

NESPAK - MOHMAND DAM CONSULTANTS GROUP (MDCG)

**BIDDING DOCUMENTS
FOR SUPPLY OF
LOT-1 OFFICE FURNITURE, LOT-2 ELECTRICAL
APPLIANCES, LOT-3 GENERATOR AT MDCG
MANAGEMENT OFFICE, LAHORE AND SITE
OFFICE, TANGI, MOHMAND AGENCY, KPK**

JULY 2020

**NESPAK - MOHMAND DAM CONSULTANTS GROUP (MDCG)
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**BIDDING DOCUMENTS
FOR SUPPLY OF
LOT-1 OFFICE FURNITURE, LOT-2 ELECTRICAL APPLIANCES, LOT-3
GENERATOR, AT MDCG MANAGEMENT OFFICE, LAHORE AND SITE OFFICE,
TANGI, MOHMAND AGENCY, KPK**

TERMS AND CONDITIONS

1. Introduction

NESPAK led MOHMAND DAM CONSULTANTS GROUP (MDCG) (the Purchaser) wishes to receive Bids on "Single Stage Two Envelope" bidding procedure for Supply of Lot-1 Office Furniture, Lot-2 Electrical Appliances, Lot-3 Generator at MDCG Management Office, Lahore and Site Office, Tangi, Mohmand Agency, KPK.

The prospective Bidders who have down loaded the Bidding Documents from the Purchaser's website, must regularly visit the website for downloading the addendum, if any.

2. Scope of Supply

The Scope of Supply for each Lot of Items/Goods is described in detail in respective Schedule of Prices as attached hereto.

The Bidders may submit a Bid for single Lot or multiple Lots but the Bids must be for complete Scope of Supply of the respective Lot(s) as per Schedule of Prices. Any Bid covering partial Scope of Supply of the respective Lot will be rejected.

3. Cost of Bidding

The Bidder shall bear all costs associated with the preparation and submission of its Bid and the Purchaser will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

4. Validity of the Bids

The Bids shall remain valid for a period of sixty (60) days after the date of Bid opening.

5. Documents Comprising the Bid

Bid shall comprise two envelopes submitted simultaneously, one called the Technical Proposal and the other the Financial Proposal, each containing the documents listed here under, both envelopes enclosed together in one outer single envelope.

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a) Technical Proposal

The 'Technical Proposal' shall comprise the following:

- i. Duly filled-in, signed and stamped Letter of Technical Proposal;
- ii. Company Registration Certificate;
- iii. NTN Certificate and extract of Active Taxpayer List;
- iv. GST Certificate;
- v. An affidavit on stamp paper of Min. Rs. 50 duly attested by the Oath Commissioner certifying that “We have neither been blacklisted nor involved in any litigation/arbitration with any Government or Semi-Government Organization/Department.
- vi. Past 3-5 Years working Experience (Copies of purchase/work orders)
- vii. Financial Health (Audited Report or Bank Statement) and”

These Bidding Documents duly signed and stamped.

b) Financial Proposal

The 'Financial Proposal' shall comprise the following:

- i. Duly filled-in, signed and stamped Letter of Financial Proposal;
- ii. Bid Security amounting to one percent (1%) of the Bid Price in the form of demand draft/pay order/CDR in favor of National Engineering Services Pakistan (Pvt.) Limited (NESPAK); and
(Bid Security of unsuccessful Bidders shall be returned upon award of the respective Lot(s) to the successful Bidder(s); whereas the Bid Security of successful Bidder(s) shall be returned when the Bidder(s) has furnished the required Performance Security.)
- iii. Duly filled-in, signed and stamped Schedules of Prices of respective Lot(s) being quoted by the Bidder(s).

The Bids comprising Technical and Financial Proposals must be complete, in order and comprise documentary evidences for each requirement mentioned in these Bidding Documents.

6. Bid Prices, Currency of Bid

The prices in Schedule of Prices shall be quoted by the Bidder entirely in Pak Rupees. The payment shall also be made in Pak Rupees. The Bid Price shall be quoted inclusive of all prevailing duties and taxes such as income tax, GST, etc.

