

INVITATION TO BIDS

Ministry of Commerce invites sealed bids from the well reputed firms/ vendors/suppliers having registered offices in Islamabad/Rawalpindi and are registered with Income Tax and Sales Tax Authorities, bearing NTN/General Sales Tax number and who are on Active Taxpayers List of the Federal Board of Revenue for supply of Furniture and Hardware. Detail of items is as under:

Sr	Item	Quantity
Hardware		
1	Computers	04
2	Printers	02
3	Scanner	01
Furniture		
4	Revolving Chairs	05
5	Single seat sofa	10
6	Office tables with side racks	02
8	Visitor Chairs	10
9	Cupboards	02
10	Office file Racks	02

2. Bidding documents, containing detailed terms and conditions, etc. are available at the office of the undersigned or can also be downloaded from www.moc.gov.pk
3. The bids, prepared in accordance with the Rule 36 (a) of PPRA, is to be submitted on single stage two Envelope Method, given in the bidding documents, accompanied by 2% bid security (refundable) in the form of pay orders/bank guarantee/ bank draft in favour of e Commerce Cell, WTO Wing, Ministry of Commerce., Islamabad.
4. Bids are required to be submitted item wise clearly indicating rates, including General sales Tax in Pakistan Rupee.
5. Black listed firms and inactive tax payers are not eligible. Further, concealing/ submission of any false information are liable to disqualification under rule 18 of the Public Procurement Regulatory Authority.
6. An affidavit that the firm has not been black listed in the past is to be provided along with the bids.
7. All the bids must reach to the undersigned by the 15th day of the publication of this advertisement at 11: 00 am, which will be opened at 12:00 noon on the same day.

Muhammad Asfandyar Khan
Research Officer WTO,
Address: 2nd Floor, Kohsar Block, Pakistan Secretariat Islamabad
Phone: 051-6246062

Bidding Documents: Terms and conditions and Specifications

A- INSTRUCTIONS TO THE BIDDERS

1	Any interlineations, erasures, or over writing shall be valid only if they are initiated by the persons or persons signing the bid.
2	Supplier will attach all relevant papers as asked for with the bid as documentary evidence. Each page should be signed and stamp by the supplier.
3	In this tender method of procurement will be as per attached the annexure A
4	In financial bid , the vendor should mention financial offer along with 2 percent deposit at call in favor e commerce cell, Islamabad. In case of lesser amount , bid shall not be excepted
5	While tendering your quotation, the present trend / inflation in the rate of goods and services in the market should be kept in mind. No request for increase in price due to market fluctuations in the cost of goods and services will be entertained.
6	Prices shall be quoted in Pakistan Rupee
7	The sole distributor manufacturer will submit an affidavit on legal stamp paper of Rs 50/-that their firms has not provided the same item at the rate less than the one offered in the bid to any other government department during the financial year and that their firm has not been black listed in the past on any ground by any government (federal, provincial) a local body or a public sector organization. On account of submission of false statement . the bidder will be debarred from bid.
8	Original brochures/ leaflets containing information regarding quoted item (s) must be attached with technical proposal to judge the specification (s) of the quoted item. The purchaser reserves the right to reject those bids for which photostate brochures / leaflets are attached

B- GENERAL CONDITION

1.	Price escalation will not be allowed
2.	Tender , which does not fulfill the prescribed terms and conditions ass laid down, is liable to be rejected.
3.	The decision once taken by the competent authority will be final and will not be open to criticism changeable in any court of law.
4.	Income tax" and other taxes will be deducted according to government rules.
5.	The bidder is required to offer competitive price . All prices must include the general sale tax (GST) and other taxes and duties , where applicable . If there is no mention taxes/duties. The benefit of exemption from or reduction in the GST or other taxes shall be passed on the purchaser.
6.	The financial bids found having without CDR (earnest money) 2% of bid security will also be returned unannounced to the bidders even they qualified in the evaluation of technical proposal. However prior to return to the bidder, the chairman of the committee will record statement/on such bids. The bid security will be submitted in favour of e Commerce Cell <u>acc # 4322023422.</u>
7.	During evaluation of the bids, the purchaser may, at its discretion ask the bidder for a clarification of its bid. The request for clarification and the response shall be writing. And no change in the prices substance of the bid shall be sought, officers or permitted.
8.	The Secretary Commerce reserves the right to reject or accept authority will be final.

