the specified requirements as listed in said Sections.
- e) The envelope marked as “FINANCIAL PROPOSAL” shall be opened in front of Procurement Committee members and the representatives of qualified bidders who may like to attend the meeting after the technical evaluation who have scored at least 70%marks;
- f) The Financial Proposal of bids found technically nonresponsive or unqualified shall be returned un-opened to the respective bidders;
- g) The opened financial proposals will be evaluated and amount totals will be checked/ verified for correctness. The lowest priced bid compliant in all respects will be considered for the award of procurement order.

(ii) Technical evaluation

There would be a two-stage evaluation; preliminary mandatory evaluation of technical bids will be done as per information tabulated above in the “list of mandatory documents”. Detailed technical evaluation of those firms would be performed which would qualify the above tabulated mandatory evaluation criteria. Based on the detailed evaluation, a further short listing will be done. These short-listed firms may be asked to give presentation/ demo of their furniture/solution as requested by the Purchaser. The technical evaluation would be performed by the Technical Evaluation Committee. Rating for technical evaluation will be as per following criteria:

Sr.#	Criteria	Marks
1	Relevant Experience	60
(i)	Relevant experience in providing of ‘ Office Furniture (Executive Chairs Standard, Visitors Chairs Leather rite, Executive Chairs etc.) & Workstations (Cabins) of similar nature & size for clients in Private/ Corporate Sector organizations • Each Project→ 05 Marks (Maximum limit 40Marks)	

(ii)	Relevant experience of working with Government Each Project → 05 Marks (Up to maximum limit of 20 Marks)	
2	Project Implementation/ Management Plan	40
(i)	Project Timeline for delivery and installation, Within 4 Weeks → 20 marks, Within 6 Weeks → 10 marks, Beyond 6 Weeks → 0 marks)	
(ii)	Overall Proposal Presentation in terms of: Conciseness Clarity, Completeness Demo/ Presentation of equipment/ solution as requested by the Purchaser. (Max 5 Marks) Higher Specification of Items Maximum limit of 15 Marks)	

(iii) Financial Evaluation

Financial bids of only those bidders who Score at least 70% on the technical evaluation would be opened before the representatives who wish to attend the financial proposal opening. The lowest financial bid of the technically compliant bid will be selected for award of the purchase/supply order, after fulfilling contractual obligations.

Final Evaluation

The decision of the Procurement Committee will be binding on all concerned and will in no case be challengeable at any forum.

SECTION III-TECHNICAL SPECIFICATION

PROCUREMENT OF FURNITURE FOR THE PROJECT ST. M/O
PD&SIIN M&E OF PSDP

Summary List of Items for Procurement
SPECIFICATIONS OF FURNITURE & WORKSTATIONS

S. No.	Items	Specification	Quantity
1	Executive Chairs with headrest	Revolving Chairs Metal Base and Arms Cushion L: 20 + H: 26 + W:20	07
2	Executive/Officer Chairs Standard	Revolving Chairs Metal Base and Arms Cushion L: 20 + H: 22 + W:20	06
	Revolving Chairs	Revolving Chairs Metal Base and Arms Cushion L: 20 + H: 22 + W:20	34
3	Visitors Chairs Leather rite	Wooden Frame (Sheesham Wood) L: 20 + H: 30+ W:22	88 (28 x Executive, 60 x Standard)
4	Executive Tables with side racks	Wooden Frame (Sheesham Wood) Length 6 feet, Height:3 ft width 3.5 ft	11
5	Workstations/ Cabins for Monitoring Officers/ Chief Monitoring Officers/Deputy Directors	Workstation cluster of size 7' x 6' x 5'H partition Table size 7'x 6'x 2'depth, partition size 5'x 2'one side and M.s pipe leg on the other side, Drawer unit size 16" wide with 3 drawers. Partition consists of 3 portions: 1. Lower portion made of laminated press 3.5mm on both sides. 2. Middle portion will be made of soft board covered with industrial fabric costing Rs.850. 3. Top portion consists of 5 mm glass master line/ Frosted. The size of the glass will be equivalent to the top base of the workstation table. To be presented during Technical Evaluation and management reserve the rights to make any minor modification in specification	25 x (Single Person)
	Workstations/ Cabins for Computer operator/Assistant	Workstation cluster of size 7' x 6' x 5'H partition Table size 7'x 6'x 2'depth, partition size 5'x 2'one side and M.s pipe leg on the other side, Drawer unit size 16" wide with 2 drawers. Top portion consists of 5 mm glass master line/ Frosted. The size of the glass will be equivalent to the top base of the workstation To be presented during Technical Evaluation and management reserve the rights to make any minor modification in specification	4 x (for 3 x Staff each)
6	Racks	Wooden Racks with glass top on the following size L: 3 + H: 3+ W: 2	44
	Sofa Set	As per sample (5-Seater)	05
7	SUPARCO GEO-SPATIAL LAB	02 x Standing AC (4 ton inverter of approved make) Raised Floor (Static Tile) 1 foot height , 2X2 Glass Partitioning (28X14X10) feet Glass Door & Handle (standard size) False Ceiling & Paint (Dumpa false ceiling) Access Control Module (KVM) Electric Work (30 point) (19 X UPS, 11X Wapda) Conference Table (08 Person) (10X4 feet) Conference Chair (08 Person) (3 feet) Computer Table (04 Person) (Top size: 1200 W, 600	01

PROCUREMENT OF FURNITURE FOR THE PROJECT ST. M/O
PD&SIIN M&E OF PSDP

		D, Th: 25 MM (per person) side partition size 1200 height X 1050 width) Th: 28 mm, Front partition size: 122 height X1200 width, Th: 28 mm	08
		Computer Chair (04 Person)	04
		Total	17

Compliance Sheet:

Office Furniture & Work Stations

Compliance to the above specification is mandatory. Compliance sheet must be provided by the bidder as per above list.

