

BIDDING DOCUMENTS

BID REFERENCE NO: PF&F/T-3/21

PROCUREMENT OF FURNITURE AND FIXTURES FOR THE FINANCIAL YEAR 2021-22



PUNJAB CURRICULUM AND TEXTBOOK BOARD

21/E-II, GULBERG-III, LAHORE

Tel: +924299230672-76 Fax 99230679

INVITATION FOR BIDS

Punjab Curriculum and Textbook Board (PCBT) invite sealed bids from eligible bidders for procurement of furniture and fixtures for the Financial Year 2021-22.

1. Interested eligible bidders may get the bidding documents from the Deputy Secretary (Estate) PCBT on submission of written application on payment of non refundable fee of Rs.1000/-(one thousand only), however, a copy of Bidding Documents is also available on websites www.ppra.punjab.gov.pk & www.pcbt.punjab.gov.pk.
2. Bidding shall be conducted through Single Stage Two Envelope Bidding Procedure as per Rule-38(2)(a) of PPRA, Rules, 2014. The envelopes shall be marked as "TECHNICAL PROPOSAL" and "FINANCIAL PROPOSAL" in bold and legible letters in separate envelopes.
3. Sealed bids are required to be submitted by interested bidders on 4th November, **2021 (Thursday) by 11:00 AM** with a 2% Bid Security of estimated cost as mentioned in Bidding Documents in shape of CDR/ Bank Guarantee in the name of Punjab Curriculum and Textbook Board, Lahore to be enclosed original with the Financial Bid and copy with Technical Bid.
4. The Bids received till the stipulated date & time shall be opened publicly on the same date at **11:30 AM in the Committee Room of PCTB** in the presence of Bidders / representative who choose to attend.
5. In case the date of opening is declared as a public holiday by the Government or non-working day due to any reason, the next official working day shall be deemed to be the date of submission and opening of bid accordingly. The time and venue shall remain the same.
6. The Procuring Agency reserves the right to cancel the selection process and reject all Proposals, at any time prior to the Award of Contract, without thereby incurring any liability in this regard.

Note: The procurement shall be governed by the Punjab Procurement Rules, 2014(Amended)

DIRECTOR (ADMINISTRATION)
PUNJAB CURRICULAM AND TEXTBOOK BOARD (PCBT)
21/E-II GULBERG, LAHORE
Tel +924299230672-76

BID DATA SHEET

Description	Detail
Tender Price	Rs.1,000/- (Non- refundable)
Language of bid	English or Urdu
Currency	Pak Rupees
Bidding Method	Single Stage Two Envelope Bidding Procedure as per Rule-38(2)(a) of PPRA, Rules, 2014.
Response Time	15 days after the publication of advertisement
Bid Security	02% of total Estimated Cost in shape of a Bank Guarantee / CDR
Submission of Bids (Date, Time & Venue)	on 4 th November, 2021 (Thursday) by 11:00 AM in the Committee Room of the PCTB, Lahore
Opening of Technical Proposals (Date, Time & Venue)	on 4 th November, 2021 (Thursday) by 11:30 AM in the Committee Room of the PCTB, Lahore
Opening of Financial Bids (Date, Time & Venue)	The Financial Bids of only Technically responsive Bidders will be opened, on a date, time and venue announced and communicated to the Bidders.
Bid validity period	180 days
Contract period	01 year w.e.f. from the date of signing of contract
Performance Security	10% of the total amount in the shape of Bank Guarantee / CDR from any Scheduled Bank operate in PK
Address for communication:	DIRECTOR (ADMINISTRATION) PUNJAB CURRICULAM AND TEXTBOOK BOARD (PCBT) 21/E-II GULBERG, LAHORE Tel +924299230672-76

INSTRUCTIONS TO BIDDER

1. A Bidder/ Service Provider shall be a legally registered entity with the formal intent to enter into an agreement.
 - 1.1 The bidder must be an active Taxpayer, both in Income Tax and General Sales Tax with documentary proof shall have to be provided by bidder(s).
 - 1.2 A Bidder who is barred/ blacklisted or disqualified either by any Government/ Department/ Agency/ Authority would not be eligible to submit the Bid. The Bidder will submit an affidavit on stamp paper of Rs. 100/-.
 - 1.3 The bidder shall provide all information required in the bidding documents and documents to substantiate its claim for eligibility.
 - 1.4 Currency in Pak Rupees.
2. **Submission of Bids**

