

GOVERNMENT OF THE PUNJAB
Office of the Executive Director,
1. Punjab Council of the Arts,
53-Shadman II, Lahore.

PROFORMA TENDER ENQUIRY FOR LOCAL MADE AUDITORIUM CHAIRS AT FAISALABAD ARTS COUNCIL ON FREE DELIVERY TO CONSIGNEE BASIS SCHEDULE INVITATION TO TENDER

Tender No.

Date and time of Receipt: **02-09-2020 At 01:00 P.M**

Date and time of opening: **02-09-2020 At 01:30 P.M**

Delivery period: Within 30 days after issuance of supply order

Name and address of contractor to whom tender issued.

Note:- Please read the following note and instructions carefully:-

1. Any offer not received as per terms and conditions of the tender Enquiry is liable to be ignored. No offer shall be considered if:-

- i) **Bid Security** as per PPRA rules, bid security mentioned against each lot in the following table is required to be submitted along with bids in the shape of CDR.

Lot #	Description	Bid Security / CDR Amount
1.	Local made Auditorium Chairs for Faisalabad Arts Council	200,000/-

- ii) **Bid Validity:** a) Bids shall remain valid for a period of Ninety (90) days after opening of Technical Bid prescribed by the Procuring Agency. A bid valid for a shorter period shall be rejected by the Procuring Agency as non-responsive.

b) The Procuring Agency shall ordinarily be under an obligation to process and evaluate the bid within the stipulated bid validity period i.e., within fifteen (15) working days of **Technical Bids & Financial bids** However, under exceptional circumstances and for reasons to be recorded in writing, if an extension is considered necessary, all those who have submitted their bids shall be asked to extend their respective bid validity period. Such extension shall be for not more than the period equal to the period of the original bid validity.

- c) **Bidders who,**

- (i) Agree to the Procuring Agency's request for extension of bid validity period shall not be permitted to change the substance of their bids; and
- (ii) Do not agree to an extension of the bid validity period shall be allowed to withdraw their bids, if any.

- iii) Bid will be rejected if:

- a) It is received after the time and date fixed for its receipt;
- b) The tender is unsigned;
- c) The offer is ambiguous;

[Handwritten Signature]

- d) The offer is conditional;
 - e) The offer is from a firm black-listed or suspended with the Department.
 - f) The offer is received by telegram;
 - g) Offer received with shorter validity than required in tender enquiry; and
 - h) The offer is for store not conforming to specification indicated in the tender enquiry.
2. All tenders must be submitted in double cover. The outer cover should indicate the name of the addressee, tender number and date of opening but not be name of the firm which must appear in the inner envelope clearly mentioning tender number and name of the firm. The envelope must be properly sealed.
 3.
 - (a) If the acceptance of tender issued during the validity period of the offer is not accepted by the tender, the Bid Security shall be forfeited and the store purchased at his risk and expense.
 - (b) In case, the offer is withdrawn, amended or revised during the validity period of the offer, the Bid Security is liable to be forfeited.
 - (c) In case, the contractor fails to execute the contract strictly in accordance with the terms and conditions laid down in the contract at his risk and expenses.
 4. The buyer reserves the right to claim compensation for the loss caused by delay in the delivery of store.

SPECIAL INSTRUCTIONS

1. The store is required by the consignee within stipulated period / date mentioned in the contract. However, the tenderers are required to indicate their own guarantees earliest date by which the store will be supplied by them.
2. Tenders should be addressed to the **Executive Director, Punjab Council of the Arts, 53 Shadman II, and Lahore.**
3. Tenderers should quote their final rates both in words as well as in figures.
4. The successful tenderer may be required to furnish performance security deposit @ **10%** in the shape of deposit at Call in favour of "**the Executive Director, Punjab Council of the Arts**" within the period specified in Advance Acceptance of Tender, failing which repurchase shall be made at their risk and expense from the 2nd lowest.
5. Any conditional, ambiguous or called incomplete offer in any respect shall be ignored. No supplementary or revised offer after the opening of tenders shall be entertained.
6. Tenderers should supply the store in full quantity at the office of the Executive Director Punjab Council of the Arts, Lahore for inspection with the prior indication in writing to conduct the inspection of store; *whereas the store will be supplied at the consignee's end i.e. Executive Director Punjab Council of the Arts, Lahore or otherwise as per the instructions of Executive Director, Punjab Council of the Arts.*
7. Tenderers should specifically indicate their General Sales Tax, N.T.N, with Income-Tax Department and Professional Tax registered with the Central Excise Department (in case of local supplier/manufacturer).
8. Any erasing/cutting/crossing etc. appearing in the offer must be properly signed by the person, signing the tender. Moreover, all pages to the tender must also be properly signed. Offers with any over-writing shall in no circumstances be accepted.

