

Tender Documents for “Providing of office furniture”

1- **TERMS & CONDITIONS**

- a) Two sets of “Technical Proposal” and “Financial Proposal” on the prescribed forms given separately sealed, signed & stamped, must be delivered to the address defined below. The Technical Bids will be opened on the same day on **Monday the 27th December 2021 at 2nd Floor Drawing Branch Office of PCIW, Ministry of Water Resources 6 Ataturk Avenue G-5/1 Islamabad** in the presence of members of procurement committee of this office and representative of the bidders who may wish to attend. Financial proposals of technically unsuccessful bidders will be returned unopened.
- b) Bids should reach this office at 1200 hours which will be opened on the same day at 0200 hours in the presence of the bidders or their authorized representatives.
- c) Successful bidder will have to produce sales tax invoice of the goods procured.
- d) The interested parties/ firms should indicate their income tax and Sales Tax registration numbers. They should have proper office and telephone numbers.
- e) Income Tax and other Government taxes will be deducted at source as admissible under the Government rules.
- f) The competent authority has the right to recover on belated supply of goods and service at the rate of 2% per month or a part thereof.
- g) The validity of the offer will be valid for 30 days from the opening of tender date.
- h) The successful party will be bound to deliver goods/services as per contract within stipulated time. In case of failure, their security money will be forfeited.
- i) Bidders are not allowed to visit the building premises nor office drawings will be provided to calculate the assessment due to security reasons.
- j) Final payment would be made as per the actual measurements ascertained after the work or partial payments during the currency of work.
- k) Procurement committee is not bound to approve all items quoted by the successful bidder. Items deleted in the scope of successful bidder will again be published in next tender.
- l) Quantity of Items could be increased or decreased by the committee against the successful bidder by observing PPRA rules.

2- **General Provisions:**

The firm will provide the following documents along with proposal:

- a) Firm complete Profile showing experience in similar field.
- b) Copy of Income Tax and Sales Tax Registration Certificate of firm.
- c) Affidavit on Rs. 100/- stamp paper that all the information/documents submitted with the proposal are correct and if any information/documents found incorrect the office of PCIW reserve the right to disqualify and blacklist the firm if credentials provided are found incorrect.
- d) All the pages of bidding documents and in case having any erasing/cutting/crossing or over writing etc., therein, must be properly signed by the signing person of the bidder by the authorized signatory, who have been given power of attorney on firm letter head (be enclosed with bidding documents, if any), along with attested copy of his CNIC.

3- Form of bid and the bidding process

Bids will be selected in accordance with the clause (b) of Para 36 of Public Procurement Rules 2004, as a Single Stage – Two Envelope procedure. The bidding process will be as under:

- a) The bid shall comprise a single package containing two separate envelopes. The envelopes shall be marked as “**TECHNICAL PROPOSAL**” and “**FINANCIAL PROPOSAL**” in bold and legible letters;
- b) The envelope No.1 should contain the complete Technical Bid.
- c) The envelope No. 2 will contain only the financial bid.
- d) Both the above-mentioned envelopes should be put in one large envelope, super scribed “This envelope contains two duly sealed envelopes containing Tender Document and the Price Bid for Engagement of External Auditor in two separate duly sealed envelopes clearly marked so”.
- e) The bidder must quote his price as per format Annexure “A”. The rate(s) quoted should be inclusive of all kind of taxes and must be quoted in figure as well as in words. Out of pocket expenses for the assignment shall be quoted separately.
- f) In the first stage, only the envelope marked “**TECHNICAL PROPOSAL**” shall be opened and the envelope marked as “**FINANCIAL PROPOSAL**” shall be retained without being opened;
- g) The technical proposals of all the bidders shall be evaluated. The proposals which meet all the technical eligibility criteria laid down in this document shall be accepted for the second stage;
- h) During technical evaluation no amendments in the technical proposal shall be permitted;
- i) The financial proposals of selected bidders shall be opened publicly on working day. The financial proposals of the rejected bidders shall be returned un-opened;
- j) Both the proposals will be evaluated according to the evaluation criteria and the bidder scoring highest points shall be declared as successful.