The bidders shall submit Technical and Financial Bids in separate sealed envelopes in one sealed envelope on or before 9th November, **2021 (Monday)** by **11:00 AM in the** office of Deputy Secretary (Estate) Punjab Curriculum and Textbook Board, Lahore.
3. **Opening of Bids**

The Bids received till the stipulated date & time shall be opened publicly on the same date at **11:30 AM in the Committee Room of PCTB** in the presence of bidders / representative who choose to attend.
4. **Bid Validity Period**

The offer must be valid for **180 Days** from the last date of submission of bids.
5. **Amendment in Bidding Documents**

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. Such amendment/response shall be uploaded on the website of procuring agency or sent to all prospective Bidders that have received the bidding documents, and shall be binding on them .
6. **Opening of Financial Bid**

After the evaluation and approval of the Technical Proposal, the procuring agency, shall at a time within in bid validity period, publicly open the financial proposals of the technically responsive bidders, on a time, date and venue announced and communicated to the bidders in advance in the presence of the bidders or their representatives. The Financial Bids of the technically non-responsive bidders shall be returned unopened to the respective bidders.
7. **Quoted Prices**

- 7.1 The quoted prices shall be treated as firm and final in Pak Rupees.
- 7.2 The Bidder shall indicate on the Price Schedule the Unit Prices and Total Price including all applicable taxes.
- 7.3 Price Schedule to be filled in very carefully and should be typed. Any alteration/ correction must be initialled.
- 7.4 Every page is to be signed and stamped by the bidder at the bottom.
- 7.5 Financial Bid should be prepared using the format of Price Schedule / Financial Bid. Financial bids only the technically qualified/ responsive bidders will be opened after due notification and procedure as laid down in PPRA rules.

8. **Conditional Documents**

Conditional discounts shall not be considered in evaluation.

9. **Bid Security.**

- 9.1 02% of total Estimated Cost of **Rs.3,000,000/-** which comes to **Rs.60,000/-** In shape of a Bank Guarantee / CDR in the name of Punjab Curriculum and Textbook Board, Lahore to be enclosed original with the Financial Bid and copy with Technical Bid
- 9.2 The Bid Security of unsuccessful bidders will be returned after signing of contract with the lowest bidder.

10 **Bidding Method**

As per rule 38 2(a) of PPR, 2014 (amended) Single Stage Two Envelopes Bidding Procedure.

11 **Rejection of Bids**

The procuring agency may reject all bids or proposals at any time prior to the acceptance of a bid or proposal as per Rule 35 of PPR, 2014 (amended)

12 **Opening and Evaluation of Bids**

12.1 **Technical Bid Opening and Evaluation**

The Procuring Agency shall initially open only the envelopes marked "TECHNICAL PROPOSAL" in the presence of Bidders' representatives who choose to attend, at the time, on the date, and at the place specified in the Invitation to Bids. The Bidders' representatives who are present shall sign the Attendance Sheet as evidence of their attendance. However, the envelope marked as "FINANCIAL PROPOSAL" shall remain unopened and be retained in safe custody of the Procuring Agency till completion of the evaluation process.

- 12.2 The Technical Evaluation of the bid shall be according to the evaluation criteria given in

Knockdown Technical Evaluation Criteria. All compliance certificates need to be submitted with the technical bid along with all lists and other requirements with proofs.

12.3 Financial Evaluation

The Financial Evaluation of the bid shall be according to the financial evaluation as given in Price Schedule / Financial Bid.

12.4 Incomplete bids shall stand rejected.

13. Redressal of Grievances

13.1 The Procuring Agency shall constitute a committee, according to Rule 67 of Punjab Procurements Rules 2014, comprising odd number of persons, with proper powers and authorizations, to address the complaints of bidders that may occur prior to the entry into force of the procurement contract

13.2 Any bidder feeling aggrieved by any act of the Procuring Agency after the submission of his bid may lodge a written complaint concerning his grievances not later than **ten (10)** days after the announcement of the bid evaluation report.

