



**Information Science & Technology Department
Government of Sindh**

SUPPLY OF FURNITURE & FIXTURE

www.sindh.gov.pk

February, 2018

Note: *The bidder is expected to examine the Bidding Documents, including all instructions, forms, terms, specifications and charts / drawings. Failure to furnish all information required by the Bidding documents or submission of a Bid not substantially responsive to the Bidding Documents in every respect would result in the rejection of the Bid.*

Table of Contents

| | |
|---|--------------|
| ARTICLE I.DEFINITIONS | 4 |
| ARTICLE II. INVITATION TO BID..... | 5-6 |
| ARTICLE III.BID FORM..... | 7 |
| ARTICLE IV.BID SECURITY FORM | 8 |
| ARTICLE V.PERFORMANCE SECURITY FORM | 9 |
| ARTICLE VI.GENERAL TERMS & CONDITIONS | 10-11 |
| ARTICLE VII.DELIVERY TIME AND PAYMENT MODE..... | 12 |
| 20 WEEKS AFTER ISSUANCE OF PURCHASE ORDER..... | 12 |
| ABILITY TO PROVIDE AFTER SALES SUPPORT. | 12 |
| ARTICLE VIII. SELECTION CRITERIA..... | 13 |
| INSTRUCTIONS FOR RESPONDING ORGANIZATIONS..... | 13 |
| MODE OF DELIVERY AND ADDRESS..... | 13 |
| SUBMISSION OF PROPOSAL | 13 |
| OPENING OF PROPOSALS | 13 |
| ARTICLE IX. EVALUATION AND COMPARISON OF TECHNICAL AND FINANCIALBIDS | 14 |
| BASIS OF EVALUATION AND COMPARISON OF BID | 14 |
| PRELIMINARY EVALUATION CHECKLIST | 14 |
| Special Instruction..... | 15 |
| ARTICLE X. SCOPE OF WORK..... | 16 |
| ARTICLE XI. DETAIL SPECIFICATION AND DISTRIBUTION | 16 |

ARTICLE I. DEFINITIONS

In this Contract, the following terms shall be interpreted as indicated:

"Commencement Date of the Contract" means the date of signing of the Contract between the Purchaser and the Contractor.

"Contract" means the agreement entered into between the Purchaser and the Contractor, as recorded in the Contract Form signed by the parties, including all Schedules and Attachments thereto and all documents incorporated by reference therein.

"Contract Price" means the price payable to the Contractor under the Contract for the full and proper performance of its contractual obligations.

"Contractor" means the individual or firm whose bid has been accepted by the Purchaser and the legal successors, in title to the Contractor.

"Contract Value" means that portion of the Contract Price adjusted to give effect to such additions or deductions as are provided for in the Contract, which is properly apportionable to the Software or Services in question.

"Purchaser" means the Information Science & Technology Department, Government of the Sindh, Karachi - Pakistan.

"Services" means services, such as testing, training and other such obligations of the Contractor covered under the Contract.

"Works" means all Software / Hardware and Networking to be provided and services to be rendered & work to be done by the Contractor under the Contract.

ARTICLE II. INVITATION TO BID

Information Science & Technology Department Government of the Sindh (hereinafter referred to as Purchaser), invites sealed bids from eligible bidders for the **"Supply of Furniture & Fixture, for the "Information, Science & Technology Department"**

1. Tender Bids in sealed envelopes as per information are required. Interesting bidders applying for bids should submit single envelope bidding process containing financial proposal & required information. The interested bidder must have valid NTN also. Only Income Tax and Sales Tax registered firms are eligible to participate.
2. The bidder must quote for the complete specification. The uncompleted bid shall be rejected as non-responsive.
3. The bidder must bid for the complete package. Bidding for individual items will be rejected as non-responsive.
4. All bids received will be opened and evaluated in the manner prescribed in the evaluation criteria of bidding documents.
5. Interested eligible bidders will obtain further information on the bid and inspect the bidding documents at the office of Section Officer (General), Information Science & Technology Department, Government of Sindh, 1st Floor, Building No. 6, Sindh Secretariat, Shahrah-e- Kamal Ataturk, Karachi, Tel: 021-99213811 Fax: +92-21-99214-14. From the date of advertisement during office Hour, i.e. from 9:00 am to 5:00 pm on payment of document fee of Rs.500/- in the form of pay order/Demand Draft in favor of Information Science & Technology Department, Government of Sindh. The Bidding documents can also be download from the website of SPPRA, in which case document fee may be submitted along with the bid. Only the bids submitted with the document fee or proof of payment thereof will be considered as eligible for participating in the bidding process.
6. All bids must be accompanied by an earnest money (2.0%) of total bid amount, and must be accompanied with the financial offer. Bid without bid security of required amount and prescribed form shall be rejected.
7. Information Science & Technology Department Government of the Sindh will not be responsible for any costs or expenses incurred by bidders in connection with the preparation or delivery of bids.
8. The Bid prices and rates are fixed during currency of contract and under no circumstance shall any contractor be entitled to claim enhanced rates for any item in this contract.
9. Bidders shall submit Bids, which comply with the Bidding Documents. Alternative Bids will not be considered. The attention of bidders is drawn to the provisions of Clause on "Determination of Responsiveness of Bid" regarding the rejection of Bids, which are not substantially responsive to the requirements of the Bidding Documents.
10. The Procuring Agency shall have right of rejecting all or any of the tenders as per provisions of SPPRA Rules 2010 (Amended 2017).
11. All prices quoted must include any Taxes applicable, such as Income Tax, Sales Tax etc. If not specifically mentioned in the Quotation, then it will be presumed that the prices include all the taxes.

