

**Public Private Partnership (PPP) Cell
P&D Department, Government of Punjab**



**TENDER DOCUMENT
For
PROCUREMENT OF OFFICE FURNITURE
(Technical Proposal)**

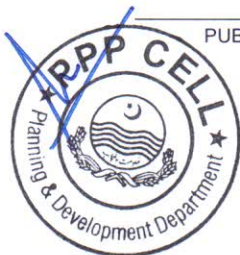
(Note: Procurement is done by Public Private Partnership Cell in line with PPRA Rules 2014)

Tender # PPP/2017-18/

Date of Submission / opening of technical proposals:

Receipt of Tenders: 22/05/2018 till 11:00 A.M
Opening of Tenders: 22/05/2018 at 11:30 A.M at
PPP Cell, P&D Department, Government of
Punjab

Sign & Stamp of bidder



PUBLIC PRIVATE PARTNERSHIP CELL, PLANNING & DEVELOPMENT DEPARTMENT,
GOVERNMENT OF PUNJAB
PASSCO BUILDING, 11 KASHMIR ROAD, LAHORE
Phone # 042-99206007

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TERMS & CONDITIONS

Public Private Partnership Cell, P&D Department, Government of Punjab (*hereinafter referred to as "PPP Cell"*) invites sealed bids from eligible and experienced firms/companies/authorized dealers/representatives of branded items(*hereinafter referred to as "Bidder"*) for the specified items as per Annex-A (*hereinafter referred to as "goods"*) for its office located at PASSCO Building, Upper Ground Floor, 11- Kashmir Road, Lahore.

1. General:

- 1.1 Any offer not received as per terms & conditions of the tender documents will not be considered. No offer shall be considered if:
 - a) received without bid security.
 - b) It is received after the prescribed submission date and time.
 - c) not signed & stamped by authorized person on each page of tender document
 - d) the offer is ambiguous
 - e) the offer is received by fax or e-mail
 - f) the offer is from a black listed firm
 - g) offer received within shorter validity than required
 - h) the offer is not conforming to specifications in the tender documents
 - i) any additional terms & conditions added by the bidder
 - j) any conditional offer
 - k) any un-authorized dealer/dealerships/firms/companies
 - l) bid is quoted other than the financial proposal format attached at **Annex-C**.
- 1.2 Only authorized firms/companies/dealers/representative of branded items as mentioned in **Annex-A** are eligible to participate in the tender.
- 1.3 Bids will remain valid for a period of 90 days from the date of the opening of tender and should only be in Pak Rupees.
- 1.4 The cover envelop must indicate particulars of tender and date of opening. The envelope must be properly sealed.
- 1.5 Purchase order(s) will be issued to technically and financially responsive lowest evaluated bidder as per details in **Annex-A, Annex-B** and **Annex-C**.
- 1.6 The bidder must indicate their National Income Tax No. / Sales Tax No.
- 1.7 Offered rates will be on the basis of complete delivery and installation (as per details in Annex-A and Annex-B) in the office of Public Private Partnership Cell, PASSCO Building, Upper Ground Floor, 11 Kashmir Road, Lahore.
- 1.8 Purchase order will be issued by The PPP Cell after the approval of Competent Authority.
- 1.9 PPP Cell reserves the right to cancel the procurement process without assigning any reason.

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2. Time Period:

Successful bidder will have to complete the supply within four (04) weeks from the date of issuance of purchase order(s).

3. Extension of Delivery period:

- 3.1 In special circumstances, request for extension of delivery period may be considered by the Competent Authority on the written request of the firm before the target date of supply, who will be authorized to either accept or reject the request of bidder without assigning any reason.

4. Cancellation / Penalty of Delay:

- 4.1 In case, bidder fails to execute the contract in accordance with the terms & conditions laid down in the tender document, bid security will be forfeited/encashed and penalty@2% of total cost per week will be imposed up to a maximum of 10% of purchase order / work order value. The successful bidder should furnish the performance guarantee in the form of cheque at the rate of 5% of bid. Performance guarantee shall be retained for one year from the date of installation.
- 4.2 The goods will be inspected by PPP Cell through authorized personnel and will be rejected, if not found according to the given specifications as mentioned at Annex – A . PPP Cell will not be responsible for any costs or expenses incurred by the bidders in connection with the supply of goods.

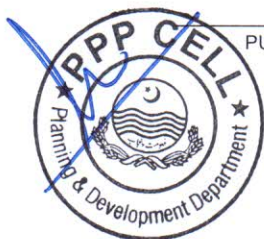
5. Payment to the Contractors:

- 5.1 Payment will be made through crossed cheque to the bidder against invoice after 100% completion of satisfactory supply and complete installation of goods. No payment will be made in advance.
- 5.2 Payment against partial supply of goods will not be made.

