

NESPAK - DIAMER BASHA CONSULTANTS GROUP (DBCG)

**BIDDING DOCUMENTS
FOR SUPPLY OF LOT-1 OFFICE FURNITURE
AT DBCG MANAGEMENT OFFICE, LAHORE AND
SITE OFFICE, CHILAS**

SEPTEMBER 2020

**NESPAK - DIAMER BASHA CONSULTANTS GROUP (DBCG)
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**BIDDING DOCUMENTS
FOR SUPPLY OF LOT-1 OFFICE FURNITURE
AT DBCG MANAGEMENT OFFICE, LAHORE AND SITE OFFICE, CHILAS**

TERMS AND CONDITIONS

1. Introduction

NESPAK led Diامر Basha Consultants Group (DBCG) (the Purchaser) wishes to receive Bids on "Single Stage Two Envelope" bidding procedure for Supply of Lot-1 Office Furniture at DBCG Management Office, Lahore and Site Office, Chilas.

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 Lot of Items/Goods is described in detail in respective Schedule of Prices as attached hereto.

The Bidders may submit a Bid for complete Scope of Supply of the Lot as per Schedule of Prices. Any Bid covering partial Scope of Supply of the 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”; and
- vi. 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 favour 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 / commissioning of specific Items/Goods up to the satisfaction of the Purchaser at DBCG Management Office, Lahore and Site Office Chilas, as per unit rates quoted in respective Schedule of Prices.

Sign & Stamp of the Bidder

- ii. No payment shall be made in advance.
- iii. Payment against partial delivery of the Lot 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 the Lot.

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 at DBCG Management Office, Lahore and Site Office, Chilas".

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, 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 the Lot. 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 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.

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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 Lot 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 Lot 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 Lot to the Bidder whose Bid has been determined as most advantageous bid being substantially responsive to the Bidding Documents with lowest Bid Price in Lot.

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

The successful Bidder is bound to provide pre-purchase demonstration of Items/Goods as required by the Purchaser.

11. Performance Security

The successful Bidder (the Supplier) under the Lot shall 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

Sign & Stamp of the Bidder

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 Lot 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.

12. Term of Supply

The Supplier shall submit schedule of inspection of Items/Goods under the Lot 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 Lot within thirty (30) days 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 Lot shall be monitored by the Purchaser through 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.

Sign & Stamp of the Bidder

LETTER OF TECHNICAL PROPOSAL

SUPPLY OF LOT-1 OFFICE FURNITURE AT DBCG MANAGEMENT OFFICE, LAHORE AND SITE OFFICE, CHILAS

To:

NESPAK - DIAMER BASHA CONSULTANTS GROUP (DBCG)
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 No._____ 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
SUPPLY OF LOT-1 OFFICE FURNITURE
AT DBCG MANAGEMENT OFFICE, LAHORE AND SITE OFFICE, CHILAS

To:

NESPAK - DIAMER BASHA CONSULTANTS GROUP (DBCG)
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 No. _____ 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 favour 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

Sign & Stamp of the Bidder

**SUPPLY OF LOT-1 OFFICE FURNITURE
AT DBCG MANAGEMENT OFFICE, LAHORE AND SITE OFFICE, CHILAS**

SUMMARY OF SCHEDULE OF PRICES

Sr. No.	Lot No	Total Price (PKR)


Bid Price (PKR): _____




Sign & Stamp of the Bidder

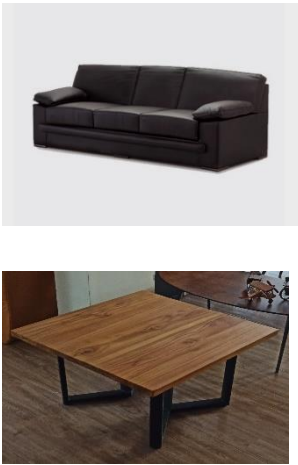
**LOT-1 OFFICE FURNITURE
SCOPE OF SUPPLY**



Sr. No.	Description of Items	Quantity Required Approximately	
		Lahore Office	Site Office
1.	Office Table 6'x 3'	2	4
2.	Side Rack 42" x 16"	5	4
3.	Cupboard 6' x 3' x 14"	-	4
4.	Revolving Officer Chairs High Back	15	30
5.	Visitor Sofa with Table	-	4
6.	Office Desk/Table/Workstation 4' x 2'.5''	10	30
7.	Revolving Officer Chairs Low Back	15	20
8.	Filing Cabinets 6' x 3' x 14"	-	10
9.	Filing Racks 6' x 3' x 14"	-	5
10.	Conference Room Table with Chairs	-	1
11.	Visitor Chairs	30	40