Supply Schedule:

A) For supply of Goods:

Mode of Penalty	100% Quantity as per Purchase Order	Total delivery period
Without penalty	04-06 Weeks (Maximum)	04-06 Weeks (Maximum)
With penalty @ 0.1% up to a maximum of 10% of the total Contract price applicable after 06 weeks.		

Note: The total delivery period includes delivery, Installation, commissioning. However, payment to the supplier will be subject to satisfactory report by the Inspection Committee and complete installation and commissioning.

b). Liquidated Damages/Penalty

- i) Wherein the Supplier entirely fails to complete deliveries as per purchase order and within the stipulated time frame specified in the Schedule of Requirements, the Contract to the extent of non-delivered portion of supplies shall stand cancelled.
- ii) After the cancellation of the Contract no supplies shall be accepted and the amount of Performance Guarantee/Security to the extent of non-delivered portion of supplies shall be forfeited.
- iii) If the Supplier fails to supply the whole consignment and not able to deliver to the destination, the entire amount of Performance Guarantee/Security shall be forfeited to the Purchaser account and the firm shall be blacklisted minimum for two years for future participation.
- iv) The exact time frame for making supplies with and without penalty shall be indicated in subsequent purchase orders.
- v) In case of late delivery of goods beyond the periods specified in the Schedule of Requirements and subsequent purchase order, a penalty @ 1.0% per day subject to maximum of 05% of the cost of late delivered supply item and damages shall be imposed upon the Supplier.
- vi) No Extension in the delivery period (if any) will be considered by the Purchaser on case-to-case basis and strictly in accordance with PPRA Rules.

c) Incidental Services

d) Defect Liability Certificate

The supplier will provide DLC (on Judicial Paper) for replacement or repair of any item found faulty/below specs till 3 months of installation on site.

SECTION-IV
STANDARD FORMS

TECH FORM1:	Technical Proposal Cover Letter
TECH FORM2:	Bid Cover Sheet
TECH FORM3:	Affidavit
TECHFORM 4:	Eligibility of the Bidders &Goods
TECH FORM 5:	Manufacturer/Distributor's Authorization
TECH FORM 6:	Summary of Similar Contracts/ Projects
FINFORM1:	Financial Proposal Cover Letter
FINFORM2:	Price Schedule

TECHFORM 1

Technical Proposal Submission Form

[Location, Date]

To

PROJECT DIRECTOR (_____)

Strengthening of Ministry of Planning, Development & Reform in Monitoring and Evaluation
Project,

Ministry of Planning, Development & Special Initiatives (MoPDSI), Islamabad

Dear Sir,

We, the undersigned, offer to provide the (*Office furniture and Workstations*) in accordance with your Bid Document dated _ (*insert date*) _ and our Proposal. We are hereby submitting our Proposal, which includes the Technical Proposal and the Financial Proposal sealed in two separate envelopes.

We undertake, if our Proposal is accepted, to provide supply of items related to the assignment.

We also confirm that the Government of Pakistan / Provincial Governments have not declared us ineligible on charges of engaging in corrupt, fraudulent, collusive or coercive practices. We furthermore, pledge not to indulge in such practices in competing for or in executing the Contract, and we are aware of the relevant provisions of the Bid Document.

We understand you are not bound to accept any Proposal you

receive. We remain,

Yours sincerely,

Authorized Signature

(In full and initials)

Name and Designation of Signatory

Name of Firm

Address

TECH FORM 2BID
COVER SHEET

Bid Ref.No.-----

Date-----

Name of the Supplier/Firm Contractor:-----

Address:-----

E-mail:-----

Phone:-----

Facsimile:-----

Bid Security attached with Financial Bid

YES

NO

Bid for:

: All Items mentioned in the Schedule of Requirements.

<i>S. No. ¹</i>	<i>Name of the Item</i>

Signed:

Dated:

Official Stamp:

¹The Serial No. of the item as mentioned in the Technical Specifications.

TECHFORM 3

AFFIDAVIT

I/We, the undersigned solemnly state that:

- 1) We have read the contents of the Bidding Document and have fully understood it.
- 2) The Bid being submitted by the undersigned complies with the requirements enunciated in the bidding documents.
- 3) The Goods that we propose to supply under this contract are eligible goods within the meaning of all clause of the ITB.
- 4) The undersigned are also eligible Bidders within the meaning of the ITB of the Bidding Documents.
- 5) The undersigned are solvent and competent to undertake the subject contract under the Laws of Pakistan.
- 6) The undersigned have not paid nor have agreed to pay, any Commissions or Gratuities to any official or agent related to this bid or award or contract.
- 7) The undersigned are not blacklisted or facing debarment from any Government, or its organization or project.
- 8) The undersigned has no dispute anywhere in the province regarding supplies.