13.3 The committee shall investigate and decide upon the complaint within **fifteen (15)** days of the receipt of the complaint.

13.4 Mere fact of lodging of a complaint shall not warrant suspension of the procurement process.

14. Award of Contract

14.1 Acceptance of Bid and Award criteria

The Bidder with technically evaluated lowest financial bid, if not in conflict with any other law, rules & regulations, policy of the Government shall be awarded the Contract, within the original or extended period of bid validity for complete package/Tender.

14.2 Quantity of an Item

The Procuring Agency reserves the right at the time of Contract award to increase the quantity of goods (15% as repeat order) originally specified in the Price Schedule and Schedule of Requirements without any change in unit price or other terms & conditions.

14.3 Limitations on Negotiations

Save as otherwise provided there shall be no negotiations with the bidder having submitted the lowest evaluated bid or with any other bidder: provided that the extent of the negotiation permissible shall be subject to the regulations issued by the Punjab Procurement Regulatory Authority and its subsequent amendments, if any.

14.4 Notification of Award

Prior to the expiration of the period of bid validity, the Procuring Agency shall notify the successful Bidder in writing that its bid has been accepted.

14.5 Signing of Contract

The Procuring Agency will issue the Notification of Award/Advance Acceptance of Tender (AAT). The firm will submit the required Performance Guarantee within 10 (Ten) Days after issuance of AAT. After receipt of Performance Guarantee (having validity equivalent to 01 year) and Stamp Duty, the Procuring Agency and successful bidder shall sign and date the formal Contract. Further, mechanism is provided in Bid Data Sheet regarding type & execution of the Contract.

- 14.6** If the successful Bidder shows inability to sign the Contract or fail to deposit Performance Guarantee & Stamp Duty etc., then their Bid Security/ Contract Security to the extent of proportionate percentage shall be forfeited and the firm shall be blacklisted minimum for three years for future participation. In such situation, the Procuring Agency may make the Award to the next lowest evaluated Bidder or call for re-bidding.
- 14.7** The contract is to be made on stamp paper worth of Rs. @ 25 paisa per every one hundred rupees of the total value of the contract, under prevailing clauses of Stamp Act 1899.
- 14.8** The Agreement contract shall be valid for **one (01) year** from the date of signing of contract.
- 14.9** The enforcement of the Contract shall be governed by Rule 63 of Punjab Procurement Rules-2014.

15 Performance Security

The successful bidder shall furnish a Performance Security in the shape of Bank Guarantee / CDR from any scheduled bank operating in Pakistan equivalent to **10% of the total annual Contract amount**, with annual validity period before the signing of the contract.

16. Payment Method

The payment will be made to vendor within 30(thirty days) after completion of 100% delivery of work order and inspection of said items.

17 Force Majeure

- 17.1.** The Supplier shall not be liable for forfeiture of its Performance Guaranty, or termination/ blacklisting for default if and to the extent that it's delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure. For the purposes of this clause Force Majeure means an act of God or an event beyond the control of the Supplier and not involving the Supplier's fault or negligence directly or indirectly purporting to mis-planning, mismanagement and/or lack of foresight to handle the situation. Such events may include but are not restricted to acts of the Purchaser in its sovereign capacity, wars or revolutions, fires, floods, earthquakes, strikes, epidemics, quarantine restrictions and freight embargoes.
- 17.2** If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing with sufficient and valid evidence of such condition and the cause thereof. The Purchaser shall examine the merits of the case and all reasonable alternative means for completion of purchase order under the Contract and inform the Supplier of its findings promptly.

17.3 Unless Purchaser informs the Supplier in writing of its agreement on the application of force majeure, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical and shall seek reasonable alternative means for performance not prevented by the Force Majeure event.

18. Supplies / Penalties Schedule

Mode of penalty	Delivery Period
Without Penalty	Within 20 Days after Issuance of Purchase Order.