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


Sr. No.	Description	Location	Qty	Specification/Features of Item & Detail of Accessories	Brand & Model No.	Unit Rate (PKR)	GST If Applicable	Total PKR
1.	Office Table 6'x 3' 	Lahore Office	2	Executive office table with drawer size 6' x 3' Made of MDF laminated board of Al-Noor brand or equivalent, with three drawers on each side of the table. Drawers sides on telescopic channels of 1.2mm x 1.2mm x 1.5mm thickness, with aluminum handles of 6" length and fine quality lock. Top and front of the table is 32mm thick. Edges of MDF laminated board covered with 2mm PVC edging of same color. Front of the table is paneled by leatherette pad. One portable writing pad on the top of the table.				
		Site Office	4					

2.	<p>Side Rack 42" x 16"</p> 	Lahore Office	5	Side rack size 42" x 16" Made of MDF laminated board of Al-Noor brand or equivalent. One shelf and two doors supported by hydraulic hinges with 6" long aluminum handles.				
		Site Office	4	Top of the rack is 32mm thick. Edges of rack covered with 2mm PVC edging of same color.				
3.	<p>Cupboard 6' x 3' x 14"</p> 	Site Office	4	Cupboard size 6' x 3' x 14" Made of MDF laminated board of Al-Noor brand or equivalent with PVC edging and 4 shelves. Two doors supported by hydraulic hinges with 6" long aluminum handles. The edges of MDF covered with 2mm thick PVC.				
4.	<p>High Back Revolving Chair</p> 	Lahore Office	15	High quality revolving chair, reclining, gas lift mechanism and PU base pedestal. Best quality bend ply covered with best quality Molty foam or equivalent upholstered with black leatherette.				
		Site Office	30	Inside seat size is 19" x 19" and back size is 19" x 28" with plastic arm.				

<p>5.</p>	<p>Visitor Sofa with Table</p> 	<p>Site Office</p>	<p>4</p>	<p>3+1+1 with center table with first quality Molty foam or equivalent upholstered with black leatherette.</p> <p>Three Seater Size: 92W x 33D x 31H</p> <p>Single Seater Size: 42W x 33D x 31H</p> <p>Centre table size 4' x 2' (1 No.) and 22" x 22" (2 Nos.). Structure made of rectangular steel pipe with powder coating. Top made of laminated MDF board of 32mm thick. The edges of laminated MDF covered with 2mm thick PVC of same color.</p>				
<p>6.</p>	<p>Office Desk/Table/ Workstation 4' x 2'.5''</p>	<p>Lahore Office</p>	<p>10</p>	<p>Office table with drawer size 4' x 2'.5'' made of MDF laminated board of Al-Noor brand or equivalent, with three drawers on side of the table.</p> <p>Drawers sides on telescopic channels of 1.2mm x 1.2mm x 1.5mm thickness, with aluminum handles of 6" length and fine</p>				

		Site Office	30	<p>quality lock.</p> <p>Top and front of the table is 32mm thick. Edges of MDF laminated board covered with 2mm PVC edging of same color.</p> <p>Front of the table is paneled by leatherette pad. One portable writing pad on the top of the table.</p>				
7.	<p>Revolving Officer Chairs Low Back</p> 	Lahore Office	15	<p>High quality revolving chair, reclining, gas lift mechanism and PU base pedestal.</p> <p>Best quality bend ply covered with best quality Molty foam or equivalent upholstered with black leatherette.</p>				
		Site Office	20	<p>Inside seat size is 19" x 19" and back size is 19" x 22" with plastic arm.</p>				
8.	Filing Cabinets 6' x 3' x 14"	Site Office	10	<p>Filing Cabinets size 6' x 3' x 14"</p> <p>Made of MDF laminated board of Al-Noor brand or equivalent with PVC edging and 4 shelves.</p> <p>Two doors supported by hydraulic hinges with 6" long aluminum</p>				

				handles. The edges of MDF covered with 2mm thick PVC.				
9.	Filing Racks 6' x 3' x 14" 	Site Office	5	Size 6' x 3' x 14" Made of MDF laminated board of Al-Noor brand or equivalent with PVC edging and 4 shelves. The edges of MDF covered with 2mm thick PVC.				
10.	Conference Room Table with Chairs 	Site Office	1	Rectangular shaped conference table size 16' x 4'-6" x 2'-6", made of MDF laminated board of Al-Noor brand or equivalent. Top of table is 32mm thick and edges covered with 2mm thick PVC of same color. Three combo/magic boxes are				

				fixed in the center of the table. With low back revolving chairs (16 participants)				
11.	<p>Visitor Chairs</p> 	Lahore Office	30	Steel structure pipe 3/4" round with chrome plated and armrest covered with plastic. Seat size 18" x 18" with 2" best quality Molty foam or equivalent upholstered with black leatherette, back size 17" x 14" with plastic shell covered with foam of 1" thick upholstered with black leatherette.				
		Site Office	40					

Total Price (Lot-1) = PKR _____