Director

9. The quotation should be submitted on the basis of accounting unit specified in the invitation to Tender.
10. (a) A certificate should be given by the tenderers that they will be responsible for the free replacement of stores, if the same is found to be substandard and or at variance with the specification given in the tender enquiry. In case a similar store offered is at variance with the specification given in the tender enquiry, the tenderers must clearly identify variation in their offers. Store offered of a specification superior to the one specified in the tender enquiry shall however be acceptable.
- (b) In case indigenous store is offered as a store similar to that specified in the Tender Enquiry, the tenderers shall within seven days of the opening of the tender have the said stores, wherever, possible, pre-inspected by the Inspection Committee at their own cost.
- (c) Where offers have been invited for specified brands, offers for other brands shall not be acceptable.
11. Stores should be brand new and in original manufacturers packing.
12. **Bid Security as mentioned** of the total value of offered quantity in shape of call deposit in favour of **“the Executive Director, Punjab Council of the Arts, 53 Shadman II, Lahore.”** must be attached. However, Bid Security will be refunded to the unsuccessful tenderers after placing/accepting work order by the successful bidder.
13. **Bidding Procedure:**
- Single Stage – one envelope bidding procedure shall be applied:** (Tender must be submitted according to the Bidding Procedure of PPRRA under Punjab Procurement Rules, 2014 on **Single Stage one Envelope Bidding Procedure**).
- 13.1 the bid shall be a single package consisting of the financial and the technical proposals;
- 13.2 the procuring agency shall evaluate the technical proposal in the manner prescribed in advance, without reference to the price and shall reject any proposal which does not conform to the specified requirements;
- 13.3 during the technical evaluation no amendments in the technical proposal shall be permitted;
- 13.5 the lowest evaluated bidder shall be awarded the contract. ;the procuring agency shall evaluate the whole proposal in accordance with the evaluation criteria and the lowest evaluated bid shall be accepted.
14. Unloading and stacking charges at consignee's end will be borne by the supplier.
15. Each page of the tender documents i.e. tender form will be signed by the tenderer along with name and apex rubber stamp.
16. The contract as a whole should be governed by the terms and conditions as laid down in the Punjab Procurement Rules, 2014.
17. In case of store of imported origin;
- a) A certificate should be given by the tenderers that store shall be brand new and in the original packing of the manufacturer.
- b) A certificate should be given by the tenderers that they will be responsible for free replacement of store, if not found suitable for demand.



- c) Import documents shall be produced at the time of inspection to ensure that stores offered for inspection are imported, brand new and in the original packing of the manufacturer.
- d) The tenderer should undertake that the security may be forfeited if they fail to furnish the import documents at the time of inspection or to the purchase of store at their risk and expense.
- e) 100% payment will be allowed on receipt of inspected and accepted store by the consignee who shall issue the N.O.C. for payment to the authorized representative of the firm, duly receipted within a period of 10 days.
- f) The bidder will provide make & model (origin of the country) of each item and mentioned in proposal otherwise, proposal will not be accepted.
- g) The bidder will provide distributor certificate given by the principal/Company.
- h) Workshop for after sale services will arranged by successful bidder.
- i) The bidder will provide sample against the tender if procuring agency required.

18. Testing charges of sample / samples against the tender / advance bulk supplies will be borne by the tenderer / contractor irrespective of the result of the sample / samples.

19 Clarification of Bidding Documents

A prospective Bidder requiring any clarification of the bidding documents may notify the Procuring Agency in writing at the Procuring Agency's address indicated in the Invitation for Bids. The Procuring Agency shall respond in writing to any request for clarification of the bidding documents, which it receives not later than seven (07) days prior to the deadline for the submission of bids prescribed in the Invitation for Bids. Written copies of the Procuring Agency's response (including an explanation of the query but without identifying the source of inquiry) shall be sent to all prospective Bidders that have received the bidding documents.