We affirm that the contents of this affidavit are correct to the best of our knowledge and belief.

Signed

Note: The affidavit must be on judicial stamp paper by the Executive of the Firm & attested by Oath Commissioner.

TECH FORM 4

Name of the Firm Bid

Reference No:

Date of opening of Bid.

Documentary Evidence: Eligibility of the Bidders and Goods

Required Documentation	Checklist <i>(To be initialed by the Bidder against each document)</i>	Relevant Page Numbering the Bid <i>(To be filled by the Bidder)</i>	Supporting Documents <i>(To be filled by the Bidder with name of the documents that are submitted to meet the requirement)</i>
Column:1	Column:2	Column:3	Column:4
NTN Certificate			
GST Certificate			
Affidavit (Non Black Listed)			
2 Years Bank Statement			

TECHFORM 5

MANUFACTURER / DISTRIBUTOR'S/RESELLER AUTHORISATION¹

To: *[Name & Address of the Procuring Agency]*

WHEREAS *[name of the Manufacturer]* who are established, reputable & successful in bidding process *[name and/or description of the goods]* having factories at *[address of factory]* do hereby authorize *[name and address of Supplier/ Agent]* to submit a bid, and subsequently negotiate and sign the Contract with you against the Invitation for Bids (IFB) No. *[Reference of the Invitation to Bid]* for the goods manufactured by us.

We hereby extend our full guarantee and warranty as per Clause 11 of the Instructions To the Bidders (ITB) Terms & Conditions for the goods offered for supply by the above firm against this Invitation for Bids.

Signature: _____

Designation: _____

Official Stamp: _____

¹This letter of authority should be on the letterhead of the Manufacturer and should be signed by a person competent and having the power of attorney to bind the Manufacturer. It should be included by the Bidder in its bid.

TECHFORM 6

Format for Summary of Similar Contracts (Completed & Ongoing)

PROCUREMENT OF FURNITURE FOR THE PROJECT ST. M/O
PD&SIIN M&E OF PSDP

Name of Firm: _____

S #	Name of Contract	Location/Province/ Country	Client with Address	Contract Cost (Rs. In Million)	Contract Duration		Completed	Additional Information (if any)	Remark
					Start Date	Completion Date	Single Firm or JV		
1	2	3	4	5	6	7	8	9	10

FIN FORM 1

Financial Proposal Submission Form (Part of Financial Bid Envelope)

[Location, Date]

To

PROJECT DIRECTOR(_____)

Strengthening of Ministry of Planning, Development & Reform in Monitoring and Evaluation
Project,

Ministry of Planning, Development & Special Initiatives (MoPDSI), Islamabad

Dear Sir,

We, the undersigned, offer to provide the (*Office Furniture & Install Workstations*) in accordance with your Bid Document dated (insert date) and our Technical Proposal. Our attached Financial Proposal is for the sum of (insert amount in words and figures). This amount is inclusive of all taxes and charges.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the bid/ proposal.

We also declare that the Government of Pakistan or Provincial Governments have not declared us ineligible on charges of engaging in corrupt, fraudulent, collusive, or coercive practices. We furthermore, pledge not to indulge in such practices in competing for or in executing the Contract, and are aware of the relevant provisions of the Bid Document.

We understand you are not bound to accept any Proposal you receive.

Signed

In the capacity of:

Duly authorized to sign the proposal on behalf of the Applicant.

Date:

Authorized Signature

(In full and initials)

Name and Designation of Signatory

Name of Firm

Address

PROCUREMENT OF FURNITURE FOR THE PROJECT ST. M/O
PD&SIIN M&E OF PSDP

FIN FORM2

Price Schedule

(To be provided to the Procuring Entity)

UserNote: This form is to be filled by the Bidder and shall submit with Financial Proposal.

Name of the Firm:

Bid.Ref.No:

Date of opening of Bid.

S. No.	Name of the Item	No. of Unit	Unit Price	Total Value	Taxes	Total Price (Inclusive of all taxes)
1	2	3	5	6	7	8
1	Executive Chairs with headrest	07				
2	Executive/Officer Chairs Standard	06				
3	Revolving Chairs Standard	34				
4	Visitors Chairs Leather rite	88				
5	Executive Tables with side racks	11				
6	Workstations/ Cabins for Monitoring Officers/ Sr. Monitoring Officers/ Deputy Directors	29				
7	Racks	44				
8	5-Seater Sofa Set	05				
9	Establishment Work (Server room)					
	SUPARCO Geo-Spatial Lab					
	Conference Table	1				
	Conference Chair	8				
	Computer Table	4				
	ComputerChair	4				

A) FINALTOTALPRICE:.....

(Both in figures and words)

Signature:.....

Designation:.....

Date:.....

Official Stamp:.....