Office of PCIW will not entertain or be liable for any claim for costs and expenses in relation to the preparation of the bid / proposal to be submitted in terms of this document.

- k) Offer shall not be considered if received after the time and date fixed for its receipt.
- l) A bidder (including its Personnel and Sub-Contractor) or any of its affiliates shall not be hired for any assignment that, by its nature, may be in conflict with another assignment of the Bidder to be executed for the same or for another client.

4- Opening of Bids

- a) Bids shall be opened at 14:00 hours on the last date of submission of bids as mentioned in the presence of the Bidder (s) for which they shall ensure their presence without further invitation, as per provision of Rule-28 of Public Procurement Rules, 2004.
- b) No Bidder or its representative will be allowed to keep any digital device (camera, audio recorder, cell phone etc.) during Bid opening meeting at given time and location. Noncompliance will cause the rejection of respective bidder.

5- Bid Validity

The bid validity period shall be 90 days from the last date for submission of the bid.

6- Rejection / Acceptance of the Bid

- a) Office of PCIW may cancel/reject all bids or proposals at any time prior to the acceptance of a bid or proposal. Office of PCIW shall upon request communicate to any bidder, the grounds for its

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rejection of all bids or proposals, but shall not be required to justify those grounds. The client shall incur no liability, solely, by virtue of its invoking sub-rule (2) of Rule-33 of Public Procurement Rules, 2004 towards the bidders. However, bidders shall be promptly informed about the rejection of the bids, if any (As per sub-rule 3 of Rule 33 of Public Procurement Rules, 2004).

- b) The Bid shall be rejected if it is:
- i. Substantially non-responsive in a manner prescribed in this tender document;
 - ii. Submitted in other than prescribed forms, annexes, schedules, documents / by other than specified mode;
 - iii. Incomplete, partial, conditional, alternative, late;
 - iv. Subjected to interlineations / cuttings / corrections / erasures / overwriting;
 - v. The Bidder refuses to accept the corrected Total Tender Price;
 - vi. The Bidder has conflict of interest with the Client;
 - vi. The Bidder tries to influence the Bid evaluation / Contract award;
 - vii. The Bidder engages in corrupt or fraudulent practices in competing for the Contract award;
 - ix. The Bidder fails to meet all the requirements of Bid Eligibility / Qualification Criteria;
 - x. The Bidder fails to meet the evaluation criteria requirements;
 - xi. The Bidder has been blacklisted by any public or private sector organization;
 - xi. The Bidder has been served any legal notices or displeasure letters by any public sector organization on serious failures to provide satisfactory services.
 - xii. The Bidder has mentioned any financial implication(s) in the proposal that is in contradiction to this document and Government rules and regulations.
 - xiv. There is any discrepancy between bidding documents and bidder's proposal i.e. any non-conformity or inconsistency or informality or irregularity in the submitted bid;
 - xv. The Bidder submits any financial conditions as part of its bid which are not in conformity with tender document;
 - xvi. Non-submission of verifiable proofs against the mandatory as well as general documentary, qualification and eligibility related requirements; or
 - xvi. If the rates quoted by the Bidder are not workable or are on higher side.

7- EVALUATION CRITERIA

Office of PCIW will use “**Quality and Cost Based Selection Method**” under “**Single Stage Two Envelope Procedure**” of selection of Bidders under Public Procurement Rules 2004. Criteria for Technical and Financial Evaluation are enclosed. Scores will be allocated based on evidence available in the proposal only.

a) Technical Evaluation

The following documents/ certificates are the pre-requisite and may be used for initial screening. The Bidder will go in the next stage if it fulfills all the requirement of initial screening which are as under:

- i. The Bidding firm must have minimum 3 years’ experience in providing furniture to public offices.
- ii. The bidder must be approved and registered vendor at AGPR, since payment module is through clearance of payment and subsequent issuance of cheques by the AGPR.