18.1 In case of late delivery of goods beyond the periods specified in supplies/penalty Schedule, a penalty of Rs.5000/-per day shall be imposed upon the Supplier and the amount of penalty does not exceed the total values of work order amount.

18.2 The Supplier shall borne all expenses in connection with delivery of goods.

19. Arbitration and Resolution of Disputes

19.1 The Procuring Agency and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.

19.2 If, after thirty (30) days from the commencement of such informal negotiations, the Procuring Agency and the Supplier have been unable to resolve amicably a Contract dispute, either party may require that the dispute be referred to the Arbitrator for resolution through arbitration.

19.3 In case of any dispute concerning the interpretation and/or application of this Contract shall be settled through arbitration. The arbitrator will be appointed.

19.4 Mutual consent of both the parties. The decisions of the Arbitrator shall be final and binding on the Parties.

20 Subcontracts

The Supplier shall not be allowed to sublet the job and award subcontracts under this Contract.

KNOCK DOWN TECHNICAL EVALUATION CRITERIA

Failure to comply with any parameter of knock down criteria will result in disqualification of bidder.

Sr. No.	PARAMETERS	DOCUMENTSREQUIRED	COMPLIANCE STATUS (Yes/No)
01	Original receipt of Purchase of tender	Original receipt for purchase of bidding document attach with technical bid	
02	2% Bid Security of Estimated Cost	Copy with technical bid and original With financial bid	
03	Nationality/Identity	CNIC copy of CEO/Owner	
04	NTN/ GST and ATL	The bidder must provide the NTN & GST registration certificate and proof of enlistment on the Active Tax Payer List (ATL) available on Federal Broad of Revenue(FBR) Website from last (2)two years	
05	Financial Capability of Firm	The firm shall provide minimum 5 (five) million Annual Sales Turnover/Gross Revenue of Financial Year 2020-2021 in form of FBR Tax Returns with summary	
06	Acceptance of terms and conditions of Bidding Documents	The firm will submit an affidavit on judicial stamp paper of Rs.100/-that all terms and conditions as mentioned in Bidding Documents are accepted.	
07	Specific experience of firm	Supplier having at least 2 (two) years Supply Experience in Public organizations. (The Supplier shall submit at least 5 (five) Purchase Order/ contract similar products of public organization as evidence	
08	Provision of black listing certificate	Under taking on judicial stamp paper of Rs.100/-The firm is neither blacklisted/debarred by any Federal& Provincial or any autonomist body/Attach department.	
09	Professional tax certificate	Payment of professional tax for the financial year 2020-2021	
10	Audit Report	The bidder will submit last two years	

		audit report (2019-2020 and 2020-2021).	
11	Provision of samples	The Bidder shall quote / Offer rates of all items and shall have to present the samples of the quoted product along with technical bids for its evaluation of technical specification.	

Sign: _____

Designation: _____

Stamp: _____

PRICE SHEDULE / FINANCIAL BID

The Bidders are required to submit its profile

Registered Office	
Address	
Office Telephone Number	
Fax Number & E-mail	
Authorized Person	
Name	
Personal Telephone Number	
Email Ad	

BREAKDOWN OF COST

Sr No	Name of Items	Unit/Qty	Unit price (including all taxes)	Total price(including all taxes)	List of total quantises attach at Annex
					A

Sign: _____

Designation: _____

Stamp: _____

DRAFT CONTRACT

PROCUREMENT OF FURNITURE AND FIXTURES

FOR THE FINANCIAL YEAR 2021-22



PUNJAB CURRICULUM AND TEXTBOOK BOARD

21/E-II, GULBERG-III, LAHORE

Tel: +924299230672-76 Fax 99230679

AND

VENDOR

Form of Contract

[letterhead paper of the Procuring Agency]

This CONTRACT (hereinafter called the "Contract") is made the *[day]* day of the month of *[month]*, *[year]*, between, on the one hand, *[name of Procuring Agency and related parties]* (hereinafter called the "Procuring agency") on the other hand, *[name of Bidder]* (hereinafter called the "Bidder").

