



**PLANNING AND DEVELOPMENT DEPARTMENT
Government of Khyber Pakhtunkhwa**

BID SOLICITATION DOCUMENT

PURCHASE OF FURNITURE

Under the project

ESTABLISHMENT OF CENTRALIZED GIS FACILITIES

FOR

GOVERNMENT OF KHYBER PAKHTUNKHWA

Sample Assessment Dates:

13/12/2017 to 08/01/2018 between office hours at Resource Center, P&D Department,
Civil Secretariat, Peshawar.

Last Date for Bids Submission: 09/01/2018 at 11:00 A.M.

Tender Opening Date: Same Date and Time

Resource Center, P&D Department, Civil Secretariat, Peshawar

www.pndkp.gov.pk

DESCRIPTION OF WORK

Planning and Development Department, Government of Khyber Pakhtunkhwa has initiated the project titled as “Establishment of Centralized GIS Facilities” in Planning and Development Department. This Department invites Financial Bids from companies having legal presence in Pakistan on Single Stage – Single Envelop for purchase of furniture items, in accordance with the Khyber Pakhtunkhwa Procurement Rules 2014. The Tenderer must:

1. Be a registered body and duly recognizable under the KPPRA Rules.
2. Be registered with FBR for Income Tax and Sales Tax.
3. Not be blacklisted by any Government Department, Semi Government Department, Private or Non-Governmental Organization (The Firm will provide an affidavit for the purpose).
4. Have sufficient financial and human resources to complete the project within prescribed time limit.
5. Enclose Earnest Money (EM) amounting to 2% of the total cost of Tender in the form of CDR from any scheduled Commercial Bank.
6. Submit its Tender documents in the name of at Project Director-GIS, Resource Center, Planning and Development Department, Peshawar, Government of Khyber Pakhtunkhwa up to 09/01/2018 till 1100 hours.

LIST OF ITEMS

S.No	Item	Qty.
1	Computer Tables for District Staff	11
2	Computer Chairs for GIS Hub Staff	11
3	Computer Chairs for District Staff	11
4	Side Cabinets	16
5	Visitor Chairs for GIS Cell	10

Samples of the above mentioned furniture items will be assessed in Resource Center, Planning and Development Department, Civil Secretariat, Peshawar from 13/12/2017 to 26/12/2017 at Office Hrs from 0900 hrs to 1600 hrs on working days (Monday to Friday).

GENERAL TERMS & CONDITIONS

Project: “PURCHASE OF FURNITURE ITEMS FOR THE PROJECT TITLED AS “ESTABLISHMENT OF CENTRALISED GIS FACILITIES” PLANNING AND DEVELOPMENT DEPARTMENT.

1. The tender are called hereby for supply of subject Items according to assessment and conditions as prescribed in this bid document : -

a) Date of Opening tender	09/01/2018
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b) Time of Opening tender	11:00 NOON
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c) Name of Supplier	_____
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2. Items are to be supplied according to the specification as per attached list, found suitable by the Planning and Development Department.

- i. Rates should be offered for materials clearly suitable.
- ii. Rate should be quoted in words and figures.
- iii. Tender will be opened in the presence of supplier or their authorized representatives in Resource Center, P&D Department, Peshawar.
- iv. The prices quoted shall remain valid for 180 days, after the date of opening the tender.
- v. The supplier shall give at least three references of the similar nature of project completed by the firm.
- vi. All equipment and its component/item shall be branded new.
- vii. If any item/component not found suitable the entire consignment shall be liable to rejection.
- viii. The supplier shall clearly mention a warranty period of all the items, covering of deficiencies in the equipment during the warranty period at his own cost and no additional payment will be made for any repair/replacement of parts etc.
- ix. The quantity of the required items may be increased or decreased according to the available budget.
- x. Any attempt by a Bidder to influence the examination, evaluation, comparison and post qualification of the Bids or contract award, may result in disqualification of the firm.
- xi. The Competent Authority of P&D Department reserves the rights to accept or reject any or all bids as per rule 47 of KPPRA Rules, 2014.

- xii. Items are to be supplied according to the specification provided by Project Director, P&D Department, Peshawar.
- xiii. In case of any dispute the matter shall be referred to the Secretary P&D Department. Decision of The Secretary P&DD shall be final and binding on all the parties.
- xiv. 2% earnest money have to be attached with the proposal in the form of Call Deposit/Bank Draft (refundable) in favor of Project Director-GIS, P&D Department.
- xv. Bidders must apply for all the items, if bidder failed to submit financial proposal for all items, their bid will be rejected.
- xvi. Bids without bid security of the required amount and shape, will not be entertained.
- xvii. Prices should be quoted in Pak Rupees only.
- xviii. Rates must be inclusive of all Government Applicable Taxes.
- xix. The earnest money of successful bidder shall not be refunded and will automatically be converted in the security deposit. No Tender / Offer will be entertained without earnest money.
- xx. The supplier shall bring the Samples of the Furniture if required by the procurement Committee.

3. Terms of Payment

- i. Payment will be made through cross Cheque from AG Office, Peshawar.
- ii. No advance payment will be made to the suppliers.

4. Delivery Period

The furniture shall be supplied within 3 to 5 weeks from the date of issuance of confirm order / letter or acceptance.

The Inspection Committee will ensure that the quantity and quality of the material is the same as contained in the Purchase order. The quality of the items will be determined from the report of the committee after actually Examining/Inspection of the total equipment according to the specifications.

5. Payment

Bidder will be entitled to payment by the P&D Department against bill duly supported by the following documents: -

- i. Bill in duplicate.
- ii. Goods Receipt Certificate.
- iii. Inspection Certificate issued by the Committee.
- iv. Delivery Challan.
- v. Payment will be made through cross Cheque in favor of bidder firm after deduction of Income Tax and other taxes if applicable. In case the firm is exempted from deduction at source, a certificate shall be provided.