The terms of payment shall be as under:

- i. Payment shall be made through crossed cheque within thirty (30) days after submission of invoice upon delivery, inspection, installation /

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commissioning of specific Items/Goods up to the satisfaction of the Purchaser at MDCG Management Office, Lahore and Site Office Tangi, Mohmand Agency, KPK, as per unit rates quoted in respective Schedule of Prices.

- ii. No payment shall be made in advance.
- iii. Payment against partial delivery of the respective Lot(s) shall not be made.
- iv. Payment shall be made after deduction of applicable taxes (income tax, GST etc.) at source, as per Government Rules/Instructions/Notifications.
- v. The prices quoted by the Bidder shall remain firm and fixed during the entire Term of Supply and up to the issuance of 'Certificate of Completion' for respective Lot(s).

7. Bid Submission, Opening and Clarification

The documents comprising Technical Proposal will be sealed in a separate envelope titled as "Technical Proposal". The documents comprising the Financial Proposal will be sealed in another envelope titled as "Financial Proposal". The Bidders shall also submit one (01) copy each of Technical and Financial Proposals. Both Proposals will then be sealed in a third envelope titled as "Bid for supply of Lot-1 Office Furniture, Lot-2 Office Equipment, Lot-3 Electric Appliances, Lot-4 Generator, Lot-5 Rented Vehicles, Lot-6 Telephone Exchange at MDCG Management Office, Lahore and Site Office, Tangi, Mohmand Agency, KPK.

The Bid, prepared in accordance with the above provisions must be submitted latest by deadline for submission of Bids mentioned in Invitation to Bid. The Bids submitted through fax or e-mail shall not be considered. The Technical Proposals will be opened on same day in the presence of the Bidder's authorized representatives. Financial Proposals will remain unopened and will be held in the custody of the Purchaser until time of its opening.

After having examined the Technical Proposals for each Lot, the results of responsiveness of Technical Proposals will be communicated by the Purchaser to all Bidders. The Financial Proposals of those Bidders whose Technical Proposals have been held non-responsive will be returned unopened to the respective Bidders. The Bidders, whose Technical Proposals are held substantially responsive, will be invited to attend the meeting for opening of their Financial Proposals.

The Bidder's name, Bid Prices, any discount, the presence or absence of Bid Security and such other details as the Purchaser at its discretion may consider appropriate, will be announced by the Purchaser at the opening of Financial Proposals of respective Lot(s). Any Bid Price or discount which is not read out and recorded at Financial Proposals' opening, will not be taken into account in the evaluation of Financial Proposals.

The Purchaser will prepare the record of the Bid opening (Technical & Financial). Representatives of the Bidders who choose to attend shall sign the

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attendance sheet.

To assist in the examination, evaluation and comparison of Bids the Purchaser may, at its discretion, ask any Bidder for a clarification of its Bid. The request for clarification and the response shall be in writing and no change in the price or substance of the Bid shall be sought, offered or permitted.

8. Evaluation Criteria

The Purchaser will evaluate the Bids as per the following criteria:

- a) The Purchaser will determine whether each Technical Proposal submitted for the respective Lot(s) is substantially responsive to the requirements of the Bidding Documents. A substantially responsive Technical Proposal is one which substantially conforms to all the terms, conditions and requirements of the Bidding Documents. The Purchaser may reject any Technical Proposal as non-responsive if found not meeting the requirements of the Bidding Documents.
- b) The Purchaser will evaluate and compare the Financial Proposals of the Bidders whose Technical Proposals submitted for the respective Lot(s) are declared substantially responsive to the requirements of the Bidding Documents. Selection will be based on Least Cost Method. Furthermore, any Financial Proposal not accompanied by an acceptable Bid Security shall be rejected by the Purchaser as non-responsive.
- c) Any minor informality or non-conformity or irregularity in a Bid which does not constitute a material deviation may be waived by Purchaser, provided such waiver does not prejudice or affect the relative ranking of any other Bidder.

9. Notification of Award

The Purchaser will award the respective Lot(s) to the Bidder(s) whose Bid has been determined as most advantageous bid being substantially responsive to the Bidding Documents with lowest Bid Price in respective Lot(s).

Prior to expiration of the period of Bid validity prescribed by the Purchaser, the Purchaser will notify the successful Bidder(s) in writing ("Letter of Acceptance") that his Bid has been accepted. This letter shall name the sum which the Purchaser will pay the Supplier(s) (the successful Bidder(s)) in consideration of the execution and completion of the Supply of Items/Goods as prescribed by the respective Lot(s) (hereinafter called the "Contract Price").