20. Amendment of Bidding Documents

- a) At any time prior to the deadline for submission of bids, the Procuring Agency, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, may modify the bidding documents by amendment.
- b) All prospective Bidders that have received the bidding documents shall be notified of the amendment in writing or by phone, and shall be binding on them.
- c) In order to allow prospective Bidders reasonable time in which to take the amendment into account in preparing their bids, the Procuring Agency, at its discretion, may extend the deadline for the submission of bids. Amendment notice to that effect shall be communicated in the same manner as the original invitation to bid.

21. Corrupt or Fraudulent Practices

The Procuring Agency requires that all Bidders/ Suppliers/ Contractors observe the highest standard of ethics during the procurement and execution of such Contracts. In pursuance of this policy, the Procuring Agency:

- a. defines, for the purposes of this provision, the terms set forth below as follows

- I "corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in Contract execution; and
- II "fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a Contract to the detriment of the Procuring Agency, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Procuring Agency of the benefits of free and open competition;
- b shall reject a proposal for Award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the Contract in question; shall declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a Contract if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, a Contract.

22. Preparation of Bids

- a) **Language of Bid:** The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Procuring Agency shall be written in English. Supporting documents and printed literature furnished by the Bidder may be in another language provided they are accompanied by an accurate translation of the relevant passages in English, in which case, for purposes of interpretation of the Bid, the translation shall govern.
- b) **Bid Prices**
 - i) The Bidder shall indicate on the Price Schedule the unit prices and total Price of the goods, it proposes to supply under the Contract.
 - ii) Form for Price Schedule is to be filled in very carefully, and should be typed. Any alteration/ correction must be initialed. Every page is to be signed and stamped at the bottom. **Item Serial Number/ Bid Number** of the quoted item may be marked or highlighted with red/yellow marker.
 - iii) The Bidder should quote the prices of goods according to the technical specifications. The specifications of goods, different from the demand of enquiry and **few packaged items**, shall straightway be rejected.
 - iv) The Bidder is required to **offer competitive price**. *All prices must include relevant taxes and duties, where applicable*. If there is no mention of taxes, the offered/ quoted price shall be considered as **inclusive of all prevailing taxes/duties**. The benefit of exemption from or reduction in the GST or other taxes shall be passed on to the Procuring Agency.
 - v) Conditional or alternate model / offer shall also be considered as non-responsive Bidder.
 - vi) While tendering your quotation, the present trend/ inflation in the rate of goods and services in the market should be kept in mind. No request for increase in price due to market fluctuation in the cost of goods and services shall be entertained after the bid has been submitted.
- c) **Bid Currencies:** Prices shall be quoted in Pak Rupees.
 1. The envelopes shall then be sealed in an outer envelope. It should contain the tender name and its number.
 2. The inner and outer envelopes shall:



a) be addressed to the Procuring Agency at the address given in the Invitation for Bids and

b) bear the tender name and number indicated in the Invitation for Bids and shall be marked by the following sentence: **DO NOT OPEN BEFORE** to be completed with the time and the date specified in the invitation for Bid

3 The inner envelopes shall also indicate the name and address of the Bidder to enable the bid to be returned unopened in case it is declared as non-responsive or late

4 If the outer as well as inner envelope is not sealed and marked properly, the Procuring Agency shall assume no responsibility for the bid's misplacement or premature opening

23. Award of Contract

Acceptance of Bid and Award criteria

The Bidder with technically evaluated lowest financial bid, if not in conflict with any other law rules, regulations or policy of the Government, shall be awarded the Contract **The contract should be awarded on item basis.**

24. Procuring Agency's right to vary quantities at the time of Contract Award

The Competent Authority / Procuring Agency may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The Procuring Agency shall upon request communicate to any supplier or contractor who submitted a bid or proposal the grounds for its rejections of all bids or proposals, but is not required to justify those grounds

