

BIDDING DOCUMENT

FOR PURCHASE OF FURNITURE & FIXTURES DURING FY 2022-23

UNDER THE PROJECT

“INSTALLATION OF AMI METERS AT PUBLIC CONNECTIONS (PHASE-III)”



JANUARY, 2023

No. CE/RC/ _____ /AMI-Phase-III/2023

Dated: _____ / _____ /2023

Director Technical / Project Director
Reconciliation Cell, Energy Department,
Government of the Punjab, Lahore
House# 27, Jahangir Park, LOS Road, New Mozang, Lahore.
(Ph: 042-99332729-30, Fax: 042-99332730)
(email : cep.ddpr@energy.punjab.gov.pk)

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SECTION-I

INVITATION TO BIDS

FOR SUPPLY OF GOODS (FURNITURE & FIXTURES) UNDER THE PROJECT “INSTALLATION OF AMI METERS AT PUBLIC CONNECTIONS (PHASE-III)” FOR THE YEAR 2022-23

1. Sealed tenders / bids are invited from eligible, reputed & registered Suppliers/firms for the purchase of following items for office of the Chief Engineer, Reconciliation Cell, Energy Department, Government of the Punjab House# 27, Jahangir Park, LOS Road, New Mozang, Lahore as listed below.

Sr. #	Item Description	Quantity (Nos.)
1	Executive Office Table size (L72"W36"H30") with side rack size (L36"W16"XH30")	03
2	Office Table with Side Rack	03
3	Executive Revolving Chair with High Back	03
4	Officer Revolving Chair with High Back	03
5	Computer Table	04
6	Computer Operator Chair (Low Back)	04
7	Office Chairs	24
8	Executive Office visitor chairs	12
9	Sofa set 05 seater (3+1+1)	02

2. The procurement shall be completed in accordance with PPRA rules, 2014 (amended up to date) on a Single-Stage, One Envelope bidding procedure.
3. A complete set of Bidding Documents (in English Language) is available in the office of undersigned and can be purchased at the cost of **Rs. 500/-** deposited in National Bank of Pakistan on a written request through authorized person of bidder during office working hours (09.00 AM to 05.00 PM) from the date of publication of this Tender Notice on PPRA and Energy Department websites up to one day before the closing day.
4. The estimated price for procurement of items for this tender is **Rs.1,000,000/-** including all applicable duties & taxes.
5. The procuring agency reserves the right to cancel the tender without assigning any reason thereof as per PPRA rules.
6. The Bidder shall furnish as part of his bid, a Call Deposit/Pay Order equivalent to 02% of the total estimated price of the tender as Bid Security in favor of **“Director Technical/Project Director, Reconciliation Cell, Energy Department Govt. of the Punjab Lahore”**. Any bid not accompanied by acceptable bid security shall be rejected being non-responsive.
7. Completed bids in all respect (One Original & Two Copies) in sealed envelope, should reach the office on or before **26-01-2023 at 03:00 PM**. The tender will be opened on the same day by a notified Committee at **03:30 PM** in the same venue in the presence of bidder’s representatives who may like to attend the Bid Opening meeting.

