

GOVERNMENT OF PAKISTAN

FINANCE DIVISION

(Services-II Section)

Tender Notice

Finance Division invites sealed bids from reputed firms based at Islamabad / Rawalpindi for supply of furniture items for its offices at Islamabad.

2. The tender documents containing terms and conditions for participating in Tender alongwith description/ specifications of furniture items can be obtained from the undersigned on any working day or may be downloaded from the website of PPRA (www.ppra.org.pk) and Ministry of Finance (www.finance.gov.pk).

3. Interested parties may send financial bids separately in sealed cover envelop at the following address latest by 4th December, 2018 at 11:00 am which will be opened the same day at 11:30 hours in Room No.501, Block 'Q' Pak Secretariat, Islamabad. The bidders or their authorized representatives may attend the meeting of opening of bids if they wish to be present.

(Niamatullah Khan)

Section Officer (Services-II)

Room No.506, Block-Q, Pak Secretariat, Islamabad

Phone:051-9208101

GOVERNMENT OF PAKISTAN
FINANCE DIVISION
(Services-II Section)

TERMS & CONDITIONS OF TENDER

The terms and conditions to participate in the tender for furniture items at Q-Block, Pak Secretariat, Finance Division Islamabad are as below:-

- i. Finance Division will follow single stage two envelop process in accordance with Rule 36(b) of PPRA Rules, 2004. The bid shall comprise a single package containing two separate envelopes. Each envelop shall contain separately the financial proposal and the technical proposal. Each envelope containing the respective proposal should be clearly marked with "Technical Proposal" and "Financial Proposal".
- ii. The rates to be quoted shall be itemized and inclusive of GST and all other taxes.
- iii. Interested Company should have a regular place of business with telephone, Fax and email address and must provide proof of their existence in the particular business for not less than 3 years.
- iv. The Company should attach the following documents with the technical proposal for participation in bidding process:-
 - a) Pay Order of Rs.50,000/- (Rupees Fifty Thousand Only) in favour of DDO, Finance Division, as Earnest Money.
 - b) Copies of National Tax Number, Sales Tax Registration and Vendor Number.
 - c) Affidavit to the effect that the Company has never been blacklisted by any Ministry / Division or Government Department / Organization.
- v. Bids not accompanied by bid security / earnest money with the technical proposal and sample will not be entertained.
- vi. Bid security / earnest money of successful bidder will be retained as security deposit till expiry of the contract period and that of the rest will be returned.
- vii. No cutting / overwriting in the bids will be accepted.
- viii. The firms shall be liable to supply the requisite items at all offices of Finance Division in Islamabad at their own expenses.
- ix. Bidders do not have the option of submitting their bids electronically. Unsealed bids will not be entertained / received.
- x. The deadline for the submission of bids is 4th December, 2018 till 1100 hours.

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- xi. Bids received after the due date and time will not be entertained.
- xii. The financial bids of only technically qualified bidders will be opened. Financial Bids of technically unsuccessful bidders will be returned unopened.
- xiii. Minimum threshold for qualification of the technical bids will be 60% marks as per criteria for technical evaluation.
- xiv. The Finance Division will accept lowest evaluated bid as per Rule 38 of PPRA Rules, 2004.
- xv. The successful bidder shall be responsible for the transportation of all material / goods at offices of Finance Division in Islamabad at their own expenses.
- xvi. The bidding document can also be downloaded from the websites of Finance Division and PPRA.
- xvii. At the time of opening of Tender all firms must ensure to show their samples of furniture items mentioned in the Tender for their qualification.
- xviii. The procurement is subject to inspection of the furniture by purchase committee/ dealing officers of this Division.
- xix. The purchase will be made strictly in accordance with the PPRA rule, 2004.
- xx. The furniture to be offered must be as per give specification and strictly in accordance with the sample shown. No deviation from the sample will be accepted. In case of any deviation from the sample, the supply shall be returned without any payment by the Finance Division, earnest money of the firm shall be forfeited and the firm shall be blacklisted for future business with the Government.
- xxi. The quantity of furniture to be purchased depends up the demand/budgetary position.
- xxii. Firms must offer warranty for one year for each item.
- xxiii. Delivery period shall be within 20 days after issuance of supply order.
- xxiv. It is of utmost importance that bids should be submitted very carefully and the instructions set forth above, scrupulously complied with, failing which the bid will not be entertained.