C E R T I F I C A T E

- i) We hereby confirm to have read carefully the description of stores and all the terms and conditions of tender enquiry for supply of _____ to the conditions as per tender enquiry in accordance with **Punjab Procurement Rules, 2014**, we agree to *abide by* all those instructions/ conditions.
- ii) We also hereby categorically confirm that the stores offered by us are exactly to the particulars and specifications as laid down in your tender enquiry in all respects.
- iii) The stores offered by us are of local/foreign origin.
- iv) We accept that if the required **Bid Security** is not furnished or our offer is found lacking in any of the requirements of tender enquiry, the competent authority has the right of rejection.
- v) We hereby confirm to adhere to the delivery period required in the tender enquiry as given in the contract and which will be strictly adhered. In case of delay we have bond to pay **2% of total bid amount per month as fine**.
- vi) Certified that the prices quoted to the Department, against Tender are not more than the prices charged from any other Purchasing Agencies in the country and in case of any discrepancy, the tenderer hereby undertakes to refund the price charged in excess.

Particulars of Goods / Specification	Quantity
Mentioned in the attached pages	

1. Delivery period offered _____
2. Name of Tenderer _____
3. Signature of Tenderer _____
4. Designation _____
5. Seal _____

WITNESS

Name _____ Signature _____

Full Address _____

Date _____

Signature

Bid Evaluation Criteria

checklist of Documents compulsory required from the Bidders for the Evaluation

Technical Proposals:

Below mentioned documents must be attached otherwise the bid will not be considered for evaluation

Evaluation of bids is based on laid down criteria to assess the technical and financial capability of a bidder on a quantitative scale for the proposed project or procurement.

The evaluation criterion has been carefully selected with reference to the particular procurement

Sr. No.	Description	Max Point
1	Company/Firm/ profile	Mandatory
2(a)	Sales tax registration certificate	Mandatory
2(b)	Income tax registration certificate	Mandatory
3	Proof of being financially sound in the form of bank statements (No older than 6 months)	Mandatory
4	List of clients: Government / Non-Government (Attached 2 years work orders 2019-2020)	Mandatory
5	Certificate of Non-litigation and Blacklisting Certificate on stamp paper (Performa attached) in bidding documents	Mandatory
6	Active in relevant business	Mandatory

1. Technical Bid Evaluation

Technical Proposals must have required documents as mentioned above otherwise bid will be rejected.

Note: Each of the bidders shall have to provide all documents for further consideration in the evaluation process.

2. Financial Bid Evaluation

The lowest responsive bidder amongst the technically qualified bidders will be considered for award of contract.

TENDER FORM FOR FINANCIAL BID

From _____
To _____
Dear Sir,

With reference to your tender enquiry published in newspapers / PPRa Department websites bearing Tender No. _____ due for opening on _____ we hereby offer to supply the following goods at the price quoted against respective items, in accordance with the specifications, terms and conditions contained in bidding document. A bank draft/pay order/call at deposit amounting to Rs _____ on account of Bid Security is enclosed.

Item #	Description	Unit price in Pak rupees including sales tax if any.	Qty.	Total price in Pak Rupees.
01	Local made Auditorium Chairs for Faisalabad Arts Council Pipe for leg 10"x2"x1 1/2" (16 gauge) Attached leg foot pati 10"x2" 1/2 Side box pipe 1"x2" 1/2X (13" 1/2x 17") (18 gauge) Side seat Kalam 2"x1" 1/2 (12 gauge) Seat iron draw with three grille 18"x19" (23 gauge) Back iron draw size 24"x20" (23 gauge) Seat diamond foam Rahat foam 3"x18"x18" Back diamond foam Galaxy 2"x26"x20" 1/2 dia pipe 24 G Lang shaft with M.S Rod 3/8" thick with nuts Arm wood Kicker with polish 18" 1/2x 3"x7/8" Back wooden Kicker 24"x20" Sear wooden Kicker 17" 1/2, x20" Provision and installation at site Maroon cloth dabi khaddar/bannu cotton Powder coating to chairs		500	
Total Price in figure and words				

Signature _____ Date _____ Place _____

Name _____ Designation _____

Telephone No. _____ Fax No. _____ E-mail _____

GST No. _____ NTN No. _____

Company Seal _____



PERFORMA FOR CERTIFICATE OF NON-LITIGATION AND BLACKLISTING

UNDERTAKING

It is certified that M/S _____ having NTN No _____ solemnly undertake/declare that company is not involved in any litigation and is also not blacklisted in any department/agency/autonomous body from Government of Pakistan.

Name of the Owner: _____

CNIC: _____

Official Stamp _____

Cell. No _____

Signature