



File No. 5-3/Proc/2024/Tender/152.

May 24, 2024

✓ The Deputy Director,
Public Procurement Regulatory Authority,
IT Section PPRA, 1st Floor FBC Building G 5/2
Islamabad.

Subject: TENDER/ PROCUREMENT ADVERTISEMENT

Enclosed please find a copy of advertisement for purchase of physical assets to give wide publication through official web site of PPRA's for invitation of bids from various interested firms/bidders.

2. Keeping in view of the due/last date for submission of tenders, it is therefore, requested that the requisite publication may kindly be uploaded/advertised on official web site at top priority.
3. This issues with the approval of the Competent Authority i.e. Director General, NIM - Quetta.

(Liaquat Ali)
Assistant Director (Admin)

Copy for information to:

1. PA to DG, NIM-Quetta
2. PA to CI, NIM-Quetta
3. Accounts Officer, NIM-Quetta
4. Master File



Reference Number: _____

Dated: _____

BIDDING DOCUMENTS FOR THE PROVISION OF

**PURCHASE OF PHYSICAL ASSETS (I.E. EXECUTIVE CHAIRS, HEATERS,
GRINDER HIGH SPEED & INSTANT GEEZERS I.E. GAS AND ELECTRIC)**

(TECHNICAL PORTION)

TSE No. _____

NAME OF BIDDER: _____

(To be filled-in by the Bidder)

LETTER OF INVITATION FOR BIDS:

Sealed Tenders are invited under the Pakistan Public Procurement Rules (PPPRA) - 2002 by the National Institute of Management (NIM), Quetta from "Eligible Bidders" dealing in provision of **PHYSICAL ASSETS** as per details contained here-under:-

REQUIRED BIDDING INFORMATION	TO BE FILLED BY THE PROCURING AGENCY
DESIGNATION OF PROCUREMENT OFFICER	DIRECTOR GENERAL, NATIONAL INSTITUTE OF MAGEMENT
POSTAL ADDRESS OF THE PROCURING AGENCY	NIM COMPLEX, SUMANGLI ROAD, QUETTA
PHONE NUMBER & FAX NUMBER	081-9203381-4, 081-9203340
E-MAIL ADDRESS & WEBSITE (IF AVAILABLE)	nimqta@gmail.com
METHOD OF PROCUREMENT	SINGLE STAGE - ONE ENVELOPE BIDDING PROCEDURE
ISSUANCE OF BIDDING DOCUMENTS	From PPPRA Website www.ppra.org.pk May also be obtained from office of the DG, NIM – Quetta from the date of advertisement during office hours on working days, till one day before from the opening date.
DEADLINE FOR SUBMISSION OF BIDS	<u>Fifteenth day from the date of advertisement, Time 1100hrs</u> in the office of the Procurement Officer, NIM COMPLEX, SUMANGLI RAOD, QUETTA
OPENING OF TECHNICAL & FINANCIAL BIDS	<u>Fifteenth day from the date of advertisement, Time 1200hrs</u> at the office of CONFERENCE HALL OF NIM – QUETTA
BIDDING DOCUMENT FEE	AMOUNT: PKR.500/- IN THE FORM OF: deposit to Institute's Account title " <u>DG NIM Quetta</u> ", A/c No. <u>3026586739</u> , NBP City branch, Jinnah Road, Quetta
BID SECURITY	AMOUNT: 2% OF TOTAL QUOTED BID VALUE IN THE FORM OF CALL DEPOSIT/ BANK DRAFT IN FAVOR OF "DIRECTOR GENERAL, NIM - QUETTA"
PERFORMANCE SECURITY.	AMOUNT: 10 % OF THE CONTRACT VALUE IN THE FORM OF BANK DRAFT / BANK GUARANTEE IN FAVOR OF "DIRECTOR GENERAL, NIM - QUETTA"

ELIGIBILITY CRITERIA FOR BIDDERS:

S #	Bidders Eligibility Factor	Mandatory Requirement	Document Required
1	Income Tax registration with ATL	FBR NTN Certificate	Copy of NTN with ATL
2	Registration with Sales-Tax with ATL	FBR GST Certificate	Copy GST Certificate with recent ATL
3.	Registration with Balochistan Sales-Tax	BRA Registration Certificate	Copy of renewed BST registration Certificate
4.	Relevant Experience	For Experienced (Old Firms) Must be successfully completed three similar assignments with the in government organizations in last three years	Copies of Supply Order/s with relevant completion certificates
		For In-experienced (New Firms): MoU / JV or Agreement with a Firm fulfilling the eligibility criteria	Signed & stamped copy of original Agreement in addition to, all eligibility required evidences of the experienced Firm
5.	Financial Capacity	Annually PKR. 2.0 Million for the last 3 years	Recent Bank turn-over Certificate of Company's Bank Account certifying the required financial worthiness of the Bidder for last three years.
6.	Delivery time compliance	Must agree to serve the Contract within 45 Days After Issuing of Supply Order	Completion time must be clearly specified in the Technical Bid
7	Agreement with all the terms & conditions	Must unconditionally agree with all the instructions, terms & conditions specified in the bidding documents & contract agreement	Signature & company seal on every page of the bidding document.
8	Provision of Samples (If applicable)	Bidder must provide 01 sample of every quoted item (If applicable).	Fresh Sample should be provided submitted with bid (If applicable).
9	Submission of Bidding Document Fee	As required by the DG-NIM in the Tender Notice	Original Receipt of in-time payment of Bidding document fee
10	Company Profile	Company Profile of Previous Work Done by Company	Bidder Shall Attach Company Profile in Technical portion showing the previous relevant works done by firm.

NOTE: It is mandatory for the bidders to meet all the above-mentioned requirements of eligibility. In-case of not meeting any single requirement, the Bid shall be declared NON-ELIGIBLE.

BIDDER'S INFORMATION: (To be filled-in by the Bidder)

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 & Date of issuance: _____
10. Sales Tax Registration No. _____
11. BRA Registration No. _____
12. Bid Validity: _____ (Please specify in No. of Days)
13. Total Completion Time: _____ (In Days / Months, please specify)

DATA-SHEET OF THE ASSIGNMENT REQUIREMENTS

The objective of the below given Data-Sheet / Schedule of Requirements is to provide sufficient information to bidders to understand complete scope of this procurement such that no requirement of the Procuring Agency is left un-mentioned here under, so as to enable the bidders to prepare their bids accordingly:

S #	Particular	Qty	Specifications
2	1. <u>EXECUTIVE CHAIRS</u>	20 Nos	Aqua Mesh High Back Revolving Chair boasts superior quality material and a stable, sturdy ergonomic design.
	2. <u>GAS HEATERS</u>	10 Nos	i. Spanish Double Burning Plate ii. 1.5V Pizo ignition & Galvanized Pilot System iii. Anti-Rust Chrome Plating Safety Grill iv. Enamel Coating Frame & Exhaust v. Imported Gas Valve vi. Powder Paint Coating Heavy Gauge Metal Body vii. Dimensions: W-27" D-10" H-19"
	3. <u>GRINDER HIGH SPEED</u>	02 Nos	i. Strong Stainless-Steel Housing ii. Clear Transparent cover for Visibility iii. 200ml Capacity Stainless Steel Cup for Wet and Dry Ingredients iv. Rotary Knob with 2 Speeds and Pulse Control v. Strong Stainless-Steel Blade in Efficiency vi. Complete Removable Part for an Easy Cleaning vii. Anti-Slip Rubber Fee viii. 350 Watts - 220-240V - 50H
	4. <u>INSTANT GEEZER (GAS)</u>	01 Nos	i. Heavy Copper designed heat exchanger ii. Auto cut-off protection device iii. Later pressure controlled automatic ignition iv. Low water pressure startup function v. Anti freezing protection, winter and summer switch vi. Energy efficient and energy saving upto 40% vii. Compact body size with prime rust free material viii. Digital temperature display & shower ix. Heating capacity 10 Liters
	5. <u>INSTANT GEEZER (ELECTRIC)</u>	01 Nos	i. Dual Ignition ii. Brand Warranty iii. UV Resistant Painted Body iv. Copper Heat Exchanger v. Flame-out Protection vi. Digital Temperature Meter vii. Maximum Energy Efficiency viii. Zero Water Pressure Valve ix. Tankless Water Heater x. Use On LPG/NG xi. Heating capacity 10 Liters

Delivery Schedule & Requirements:

Place of Delivery of Goods: **NIM Complex, Sumangli Road, Quetta.**

Last Date & Time of Delivery: _____

INSTRUCTIONS FOR PREPARING TECHNICAL PORTION

*These Instructions are being given for strict compliance by the Bidders. **Failure to fulfill any instruction given here-under may result in disqualification of the Bid/s.**

Proposal shall be prepared on following lines: -

- i. Bid shall comprise a single package containing one envelope. The envelope shall contain both the technical and the financial portion separately;
 - ii. No amendments in the proposal will be permitted after opening of bid.
1. Following information should be attached/contained in the technical portion:
 - a. Receipt of payment of **Bidding Document Fee**
 - b. **Completion time**, which means; time consumed in delivery to the designated location of the Procuring Agency, time required for demonstration, fixation, installation, commissioning & training (as the case may be) of the delivered Items
 - c. Documentary **evidence of fulfillment of eligibility criteria** for Bidders as per administrative and service requirements of the Procuring Agency.
 - d. Documentary evidence of **fulfillment of complete schedule of requirements**
 - e. **Description of status** as Dealership / authorization from the manufacturer / authorized importer / distributor / manufacturer / retailer etc.(as the case may be) as required by the Procuring agency in the schedule of requirements
 - f. Every page of the **Bid must be numbered, signed & stamped** by the authorized representative.
 2. A bidder must quote the entire items mentioned in data sheet, quoting partial items shall lead to disqualification of bid.
 3. Documentary evidence of fulfillment of eligible criteria.
 4. Other information relevant to the quoted items.
 5. Attachment of any document not demanded by the Procuring Agency or is not relevant with this bid at instruction 3 of "Instruction for preparation of technical portion" is strictly prohibited and may result in disqualification of bid.

Evaluation Criteria: Selection of the successful bidder shall be based on the **Least-Cost or Quality Base Selection Method** which means, **"Eligible Bidder at the lowest financial cost or quality based"**

The procedure shall be applied on knock-down basis as follows: -

a. **Bidders Eligibility Assessment:**

Initial evaluation of the bids shall be carried-out by the **DEPARTMENTAL PURCHASE COMMITTEE (DPC)**, as per the requirements of the eligibility criteria laid down under the heading of "Letter of Invitation for Bids – Eligibility Criteria for Bidders" in the following manner:

Bidders Eligibility Factor	Requirement	Bidder 1	Bidder 2	Bidder 3
		YES / NO	YES / NO	YES / NO
Income Tax registration with ATL	Copy of NTN with ATL			
Registration with Sales-Tax with ATL	Copy GST Certificate with recent ATL			
Registration with Balochistan Sales-Tax	Copy of renewed BST registration Certificate			
Relevant Experience	Copies of Supply Order/s with relevant completion certificates			
	Signed & stamped copy of original Agreement in addition to, all eligibility required evidences of the experienced Firm			

Financial Capacity	Recent Bank turn-over Certificate of Company's Bank Account certifying the required financial worthiness of the Bidder for last three years.			
Delivery time compliance	Completion time must be clearly specified in the Technical Bid			
Agreement with all the terms & conditions	Signature & company seal on every page of the bidding document.			
Non- Blacklisting	Undertaking on a single attested Judicial Stamp Paper of 100 Rupees by the Bidder / Firm.			
Submission of Bidding Document Fee	Original Receipt of in-time payment of Bidding document fee			
Company Profile	Bidder Shall Attach Company Profile in Technical Proposal showing the previous relevant works done by firm.			

- i. Firm must score "YES" in all requirements of the eligibility criteria to be categorized as Eligible. "NO" to any requirement of the eligibility criteria, by any bidder shall render the Firm as In-eligible.
- ii. Subsequent upon said assessment, Bidders shall be categorized as:
 1. Eligible Bidders
 2. Ineligible Bidders

b. Return of call deposits from In-eligible Bidders:

Proposals from Ineligible Bidders shall be declared "**In- eligible**", consequently shall **NOT** be accepted for any further evaluation:

- i. Their Bid security shall be released upon their written request.
- ii. Bids conforming to the required eligibility qualification shall stand "Eligible", hence will qualify for financial evaluation.
- iii. Eligibility Evaluation Report shall be prepared duly signed by all the members of the Departmental Purchase Committee (DPC), giving **REASONS** for;
 1. Acceptance of the Eligible Bids and;
 2. Rejection of the In-eligible Bid
- iv. Eligibility Evaluation concludes at this stage.



Reference Number: _____

Dated: _____

BIDDING DOCUMENTS FOR THE PROVISION OF

**PURCHASE OF PHYSICAL ASSETS (I.E. EXECUTIVE CHAIRS, HEATERS,
GRINDER HIGH SPEED & INSTANT GEEZERS I.E. GAS AND ELECTRIC)**

(FINANCIAL PORTION)

TSE No. _____

NAME OF BIDDER: _____

(To be filled-in by the Bidder)

BIDDER'S INFORMATION: (To be filled-in by the Bidder)

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 & Date of issuance: _____
10. Sales Tax Registration No. / BRA Registration No. _____
11. Bid Validity: _____ (Please specify in No. of Days)
12. Total Bid Value: _____ (In Pakistani Rupees)

2. **Recommendation of Procurement Committee & Uploading of Evaluation Report:** After bidder's eligibility and Financial Evaluation, both the Technical & the Financial Evaluation Reports will be combined; this Report shall be called the "Evaluation Report". The Evaluation Report will clearly states justification for acceptance of lowest evaluated Bid/s, and reason/s for non-acceptance of all other Bids. Consequently, lowest financial Bidder among the "Eligible" shall be recommended for the Award of Contract on the recommendation of **DEPARTMENTAL PURCHASE COMMITTEE (DPC)**. The Procuring Agency shall upload this Bid Evaluation Report at the website of Pakistan Public Procurement Regulatory Authority under the relevant TSE number, at-least three days prior to the award of Contract. Copy of the same shall be provided to bidders upon their request.

3. **Award of Contract:** Contract for provision of supply of Physical Assets to the recommended Bidder/s i.e. the lowest evaluated bidder/s ("**Eligible Bidder/s at lowest Financial cost for Complete Package/ Item wise**") shall be placed after three days of uploading of the Evaluation Report at PPRA Website.

TERMS AND CONDITIONS:

1. Completion time may be clearly specified in technical portion. Where completion time shall mean; time consumed in delivery of the ordered items to the designated location of Procuring Agency, (Complete delivery and installation as per the schedule of requirements services detailed in the Data-Sheet)
2. Maximum completion time for the order is **45 Days** from the date of work order.
3. Tenders must be quoted in Pakistani Rupees (PKR).
4. Tax Liability:
 - i. 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.
 - ii. 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.
5. Validity of the bid would be at-least 90 days (to be specified by the procuring agency/ office) from the date of Tender opening
6. Financial Bids 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 in favor of **DG NIM – Quetta**.
7. Performance Security @ 10% of the Supply Order value in the form of Pay Order, Demand Draft, Bank Guarantee, or Insurance Bond (by A+ ranking Insurance Company) favoring the Procurement Officer, shall be required to be provided by the bidder at the time of acceptance of Supply Order/ award of contract.
8. 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, up to a maximum of 10% of the Contract Value
9. The Consignment, as per the work Order, must be accompanied by the authorized representative (technical) at the time of delivery at procuring agency/ designated Office.
10. Partial delivery is **Not-allowed**
11. Quantity may vary up-to an extent of **15%** of quantities specified in the "Data-Sheet of the Assignment" as per requirement of Procuring Agency
12. Bid Security of successful bidder/s shall be released upon submission of Performance Security.
13. Bid Security of unsuccessful bidder/s shall be released within thirty days from the date of award of contract to the successful bidder/s.
14. Provision of partial payment does not exist in this Tender; payment shall be made within one month from the date of successful work completion.
15. Payment release is subject to satisfactory inspection by the joint team comprising of:
 - i. The Departmental Purchase Committee (DPC) of Procuring Agency
 - ii. Authorized representative of the Vendor (To be clearly specified in the Tender Document)
16. Performance security of the successful bidder/s shall be released within three 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.

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 Pakistan, governing the procurement & financial matters, **AGREE, ACCEPT & UNDETAK** **E 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

Checklist for Procuring Agency

- The Bidding Documents downloaded from PPRA's website is for the provision of Supply of Purchase of Miscellaneous items (i.e. Uniforms) and Physical Assets (i.e. Cooking Range, Coffee Maker & Microwave)
- Eligibility of Bidders table is duly filled.
- Select only items and photos from the list which are to be purchased.
- Specifications of items in Data sheet of assignments is in accordance with **Rule 10 (1, 2 & 3)**.
- Irrelevant fields in **Instructions for Bidders** are removed/ edited.
- Evaluation Criteria** is clear and unambiguous and based on **Least-Cost Selection Method**
- Package wise** evaluation has been selected.
- Terms and conditions are **as per requirement of Procuring Agency**.
- One of the options has been selected from partial delivery is **allowed/ not allowed** (Terms and Conditions section)
- Format for **Evaluation of Bidders** is duly filled and matches the table on page 1.
- Format for **Technical Evaluation** is duly filled and is in line with the specifications / requirements of the items being purchased.
- Schedule of bidding process matches the **schedule given in the NIT** in newspapers.
- Complete address and contact details** of the procuring agency are provided at the end of the bidding documents.