[Note: *In the text below text in brackets is optional; all notes should be deleted in final text. If the Service Provider consist of more than one entity, the above should be partially amended to read as follows: "...(hereinafter called the "Procuring agency") and, on the other hand, a joint venture consisting of the following entities, each of which will be jointly and severally liable to the Procuring agency for all the Bidder's obligations under this Contract, namely, *[name of Bidder]* and *[name of Bidder]* (hereinafter called the "Service Provider").]*

WHEREAS

NOW THEREFORE the parties hereto hereby agree as follows:

1. The following documents shall be deemed to form and be read and construed as part of this Agreement, and the priority of the documents shall be as follows:

- (a) the Letter of Acceptance;
- (b) the Special Conditions of Contract;
- (c) the General Conditions of Contract;
- (d) the Scope of Services;
- (e) Performance Specifications and Drawings;
- (f) Annexures; and
- (g) the Service Provider's Proposal.
- (h) All clauses of Bidding Documents.

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written
For and on behalf of *[name of Procuring agency]*

[Authorized Representative]

For and on behalf of *[name of Service Provider]*

[Authorized Representative]

[Note: *If the Service Provider consists of more than one entity, all these entities should appear as signatories, e.g., in the following manner:]*

For and on behalf of each of the Members of the Service Provider

[name of member]

[Authorized Representative]

[name of member]

[Authorized Representative]

LIST OF FURNITURE & FIXTURE

Sr. No.	Name of Item	Specifications / Make	Total Qty	Unit Cost (inclusive taxes)	Total Amount (inclusive taxes)
1	Executive revolving Chair	Size: 680 W : 500 D: 1185 H (mm) 1800 Reclining designed in PU Leather rexine adjustable (Gas Lift) Tilting Mechanism with position lock chromed base 360 Rotation Lumbar Back Support	02		
2	Executive Officer Revolving Chair (imported)	Mode special seats and Back Net High Back & Head Relax adjustable (Gas Lift) Tilting Mechanism with position lock chromed base 360 Rotation Lumbar Back Support	05		
3	Executive Computer Revolving Chair (imported)	Mode special seats and Back Net Medium Back adjustable (Gas Lift) Tilting Mechanism with position lock chromed base 360 Rotation Lumbar Back Support	21		
4	Executive Table	Size: 1524 W x 915 D x 760 H (mm) / different sizes Material: Ash solid Wood, chipboard & mdf deco paint and antic Polish Finish Structure made of chipboard and mdf pressed & leatherier wrapped on top particle board + Ash solid wood 3" boarder at top edges and 1" gola framing on front and 3 draws with SS railing & handles & locking system.	13		
5	Staff Table	Size: 1220 W x 760 D x 760 H (mm) / different sizes Material: Ash solid Wood, chipboard & mdf deco paint and antic Polish Finish Structure made of chipboard and mdf pressed & leatherier wrapped on top particle board + Ash solid wood 3" boarder at top edges and 1" gola framing on front and 3 draws with SS railing & handles & locking system.	11		
7	Visitors Chair	Size: 546 W : 521 H : 775 (mm) Material: Ash / Oak – Wood / Veneer Polish Finish Structure made of solid wood upholstered with best quality foam & leatherier, polish finish	19		
9	Side Rack	Size: 1220 W x 610 D x 760 (mm) Material: Ash solid Wood, chipboard & mdf deco paint and antic Polish Finish Structure made of chipboard and mdf pressed & leatherier wrapped on top particle board + Ash solid wood 3" boarder at top edges and 1" gola framing on front and 1 draws with SS railing & handle & locking system.	07		
10	Glass for Table	08 mm thick glass for table with grinding and polishing of edges. Size : 5'x2'-6"	13		
		08 mm thick glass for table with grinding and polishing of edges. Size : 4'x2'-6"	11		
11	File Wooden Cabinet / Almirah	Providing and fixing wooden box type wardrobe 22" (550 mm) deep including ¾" (20 mm) thick chipboard lamination boxing with shelves and ¾" mdf lamination for shatter and drawers, brass fittings, locking arrangements, handles, internal bolts, etc.	1045 sft		
TOTAL					