

BIDDING DOCUMENTS

**PROCUREMENT OF FURNITURE & FIXTURES
AGRICULTURE AND COOPERATIVES DEPARTMENT**



AGRICULTURE AND COOPERATIVES DEPARTMENT

1. **Letter of Invitation for Bids**

Sealed Tenders are invited under the Balochistan Public Procurement Rules (BPPR)- 2014 by Agriculture and Cooperatives Department, Quetta from “Eligible Bidders” (as detailed below), dealing in supply & fixation of Office Furniture as per details contained here-under:-

Eligibility Criteria for Bidders:

S. No.	Bidders Eligibility Factor	Requirement	Documents Required
1	Registration with Income Tax	Mandatory	Attach Copy of NTN
2	Registration with Sales Tax	Mandatory	Attach Copy GST registration certificate
3	Relevant Experience	There Year experience of the supply of Furniture & Fixture	Attach Copies of Supply Order with relevant completion certificate or inspection report
4	Turn-over of previous three year	Annually PKRs.1 Million	Attach supporting Bank Certificate of Company's Bank Account

a. Bill of Quantities:

S. No.	Item Name	Tender Qty.
1	Officer Table	03
2	Office Chair	50
3	Office Table	05
4	Steel File Cabinet	05
5	Revolving Chair	12
6	Sofa Set	04
7	Computer Table	03
8	Computer Chair	03
9	Side Rack	04
10	Table for Photostat Machine	03

Note: The procuring Agency can Increase/Decrease the Quantity of items without any change in the price of the items.

b. Data Sheet of the Assignment

S. No.	Item Name	Specification	Qty
1	Officer Table	Size 7 x 3.5 x 2.5, Made of Best Quality Sheesham Veneer, Lapping Sheesham Wood, Top & Front Leatherate with Attached Rack	03
2	Office Chair	- Made of seasoned Sheesham Wood - Seat: 20 x 18 inches - Height: 26 inches from front and 35 inches from back - Legs 2x1 ½ inches thick - Arm: length 22 inches width 2 inches of seasoned Sheesham wood - Mat finish	50
3	Office Table	- Size 5 x 3 x 2.5 (length, width and height) - Make: Seasoned Sheesham wood frame 3 drawers with sliding channel and locks Top Lamination with seasoned Sheesham wood lap - One tea Tray - Mat finish	5

4	Steel File Cabinet	(4 Draws) (22 Gauge) Central Locking System	05
5	Revolving Chair	- Standard size with hydraulic machine five legs best quality subject to approval of sample.	12
6	Sofa Set	- Made of seasoned Sheesham wood - Standard Size - Sprit Polish/mat finish - First quality foam loose cushion with leatherette / cloth	04
7	Computer Table	- Size 3 x 4 x 2.5 feet (length, width and height) - Make: Lamination Sheet best quality with Sheesham wood lapping ½ inch - One Key board Trolley with sliding channel. - One drawer with sliding channel. - Mat finish	03
8	Computer Chair	Best quality Revolving Chair, Hydraulic Base with five legs (steel) subject to approval of sample.	03
9	Side Rack	- Made of Lamination - Size 36 x 16 x 30 with three shelves and a box of normal size having two shelves door & lock - Back closed with 5.M.M Lasani Sheet - Mat finish	04
10	Table for Photostat Machine	- Size 2 x 3 x 2.5 feet (Length, Width & Height) - Make: Seasoned Sheesham wood frame Two shelf - Top Lamination with seasoned Sheesham wood lap - Mat finish	03

2. Method of Procurement Used:

Procedure of bidding shall be “Single Two Envelop Bidding Procedure” as per Rules # 41(3) of the Balochistan Public Procurement Rules-2014.

3. Instruction for Preparing Bids:

The bidding documents shall be prepared on following lines:-

- Minimum five (05) years of relevant working experience of the followings information:
- The firm shall have GST and NTN certificates.
- Turnover certificate from schedule band showing financial capacity of firm upto Rs.1 million in a year for last three years.
- Any other relevant information as deemed necessary in support of the proposal.

1. Technical Bid: Sealed Envelope containing the technical bid should clearly state “**Name of Bidder and Technical Bid**”. A set of this bidding document duly filled, supported with bidder’s covering letter be attached with the Technical Proposal, which shall be prepared keeping in view the specifications provided in the Data Sheet above. Following information should be attached/contained in the technical proposal:-

- a. Documentary evidence of fulfilment of eligibility criteria as required from the Bidder.
- b. Dealership/authorization from the manufacturer / authorized importer/distributor, (as the case may be) clearly stating the sales and after-sales support (as the case may be) for the bidder to participate in this Tender.
- c. Brochure/ technical literature of the quoted items.
- d. Statement of post-sales services, service contract and Guaranty/ Warranty details. (applicable).
- e. Format of product genuineness & warranty identification. (Where applicable).