SECTION-II

INSTRUCTIONS TO THE BIDDERS

1. Reconciliation Cell, Energy Department, Govt. of the Punjab intends to purchase the Furniture & Fixtures for office use mentioned as per list & specifications given at **Annex-A** from the eligible, reputed & registered Firms / Suppliers / Dealers with Sales Tax & Income Tax Departments on the basis of wholesales rates.
2. In case you are the Registered Firms as mentioned above, you are invited to submit your bids for the goods subject to the terms and conditions mentioned below:
 - i. The bidder shall submit a single stage one envelope bid completed, signed, stamped, sealed in conformity with the Bidding Documents.
 - ii. The bidder shall be required to quote price of each item inclusive of all applicable duties & taxes as mentioned in **Annex-A** of this Bidding Documents.
 - iii. The procurement shall be completed in accordance with Punjab Procurement Rules 2014 (Amended up-to-date) under Rule 38 (1) on a Single Stage-One Envelope Procedure.
 - iv. The bids shall be received in the office of **Chief Engineer, Reconciliation Cell, Energy Department, Government of the Punjab House# 27, Jahangir Park, LOS Road, New Mozang, Lahore** on or before **26-01-2023 at 03.00 PM**. The bid shall be opened by the notified Committee at **03:30 PM** on the closing day on the same venue in the presence of the representatives of the bidders who may choose to attend the bid opening meeting.
 - v. A prospective bidder requiring any clarification(s) in respect of the Bidding Document may notify the procuring agency in writing to; Director Technical/Project Director, Reconciliation Cell, Energy Department, Government of the Punjab House# 27, Jahangir Park, LOS Road, New Mozang, Lahore
 - vi. The procuring agency will examine the request for clarification of the Bidding Document which it received not later than five (05) days prior to the deadline for the submission of bids and if needed will issue the clarification/amendment of the Bidding Document at least three (03) days before the date of submission of Bids (without identifying the source of enquiry) to all prospective bidders who had purchased the Bidding Document.
 - vii. The procuring agency may, at any time prior to the dead line for submission of bids, for any reason, whether at his own initiative or in response to a clarification requested by a prospective bidder, modify the Bidding Document by issuing an addendum.

- viii. Any addendum thus issued shall be part of the Bidding Document and shall be communicated in writing to all purchasers of the Bidding Document. Prospective bidders shall acknowledge the receipt of each addendum in writing to the procuring agency. To afford prospective bidders reasonable time in which to take an addendum into account in preparing their bids, the procuring agency may at its discretion extend the deadline for submission of bids.
- ix. The bids not submitted according to the terms & conditions of this Bidding Documents or by the time fixed for the receipt of the bids shall not be taken into consideration and shall be returned un-opened to the bidders.
- x. The validity of bid shall be for a period of ninety (90) days from the date of opening of the bids.
- xi. All bids should include: Company's profile, List of clients with their telephone number and address, Brochures and other technical material of the quoted Items (if required).
- xii. The estimated price for this tender is **Rs. 1,000,000/-** including all applicable duties & taxes.
- xiii. The Call Deposit Receipt/ Pay Order / Demand Draft @2% of the estimated price of this tender as "Bid Security" in favour of **Director Technical/Project Director, Reconciliation Cell, Energy Department, Government of the Punjab, House # 27, Jahangir Park, LOS Road, New Mozang, Lahore** shall be submitted along with the sealed bid.
- xiv. The validity of Bid Security shall be twenty (28) days beyond the period of validity of bid (Total 118 days).
- xv. Any bid not accompanied by acceptable Bid Security shall be rejected & disqualified being non-responsive.
- xvi. The bids of the firms / supplier who are not registered with Income Tax and GST Departments shall be rejected and disqualified being non-responsive.
- xvii. The Bid Security shall be returned / released to the un-successful bidders upon the award of the tender to the Successful Bidder.
- xviii. The Bid Security of successful bidder shall be released after the submission of performance security.
- xix. The Successful bidder shall furnish a Call Deposit Receipt/ Pay Order / Demand Draft as "Performance Security" @ 10% of the total bid price quoted by the bidder, within a period of Seven (07) days after the receipt of Purchase Order from the procuring agency. Failure of the Successful bidder to submit an acceptable performance security shall constitute sufficient grounds for the annulment of the award of work and forfeiture of the Bid Security.
- xx. Brand new and original items, as per specifications mentioned at **Annex-A** of this Bidding document shall be supplied by the successful bidder in the office

of **Chief Engineer, Reconciliation Cell, Energy Department, Government of the Punjab, House # 27, Jahangir Park, LOS Road, New Mozang, Lahore**, with no additional cost within **fifteen (15) days** from the date of the signing of contract agreement; otherwise, the performance security shall stand forfeited and the firm shall be blacklisted.