C- BIDDING PROCEDURE

1.	The bid shall comprise single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal
2	The envelopes shall be marked as FINANCIAL and TECHNICAL Proposal in bold and legible letter to avoid confusion as per evaluation criterion
3.	Initially , only the envelope marked TECHNICAL PROPOSAL shall be opened.
4	The envelope marked as FINANCIAL PROPOSAL shall be retained in the custody of purchaser without being opened
5	The purchaser shall evaluate the TECHNICAL proposal without reference to the price and reject any proposal which do not conform to the specified requirements
6	During the technical evaluation , no amendments in the technical proposal shall be permitted

7	The financial proposal of bid shall be opened publically at a time date and venue to be announced and communicated to the bidders in advance
8	After the evaluation and approval of the technical proposal the purchaser shall at a time with in bid validity period publically opened the FINANCIAL PROPOSAL of the technically accepted bids only. The financial proposal of bids found technically non responsive shall be returned un opened to the respective bids
9	The bid found to be lowest evaluated bid shall be accepted.

D- SPECIFICATION OF THE EQUIPMENT

Sr.No	Product description	Quantity
A	Computer	
1	Computer Desktop PC Core i7, Latest generation 1 TB SATA Hard Drive 8 GB Ram key board & mouse LED monitor 20.0 or above" 1 year stranded Warranty	04
2	Printers Laser Print technology Print speed ,print normal Upto 40 ppm First page out:As fast as 6:1 sec Fine line 1200*1200 Monthly duty cycle up to 80,000 Display: 2 line blacklit LCD graphic display Processor speed 1200MHZ Print languages: HP PCL 6, HP Postscript level 3 emulation,PDF, URF PWG ,Raster Paper tray standard: 2 Paper tray maximum 3 1 Hi speed USB 2.0 1 host usb at rear side Giga bit Ethernet 10/100/1000 BASE-T network Memory standard 256MB 100 sheet multipurpose Try 1, 250-sheet, 150 sheet output bin	02
3	scanner Optical resolution: 600 dpi min Multiple sheet feeding ADF: upto 50 sheets of 80 Gms Max document size 219 mm * 863mm and TIFF,JPG,RTF,BMP,PDF,searachable PDF output facility	1
B	Furniture	
3	Office table with side rack Size 7*3 Made up of high density chip board pressed with sheesham wood , 3 lockable drawers and racks should be compatible for placing computer, finished with N.C lacquer	01

4	Office table with side rack Size 5*3 Made up of high density chip board pressed with shesham wood , 3 lockable drawers and racks should be compatible for placing computer, finished with N.C lacquer	01
5	Revolving chairs, High back, Letheroide, steel base with hydraulic system in Black colour	05
6	Single seat Sofa 2 * 2 feet base 2*2 back Frame made up of sheesham wood Category economical High quality foam and Cloth Poshish	10
7	Cupboards 6*3 wooden 1.5* interior with 04 shelves and a vertical section	02
8	Visitor Chairs Structure made up of wood Back and seat with quality foam covered with Letheroide with buttons. Finished with N.C lacquer	10
9	Office Racks Wooden office Racks with 3 horizontal and a vertical shelve Size 3*2.5	02