Notwithstanding the above, the Purchaser reserves the right to annul the bidding process and reject all Bids, at any time prior to Award as per Rule 33 of Public Procurement Rules 2004.

10. Performance Security

The successful Bidder(s) (the Supplier(s)) under the respective Lot(s) shall

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furnish to the Purchaser a Performance Security at the option of the Bidder, in the form of demand draft/pay order/CDR or Bank Guarantee from Scheduled Bank in Pakistan for the amount equal to 5% of Contract Price within a period of seven (07) days after the receipt of Letter of Acceptance. The Performance Security shall be valid for thirty (30) days after the date of issue of the 'Certificate of Completion', which will be issued by the Purchaser after successful delivery, inspection, installation/commissioning of specific Items / Goods under the respective Lot(s) up to the satisfaction of the Purchaser. Failure of the successful Bidder to comply with the requirement of submission of the Performance Security shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security.

11. Term of Supply

The Supplier shall submit schedule of inspection of Items/Goods under the respective Lot(s) for approval by the Purchaser, within seven (07) days from the date of issuance of Letter of Acceptance.

The Supplier shall complete delivery, inspection, installation/commissioning of specific Items/Goods under the respective Lot(s), within fifteen (15) days for **Lot Nos. 1,2 & 3** from the date of issuance of Letter of Acceptance. In case of an unacceptable delay attributable to the Supplier, the Purchaser will have the right to cancel the Award and forfeit the Supplier's Performance Security.

The Supply of Items/Goods under each Lot shall be monitored by the Purchaser through an authorized personnel and shall be rejected if not found according to the requirements of the Bidding Documents; the Purchaser shall not be responsible for any costs or expenses incurred by the Supplier on this account.

The Purchaser reserves the right to increase or decrease the quantity of each item mentioned in the Schedule of Prices upto 15% at the time of issuance of Letter of Acceptance.

Sign & Stamp of the Bidder

Terms and Conditions

1. Quotation provided of each item shall be marked with the prices inclusive of all taxes including transportation charges. The Purchase order shall be issued independent to the lowest bidder of each item.
2. Procurement shall be made in compliance of PPRA rules 2004; award shall be made on least cost.
3. The supply order shall be awarded to successful bidders whose bid is lowest. In case of tie between competing parties, the tender opening committee of the department will again request the parties whose bid amount in the tender document was found same to further reduce their bid amount at the time of opening of tender and supply order shall be issued to the lowest bidder among these parties.
4. The supply of said items shall be made within two weeks upon issuance of purchase order
5. The damaged or unapproved goods or any item, which is misrepresented, shall be returned to the bidder and cost and incidental expenditure thereupon shall be recovered from the bidder.
6. The competent Authority reserves the right to reject any or all the bids in accordance with Rule 33 of Public Procurement Rule 2004.
7. The Competent authority reserves the right to increase/decrease quantities of each item.
8. No advance payment will be made by NESPAK-MDCG. Payment will be released on receipt of bill within four weeks and supply of approved stock as per purchase order.
9. The successful tenderer will be responsible to provide performance warranty 5% of the bid value.
10. The successful supplier will provide documents verified by OEM for "LOT-3" items. In case of import, shipment documents will be checked to ensure quality product.
11. Repeat order will be placed within 2 months of tender opening date
12. All quoted items should have one-year comprehensive manufacturer local guarantee or warranty.
13. In case a better/higher model is available in the market in this period at same price the supplier shall supply it.
14. Firm who claim tax exemption should attached their exemption certificate from FBR or any notification copy regarding the specific supply and all import documents in case of imported items whose tax is paid at the time of import.

This tender is available on PPRA and NESPAK (www.ppra.org.pk & www.nespak.com.pk) websites. The Tender documents are available at NESPAK-MDCG office located at 49 H, Gulberg-III, Lahore.