- xxi. The procuring agency may reject all bids or proposals at any time prior to its acceptance. The procuring agency shall upon request communicate to any bidder, the grounds for its rejection of all bids or proposals, but shall not be required to justify those grounds.
- xxii. No bidder shall be allowed to alter or modify his bid after the closing time for the submission of his bid. The procuring agency may, if necessary after the opening of the bids, seek and accept such clarifications of the bid as do not change the substance of the bid. Any request for clarification in the bid, made by the procuring agency and its response, shall invariably be in writing.
- xxiii. The procuring agency reserves the right not to accept the supply if it is not according to the specifications or does not fulfill the conditions of the Bidding Document, or is otherwise substandard or is defective and to demand compensation, withhold payment and proceed to blacklist the firm.
- xxiv. The rates offered shall be inclusive of all applicable duties & taxes including handling, loading and transportation / distribution etc.
- xxv. Blacklisted firms are not eligible to participate in this tender/bid.
- xxvi. All applicable taxes shall be deducted from the total bid price as per rules & regulations.
- xxvii. 100% payment of the total contract price shall be released to Contractor subject to:
 - a) Completion of the delivery of the supply items in accordance with the specifications mentioned in the Purchase Order.
 - b) No payment shall be made against rejected / incomplete / partial delivery of items mentioned in this Bidding Document
- xxviii. The Performance Security shall be released to Successful bidder / Contractor within 30 days from the date of successful delivery of goods in the office of Director Technical /Project Director and upon the submission of Call Deposit Receipt/Demand Draft/Pay Order /Bank Guarantee @10% of total bid price from any scheduled bank of Pakistan in favour of Director Technical / Project Director, Energy Department, Lahore, for the warranty period of one (01) year of tender items.
- xxix. For failure to comply with the delivery schedule of Purchase Order (s), to be issued against this Bidding documents penalty will be imposed on defaulting Supplier as under:
 - a) 1% of the cost of entire purchase order or of such item as remains un-supplied/un-completed for every day up to maximum of 10% for 10 days exceeding the delivery period.

- b) If the item is not supplied even after payment of penalty for 10 consecutive days, the Director Technical/Project Director, Energy Department reserves the right to cancel the purchase order and to purchase required items from elsewhere at risk and cost of the defaulting Supplier.
- xxx. The bids of the firms / suppliers / dealers who did not purchase the signed copy of the Bidding Documents from the office of the undersigned, shall not be accepted and returned unopened to the bidders.
- xxxi. The bidder having the lowest evaluated cost shall be awarded the tender.
- xxxii. The bidders shall be informed, in due course of time about the result of the evaluation of Bids.
- xxxiii. In case of violation of any Clause of this Bidding Documents, shall make the bidder disqualified.

SECTION-III

SPECIAL CONDITIONS OF CONTRACT

1. Brand new & original goods for tender items, as per specifications mentioned at **Annex-A** of this Bidding Document, shall be supplied by the Successful Bidder in the office of Chief Engineer, Reconciliation Cell Energy Department at 27-Jahangir Park, New Mozang, Lahore at no additional cost within **fifteen (15) days** from the date of signing of contract agreement; otherwise, the performance security shall stand forfeited and the firm shall be blacklisted.
2. 100% payment of total bid price shall be made in Pak Rupees through cross cheque to Successful Bidder / Contractor after:
 - i. Successful delivery of all items in the office of undersigned accepted to the Employer.
 - ii. Submission of Call Deposit Receipt/Pay Order/Demand Draft/ Bank Guarantee (to be issued by any renowned schedule bank) being 10% of the total bid price in favour of Director Technical, Reconciliation Cell, Energy Department, Lahore for the warranty period.
 - iii. No payment shall be made against rejected / incomplete / partial delivery of items mentioned in this Bidding Document.
3. All applicable Taxes shall be deducted by the Employer from the total bid price of the Contractor as per prevailing rules & regulations.
4. The procuring agency reserves the right not to accept the supply if it is not according to the specifications or does not fulfill the terms & conditions of the Bidding Document, or is otherwise substandard or is defective and to demand compensation, withhold payment and proceed to blacklist the firm.
5. For failure to comply with the delivery schedule of Purchase Order, to be issued against this tender by the procuring agency to the Successful Bidder, a penalty will be imposed on defaulting Supplier as under:
 - i. 1% of the cost of entire purchase order or of such item as remains un-supplied/un-completed for every day up to maximum of 5% for 10 days exceeding the delivery period.

