



**TENDER NOTICE FOR PROCUREMENT OF
OFFICE FURNITURE FOR NESPAK SITE OFFICES**

National Engineering Services Pakistan (Pvt.) Limited (NESPAK) (hereinafter referred to as the “Borrower) requires office furniture for its site offices located in various districts of Punjab. Sealed bids are invited from authorized distributors/manufacturers/general suppliers for the procurement of the office furniture, under the project titled, containing following lots against one contract.

Lot 01 - Design Review/Up-dation, Preparation of Bidding Documents and Construction Supervision for “Punjab Development Program (WASA Part)”

Lot 02 - Resident Supervision of Punjab Development Program (South Package)

Lot 03 - Resident Supervision of Punjab Development Program (North Package)

PROCUREMENT METHOD:

- Single stage one envelope method

Qualification Requirements:

1. Copy of valid NTN & GST certificate and Active Tax Payer Status of both Income Tax and Sales Tax.
2. Suppliers must not be blacklisted from PPRA/Procuring agency — Undertaking of no black-listing to be provided on non-judicial stamp paper of appropriate value.
3. Suppliers must have at-least three (03) years of experience of supply of similar items as requisitioned in the bidding documents. Suppliers must provide copies of at least five (05) valid purchase orders/contract agreements against the supply of similar furniture items in the last five (05) years to establish the required experience.
4. Suppliers should have his own production unit big enough to handle massive order.
5. The Suppliers must have proper Business Location/Showroom with landline telephone facility.
6. The Suppliers must be registered as manufacturer/seller of Furniture with relevant forum.
7. Suppliers must provide valid copies of purchase orders/contract agreements against the supply of furniture items worth of Rupees Twenty-Five (25) Million in last 05 years.
8. Pre-production samples is to be provided by suppliers to evaluate material, craftsmanship and finishes before a bulk order is placed.

Criteria for Quotation Evaluation:

Offers determined to be substantially responsive to the eligibility Criteria and technical specifications, will be evaluated by comparison of their prices. The Company may ignore any trivial variations, if it does not have any impact on the objective of Procurement. The award will be made to the responsive Supplier based on overall value of lowest evaluated cost of the responsive bid & delivery at site basis, which best meets the required standards/ specifications of technical capabilities along with complying/ providing all the requisite information and documentation.

Bid Security:

- 1 Suppliers must provide Bid Security of Rs. 0.5 Million in shape of a Bank Draft/Pay Order/Demand Draft from nationalized/Scheduled Bank in Pakistan in the name of **National Engineering Services Pakistan (Pvt.) Limited (NESPAK)**
- 2 The bids found without Bid Security shall be rejected.



- 3 The bids found deficient of the Bid Security amount shall be rejected.
- 4 No personal cheques shall be acceptable at any cost.
- 5 Any previous bid security shall not be considered or carried forward.
- 6 The bid security to the unsuccessful suppliers shall be returned immediately after issuance of Purchase Order to the lowest evaluated responsive supplier and in case of successful supplier, bid security will be released upon expiry of warranty period.

General Terms and Conditions:

1. The Suppliers will complete the purchase order within 30 days after issuance of purchase order.
2. The Suppliers will deliver the finished items to respective cities within seven (07) days of issuance of notice from Borrower.
3. The supplier will safely keep undelivered furniture items in his warehouse without extra cost until the final delivery.
4. The supplier will arrange final inspection of overall supply order at his manufacturing unit/warehouse house prior to consign the furniture to respective site offices (list of cities attached/lot).
5. Evaluation will be done for complete 100% required quantity & Delivered Duty Paid (DDP) Price basis i.e. inclusive of all taxes, fees transportation to respective site offices and costs.
6. The bidder should quote only one rate for each item as per specifications. No alternate model/quote or separate accessories shall be accepted. One supplier will offer only one bid.
7. The prices charged for the Goods supplied shall not be adjustable.
8. The quotations must be submitted in sealed envelope according to the attached BOQ and must be completed in all respect.
9. Taxes will be deducted at source.
10. In case of any difference in unit cost and total cost, unit rate shall prevail. In case of difference in amount in words and figures, calculations from unit rate shall prevail.
11. Incomplete quotations shall be rejected.
12. Bids must be signed by authorized representative and stamped with company stamp.
13. Bids must be typewritten as per BOQ.
14. Supply, installation of furniture items must be completed within 30 days of issuance of Purchase Order/Notification of Award.
15. The Prices indicated in the Price Schedule shall be delivered duty paid (DDP).
16. Prices shall be fixed and bid price should be in Pak Rupees.
17. The Company shall not reimburse any expenses incurred in preparation and submission of Bid.
18. The suppliers are requested to give their best and final prices as no negotiations are expected.
19. Bids shall be valid for a period of 60 days from the last date of submission.
20. Full Payment against each site office/city shall be made after submission of successful job completion/ delivered goods, acceptance certificate/s duly signed by the concerned officers incharge at site/countersigned by the authorized representative of NESPAK along with the original bill and sales tax invoice. Partial payment shall not be made in any case.