- f. Completion time, which means; time consumed in delivery to Agriculture and Cooperatives Department, Quetta, time required for demonstration, fixation, and installation, commissioning & training (as the case may be) of the delivered Items/ Equipment.
- g. Every page of the Bid must be numbered, signed & stamped by the authorized representative.
- h. Any other information relevant to the technical aspect of the items deemed necessary by the Bidder to mention.

2. Financial Bid: Sealed Envelope containing the Financial Bid should clearly state **“Name of Bidder and Financial Bid”**. A set of this bidding, document duly filed, supported with Bidder’s covering Letter be attached with the Financial Proposal. The Financial Bid should be quoted on the bidders letter head on the following format:-

S. No.	Item Name /Model No. / Description	Quantity	Unit Price	Total Price
1				
2				
3				

- a. Serial Numbers of items must be quoted as mentioned in the “Bidding Documents” (in-case of difference in serial number in “Bidding Documents” viz-a-viz “Financial Bid” the bid may qualify for rejection.
- b. No Technical detail / specification may be mentioned in the financial bid. In-case of multiple offers/items quoted against a single item, each item may be distinguished as option # 1, 2, 3 etc. against the respective Serial No.
- c. Officer must be quoted on TCA (Total Cost Acquisition) basis at the risk & cost of the bidder. This means:
 - i. ALL, costs (including taxes & other Govt, payables) incurred up-to delivery at Agriculture and Cooperative Department, Quetta.
 - ii. Loading, unloading and other labor charges.
 - iii. Cost including fixation, assembling, dismantling etc. (as & where applicable).
- d. Taxes must be included along-with the price of each item.
- e. In-case of any Tax exemptions, exemption certificate from the concerned Tax Office / Regional Tax Office pertaining particularly to this case may be provided; otherwise taxes shall be deducted as per Government Policy / Rules.
- f. Every page of the Bid must be numbered, signed & stamped by the authorized representative.

4. Bid Security:

- 1. Sealed Tenders must be accompanied with Bid Security in the Form of Bank Guarantee or Deposit at Call from a scheduled bank @ 2% of total bid value favoring the Deputy Secretary (Admn), Agriculture and Cooperatives Department Block-02, 2nd Floor, Room No.34 at Civil Secretariat, Quetta.

5. Submission of Bids: Sealed Tenders must reach office of the Deputy Secretary (Admn), Agriculture and Cooperatives Department Block-02, Top Floor, Room No.34 at Civil Secretariat, Quetta latest by 20th March, 2017 at 10:00 a.m courier or may be dropped.

6. Opening of Bids: The bids will be opened on the same day /last day declared for submission for bids i.e. 20th March, 2017 at 11:30 a.m sharp in the office of the Additional Secretary (Admn), Agriculture and Cooperatives Department Block-02, 2nd Floor, Civil Secretariat, Quetta.

7. Evaluation Criteria: Selection of the successful bidder shall be based on the **Least-Cost Selection Method** which means, **“Technically responsive lowest financial bid, received from “Eligible Bidders”** (as specified under the heading of the “Letter of invitation for Bids –

Eligibility Criteria for Bidders”) **unconditionally accepting ALL the terms & condition of this bidding documents**”. Procedure for which is as follows:

1. After evaluation of the technical proposals on the basis of the minimum required technical qualification stated in the Data Sheet compared with specifications mentioned in the Technical Bid, they shall be categorized as:
 - i. Responsive Proposals.
 - ii. Non-Responsive Proposals.
2. Non-responsive proposals shall be rejected:
 - i. Their financial proposals shall be returned without being opened.
 - ii. Their Bid security shall be released upon their written request.
3. Financial Proposals of the responsive Technical Proposals shall be publicly opened in the same/ next (date to be fixed by the procuring agency).
4. After Technical and Financial Evaluation of the Bids, upon recommendation of the Procurement Committee the Procuring Agency shall upload the results of the Bid Evaluation in form of a report giving justification for acceptance of lowest evaluated bid, and reasons for non-acceptance of all other Bids. Copy of the same shall also be provided to any bidder upon their written request.
5. Contract for supply of the recommended equipment/items shall be placed with the lowest evaluated bidders/s (lowest bidder fulfilling the technical requirements as per Rule 4 of B-PPRA- 2014) among the Responsive Proposals **for each items**, after ten days of uploading of the Evaluation Report at B-PPRA Website.