6. Bid Security:

- 6.1 Bid security for the goods mentioned below will be 3% of the total bid amount. The bid security will have to be attached **only** with the Financial Proposal and should be in the form of Pay Order / Bank Draft / CDR from a scheduled bank in favor of Public Private Partnership Cell, P&D Department, Government of the Punjab.
- 6.2 Bid security of unsuccessful bidders shall be returned on the expiry of the grievance period or the decision of the complaint ,if any, filed by the non-responsive bidder, whichever is later ; If the disqualified or non-responsive bidder submits an affidavit ,through an authorized representative, to the effect that he is satisfied with the proceedings of the procuring agency, whereas the bid security of successful bidder shall be returned on the

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completion and successful delivery of Purchase Order (PO). Performance guarantee shall be retained for one year from the date of installation.

6.3 The bid security shall be forfeited if:

- a. The offer is withdrawn, amended or revised.
- b. Does not provide delivery of goods within stipulated time.

6.4 The performance guarantee shall be forfeited if:

- a. The bidder fails to execute the contract strictly in accordance with terms and condition of tender document.

7. Deduction of Taxes:

Any taxes (if applicable) will be deducted while making payment as per Government Rules / Instructions/ Notifications. Bidder will be responsible for the payment of duties, levies and clearance from customs authorities etc.

8. Dispute:

In case of any dispute before or after the execution of contract, matter will be resolved as per PPRA Rules 2014.

9. Technical Evaluation Criteria:

The detailed technical evaluation criteria (PASS/FAIL criteria) is given at **Annex-A**

10. Financial Evaluation Criteria:

- 10.1 The Financial Bids of technically responsive bidders will be opened in presence of bidder(s) / representative(s).
- 10.2 The Least Cost Method will be adopted for financial evaluation
- 10.3 Financial Bids of technically dis-qualified/non-responsive bidder(s) shall be returned un-opened.

11. Bid / Tender opening procedure:

As per PPRA Rules 2014, single stage two envelopes bidding procedure shall be adopted. The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal;

- 11.1 The envelopes shall be marked as "FINANCIAL PROPOSAL" and "TECHNICAL PROPOSAL" in bold and legible letters;
- 11.2 Initially, only the envelope marked "TECHNICAL PROPOSAL" shall be opened;
- 11.3 The envelope marked as "FINANCIAL PROPOSAL" shall be retained in the custody of the procuring agency without being opened;
- 11.4 The technical proposal shall be evaluated in a manner prescribed in **Annex-**

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A and Annex B, without reference to the price and any proposal may be rejected which does not conform to the specified requirements / specifications;

- 11.5 During the technical evaluation no amendments in the technical proposal shall be permitted;
- 11.6 The financial proposals of bidders meeting the technical specifications shall be opened publicly at a time, date and venue announced and communicated to the firms/bidders in advance.

12. One person one bid:

- 12.1 In any procurement, one person may submit one bid and if one person submits more than one bid, the procuring agency shall reject all such bids.
- 12.2 If a consortium of persons has submitted a bid in any procurement, it shall be construed that each member of the consortium submitted the bid.

Note: Bidders must fill-up checklist / tables in **Annexure-A, Annexure-B and Annexure-C** and attach copies of required documents along with tender document.

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Annexure-A

TECHNICAL EVALUATION CHECKLIST CRITERIA

The provision of this check list is essential pre-requisite along with submission of technical bid. The Firm must fill & sign this check list and accordingly attach the mentioned documents to assess the eligibility to accept the technical bid.

| Sr. No. | Item Name | Yes/No | Page# |
|---------|--|--------|-------|
| 1. | 3% bid security in shape of CDR (Original with Financial Proposal) | | |
| 2. | Technical proposal/specifications/annexure filled as per tender documents duly signed & stamped by the bidder. | | |
| 3. | Acceptance of terms & conditions/ tender documents duly signed and stamped by the firm/company/authorized dealer/representative. | | |
| 4. | Manufacturer/principal/authorized/sole agent/authorized dealers Certificate. | | |
| 5. | Technical brochures indicating products specifications/ features attached. | | |
| 6. | Affidavit on judicial paper of Rs. 100/- regarding non- involvement in any arbitration/litigation with any government agency/department stating the firm/company/authorized dealer/representative is not black listed. | | |
| 7. | Securities & Exchange Commission of Pakistan (SECP) registration certificate (in case of firms & Companies) | | |
| 8. | After sale services availability certificate on firm/company/authorized dealer/representative letter pad. | | |
| 9. | Certificate for free replacement/repair during warranty period of firm's letter pad. | | |
| 10. | Copies of awarded Purchase Orders (at least 05) | | |
| 11. | List of satisfied customers along with their contact numbers(at least 10) | | |
| 12. | Copy of valid Income Tax Registration & valid National Tax Number certificate including last year Sales Tax/Income Tax paid certificate. | | |



