

No.F.2-1/2024- Furniture & Fixture
Federal Criminal Prosecution Service
Office of the District Public Prosecutor
Islamabad Capital Territory
Ministry of Interior
051-9108337-38

CORRIGENDUM

Reference to the published tender No. TS 544973E relating to purchase of Furniture & Fixture, the following changing may be incorporated in the bid.

“Bidder(s) must attach Bank Draft/Pay Order / Call Deposit @ 2% of bid amount in favour of Office of the District Public Prosecutor, ICT Administration Complex, Mauve Road, G-11/4, Islamabad, which will be refundable in case of non-acceptance of tender. Bid(s) found without this will not be considered and turned down. Cheques shall not be accepted. The Bid Security should be valid for a period not less than 01 year and must be enclosed in financial bid.”

You cooperation will be highly appreciated.



Ch. Muhammad Naseem Zia
District Public Prosecutor
Prosecution Department ICT.

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District Prosecutor ICT
Prosecution Department
Government of Pakistan

TENDER NOTICE

Quotations are invited for the purchase of Furniture & Fixture Items for meeting requirements of Office of the District Public Prosecutor, Islamabad for the financial year 2024-25. Interested firms/Suppliers meeting the following conditions may send their quotations in sealed envelope clearly mentioned on top (right corner) as tender for Furniture & Fixture Items respectively.

Quotations can be submitted till August 29-08-2024 at 11:00 a.m. Tender will be opened on same day at 11:30 a.m.

TERMS & CONDITIONS	
1.	Only those firms are allowed to participate in the tender who are General Sales Tax (GST) registered and have National Tax Number (NTN). A certificate may be attached to verify that your firm is an active tax payer.
2.	Bidder(s) must have sound financial position details of bank statement/turnover for the last one year. The bidder shall have sufficient experience, well reputation and have the facility of telephone and transport for the supply of items in time and on the spot.
3.	Bidder(s) must attach Bank Draft/Pay Order / Call Deposit @ 2% of bid amount in favour of WWF which will be refundable in case of non-acceptance of tender. Bid(s) found without this will not be considered and turned down. Cheques shall not be accepted. The Bid Security should be valid for a period not less than 01 year and must be enclosed in financial bid.
4.	Firm(s) must certify that it has not been blacklisted from any Government organization on stamp paper.
5.	The offered price in Pak Rupees of item(s) should be inclusive of all Government Taxes. Income Tax will be deducted at the time of payment according to the Income Tax Laws/Regulations and shall be valid for the tender period.
6.	Bid Opening Procedure: - Single Stage-Two Envelop (36(b) PPRA Rule, 2004) -Procedure will be adopted to evaluate the offer. Complete bid containing Technical and Financial proposal along with Bid Security, all required information and documentary evidences must be submitted before closing date as mentioned in advertisement.
7.	The bid shall comprise a single package containing two separate envelopes each envelop should contain separately the “Technical Proposal” and “Financial Proposal”
8.	Two separate envelopes shall be marked as “Technical Proposal” and “Financial Proposal” in bold and legible letters.
9.	Offer(s)/item(s) which will not be found according to the standard/specification(s) and evaluation criteria shall not be accepted and “Financial Proposal” of such firms will be returned unopened.
10.	“Financial Proposal” will be opened only of those firms whose offer(s)/items would be found as per specifications and laid down criteria and obtained the minimum threshold of technical evaluation.
11.	The bid shall remain valid for the period not less than 01 year.
12.	Successful bidders should make sure for in time supply according to the approved quality/standards/specifications for the tender period as mentioned in the tender notice.
13.	The interested bidders may visit the site if they want, in order to arrange the fixture and fitting.
14.	Submission of any false statement/Documents or concealing of information will disqualify the bidder.
15.	The quantity of the item(s) can vary as per the requirement / budget allocation.