8. Terms and Conditions

1. Maximum delivery time for the order is one month from the date of Supply Order (bids quoting greater lead times are likely to be rejected).
2. In case of late delivery, the supplier may be blacklisted and late delivery penalty (Liquidated Damages) shall be imposed at the rate of 0.1% (of the value of items delivered late) per day, upto a maximum of 10% of the contract Value (As specified in the Contract).
3. Quantity may vary as per requirement of procuring agency.
4. Work may be split among multiple bidders depending upon the financial and technical criteria (including the lead time).
5. Provision of partial payment does not exist in this Tender; payment shall be made within one month from the date of successful inspection.
6. Quantity may vary up-to an extent of **10%** of quantities specified in the “Data-Sheet of the Assignment” as per requirement of Procuring Agency
7. Work may be split among multiple lowest evaluated bidders, on the basis of the evaluation criteria for independent / non-related items.
8. Provision of partial payment does not exist in this Tender; payment shall be made within one month from the date of successful inspection.
9. Payment release is subject to satisfactory inspection by the joint team comprising of:
 - i. The Purchase Committee of Procuring Agency
 - ii. Authorized representative of the Vendor (To be clearly specified in the Tender Document)
10. Bid Security of successful bidder/s shall be released upon submission of Performance Security.
11. Bid Security of unsuccessful bidder/s shall be released within thirty days from the date of award of contract to the successful bidder/s.
12. Performance security of the successful bidder/s shall be released within two months from the date of successful inspection. In case of unsatisfactory performance on part of the supplier, the “Performance Security” shall be forfeited or retained till satisfactory completion of task.
13. Purchase Committee Reserves the right to accept or reject any/all tenders in part/full on quality basis or to increase/decrease the quantity of the tendered stores with assigning cogent reason thereof.

ii. Tax Liability

1. Complete Tax liability is to be borne by the Vendor.
2. Quoted prices shall be inclusive of all applicable Taxes, be filled item-wise as per the aforementioned format at Para-2 and may not be applied to the sub-total of the package.

3. In-case of any Tax exemptions, exemption certificate from the concerned Tax Office / Regional Tax Office pertaining particularly to this case may be provided; otherwise taxes shall be deducted as per Government Policy / Rules.

(j) **CURRENCY & BID VALIDITY**

1. Tenders must be quoted in Pakistani Rupees (PKR).
2. Validity of the bid would be at-least __ days (to be specified by the procuring agency/ office) from the date of Tender opening

(k) **BIDDER'S INFORMATION:**

1. Name of company : _____

2. Complete Postal Address : _____

3. Tel No: _____ 4. Email address: _____

5. Fax No: _____ 6. Mobile No: _____

7. Authorized Representative's name & designation: _____

8. Type of Business:

(1) Sole Proprietorship (2) Partnership

(3) Corporation (Private Ltd.) (4) Corporation (Public Ltd)

9. National Tax Number: _____

10. Sales Tax Registration #: _____

11. Year of Establishment: _____

12. Work experience: (Please attach specimen i.e. similar Award of Contract)

a. _____

b. _____

c. _____

13. Approx. turn-over for previous three years: (In millions)

2013: Rs. _____ 2014: Rs. _____ 2015: Rs. _____

14. Certificates / Awards (if any, please attach)

15. Company Profile: (Please attach)

DECLARATION BY THE BIDDER

I solemnly undertake that:

- a. Having read, understood & made myself aware of all the Terms & conditions mentioned in this Bidding Document & the Rules, Regulations & Policies of the Government of Balochistan, governing the procurement & financial matters, **AGREE, ACCEPT & UNDERTAKE TO ABIDE BY THE SAME.**

- b. The information provided in this form is correct to the best of my knowledge & in the event of change; details will be provided as soon as possible

Name & Designation _____

Signature _____ Date _____

Company stamp.

Procuring Agency's Name **Additional Secretary (Admn), Agriculture & Cooperatives Department**

Procuring Agency's Address **Room No.34, Top Floor, Block No.02, Civil Secretariat**

Procuring Agency's Phone & Fax No. **Off: 9202343, Fax 9201805** Procuring Agency's

Website _____