

**GOVERNMENT OF THE PUNJAB
DIRECTORATE GENERAL,
EXCISE, TAXATION & NARCOTICS CONTROL PUNJAB**

BIDDING DOCUMENT
PROCUREMENT OF FURNITURE ITEMS

Note: The bidder is expected to examine the Bidding Documents, including all instructions, forms, terms, specifications and charts/drawings. Failure to furnish all information required by the Bidding documents or submission of a Bid not substantially responsive to the Bidding Documents in every respect would result in the rejection of the Bid.

October 2017

1. INTRODUCTION / INSTRUCTIONS

1. The Competent Authority (procurement) Excise, Taxation & Narcotics Control, Punjab invites **sealed bids** from the interested bidders for supply of Furniture Items as per the given technical specifications.
2. The procurement process shall be governed by PPRA Rules 2014.
3. Bids are required to submit bids in sealed envelopes, for the mentioned Lot, as per PPRA 2014 rules specifying single stage two envelopes procedure. Proponents applying for bids should submit **two separate sealed bids in one envelope**, containing, Technical and Financial Proposals.
4. Bidders are required to supply / deliver and install the requisite items as per the given specifications and locations mentioned in the tender document.
5. The bidder shall furnish an indemnity bond along with the performance guarantee of 10 % of the total value of the agreed price
6. GST number of the bidder must be provided.
7. Lot wise & Item wise quantity required is mentioned in the bidding document. However, the Competent Authority reserves the right to increase / decrease the quantity as per the actual need.
8. Failure to supply items within the stipulated time period will invoke penalty 2% of the PO Price per month, besides **BLACKLISTING** of the delinquent supplier as per the PPRA Rules 2014. In addition to that the company will not be allowed to participate in future tenders as well.
9. Financial Proposal should contain the rate per unit of the quoted item as per the Technical Specifications, provided under clause 2 of this document.
10. Prices shall be quoted in Pak Rupees (PKR).
11. The bidder/supplier must have the experience of delivering / installing the same nature of product directly or through authorized partner anywhere in Pakistan.
12. The bids shall remain valid for 60 days. Moreover, quoted price should valid for at least 90 days, with effective from the opening of Financial Proposals
13. Only Authorized dealers / Manufactures of the mentioned items should apply and also provide the certificates of genuineness and newness and original import certificate etc.
14. The intended bidders are required to purchase this bidding document from the office of the Additional Director General/ Competent Authority(Procurement) Excise, Taxation & narcotics Control, Punjab 847-A,Shadman-I,Lahore on payment of Rs.1000/- (Non-refundable) for whole LOT in the shape of Bank Draft, enables the Firms / Contractor to bid in the prescribed tender.

15. The firms are required to submit the Lot wise separate bids (both Technical & Financial).
16. 2% estimated price bid security of the tender must be furnished in the shape of Bank Draft or Pay Order in favor of Additional Director General/Competent Authority (Procurement), Excise, Taxation & Narcotics Control, Punjab. Lot wise bid security is given in following table:

Lot #	Items	2% bid Security (Rs.)
1	FURNITURE ITEMS	Rs.104,750/-

17. Bidders are requested to quote their rates inclusive of all Taxes.
18. Delivery / installation details of items is mentioned in Schedule-A
19. Only GST registered Contractor / Firm should apply.
20. 3 Years on site parts and labor warranty is required for all the components / quoted equipment.
21. Maximum of 48 hours down time for all components including replacement of the whole unit anywhere in the province.
22. The bidders should clearly mention the Terms and Conditions of service agreements for the supplied equipment / Items after the expiry of initial warranty period.
23. The procuring agency may reject all bids or proposals at any time prior to the acceptance of a bid or Proposal.(Rule35(1))PPRA 2014.
24. Bidders must submit bids on Turnkey basis for whole LOT. Failure to meet this condition will cause disqualification of the bidder.
25. The Primary Contact for all correspondence in relation to this bid is as follows:

Additional Director General/
 Competent Authority (Procurement)
 Excise, Taxation & Narcotics Control Department,
 Government of the Punjab
 847A, Shadman-I, Lahore
 042-99203567
 Email: adgent@punjab.gov.pk

2. TECHNICAL SPECIFICATIONS

Lot wise and item wise Technical Specifications are given below; all the bidders are required to quote according to given specifications:

LOT # 1

FURNITURE			
Sr. #	ITEMS	DESCRIPTION	QTY
1	Steel Bench	Having 3 seats with arm rest on both sides in weight 35-40 kg high quality gray color seats and chrome coated arm rest	45
2	Executive chair	Having seat and back of net, steel arms covered with net, back height 30", hydraulic gas lifter of 120 mm weight capacity 200kg ,machine(gauge 14) having two leavers one for height adjustment and one for backseat adjustment all parts except Net having 1 year full Warranty	9
3	Low back Chair	Seat and back of Foam of 2" covered with leatherite material ,arms of plastic having poshish with same material back height 26-28", hydraulic gas lifter of 120 mm weight capacity 200kg, machine(gauge 14) having one lever for height adjustment all parts having 1 year full Warranty and Best Quality foam pads having 7 year warranty	192
4	Visitor chairs	Seat and back of Foam of 2" covered with leatherite material ,frame of 16 gauge coated with bright chrome, arms of steel having poshish with same material back height 26-38", Best Quality foam pads having 7 year warranty and other parts having 1 year warranty	190
5	Executive Table	Shesham wood wiener, good quality lacquer sealer polish size 5x2.5x2.5, having four drawers with chamber railing on right side with side lock, on left side on drawer on top and file cabinet beneath with door and locks on front side, all borders are made with solid shesham wood all parts in good quality and professional finish.	9
6	Computer table	Shesham wood wiener, good quality lacquer sealer polish, size 4x2x2.5, having key board and mouse tray, four drawers with chamber railing on right side with side lock, on left side on drawer on top with lock and CPU cabinet beneath, all borders are made with solid shesham wood all parts in good quality and professional finish.	192
7	Reception table	Lasani wood sheet and wiener deco paint with fine finished lacquer sealer , D shape table having three compartments, center compartment height 2'.5" and width 3', right and left side compartment total height from base 4' this compartment shall be divided into 3, first shelf at the height of 2'.5" with keyboard and mouse rack and adjustable wheel box inside with three drawers chamber railing, and glass top having 1 year warranty	18
8	Reception chair	Having seat and back foam of 2" covered with leatherite material, arms of plastic having poshish with same material back height 26-28", hydraulic gas lifter of 270 mm weight capacity 200 kg with foot rest bar, machine (gauge 14) having one lever for height adjustment all parts having 1 year full warranty and best quality foam pads having 7 years warranty.	18
9	Telephone Desk	With wood wiener, good quality lacquer sealer polish, size 4x2x2.5having key board and mouse tray, four drawers with chamber railing on right side with side lock, on left side on drawer on top with lock and CPU cabinet beneath, all borders are made with solid shesham wood all parts is good quality and professional finish.	9
10	Telephone Chair	Having seat and back of Foam of 2" covered with leatherite material, arms of plastic having poshish with same material back height 26-28", hydraulic gas lifter of 120 mm weight capacity 200 kg, machine (gauge)	11

Special Conditions(mandatory) :

- 1- Warranty according to above mentioned table. In case warranty is not mentioned then three years warranty of furniture including replacement of components in Punjab.

2- The bidders should clearly mention Terms and Conditions of service agreements for the supplied item after the expiry of initial warranty period

3- Vendor can visit Directorate General Excise, Taxation & Narcotics Control Punjab 847-A, Shadman-I, Lahore to see samples .

4- Vendor will also provide Samples of all items with above mentioned specifications, along with the Bid/ Proposal. Department committee will approve or disapprove sample which will be the part of technical evaluation .If samples are approved then he will be qualified for financial Bid Opening.

3. SUBMISSION OF BID

3.1. Labeling

- (a) To be addressed to the following address:

Additional Director General, Competent Authority(Procurement)
Excise, Taxation & Narcotics Control Department Punjab
847-A, Shadman-I
Lahore
Tel. No. 042-99203567

- (b) bear the following identification:

Bid for “Procurement of _____”
Lot # _____
DO NOT OPEN BEFORE 20th of November 2017.

- (c) Fax bid will not be entertained.

3.2 Deadline for Submission of Bid

- 3.2.1 The original bid must be received by the Purchaser / Client at the address specified in Clause 3.1 not later than:
Date: 20th of November
2017. Time: **1200 hours**

3.3 Late Bid

The bid received by the Competent Authority(Procurement)/Purchaser after the deadline for submission of bid prescribed by the Purchaser, pursuant to Clause 3.2, will be rejected and returned unopened to the bidder.

3.4 Clarification of Bid Document

3.4.1. Prospective bidders at least seven (7) working days prior to last date of submission of proposal may request in writing for clarification of the tender document, the criteria for qualification or any other aspects of the tender document.