- xxv. Submission of any false statement / documents and concealing of information is likely to disqualify the bidder.
- xxvi. In case of unsatisfactory service in any manner including quality and timeline, the bid security / earnest money will be forfeited and contract will be partially / fully cancelled which may lead to blacklisting of the Company.
- xxvii. The Finance Division may reject any or all bids / proposals any time prior to acceptance. The ground for rejection of bid or proposal shall be communicated to the bidder upon request without giving justification thereof. Results of bid evaluation shall be announced in accordance with rule 35 of Public Procurement rules, 2004.
- xxviii. The successful bidder shall be liable for supply of approved items to the Finance Division at approved rates for full Financial Year 2018-19 till 30th June, 2019.
- xxix. The decision of the Finance Division would be final and binding on all matters relating to this tender.

SPECIFICATION OF FURNITURE ITEMS

s.no	Name of items	Specification
1	Officer Revolving Chairs	i) High back Plastic Jali executive Chair with heavy duty hydraulic system (Imported). ii) Revolving Chair with wooden arms and wooden base (Imported) iii) Revolving Chair made of sheesham wood with lacquer polish, cane knitting (seat & back).
	Assistant Revolving Chair	i) Low back Plastic Jali Chair with heavy duty hydraulic system (Imported) ii) High quality foam revolving chair.
2	Visitors Chairs	Sheesham wood with lacquer polish (brown) and best quality leatherite/Foam 4" thick (Molty Foam/equivalent or higher quality)
3	Computer Chairs	Revolving Chair with arms and best quality leatherite/Foam 4" thick (Molty Foam/equivalent or higher quality) having heavy duty machine /panja.
4	Officers Table	Made of Seesham vim board with lacquer brown polish best quality with three drawers on the right side with locks (size 3x5 sq.ft)
5	Assistant Table	Made of Seesham vim board with lacquer brown polish best quality with three drawers on the right side with locks, tray & box (For Computer) front side (size 4x2 sq.ft)
6	File Rack Wooden	Made of sheesham wood vim board lacquer polish, best quality. (size. H.2'6",D.1.8",L.3')
7	Computer Table	Made of sheesham vim board with glass top lacquer polish, one drawer with lock, CPU box and key board tray. (size 2x1.5 sq.ft)
8	Centre Table/Coffee Table	Made of sheesham, dark brown lacquer polish with glass top .(size 4x2 sq.ft)
9	Sofa (5/7) Seater cloth/leathrite, foam, spring (Best quality)	Best quality cloth/leatherite full cushion sofa with Molty foam/ equivalent or higher quality
10	Wall hanging boxes /Fixed wall Almirah	Made of wood/lamination doors with catchers locks, and PVC gola. (Rates must be quoted on per sq ft basis)
11	AC ducting Cover	Wooden/lamination with PVC gola. Rate per. Sq.ft
12	Coat Hanger	Sheesham/Tali wood with lacquer polish
13	Hydraulic for Revolving Chairs	Heavy duty having one year warranty (Imported).
14	Machine for Revolving Chairs	Heavy duty having one year warranty (Imported).
15	Base/Punja for Revolving Chairs	Heavy duty made of Steel having one year warranty (Imported).

Bid Declaration Form
(On stamp paper of Rs.20/-)

1. Name of Interested Firm:

2. CNIC No: _____

(please attach copy of valid CNIC)

3. NTN No: _____

(please attach copy of valid NTN Certificate)

4. Sales Tax Registration No: _____

(please attach copy of Registration)

5. Vender No: _____

(please attach copy of Vender Form)

6. Value of Earnest Money:

Rs. _____

(Inwords) _____

7. Contact Number:

8. Postal Address:

9. Email Address: _____

Declaration: I certify that, to the best of my knowledge and belief, all the information on and attached is true, correct, complete and made in good faith. I understand that false or fraudulent information on or attached to this form may be grounds for not entertaining my bid, or for cancellation after bid acceptance, and may be punishable by fine or imprisonment according to law of Pakistan. I understand that any information I voluntarily provide on or attached to this bid may be investigated. Moreover, I hereby declare that all the terms and conditions of the bidding document are accepted. Moreover the company has never been black listed by any Ministry / Division or Government Department / Organization.

AGREEMENT FORM

Contract No.

Dated

, 2018

Subject:- AGREEMENT FOR SUPPLY OF FURNITURE ITEMS AT FINANCE DIVISION.