6. Sales Tax and Other Government Duties

All taxes, duties, sales tax and other Government charges are the responsibility to be paid by the supplier.

7. Warranty Period

The supplier shall give (1) one year comprehensive warranty for the furniture (parts & labor on site of installation), certifying that the furniture supplied confirm exactly or above to the specifications laid down in the contract. The supplier will be held responsible for all losses; if any material being found defective or not in conformity to the specifications the firm will be held responsible for that; the supply is for a period of one year from the date of supply. The unacceptable items shall be substituted with the acceptable items at bidder's expense and cost. An amount equivalent to 2% of total payment (earnest money) shall be retained by P&D Department till the end of Warranty Period.

8. Responsibility for Executing the Contract

The supplier shall be entirely responsible for the successful execution of the contract in all respects and in accordance with the terms and conditions as specified in the contract including the schedule.

9. Inspection and Rejection

- i. If the Inspection Committee is unsatisfied with the supplied equipment or the consignments is below the specifications given in the Purchase Order; then the Committee may reject any part or the whole consignment tendered for inspection.
- ii. The decision of the Inspection / Purchase Committee shall be binding on the firm.
- iii. If items are rejected; The Supplier shall deliver items for replacement; No extension of time will be allowed.

10. Laws Governing the Contract

- a. The contract shall be governed by the KPPRA Rules.
- b. A prospective Tenderer shall be bound to provide the equipment/furniture exactly selected by the committee.

11. FORMAT FOR PROPOSALS

The Financial Proposal should be concisely presented and structured in the form of chapters to include, but not necessarily be limited to, the following information. Support material should not be part of the main proposal but should be placed at Appendixes.

12.1 GENERAL

The responding organization shall provide the following:

- Name of the participating organization or participating organizations (if more than one) in the responding consortium, including their scope of involvement.
- Number of years of incorporation of the participating organization or participating organizations (if more than one)

12.2 FINANCIAL CAPABILITIES

The responding organization shall describe the financial position of its organization. **Income Statement or Annual Report** should be included in the detailed proposal. The **National Tax Numbers and Sales Tax Registration Numbers** of the company and/or partners should also be indicated (**Photo copies of concerned documents should be provided**).

12.3 RELEVANT EXPERIENCE

Responding Organizations must demonstrate relevant experience of similar projects.

(Note: Experience with government organisations will be preferred)

S. No.	Nature of Project(s)	Total Value PKR (million)	Name of the Project(s), Customer(s), Contact person & Contact Detail(s)

Note:

Only those Projects should be considered where RO can provide the successful completion certificate from the Client Organization (Photocopies of documents should be provided)

**Project Director-GIS,
Establishment of Centralized GIS Facilities,
Planning and Development Department
Government of Khyber Pakhtunkhwa
091-9211123**

Annexure – A

EVALUATION CRITERIA

The Tenderer(s) should meet the following Eligibility / Qualification Criteria to participate in the Tender Process and must enclose documentary proof for fulfilling the Eligibility / Qualification in the Financial Proposal:

S#	Mandatory Requirements	Documents Required
1.	Certificate of Company / Firm Registration / Incorporation under the laws of Pakistan. At least 03 years of experience in dealing with Procurement of Furniture.	Relevant experience documents
2.	Registration with Income Tax Department.	Certificate of Registration
3.	Registration with Sales Tax Department/KPRA.	Certificate of Registration
4.	The Company/Firm is not blacklisted by any Government Department, Semi – Government Department, Private or Non – Governmental Organization.	Undertaking on Stamp Paper.
5.	Conformance to the required specifications of Furniture	Detailed specifications with Brand and model
8	Office in Peshawar.	Certificate/List to be provided
9	In compliance of the Execution Schedule and Delivery Period mentioned in bidding document.	Undertaking

Note: Firm / Company fulfilling the above mentioned criteria will be considered qualified only.

NOTICE OF INTENT TO SUBMIT PROPOSAL

DATE:

RE: IRC– GIS/Furniture – 2017

PROVISION OF INFORMATION OF THE PERSON TO BE CONTACTED FOR THE ABOVE RFP.
Company Name and Address
Signature of Company Representative
Printed Name of Company Representative
Title
Date
Tel. No.
Fax No.
Email Address

If further information is required, please contact

**Project Director-GIS,
Planning and Development Department,
Ph: 091-9211123**

PROPOSAL SIGNATURE PAGE

TOR's NUMBER: IRC- GIS/Furniture – 2017
ISSUE DATE: 13/12/2017
Furniture items to be provided to the P&D Department, Khyber Pakhtunkhwa.
DUE DATE & TIME: 09/01/2018 at 1100 Hrs

PROPOSALS MUST BE REACHED ON OR BEFORE THE DUE DATE SHOWN ABOVE. LATE BIDS WILL NOT BE ENTERTAINED.

IF FURTHER INFORMATIONS ARE REQUIRED, PLEASE CONTACT

**Project Director-GIS,
Planning and Development Department,
Ph: 091-9211123**

BIDDERS MUST SIGN WHERE INDICATED BELOW AND SUBMIT THIS SHEET AS THE COVER PAGE IN ORDER TO VALIDATE THEIR BID.

As a supplier of goods and services to the P&D department I/we certify that I/we fully read and understood the terms and conditions of this RFP and found no complication. We agree to provide the services according to the demand.	
Company Name and Address	
Signature of company representative	
Printed name of company representative	
Title	
Date	
Tel. No.	Fax No.
Email address	