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- iii. Bidder must provide verifiable experience certificates in the form of Work Orders, Completion reports and any other supporting document for relevant experience.
- iv. Bidder must provide Schedule of execution of works (Timeline for completion of works) along with the detail of skilled manpower in hand to execute the said task.
- v. Bidder must attach complete specification of furniture along with supporting diagrams and pictures of furniture.
- vi. Bidder must attach location of the showrooms where procurement committee would visit for inspection. Location of showroom must be in vicinity of Islamabad.
- vii. Bidder must attach certificate for after market service, meaning thereby that provision of repair of office chairs and tables be provided. Office chairs quoted must be of such quality, which can be repaired easily using manufacturer repairing centers.
- viii. Bidder can attach two or more options against supported by quoted rates, pictures and specifications.
- ix. Bidder must clearly mention the manufacturer of office furniture.
- x. Declaration on stamp paper regarding non-black listing / delisting.
- xi. Declaration on stamp paper regarding provision of correct information/documents.
- xii. Taxpayer Registration Certificate (Income Tax / Sales Tax).

b) Financial Evaluation

- i. The Financial Proposals will be opened in the presence of the Bidders at the time and venue indicated by the office of PCIW accordingly. The technically eligible / Successful Bidder(s) / Tenderer (s) or their authorized representatives shall be allowed to take part in the Financial Proposal (s) opening. Contract will be awarded to the most suitable bidder. Suitable bidder will be ascertained as defined vide the revised PPRA rules.
- ii. Office of PCIW may negotiate with the most suitable bidder regarding methodology, work plan, staffing, and special conditions of the contract. In case of failure of negotiations, Office of PCIW may invite the next ranked bidder as per Public Procurement Rules 2004.

8- SCOPE OF WORK

- a) Specifications for said task is as under

Ser no	Title of Work/Services	Detail Description	Quantity required
01	Workstations for office use.	Rectangular workstation 3’x5’ or 2.5’x5’ size, made with solid ply, 3 drawers for files and fitted with keyboard tray. Workstations must be modular in nature (easy to disassemble and moved in boxes). Heigh of sides of workstation must be near to 40 inches to create a cabin like arrangement in hall sittings.	18

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02	Manager level chairs	High back revolving chairs without headrest, fabric padded and with arm supports	18
03	Executive chairs	High back revolving chairs with headrest, fabric padded and with arm supports	5
04	Manager table	Modern design manager table 5’x2.5’, must be modular in nature, having 2 or 3 drawers.	5
05	Two-seater office sofa	Brown rexine sofa (2 seater) from well reputed manufacture which offers aftermarket repairing services	5
06	Three-seater office sofa	Brown rexine sofa (3 seater), same manufactures as above	3
07	Three-seater sofa	Brown color fabric sofa, sturdy rectangular design, steel supports for use in office branches.	3
08	Center table set	Set of Nested center table (3 tables), made with wood, glass or angle iron design. For use in officer’s room.	7
09	Executive visitor chairs	Brown rexine made visitor chair, wooden frame, solid design from reputed manufacturer.	10
10	Visitor Chairs	Steel frame. black rexine visitor chairs, sturdy design for use in office branches.	10

FINANCIAL PROPOSAL PERFORMA
FINANCIAL PROPOSAL

S. No.	Item (as mentioned above).	Units	Per unit price	Total
	<i>(to be filled by the bidder)</i>			

Terms and Conditions for Financial Proposal:

1. Rate quoted on vendor designed / composed document will be rejected.
2. Quoted rate should be inclusive of all applicable taxes.
3. Quoted rate shall be in Pakistani Currency.
4. Quoted rate shall be in digits and clearly readable.
5. This page i.e financial proposal of the tender documents shall be sealed in separate envelop.
6. This page will be opened after the approval of the Technical Proposal.

Certificate

- i. This is to certify that I have read and completely understood the Tender Notice as well as the Terms and Conditions of this Tender Documents, and hereby accept the same.
- ii. It is also certified that the items provided by my company, if found sub-standard, below prescribed specification on anything mis-stated deliberately, the procuring agency shall have the right to forfeit my earnest money.

Name and Complete Address of the AGPR APPROVED Vendor	
Signature	