- ii. If the item is not supplied even after payment of penalty for 10 consecutive days, Director Technical/Project Director, Reconciliation Cell, Energy Department reserves the right to cancel the Purchase Order or terminate the contract agreement and to purchase required bid items from elsewhere at risk and cost of the defaulting Supplier.
6. The Performance Security shall be released to Contractor within 30 days from the date of successful delivery of tender items and upon the submission of Call Deposit Receipt / Demand Draft / Pay Order / Bank Guarantee @10% of total bid price from any scheduled bank of Pakistan in favour of Director Technical, Reconciliation Cell, Energy Department, Lahore for the warranty period of tender items.
7. The Call Deposit Receipt/Pay Order/Demand Draft/Bank Guarantee @ 10% of the total bid price for the warranty period of tender items, shall be released after the successful completion of warranty period.
8. The procuring agency may reserve the right to increase or decrease the quantity of items to be procured.

Annex-A

LIST OF GOODS WITH SPECIFICATIONS AND SCHEDULE OF PRICES

FURNITURE & FIXTURES					
Sr. #	Item	Description/Specification	Qty	Unit Rate Exclusive of GST (RS.)	Total Price Exclusive of GST (RS.)
1	Executive Office Table size(L72"W36"H 30") with side rack size (L36"W16"XH30)	High Quality Sheesham Coated in Wood texture with lacquer polish. Table top/side profile, inner rails and footing made of complete sheesham wood Texture alongwith 8 mm glass on table top & on side rack. Stainless steel alloy handles. High quality locks for drawer. High Quality Chrome handles. High quality locks for cabinet and drawer. Half fold imported hinges in cabinet. Ball sliding channels in 1.5x1mm Gauge. 01 year Warranty.	03		
2	Office Table with Side Rack	Table size = L72"W36"H30" side rack size = L36"W16"XH30 Four Drawers on Right side: Locks for Drawers; Warranty: 01 year	03		
3	Executive Revolving Chair with High Back	Executive Mesh Chair. Durable and comfortable frame with ergonomic armrest. Heavy duty 5 caster chrome Base and adjustable head rest. Pivot Backrest and Flex Mesh Technology. Hydraulic and back lock. Adjustable, 360 rotation base, Good quality with comfortable cushions and seat, PU high quality wheels. Warranty: 01 year	03		
4	Officer Revolving Chair with High Back	Adjustable, 360 rotation base, Good quality Durable and comfortable frame with comfortable cushions and seat. Warranty: 01 year	03		
5	Computer Table	High Quality Sheesham Coated in Wood texture with lacquer polish. One Computer Cabinet on Right side; One Drawer;	04		

		Mouse slide; Keyboard Slide; printer support; Warranty: 01 year			
6	Computer Operator Chair (Low Back)	Adjustable, 360 rotation base, Good quality plastic revolving chairs with comfortable cushions and seat. Warranty: 01 year	04		
7	Office Chairs	Durable frame with armrest. High quality back frame with finest coating. High quality leatherette. Warranty: 01 year	24		
8	Executive Office Visitor Chairs	Durable frame and ergonomic armrest. High quality metal frame with finest chrome coating. High quality leatherette. Warranty: 01 year	12		
9	Sofa Set 05 seater (3+1+1)	5 seater sofa set (3+1+1). Durable and high Quality foam with complete leatherette poshish alongwith center table having glass top, wooden frame with high quality liquor polish. Warranty: 01 year	2 set		
Total Bid Price Exclusive of GST (RS.)					
17% GST (RS.)					
Total Bid Price Inclusive of GST (RS.)					

DECLARATION BY THE BIDDERS

As owner(s) of

M/S _____

It is certified that I / We:

- a) Are manufacturers or authorized dealers of the goods quoted.
- b) Accept the terms & conditions as laid down in this Bidding Document and advertisement of Invitation to Bids
- c) Shall observe all the conditions & rules/regulations framed by Government of the Punjab for the purpose and shall supply the goods as per specifications and the terms & conditions of this Bidding Document.
- d) Supply goods as per specifications given in **Annex-A**.
- e) Purchase the signed copy of Bidding Document from the procuring agency

Signature and Stamp of the Bidder

FORM OF BID

Date: _____/2023

Tender No. _____

**OFFICE OF THE
Chief Engineer,
Reconciliation Cell, Energy Department,
Government of the Punjab
House# 27, Jahangir Park, LOS Road, New Mozang, Lahore.
(Ph: 042-99332729-30, Fax: 042-99332730)
(email :cep.ddpr@energy.punjab.gov.pk)**