This agreement is made at ----- on this ----- day of ----- between the Government of Pakistan through the Finance Division (hereinafter referred as "the Finance Division") AND M/s ----- (hereinafter as the "Company"), who have agreed as follows:-

TERMS & CONDITIONS

- i) The tenure of appointment of the company shall be for the supply of following furniture items only during financial year 2018-19:-

s.no	Name of items	Specification
1	Officer Revolving Chairs	i) High back Plastic Jali executive Chair with heavy duty hydraulic system (Imported). ii) Revolving Chair with wooden arms and wooden base (Imported) iii) Revolving Chair made of sheesham wood with lacquer polish, cane knitting (seat & back).
	Assistant Revolving Chair	i) Low back Plastic Jali Chair with heavy duty hydraulic system (Imported) ii) High quality foam revolving chair.
2	Visitors Chairs	Sheesham wood with lacquer polish (brown) and best quality leatherite/Foam 4" thick (Molty Foam/equivalent or higher quality)
3	Computer Chairs	Revolving Chair with arms and best quality leatherite/Foam 4" thick (Molty Foam/equivalent or higher quality) having heavy duty machine /panja.
4	Officers Table	Made of Seesham vim board with lacquer brown polish best quality with three drawers on the right side with locks (size 3x5 sq.ft)
5	Assistant Table	Made of Seesham vim board with lacquer brown polish best quality with three drawers on the right side with locks, tray & box (For Computer) front side (size 4x2 sq.ft)
6	File Rack Wooden	Made of sheesham wood vim board lacquer polish, best quality. (size. H.2'6",D.1.8",L.3')
7	Computer Table	Made of sheesham vim board with glass top lacquer polish, one drawer with lock, CPU box and key board tray. (size 2x1.5 sq.ft)
8	Centre Table/Coffee Table	Made of sheesham, dark brown lacquer polish with glass top. (size 4x2 sq.ft)
9	Sofa (5/7) Seater cloth/leathrite, foam, spring (Best quality)	Best quality cloth/leatherite full cushion sofa with Molty foam/ equivalent or higher quality

10	Wall hanging boxes /Fixed wall Almirah	Made of wood/lamination doors with catchers locks, and PVC gola. (Rates must be quoted on per sq ft basis)
11	AC ducting Cover	Wooden/lamination with PVC gola. Rate per. Sq.ft
12	Coat Hanger	Sheehsham/Tali wood with lacquer polish
13	Hydraulic for Revolving Chairs	Heavy duty having one year warranty (Imported).
14	Machine for Revolving Chairs	Heavy duty having one year warranty (Imported).
15	Base/Punja for Revolving Chairs	Heavy duty made of Steel having one year warranty (Imported).

- ii) The company shall be required to deposit a sum of Rs.50,000/- (Rupees Fifty Thousand Only) in favour of the DDO, Finance Division in the shape of pay order as Performance Guarantee which will be refundable on the successful completion of the services and related matters under this Agreement.
- iii) The Company shall be responsible for supply of furniture items within fifteen (15) days including weekends after issuance of supply order.
- iv) The successful bidder shall be responsible for the transportation of furniture items at **Q-Block**, Pak Secretariat, Islamabad at their own expenses.
- v) In case of unsatisfactory service in any manner including quality and timeline, the bid security / earnest money will be forfeited and contract will be partially / fully cancelled which may lead to blacklisting of the Company.
- vi) The Income Tax and Sales Tax shall be deducted at source from the bill of the Company as per Government rules unless an exemption certificate from the appropriate authority is produced.
- vii) This Agreement shall become effective from the date of signatures.

The Company
M/s.....

FINANCE DIVISION
(.....)

Witness:

Witness:

Criteria for Technical Evaluation

S.No	Firm Name	Registration with Income Tax and Sales Tax	Vender Number Allotted	Minimum Experience (3 Years)	Pay Order Attached With Technical Proposals	Affidavit Attached	Quality of sample provided	Experence with Finance Division in Years 5 Years = 5pts 10 Years = 10pts 15 Years and More = 15pts.	Experiencne of Business With Other Ministries / Divisions 1No. = 5pts	Total Marks	Remarks (If Any)
		10pts	10pts	10pts	10pts	10pts	20pts	15pts	15pts	100pts	

Note: (i) At the time of opening of tender, all firms must ensure to show their samples of furniture items mentioned in the tender for their qualification.
(ii) Financial bids of those firms, who will not provide their samples of furniture, will be returned unopened.