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16.	The delivery shall be completed within 15 days from the date of issuance of purchase/Supply order or as desired.
17.	All item(s) shall be delivered at the office of In the Office of the District Public Prosecutor, ICT Administration Complex, Mauve Road, G-11/4, Islamabad & Office of Prosecution setup in Judicial Complex, G-11/4, Islamabad & Office of Prosecution Setup in Islamabad High Court, Constitution Avenue G-5, Islamabad.
18.	Item(s) which will not be found according to required specifications/standard shall not be accepted.
19.	Technical Proposal must include the pictures of products as well.
20.	In case any of the terms and conditions of the agreement is violated, the responsibility for any loss or damage will be borne by the supplier.
21.	The complete tender shall be without alterations, interactions or erasures, except those to accord with instructions issued by the employer, or a necessary to correct errors made by the tenderer, in which case such correction shall be initiated by the person or persons.
22.	Bids not accompanied by bid security or with less amount of bid security will not be entertained.
23.	The bid security of successful bidder will be retained till delivery, installation, and guarantee period of complete office furniture/ and that of other bidders will be returned after award of contract to successful bidder.
24.	If the firm fails to supply any or all the items in time as per quality/specifications and required standards, security deposit will be forfeited and supply order of specific items will be issue to next lowest bidder. Action for blacklisting of the firm will also be initiated.
25.	It will be the responsibility of the successful bidder to supply and fix all the goods within the stipulated time at the Office of the District Public Prosecutor, ICT Administration Complex, Mauve Road, G-11/4, Islamabad & Office of Prosecution setup in Judicial Complex, G-11/4, Islamabad & Office of Prosecution Setup in Islamabad High Court, Constitution Avenue G-5, Islamabad. The Procuring Agency will not bear any type of transportation cost.
26.	In case applicable taxes have neither been included in the quoted price nor mentioned whether quoted amount is inclusive or exclusive of such taxes, then quoted amount will be considered inclusive of all taxes and selected service provider will have to provide the required services/equipment, if selected and declared as lowest evaluated bid. In case selected bidder is not willing to supply on quoted amount then bid security submitted with the bid will be forfeited.
27.	If the bid is withdrawn before the expiry of its validity or the supply/services are not made/provided within due date, the bid security will be forfeited.
28.	A separate agreement shall be executed with successful bidder as per attached form in the tender documents.
29.	Tenders will be opened at the Office of the District Public Prosecutor, ICT Administration Complex, Mauve Road, G-11/4, Islamabad.

M. P. S. Khan
ICT Administration Complex
Islamabad

(Firm/Company Information)

Firm/Company Information		
S #	Required Information	Response
1	Legal Name of the Firm/Company	
2	Year of Registration / Establishment of the Organization/Firm/Company etc.	
3	National Tax Number	
4	General / Sales Tax Number	
5	Name and designation of 'Head of Firm/Company	
	Mobile:	
	Phone/s:	
	Email:	
	Fax:	
	Address of Firm/Company	
	Website address:	
6	Name and designation of 'Contact Person)/Representative	
	Phone/s:	
	Mobile:	
	Email:	
	Fax:	

(SIGNATURE & SEAL OF BIDDER)

(Eligibility Response Check List)

Eligibility Check List				
Sr.No.	Eligibility Criteria Details	Evidence/Proof Required	Attached Supporting Documents/Proof of and mark Yes/No	
			Yes	No
1	Evidence of bidding firms/company's Registration / Incorporation	Evidence of certificate of incorporation is required	<input type="checkbox"/>	<input type="checkbox"/>
2	Provide National Tax Number (NTN) and General / Provincial Sales Tax, (if applicable) in the name of Firm/Company and provide a copy of registration	Registration Copy required	<input type="checkbox"/>	<input type="checkbox"/>
3	Active Tax payer copy of last year tax return is required.	(2019-20 tax returns copy required)	<input type="checkbox"/>	<input type="checkbox"/>
4	Pay Order/ Bank Draft of 2% Bid Security attached with the Financial Proposal in separate sealed envelope.		<input type="checkbox"/>	<input type="checkbox"/>
5	Affidavit on stamp paper, declaring that company is not blacklisted by any Government agency/authority. (Original required)	We solemnly declare that our organization or any member of consortium has never been suspended/debarred or blacklisted.		

(SIGNATURE & SEAL OF BIDDER)

(Cover Letter for the Submission of Technical and Financial Proposal)

(Declaration on company letterhead)

I, _____ hereby declare that:

- all the information provided in the technical proposal is correct in all manners and respects;

- and I am duly authorized by the Management to submit this proposal on behalf of "[Name of the Firm /Company]"

Name: -

Designation: -

Signatures: -

Date and

Place:

(SIGNATURE & SEAL OF BIDDER)

(Contract Agreement to be signed with the successful bidder)

CONTRACT AGREEMENT

This Contract Agreement is (hereinafter called the "Agreement") made on the day of----- between the Office of the District Public Prosecutor, ICT Administration Complex, Mauve Road, G-11/4, Islamabad hereinafter refer to as the Purchaser of the second part and M/s refer to as supplier/contractor of the first part

WHEREAS the purchaser/procuring authority is desirous to purchase Office Furniture for Workers Welfare Fund.

NOW this agreement witnesses the Terms & Conditions as follow:

In this agreement word and expressions shall have the same meaning as are respectively assigned to them in the condition of contract. The terms and conditions of the agreement is as under: -

Claus 1 Delivery: The supplier shall deliver the items as per work order/letter of award/supply order in the Office of the District Public Prosecutor, ICT Administration Complex, Mauve Road, G-11/4, Islamabad **within (15) days from the date of issuance of Purchase Order/Supply Order.**

Claus 2 Inspection: Purchase Committee shall examine and inspect the items at above mentioned address.