Gentlemen,

1. Having examined the terms & conditions to the notice of Invitation to Bids and Specifications of goods / supplies mentioned at **Annex-A** of the Bidding Document bearing No. _____ dated _____/2023, the receipt of which is hereby acknowledged we, the undersigned, offer to supply and deliver all items in conformity with specifications and terms & conditions mentioned in Bidding Document for the sum of Rs. _____/-including GST for all tender items (Rupees _____ in words).
2. Our bid price shall be valid for a period of 90 days from the date of opening of Bid.
3. The validity of Bid Security shall be as per Bidding Document.
4. If our Bid is accepted, we shall deliver the required items mentioned in the Bidding Document within fifteen (15) days positively from the date of signing of contract agreement.
5. We agree to abide by the terms & conditions of the Tender 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.
6. Until a formal Contract agreement is placed, this Bid offer, together with your written acceptance thereof, shall constitute a binding contract between us.

Dated this _____ day of _____ 2023.

Signature _____ in the capacity of _____ duly authorized to
sign bids for & on behalf of

(Name of Bidder in Block Capitals)

Complete address: _____

Fax No. _____ Telephone No. _____

(Signature & Stamp)

WITNESS:

1) _____

2) _____

Annex-D

To be filled by the Supplying Firm

CHECK LIST

Please tick Yes or No

1	Income Tax registration attached	<table border="1"><tr><td>Yes</td><td>No</td></tr></table>	Yes	No
Yes	No			
2	Sales Tax registration certificate attached	<table border="1"><tr><td>Yes</td><td>No</td></tr></table>	Yes	No
Yes	No			
3	Declaration of Bidder / affidavit of Rs.100/- attached.	<table border="1"><tr><td>Yes</td><td>No</td></tr></table>	Yes	No
Yes	No			
4	Experience documents for institutional supplies attached	<table border="1"><tr><td>Yes</td><td>No</td></tr></table>	Yes	No
Yes	No			
5	Copy of the CNIC of the firm owner / representative attached.	<table border="1"><tr><td>Yes</td><td>No</td></tr></table>	Yes	No
Yes	No			
6	Original CDR of Bid Security attached.	<table border="1"><tr><td>Yes</td><td>No</td></tr></table>	Yes	No
Yes	No			
7	Firm is Active Tax Payer till day of Tender.	<table border="1"><tr><td>Yes</td><td>No</td></tr></table>	Yes	No
Yes	No			
8	Copy of Paid Challan of Rs. 500/- for Bidding Document attached.	<table border="1"><tr><td>Yes</td><td>No</td></tr></table>	Yes	No
Yes	No			

Signature of the Bidder _____

Stamp _____

**FORM OF CONTRACT AGREEMENT
(to be signed with Successful Bidder)**

THIS CONTRACT AGREEMENT (hereinafter called the "Agreement") made on the _____ day of _____ 2023 between the procuring agency _____ (hereinafter called the "Employer") of the one part and _____ (hereinafter called the "Contractor") of the other part.

WHEREAS the Employer is desirous that certain goods, viz _____ should be supplied by the Contractor and has accepted a Bid by the Contractor for the execution and completion of delivery of such goods & the remedying of any defects therein.

NOW this Agreement witnesses as follows:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to.
2. The following documents after incorporating addenda, if any except those parts relating to Instructions to Bidders, shall be deemed to form and be read & construed as part of this Agreement, viz:
 - (a) Purchase Order;
 - (b) The completed Form of Bid
 - (c) Notice of Invitation to Bids and Bidding Document ;
 - (d) Form of Bid;
 - (e) The Specifications; and
 - (f) Annexures
3. In consideration of the payments to be made by the Employer to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Employer to execute and complete the delivery & remedy defects therein in conformity and in all respects within the provisions of the Contract.
4. The Employer hereby covenants to pay the Contractor, in consideration of the execution and completion of the delivery as per provisions of the Contract, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS WHEREOF the parties hereto have caused this Contract Agreement to be executed on the day, month and year first before written in accordance with their respective laws.

Signature of the Contactor

Signature of the Employer

(Seal)

(Seal)

Signed, Sealed and Delivered in the presence of:

Witness:

Witness:

(Name, Title and Address)

(Name, Title and Address)