E- RESPONSIBILITIES

1	The vendor will give 03 years warranty with parts
2	The equipment to be supplied should be accompanied with one original and two printed copies of the operations , service / maintenance and schematic diagram and spare parts list manual in English language
3	The bidder shall submit with the bid an undertaking on judicial paper , stating that the equipment to be supplied is brand new and of the latest generation free from defects in design material and workmanship and will bind himself for availability of spare parts for a period of 10 years from the date of supply. In case of winding up of this business the supplier shall be bound to make on alternate arrangements of spares and maintenance of equipment. In case of default depreciated cost of equipment will be recoverable from him. " if vendor/ supplier pack up/ close his business original manufacturer will be bound to make alternate arrangements
4	Contractor/ supplier will be reasonable for prep requisite installation, free of cost and also responsible for pre installation work if required after inspection.
5	The firm will be bound to deliver and install the furniture and equipment in complete in all respects within the 10 days of the after the issuance of award letter

F- PENALTIES

	If supplier/firm doesn't supply equipment in accordance with the supply order or fails to supply according to terms and conditions or in case of any other default, it will be black listed and the earnest money will be forfeited.
	If the supplier fails to give supply and install within the stipulated period, penalty will be imposed @0.1% of the total value of equipment per day subject to maximum of 10%value of the ordered equipment.

G- ARBITRATION AND RESOLUTION OF DISPUTES;

<p>The purchaser and the supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under of in connection with the contract.</p>
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Annexure-“A”

SINGLE STAGE-TWO ENVELOPE PROCEDURE:

1. The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal;
2. The envelopes shall be marked as “FINACIAL PROPOSAL “and “TECHNICAL PROPOSAL “in bold and legible letters to avoid confusion.
3. Initially, only the envelope marked “TECHNICAL PROPOSAL “shall be opened.
4. The envelope marked as “FINANCIAL PROPOSAL” shall be retained in the custody of the procuring agency without being opened.
5. The procuring agency shall evaluate the technical proposal in a manner prescribed in advance. Without reference to the price and reject any proposal which do not conform to the specified requirements.
6. During the technical evaluation no amendments in the technical proposal shall be permitted.
7. The financial proposals of bids shall be opened publicly at a time, date and venue announced and communicated to the bidders in advance.
8. After the evaluation and approval of the technical proposal the procuring agency, shall at a time within the bid validity period, publicly open the financial proposals of the technically accepted bids only. The financial proposal of bids found technically nonresponsive shall be returned un-opened to the respective bidder; and
9. The bid found to be the lowest evaluated bid shall be accepted. The technical proposal the procuring agency, shall at a time within the bid validity period, publicly open the financial proposals of the technically accepted bids only. The financial proposal of bids found technically nonresponsive shall be returned un-opened to the respective bidder; and
10. The bid found to be the lowest evaluated bid shall be accepted.
11. The technical proposal the procuring agency, shall at a time within the bid validity period, publicly open the financial proposals of the technically accepted bids only. The financial proposal of bids found technically nonresponsive shall be returned un-opened to the respective bidder ;and
12. The bid found to be the lowest evaluated bid shall be accepted.

Annexure-“B”

Evaluation Criteria

For the purpose of determining the lowest evaluated bid. Fact other than the price such as previous performances previous experience, financial soundness and such other details as the purchaser at its discretion, may consider appropriate will be taken in to consideration. Technical proposal will be evaluated as per following criterion

1	Equipment as described by applicant	=40
2.	Warranty Period	=35
	a) For 3 year period	(20)
	b) For 03 to 05 years	(35)
3.	Authorized Dealer	=05
4.	Financial position/Status	
	a) Annual sales tax paid from	(01)
	b) Income tax return filed	(01)
	c) Latest Bank certificate /Worth	(03)
	Statement having balance more than one million	
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	Total;	100
	Quality Score	=maximum of the
	available	

Undertaking

I _____ s/o _____, id card # _____
declare that I will supply all the equipment as quoted and required, with full integrity and honesty. I will be responsible for any irregularity and non-delivery of performance in this regard.

Name/ Signature
Address