Sign & Stamp of the Bidder

LETTER OF TECHNICAL PROPOSAL

LOT-1 OFFICE FURNITURE, LOT-2 ELECTRICAL APPLIANCES, LOT-3 GENERATOR, AT MDCG MANAGEMENT OFFICE, LAHORE AND SITE OFFICE, TANGI, MOHMAND AGENCY, KPK

To:

NESPAK - MOHMAND DAM CONSULTANTS GROUP (MDCG)
49-H, Gulberg-III, Lahore

Gentleman,

1. We have examined and have no reservations to the Bidding Documents including Addenda, if any.
2. We hereby offer to supply the Items/Goods stated in the Bidding Documents for Lot Nos. _____ in conformity with these Documents.
3. We undertake, if our Bid is accepted, to supply the Items/Goods comprised in the Letter of Acceptance within the time stated in the Bidding Documents.
4. We agree to abide by this Bid for the period of sixty (60) days from the date fixed for receiving the same and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
5. This Bid, together with your written acceptance thereof, shall constitute a binding contract between us.
6. We undertake, if our Bid is accepted, to execute the Performance Security referred to in Bidding Documents for the due performance and execution / completion of the Supply of Items/Goods.
7. We do hereby declare that the Bid is made without any collusion, comparison of figures or arrangement with any other person or persons making a bid for the Supply.
8. We are not under temporary suspension or debarred/blacklisted by any Government/Semi Government/Public Department whether notified or not by PPRA on its website.
9. We are not participating as Bidders, in more than one Bid in this bidding process; and
10. We undertake that all the information and documents submitted with the Bid are genuine, and in case of incorrect information or fake documents we shall be liable for punitive action under the Applicable Law.

Sign & Stamp of the Bidder

Dated this _____ day of _____, 2020

Signature _____

in the capacity of _____ duly authorized to sign bid for and on behalf of

(Name of Bidder in Block Capitals)
(Seal)

Address: _____

Witness:

(Signature) _____

Name: _____

Address: _____

CNIC _____

Sign & Stamp of the Bidder

LETTER OF FINANCIAL PROPOSAL

LOT-1 OFFICE FURNITURE, LOT-2 ELECTRICAL APPLIANCES, LOT-3 GENERATOR, AT MDCG MANAGEMENT OFFICE, LAHORE AND SITE OFFICE, TANGI, MOHMAND AGENCY, KPK

To:

NESPAK - MOHMAND DAM CONSULTANTS GROUP (MDCG)
49-H, Gulberg-III, Lahore

Gentleman,

1. We have examined and have no reservations to the Bidding Documents including Addenda, if any.
2. We hereby offer to supply the Items/Goods stated in the Bidding Documents for Lot Nos. _____ in conformity with these Documents for the Total Bid Price of PKR _____ (Pak Rupees _____).
3. As security for due performance of the undertakings and obligations of this Bid, we submit herewith a Bid Security in the amount of _____ drawn in your favor or made payable to you.
4. We agree to abide by this Bid for the period of sixty (60) days from the date fixed for receiving the same and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
5. This Bid, together with your written acceptance thereof, shall constitute a binding contract between us.
6. We understand that you are not bound to accept the lowest or any bid you may receive.
7. We do hereby declare that the Bid is made without any collusion, comparison of figures or arrangement with any other person or persons making a bid for the Supply.
8. We undertake that all the information and documents submitted with the Bid are genuine, and in case of incorrect information or fake documents we shall be liable for punitive action under the Applicable Law.

Sign & Stamp of the Bidder

Dated this _____ day of _____, 2020

Signature _____

in the capacity of _____ duly authorized to sign bid for and on behalf of

(Name of Bidder in Block Capitals)
(Seal)

Address: _____

Witness:

(Signature) _____

Name: _____

Address: _____

CNIC _____

Sign & Stamp of the Bidder

SCHEDULE OF PRICES

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**LOT-1 OFFICE FURNITURE, LOT-2 ELECTRICAL APPLIANCES, LOT-3
GENERATOR, AT MDCG MANAGEMENT OFFICE, LAHORE AND SITE OFFICE,
TANGI, MOHMAND AGENCY, KPK**

SUMMARY OF SCHEDULE OF PRICES

Sr. No.	Lot No(s)	Total Price (PKR)

Bid Price (PKR): _____

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**LOT-1 OFFICE FURNITURE
SCOPE OF SUPPLY**