21. Sample of each item must be provided within 03 days issuance of purchase order by the successful Supplier for the approval of management/concerned section. In case provided sample is not conforming to specifications, the Borrower may reject the Goods, and the Supplier shall either replace the rejected Goods or make alterations necessary to meet specification requirements free of cost to the Borrower within next 03 days and there shall be no extension in time in the original specified delivery period on these grounds.
22. Bids shall be rejected, if documents and/or literature submitted by the bidder with the bid is found to be tampered at any stage. Also, bidder engaged in corrupt or fraudulent practices (including collusion / polling) shall be declared ineligible either indefinitely or for a stated period of time.
23. The Borrower reserves the right at the time of issuance of Purchase Order/Notification of award to increase or decrease, by the 15%, the quantity of goods and services originally specified in the BOQ without any change in unit price or other terms and conditions.
24. The Borrower reserves the right to accept or reject any quotation, and to annul the procurement process and reject all quotations at any time prior to issuance of Borrower Order/Notification of award, without thereby incurring any liability to the affected supplier or suppliers or any obligation to inform the affected supplier or suppliers of the grounds for the Borrower's action.

Liquidated Damages:

1. Applicable rates shall not exceed 0.5% per day and the maximum shall not exceed 5% of the total contract/award price.
2. If the Supplier fails to deliver any or all of the Goods or to perform the Services within the period(s) specified in the purchase order, the borrower shall, without prejudice to its other remedies under the purchase order, deduct from the purchase order price, as liquidated damages, a sum equivalent to the percentage specified above of the delivered price of the delayed goods for each day or part thereof of delay until actual delivery, up to a maximum deduction of the percentage specified above.

Payment Terms:

Hundred (100) percent payment shall be made in PKR within forty-five (45) days of presentation of claimed invoice along with supporting documents indicating acceptance of all items & on time delivery of supplies at site offices.

Following supporting documents are required with the bill/payment invoice:

- a. Sales tax invoice
- b. Exemption certificate (if applicable)
- c. Delivery Challan indicating date, quantity and specification of delivered items
- d. Certificate that items provided are new/unused and with warranty if applicable,

Warranty Terms:

1. Supplier shall provide 6 months warranty of items supplied
2. Warranty includes paint, structure, hydraulic machines/mechanical accessories, wheels etc.
3. During warranty period, Supplier undertakes that any fault shall be replaced within 3-5 days of issue without any cost.

The Suppliers must comply the above stated terms & conditions in all respects otherwise their Bids shall not be considered.



Summary of Cost

Lots	Total Amount: PKR (DDP)	
	In figure	In words
Lot-01		
Lot-02		
Lot-03		
Total amount in figures:		
Total amount in words:		

Designation:

Stamp:

Date:

SUMMARY OF COST
BILL OF QUANTITIES (BOQ) AS PER LOT'S

Sr No.	Item Description	Specification	Picture	LOT-01	LOT-02	LOT-03	TOTAL	Unit Rate inclusive of all taxes (PKR) (DDP)	Total amount inclusive of all taxes (PKR) (DDP)
1	Executive Table (6x32)	Top Made in Engineered Rubber-wood thickness 18mm with wooden edging on border with 3 lockable draws with imported 14" railings with imported handles with imported lock in side rack size 6x16" (with side rack) (as per approved sample)		7	10	17	34		
2	Executive Revolving Chair	Imported headrest Revolving office chair, Seat/back made of imported structure with different thicknesses, five finger base with 3D arms, PU wheel with imported multi lock mechanism Standard height with hydraulic 4 glass complete in all respect (as per approved sample) (Warranty period 01 year)		8	11	18	37		
3	Revolving Chair	Imported machine mechanism with imported aluminium base with imported tyre (Warranty 1 year)			62	104	166		
4	Office Table (4x2.5)	Made in alnoor/partex sheet, Structure made in ms frame with black powder coating with wire box on top (with side rack)		35	52	87	174		