Claus 3 Supplier's Guarantee: Supplier clearly undertakes that the items being supplied by them would be absolutely free from material and manufacturing defects and is in accordance with the specifications/approved sample and quality. Items not found according to required specifications/standard/ Sample provided shall not be accepted. The installation where required as per tender documents shall be responsibility of the supplier. Performance guarantee @5% will be returned after the completion of warranty period of the items.

Claus 4 Rates: - Quoted rates will be valid for the period from August 2024 to 30th June 2025.

Claus 5 Warranty/Guarantee: Warranty/Guarantee of the items shall be as specified in the tender documents from the date of supply. Malfunctioning of item(s) within warranty period shall be replaced by the firm free of cost.

Claus 6 Payment: Payment will be made within one month after the receipt of invoices.

Claus 7 Liquidated Damages: If the supplier fails to deliver the items of specified standard within the specified time period, a penalty, without prejudice to other remedies under the contract, liquidated damages i.e. @ 0.5% per week and maximum up to 20% on the total value of the contract, shall be charged.

Claus 8 Penalty for failure of Supply: If the firm fails to supply any or all the items as per specification the security amount will be forfeited. Incomplete -supplied items will be purchased on the risk and cost of the supplier, including blacklisting of the firm.

Claus 9 The Contractor will give immediate notice in writing to the employer of any situation arising from force majeure which makes it impracticable to carry out any of the agreed.

Clause 10 The following documents shall be deemed to form, and be read and construed as part of this Agreement: -

- i. Letter of Award/Supply order
- ii. Tender Documents

IN WITNESS WHEREOF the parties here to have caused this Agreement to executed the day and the year first before written in accordance with their respective Laws.

Signature of the Supplier/contractor

Signature of Purchaser/Employer

Name: - _____
CNIC: - _____
M/s _____

Witness No. 1

Signature: - _____
Name: - _____
CNIC: - _____

Witness No. 2

Signature: - _____
Name: - _____
CNIC: _____

TECHNICAL PROPOSAL FOR OFFICE FURNITURE

NAME OF FIRM	
COMPLETE ADDRESS	
Telephone & Fax No.	National Tax Number (NTN)
Sales Tax Registration No.	

S #	Name of Items	Specification Being Offered(Model/Make)
1	Wooden Officer Table Size 5 feet x 2.5 feet x2.5 feet (Height) Imported with moveable3-drawers, top drawer lockable with side table/credenza.	
2	Computer Table Standard Size (Top Chipboard with Iron Stand)	
3	Officer Revolving Chair-Imported with headrest and arms, adjustable seat, Mash and Net with revolving cum tilting and reclining pedestal having five legs durable and load bearing caster wheels.	
4	Officer Visitor Chair-Imported in Mash and Net with steel body.	
5	Chester Field Sofa Set Leatherette 3.2.1 with Serving Table (Top Hard Glass with Steel Stand	
6	Wooden Conference Table with 12 Leatherette Executive Chairs.	
7	Wooden Conference Table with 14 Leatherette Executive Chairs.	
8	Wooden Book Shelve with Steel Pillars Size 6'x3'	
9	Wall Fixed wooden Rack with Cabinet with lockable Drawers	
10	Honor Board (Executive Quality) with Polish, Size 2'x4'	

The bidder will submit only one model/make for the tender, alternative bids will not be allowed. The quoted model/make must be accompanied with complete detail/specifications/model number including brochures in the column against each item.

(SIGNATURE & SEAL OF BIDDER)

FINANCIAL PROPOSAL FOR OFFICE FURNITURE

NAME OF FIRM:-

S #	Name of Items	Unit	Unit Prize	GST	Unit Prize including GST
1	Wooden Officer Table Size 5 feet x 2.5 feet x2.5 feet (Height) Imported with moveable3-drawers, top drawer lockable with side table/credenza.	Each			
2	Computer Table Standard Size (Top Chipboard with Iron Stand)	Each			
3	Officer Revolving Chair-Imported with headrest and arms, adjustable seat, Mash and Net with revolving cum tilting and reclining pedestal having five legs durable and load bearing caster wheels.	Each			
4	Officer Visitor Chair-Imported in Mash and Net with steel body.	Each			
5	Chester Field Sofa Set Leatherette 3.2.1 with Serving Table (Top Hard Glass with Steel Stand)	Each			
6	Wooden Conference Table with 12 Leatherette Executive Chairs.	Each			
7	Wooden Conference Table with 14 Leatherette Executive Chairs.	Each			
8	Wooden Book Shelve with Steel Pillars Size 6'x3'	Each			
9	Wall Fixed wooden Rack with Cabinet with lockable Drawers	P/Sft			
10	Honor Board (Executive Quality) with Polish, Size 2'x4'	Each			

The evaluation shall be on accumulative cost basis so the bidders are advised to quote for all the items. Submission of bids in piece meal of the above items shall not be accepted.

(SIGNATURE & SEAL OF BIDDER)