3.4.2. To assist in evaluation of bids, the Purchaser may, at its discretion, ask an applicant for a clarification. The bidder must respond within 5 working Days to all questions and provide complete information. Any lapses in providing essential information may result in the disqualification of the bidder.

4. OPENING AND EVALUATION OF BID

4.1 Opening of Bid

- 4.1.1 The bid shall be opened by the Purchaser/Client at **1400 Hrs on 20th November 2017** in the presence of the bidder's representatives at the office of the Competent Authority(Procurement), given below:

Office of the Additional Director General/Competent Authority (Procurement)
Excise, Taxation & Narcotics Control Punjab
847-A, Shadman-I
Lahore

4.2 Evaluation and Comparison of Bids

The Purchaser / Competent Authority(Procurement) will evaluate and compare the bids previously determined to be substantially responsive.

4.2.1. Technical Evaluation

All the bidders are advised in their own interest to provide the following for a fair evaluation of their capacity for the issuance of Purchase Orders. Failure to furnish any of the requisite documents will impact on the possibility of success of the bidder. A duly filled copy of the mandatory documents shall be annexed and attached with the sealed envelope by every bidder. An evaluation criterion is given below:

Total Marks / Points = 500

Passing Marks / Points = 70% of the total marks = 350

Description	Criteria	
Certificate of Registration of Firms / Company / Distributor / Dealer	Mandatory	
Income Tax Registration	Mandatory	
General Sales Tax Registration	Mandatory	
Authorization in quoted hardware (Authorized Firms / Company / Dealer / Distributor Certificate)	Mandatory	
Conformance to RFP	Mandatory	
Undertaking that the firm is not blacklisted and involved in litigation with Government	Mandatory	
Undertaking in case of JV	Mandatory	
Special Conditions	Mandatory	
Undertaking that the furniture will be provided according to the samples place in the office of Directorate General E&T.	Mandatory	
Provision of Samples of all Items	Mandatory	
Net Worth (Total Assets – Total Liabilities) (Max Points 100) (<i>The bidder should provide the verified statement showing the Net worth of the Company / Firm</i>)	Less than 1 million	10 Points
	1-10 million	20 Points
	more than 10 up to 20 million	30 Points
	more than 20 up to 30 million	40 Points
	more than 30 up to 40 million	50 Points
	more than 40 up to 50 million	60 Points
	more than 50 up to 60 million	70 Points
	more than 60 up to 70 million	80 Points
	more than 70 up to 80 million	90 Points
	more than 80 million	100 Points

Total No of full time employees available for Support / Maintenance (Max Points 100) <i>(The bidder is required to provide the list with contact numbers)</i>	4 point for each employee(Max Points 100)	
Backup / Maintenance / Support availability in the Province Punjab (Max Points 100) <i>(Verified document required showing the list of districts)</i>	1 District	5 Points
	above 1 up to 4 District	10 Points
	above 4 up to 8 District	20 Points
	above 8 up to 12 District	30 Points
	above 12 up to 16 District	40 Points
	above 16 up to 20 District	50 Points
	above 20 up to 24 District	60 Points
	above 24 up to 28 District	70 Points
	above 28 up to 32 District	80 Points
above 32 up to all Districts of the Punjab	100 Points	
SLAs of same nature (Max Points 40) <i>(Documentary evidences are required)</i>	20 Points for each (40 Max)	
No of Similar nature Projects (1 million or above)((Max Points 80) <i>(Documentary evidences are required)</i>	20 for each Project (Max 80)	
No of Similar Projects with Government (1 million or above)(Max Points 80) <i>(Documentary evidences are required)</i>	20 for each Project (Max 80)	

4.2.2. Financial Evaluation

Financial bids of the successful bidders (Technically Qualified) will be opened publically and purchase order will be issued to the lowest bidder as per PPRA rules & regulations. Financial bids of the technically disqualified proponents will be returned unopened.

PRICE SCHEDULE

Bidders are required to fill the tables below and attached along financial proposal

LOT # 1

Sr.#	ITEM	QTY	UNIT PRICE (Inclusive of all taxes)	TOTAL PRICE (Inclusive of all taxes)
1	STEEL BENCH	45		
2	EXECUTIVE CHAIR	9		
3	LOW BACK CHAIR	192		
4	VISITOR CHAIRS	189		
5	EXECUTIVE TABLES	9		
6	COMPUTER TABLE	192		
7	RECEPTION TABLE	9		
8	RECEPTION CHAIR	18		
9	TELEPHONE DESK	9		
10	TELEPHONE CHAIR	9		
			Grand Total	

5. BID FORM

To:

Additional Director General/
 Competent Authority (Procurement)
 Excise, Taxation & Narcotics Control Department Punjab,
 847-A, Shadman-I, Lahore
 Tel. No. 042-99202775-76

Dear Sir

Having examined the bidding documents the receipt of which is hereby duly acknowledge, for the above Contract, we, the undersigned, offer to supply / install the item mentioned below in conformity with the specification in the bidding documents as per the following price.

Sr#	Item Name	QTY	Unit Price (PKR.) (inclusive of all taxes)	Total Price (PKR) (inclusive of all taxes)
1				
	Grand Total			

We understand that the purchaser / Competent Authority(Procurement) to award the Purchase Order for the procurement of above mentioned item to a single lowest bidder on the basis of consolidated bids. We undertake, if our bid is accepted, we will complete the Works in accordance with the Execution Schedule provided in the Schedule-A Special Stipulations to Bid.

If our Bid is accepted, we will provide the performance guarantee of 10 % of the total value of the purchase order. Our prices are inclusive of all applicable Government taxes from time to time and no revision shall be made on account of taxes during the contract period.

We understand that the process of procurement is governed by PP Rules 2014. However any additional conditions specified in the bidding document shall remain applicable.

Dated this-----day of -----2017

BIDDER

Signature -----

Name-----

Title:-----

Address.-----

WITNESS

Signature -----

Name -----

Title-----

Address-----

6. SCHEDULE –A : SPECIAL STIPULATIONS

For ease of reference, certain information and Special Stipulations applicable to the Contract are set forth herein.

1.

Amount of Performance Guarantee before the issuance of Purchase Order	10% of the offer / total amount
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2. Delivery of Goods:

	Service Centers at Lahore, Rawalpindi, Faisalabad, Multan, Gujranwala, Bahawalpur / any where in Punjab
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- | | |
|----------------------------------|--|
| b) Execution / delivery Schedule | Within 4 to 6 week after the issuance of LOA |
|----------------------------------|--|

3. Warranty Period

	Three years warranty with parts & labor.
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4. Liquidated damages

a) Liquidated damages for delayed delivery	2% of the PO Price per Month, daily penalty will impose on the same basis
b) Limit of Liquidated Damages	Not to exceed in the aggregate ten percent (10%) of Contract Price

7. PERFORMANCE SECURITY FORM

WHEREAS [Name and Address of the Contractor] (hereinafter called "the Contractor") has agreed to supply the Goods and render the Services against Tender . _____ (hereinafter called "the Contract") for the Contract Value of PKR (in figures _____) (in words _____)

AND WHEREAS it has been stipulated in the Tender Document that the successful Tenderer shall furnish Performance Security, within fourteen working days of the receipt of the Acceptance Letter/PO from the Purchaser, in the form of a Bank Guarantee, issued by a scheduled bank operating in Pakistan, as per the format provided in the Tender Document or in another form acceptable to the Purchaser, for a sum equivalent to 10% of the contract value, valid from the date of issue until all obligations have been fulfilled in accordance with the Contract;

AND WHEREAS [Name of the Bank] having registered office at [Address of the Bank] (hereinafter called "the Guarantor") has agreed to give the Contractor a Guarantee; THEREFORE the Guarantor hereby affirms to bind himself, his successors and his assigns to the Purchaser, for the sum of PKR (in figures _____) (in words _____) and undertakes to pay to the Purchaser, upon receipt of his written demand(s), any sum(s) as specified by him, not exceeding the above limit in aggregate, without cavil / argument and without the Purchaser having to substantiate / prove or to show grounds / reasons for such claim(s), on the occurrence of any / all of the following conditions:

1. If the Contractor commits a default under the Contract;
2. If the Contractor fails to fulfill any of the obligations under the Contract;
3. If the Contractor violates any of the provisions of the Contract.

Provided that the Purchaser shall specify the occurred condition(s) owing to which the said sum is due to him.

Provided further that any demand(s) / claim(s) from the Purchaser shall reach the Guarantor within thirty working days after the expiry of the Guarantee.

This guarantee shall remain valid up to _____ or until all Obligations have been fulfilled in accordance with the Contract, whichever is later. Date

this _____ day of 2017.

GUARANTOR

Signature _____
 CNIC # _____
 Name _____
 Designation _____
 Address _____