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Technical Specifications

| Sr | Product Name | Specification | Quantity |
|----|--------------|--|----------|
| 1. | Workstation | <p>WORKSTATION</p> <ul style="list-style-type: none"> • Finish in HPL Laminate as per the given in the picture • Using export quality MDF(Medium Density Fiber) pasted with export quality formica pressed in high pressure hydraulic machinery • Polyvinyl Chloride (PVC) edge banding with edge banding machine • Using veneer with seasoned wood edging . Wood should be well seasoned and termite/pesticide treated • Stainless steel components with grade brush mirror finished • Particle board is 750 density plus • MDF board is 800 density plus • One year Warranty and Life time after sale services <p><u>Dimensions</u></p> <ul style="list-style-type: none"> • Size 5 Feet x 5 Feet • Panel Height 4 Feet <p><u>DRAWER</u></p> <ul style="list-style-type: none"> • Export quality chipboard in making mobile/hanging drawer with lock ,lockable wheels for mobile drawer and imported hardware/accessories • Portable & hanging draw , easy to dismantle, nail less fitting ,using knock-down (KD-fitting) • Thickness of sheet is standard • Imported hardware (Locks , Channels , Handles etc) | 8 |

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| | | | |
|--|--|---|--|
| | | <ul style="list-style-type: none"> • Drawer must adjust beneath work station table <p><u>Dimensions</u></p> <ul style="list-style-type: none"> • Height 2 Feet ,Width 1 Feet and 4 inch ,Depth 19 inch | |
| <p>Sample Picture of Work Station along with its drawer</p> | |  | |
| | |  | |



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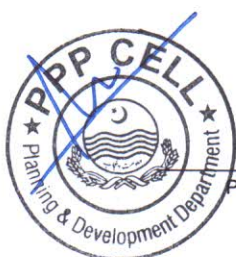
| | | | |
|----|--------------|--|---|
| 2. | OFFICE CHAIR | <p>OFFICE CHAIR</p> <ul style="list-style-type: none"> • Lockable revolving and tilting mechanism pivoted at front for extra stability regardless of degree of inclination • Extra torsion adjustment control to provide the desired tilt mechanism. • Fixed position angle control system • Adjustable seat height-gas lift and swivel • Five-prong pressure die cast Aluminum/Nylon with reinforced fiberglass base for added seating support • Twin wheel castors, which meet the requirement of BIFMA and DIN standards • High frequency compression process on multi-layered veneer shell,with standard design for posture case • Unique curved shell for lumbar support having dimensions <ul style="list-style-type: none"> ➤ Back Shell Height 56 cm -60 cm and width 45-50 cm ➤ Seat Shell 45-50 cm x 30-37 cm • Guaranteed PU foam of highest density seat and back rest having uniqueness are core density (Kg/M3)-31 min/ball rebound resilience %-20 min /tensile strength 1.12 Kg/CM² / Percentage Elongation.110/Min/Compression %3 to 4.5 . • One year Warranty and Life time after sale services • Consistency of availability of items over years <p><u>Dimensions</u></p> <ul style="list-style-type: none"> • Width 2 Feet ,Depth 2 Inches • Min Height 28 Inches • Max Height 31 Inches | 8 |
|----|--------------|--|---|

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| | | |
|---------------------------------------|---------------------|--|
| <p>Sample Picture of Office Chair</p> | |  |
| <p>3.</p> | <p>File Cabinet</p> | <p>File Cabinet</p> <ul style="list-style-type: none"> • Made of thick imported lamination with matching PVC edging • Book shelf on the top of file cabinet as per given in picture • Export quality chipboard in making file cabinet with high quality locks and imported hardware like handles. <p><u>Dimensions</u></p> <ul style="list-style-type: none"> • Width 39 Inches , Height 45 Inches , Depth 16 Inches |
| <p>Sample Picture of File Cabinet</p> | |  |



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**Public Private Partnership Cell
(PPP CELL)**



**TENDER DOCUMENT
FOR
PROCUREMENT OF OFFICE FURNITURE
(Financial Bid)**

(Note: Procurement is done by PPP Cell in line with PPRA Rules 2014)

Tender # PPP/2017-18

Opening of financial proposals:

Only technically responsive bidder's financial proposal will be opened on a specified date, time and venue



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Financial Bid**FINANCIAL PROPOSAL PROFORMA* (ONLY FILL THIS PERFORMA)**

| Sr.No | Item | Cost in PKR | GST | PST | Any other taxes/charges | Quantity | Total cost for item (PKR) |
|---|--------------|----------------|-----|-----|----------------------------|----------|------------------------------|
| 1. | Work Station | | | | | 08 | |
| 2. | Office Chair | | | | | 08 | |
| 3. | File Cabinet | | | | | 06 | |
| Total Cost for Items from Sr.No 1 to Sr.No 3 (Inclusive of all taxes/charges) | | | | | | | |

- i. *Financial bids should be all inclusive.
- ii. Financial bid will be **non-responsive** if:
 - a. Offer is ambiguous
 - b. Bid is filled other than financial proposal proforma at Annex-C of tender document
 - c. Installation not included
 - d. Offer not according to the terms and conditions prescribed in tender document.
 - e. Quoted priced other than Pakistan Rupees.
 - f. The bidder has participated LOT wise



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| <u>BIDDER'S INFORMATION</u> | | |
|------------------------------------|---------------------------------|--|
| 1. | Name of Firm/Company | |
| 2. | Complete Postal Address | |
| 3. | Phone | |
| 4. | Contact Person & Designation | |
| 5. | Mobile Number | |
| 6. | E-Mail | |
| 7. | Fax Number | |
| 8. | National Tax Number | |
| 9. | GST Number | |



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