5	Visitor chairs	Made in sheesham wood with Molty Foam and good quality leather rite poshish with brown polish and solid supports		126	250	425	801		
6	Steel Almirah	size 6x3 made in 24 gauge with 3 shelves		15	100	170	285		
7	Wooden File Rack	Size (6x4) Made in lamination sheet with pvc edging on borders		21	93	156	270		
8	Single Bed with mattress of Molty Foam	Size 3x6.5, Made in sheehaam vineer with wooden texture polish with one side table		35	60	102	197		
9	Dining Table size 4x4 (with 4 chairs)	Table top made of lamination sheet with pvc edging 2mm on all borders with imported metal frame Dining chair made of imported metal frame in blk colour with foam seat same as per design		14	20	34	68		
10	Steel Cots	Steel charpai, Made in 18 gauge With pure plastic Patti		58	120	204	382		
TOTAL :				319	778	1317	2414		

BILL OF QUANTITIES (BOQ) AS PER LOT - 01

DESIGN REVIEW/UP-DATION, PREPARATION OF BIDDING DOCUMENTS AND CONSTRUCTION SUPERVISION FOR “PUNJAB DEVELOPMENT PROGRAM (WASA PART)”

Sr. No.	Item Name	Total Quantity	Jhang 1	Jhelum 2	DG Khan 3	Hafizabad 4	Sargodha 5	Okara 6	Gujrat 7
1	Executive Table (6x32)	7	1	1	1	1	1	1	1
2	Executive Revolving Chair	8	2	1	1	1	1	1	1
3	Office Table (4x2.5)	35	5	5	5	5	5	5	5
4	Visitor chairs	126	18	18	18	18	18	18	18
5	Steel Almirah	15	2	2	2	2	2	2	3
6	Wooden File Rack (6x4)	21	3	3	3	3	3	3	3
7	Single Bed size 3x6.5	35	5	5	5	5	5	5	5
8	Dining Table (with 4 chairs)	14	2	2	2	2	2	2	2
9	Steel Cots	58	10	8	8	8	8	8	8

Note: Complete addresses of site offices may be sought from E&PHE Division, Nespak Head Office, Lahore.

BILL OF QUANTITIES (BOQ) AS PER LOT – 02

Resident Supervision of Punjab Development Program (South Package)

Sr. No.	Item Name	Total Quantity	H/O	Layyah 1	Khanewal 2	Vehari 3	Burewala 4	Mailsi 5	Bahawalnagar 6	Chichwatni 7	Kot Addu 8	Lodhran 9	Hasil Pur 10
1	Executive Table (6x32)	10		1	1	1	1	1	1	1	1	1	1
2	Executive Revolving Chair	11	1	1	1	1	1	1	1	1	1	1	1
3	Revolving Chair	62	2	6	6	6	6	6	6	6	6	6	6
4	Office Table (4x2.5)	52	2	5	5	5	5	5	5	5	5	5	5
5	Visitor chairs	250		25	25	25	25	25	25	25	25	25	25
6	Steel Almirah	100		10	10	10	10	10	10	10	10	10	10
7	Wooden File Rack (6x4)	93	3	9	9	9	9	9	9	9	9	9	9
8	Single Bed size 3x6.5	60		6	6	6	6	6	6	6	6	6	6
9	Dining Table (with 4 chairs)	20		2	2	2	2	2	2	2	2	2	2
10	Steel Cots	120		12	12	12	12	12	12	12	12	12	12

Note: Complete addresses of site offices may be sought from E&PHE Division, Nespak Head Office, Lahore.

BILL OF QUANTITIES (BOQ) AS PER LOT - 03

Resident Supervision of Punjab Development Program (North Package)

Sr. No.	Item Name	Total Quantity	H/O	Attock 1	Hazro 2	Daska 3	Pasrur 4	Narowal 5	Shakargarh 6	Kamoki 7	Wazirabad 8	Khushab 9	Bhalwal 10	Jarnawala 11	Kot Radha Kishan 12	Feroze wala 13	Muridkey 14	Tobatek Singh 15	Gojra 16	Bhakkar 17
1	Executive Table (6x32)	17		1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
2	Executive Revolving Chair	18	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
3	Revolving Chair	104	2	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6
4	Office Table (4x2.5)	87	2	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5
5	Visitor chairs	425		25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25
6	Steel Almirah	170		10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10
7	Wooden File Rack (6x4)	156	3	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9
8	Single Bed size 3x6.5	102		6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6
9	Dining Table (with 4 chairs)	34		2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
10	Steel Cots	204		12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12

Note: Complete addresses of site offices may be sought from E&PHE Division, Nespak Head Office, Lahore.