

SENATE SECRETARIAT

AUCTION NOTICE

Senate Secretariat invites sealed bids for the auction of items of the following categories on "as is and where is basis". Interested bidders may submit sealed bids for each category separately:

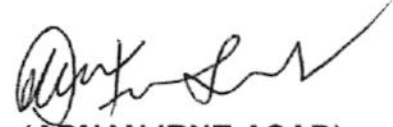
- i) Electrical items
- ii) Furniture and Fixtures items

2. Bids should be submitted on **25th September, 2024 before 10.30 A.M.** The same will be opened at 11:00 A.M. in the presence of the bidders.

3. The items to be auctioned are lying at Parliament House & Block-C, Islamabad. The interested bidders may inspect the items / material at above site between 10:00 A.M to 03:00 P.M. during working days before submitting their bids.

4. Interested bidders must visit the Senate Secretariat for physical inspection of the auction items. The detailed terms and conditions alongwith a list of items can be downloaded from the websites of the Senate Secretariat (www.senate.gov.pk) and PPRA (www.ppra.org.pk).

5. The Senate Secretariat reserves the right to accept or reject any or all the auction items as per Rule 33 of PPRA Rules.



(ADNAN IBNE ASAD)
Section Officer (Admn-I)
Tele: 051-9213446

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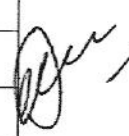
SENATE SECRETARIAT

INSTRUCTIONS TO THE BIDDERS & TERMS AND CONDITIONS OF THE AUCTION.

- 1) Interested bidders should submit personal/firm profiles with details of address, contact number, CNIC copy and other required documents.
- 2) Bids should be submitted on **25th September, 2024 before 10:30 A.M.** The same **will be opened at 11:00 A.M.** in the presence of the bidders. Any bid received after the deadline shall be rejected and returned to the bidder unopened.
- 3) Interested bidders must visit the Senate Secretariat for a physical inspection of the auction items. The detailed terms and conditions alongwith a list of items can be downloaded from the websites of the Senate Secretariat (www.senate.gov.pk) and PPRA (www.ppra.org.pk).
- 4) The bidders are required to submit their sealed bid as per proformas attached in a single envelope containing the following documents:-
 - i. Financial Bid(s) as attached (Annex-I, II & III)
 - ii. Undertaking by the Bidder on Stamp Paper (Annex-IV)
 - iii. Copy of CNIC
 - iv. Copy of NTN Registration Certificate (if available)
- 5) The bidder must be a income tax filer. Non-filer bidders shall be ineligible. The bid amount shall be required to be paid in cash. The cash receipt will be issued on payment of the amount.
- 6) Bidders must attach a Pay Order/Bank Draft equal to 5% of the quoted amount of each category as a bid security (refundable) in favour of Section Officer (Admn-I), Senate Secretariat (FTN No. 9014800-2). Failure to furnish the bid security, the bid(s) shall be declared non-responsive.
- 7) The listed items are to be disposed of on "**As is where is**" and on category-wise. Interested bidders can submit bids for one or more categories. The bidder responsive to the documentary/financial requirement and quoting the highest bid in any category or all the categories separately will be declared a successful bidder. The format of the bid proposal is attached as Annex-II.
- 8) The auction Committee after evaluating bid proposals will give its recommendations and the competent authority in the light of the recommendations of the committee will give approval for the award of the auction.
- 9) The successful bidder(s) will have to deposit 25% of the total bid on the spot and rest of the bid amount 100% within five (05) working days after the award of the auction. Failing which, the earnest money along with 25% of bid security will be forfeited. Thereafter, the Senate Secretariat reserves the right to award the auction to the next higher bidder.
- 10) The successful bidder after payment of the total amount of the bid, will be handed over auction items. The successful bidder will be responsible for shifting of items within 7 days after award of the date of award of acceptance of the bid.
- 11) Senate Secretariat reserves the right to recover any amount from the Successful Bidder against any losses or damages incurred to the property, or persons of the Senate Secretariat due to the Successful Bidder's or his workers' negligence.
- 12) The bid duly sealed and addressed to Section Officer (Admn-I), Senate Secretariat, Parliament House, Islamabad must reach the office on or before **25th September, 2024 by 1030 hrs.** The bidders who want to attend the tender opening shall inform the Superintendent (Admn-I) on the due date before 10:00 A.m. on **051-9204159 and 051-9022500** for issuance of entry pass.

FINANCIAL BID FOR CATEGORY-I: ELECTRIC ITEMS

Sr.#	Item details	Qty	Bid Price
1.	Photocopier Machine	03 Nos	
2.	TV/LED	04 Nos	
3.	Electric Kettle	07 Nos	
4.	Water Dispenser	02 No	
5.	PEL Refrigerator	03 Nos	
6.	Fax Machines (Brothers Personal)	04 Nos	
7.	Telephone Exchange	01 No.	



Note: The total bid amount is inclusive of all applicable taxes and duties.

Seal & Signature of Bidder:

Date: _____

FINANCIAL BID FOR CATEGORY-III: FURNITURE AND FIXTURE ITEMS

Sr.#	Item details	Qty	Bid Price
1.	Officer Table	15 Nos	
2.	Official Table	24 Nos	
3.	Computer Table	15 Nos	
4.	Clerk Table	06 Nos	
5.	Steel Cabinet	04 Nos	
6.	Steel Almirah	27 Nos	
7.	TV Trolley	02 No	
8.	Official Chair	12 Nos	
9.	Side Rack	10 Nos	
10.	Sofa (3 Seater)	02 Nos	
11.	Sofa (2 Seater)	01 No	
12.	Single Seat Sofa	05 Nos	
13.	Wooden Almirah	03 Nos	
14.	Looking Mirror Wooden	01 No	

Note: The total bid amount is inclusive of all applicable taxes and duties.

Seal & Signature of Bidder:
Date: _____

UNDERTAKING BY THE BIDDER

I have properly inspected the auction items and I have quoted bid price against each item. On award of the auction, I will be responsible for shifting the auctioned items. I will not claim any damages to the auctioned items while shifting from the Senate Secretariat to my location. All labour and transport charges, tools, and machinery required for lifting and shifting of items shall be my responsibility and shall not claim any charge to Senate Secretariat.

All the terms and conditions of the auction notice and instructions mentioned in the auction documents are acceptable to me/our firm and I will abide by them and in case of any violation, my bid security and bid amount deposited with the Senate Secretariat shall be forfeited.

I/We undertake that during the last 10 years, me and my firm has not been declared as blacklisted by any Government / Semi government department / organization.

Signature: _____

Date: