

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. J. Khan
 District Public Prosecutor
 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)