Sr. No.	Description of Items	Quantity Required Approximately	
		Lahore Office	Site Office
1.	Executive Table 6 'x 3'with revolving Chair	1	
2.	Visitor Sofa with Table	1	
3.	Conference Room Table	1	

**LOT-1 OFFICE FURNITURE
SCHEDULE OF PRICES**

Sr. No.	Description	Qty	Specification/Features of Item & Detail of Accessories	Brand & Model No.	Unit Rate (PKR)	GST If Applicable	Total PKR
1.	Executive Table 6 'x 3' with Side Rack and Executive Revolving Chair	1Set	Executive table with drawer size 6' x 3' Made of Ash wood with Wood/Veneer Polish. Three drawers on one side of the table. (Sample of set is attached).				
2.	Visitor Sofa with Table	1	3+1+1 with center table with first quality Molty/Diamond foam cushioned with leatherette.				
3.	Conference Room Table with Chairs	1	Boat/Oval/Rectangle shaped laminate conference table for 8 persons 8'x 4' with PVC Edging				

Total Price (Lot-1) = PKR _____

LOT-2 ELECTRICAL APPLIANCES
SCOPE OF SUPPLY

Sr. No.	Description of Items	Quantity Required Approximately	
		Lahore Office	Site Office
1.	Refrigerator with Voltage Stabilizer	01	0
2.	Air Conditioners (Split Type)	15	0

LOT-3 ELECTRICAL APPLIANCES
SCHEDULE OF PRICES

Sr. No.	Description	Qty	Specification/Features of Item & Detail of Accessories	Brand & Model No.	Unit Rate (PKR)	GST If Applicable	Total PKR
1.	Refrigerator with Voltage Stabilizer	01	Haier, Dawlance Or Equivalent <ul style="list-style-type: none"> ➤ 18 cubic feet Inverter ➤ Double Door (Glass) ➤ Stabilizer (LT Power or Equivalent) 				
2.	Air Conditioners (Split Type)	05	Haier, PEL Or Equivalent <ul style="list-style-type: none"> ➤ DC Inverter 1.0 ton (Heat & Cool) 				
		04	Haier, PEL Or Equivalent <ul style="list-style-type: none"> ➤ DC Inverter 1.5 ton (Heat & Cool) 				
		06	Haier, PEL Or Equivalent <ul style="list-style-type: none"> ➤ DC Inverter 2.0 ton (Heat & Cool) 				

Total Price (Lot-2) = PKR _____

**LOT-3 GENERATOR
SCOPE OF SUPPLY**

Sr. No.	Description of Items	Quantity Required Approximately	
		Lahore Office	Site Office
1.	Supply, Installation & Commissioning of Diesel Generator Set 30 kVA	0	1 Complete Unit

The successful supplier will provide documents verified by OEM. In case of import, shipment documents will be checked to ensure quality product.

**LOT-3 GENERATOR
SCHEDULE OF PRICES**

Sr. No.	Description	Qty	Specification/Features of Item & detail of Accessories	Brand & Model No.	Unit Rate (PKR)	GST If Applicable	Total PKR
1.	Diesel Generator Set 30 kVA (Branded)	01	Perkins or Equivalent Diesel Generator Set 30 kVA with Smart Canopy plus ATS Panel along with accessories (all types of required wires from Generator to ATS Panel and Generator to Electricity supply etc.				

Total Price (Lot-3) = PKR _____

**LOT-3 GENERATOR
SCOPE OF SUPPLY**

Sr. No.	Description of Items	Quantity Required Approximately	
		Lahore Office	Site Office
1.	Supply, Installation & Commissioning of Diesel Generator Set 100 kVA	1 Complete Unit	0

The successful supplier will provide documents verified by OEM. In case of import, shipment documents will be checked to ensure quality product.

**LOT-3 GENERATOR
SCHEDULE OF PRICES**

Sr. No.	Description	Qty	Specification/Features of Item & detail of Accessories	Brand & Model No.	Unit Rate (PKR)	GST If Applicable	Total PKR
1.	Diesel Generator Set 100 kVA (Branded)	01	Perkins or Equivalent Diesel Generator Set 100 kVA with Smart Canopy plus ATS Panel along with accessories (all types of required wires from Generator to ATS Panel and Generator to Electricity supply etc.				

Total Price (Lot-3) = PKR _____