12. Execution/installation of all the components of the Bid will be at locations of Karachi as per the decision of IS&T Dept. Government of Sindh at the time of deployment.
13. The following shall result in blacklisting of suppliers, contractors, or contractor individually or collectively as part of consortium:
 - (i) Conviction for fraud, corruption, criminal misappropriation, theft forgery, bribery or any other criminal offence;
 - (ii) Final decision by a court or tribunal of competent jurisdiction that the contractor or supplier is guilty of tax evasion.
14. Failure to Complete the Task within the stipulated time period will invoke penalty of 0.025% of the total cost per day. In addition to that, Security Deposit (CDR) amount will be forfeited and the company will not be allowed to participate in future tenders as well.

**Additional Chief Secretary
Information Science & Technology Department
Government of Sindh**

ARTICLE III. BID FORM

To:
Information Science & Technology Department
Government of Sindh
Karachi

Sir:

Having examined the bidding documents, the receipt of which is hereby duly acknowledge, for the above Contract, we, the undersigned, offer to supply, deliver, test and impart training in conformity with the said bidding documents for the Total Bid Price.

Pak Rupees (in figures _____ in words _____)

or such other sums as may be ascertained in accordance with the Price Schedule attached hereto and made part of this Bid.

We undertake, if our Bid is accepted, to complete the Works in accordance with the Contract.

If our Bid is accepted, we will provide the performance security in the sum equivalent to equal to 10% of the Contract Price in case of Registered Firms and 12.5% in case of un-registered firms, for the due performance Guarantee of the Contract.

We agree to abide by this Bid for the period of ninety (90) days from the date fixed for bid opening of the Instructions to Bidders, and it shall remain binding upon us and May be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof in your Notification of Contract Award, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest-priced or any Bid that you May receive.

Dated this-----day of -----2018

BIDDER-----

WITNESS

Signature -----

Signature -----

Name-----

Name -----

Title:-----

Title-----

Address.-----

Address-----

ARTICLE IV. BID SECURITY FORM

WHEREAS----- (hereinafter called "**the Bidder**") has submitted its bid dated ----- for the "**Supply of Furniture& Fixture**" for the "**Information, Science & Technology Department**") (hereinafter called "**the Bid**").

KNOW ALL MEN by these presents that We ----- (Name of Bank) of ----- (Name of Country) having our registered office at ----- (address of Bank) hereinafter called "**the Bank**") are bound into the Information Science & Technology Department, Government of Sindh, Karachi, Pakistan (hereinafter called "**the Purchaser**") in the sum of -----, for which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns, by these presents.

Sealed with the Common Seal of the Bank this ----- day of -----, 2018

THE CONDITIONS of this obligation are:

1. If the Bidder withdraws its Bid during the period of bid validity specified by the Bidder on the Bid Form; or
2. If the Bidder does not accept the corrections of his Total Bid Price; or
3. If the Bidder, having been notified of the acceptance of its Bid by the Purchaser during the period of bid validity:
4. Fails or refuses to furnish the performance security, in accordance with the Instructions to Bidders; or
5. Fails or refuses to execute the Contract Form, when requested. or

We undertake to pay to the Purchaser up to the above amount, according to, and upon receipt of, its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both or all the three above stated conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to -----2018, the period of bid validity, and any demand in respect thereof should reach the Bank not later than such date.

(NAME OF BANK)

By-----

(Title)

Authorized Representative

ARTICLE V. PERFORMANCE SECURITY FORM

To,

Information, Science & Technology Department
Government of Sindh
Karachi-Pakistan

WHEREAS (Name of the Contractor)

Hereinafter called "the Contractor" has undertaken, in pursuance of the bid for the
"Supply of Furniture & Fixture for Information, Science & Technology
Department)" dated _____ 2018, (hereinafter called "the Contract").

AND WHEREAS it has been stipulated by you in the Contract that the Contractor shall furnish you with a bank guarantee by a recognized bank for the sum specified therein as security for compliance with the Contractor's performance obligations in accordance with the Contract;

AND WHEREAS we have agreed to give the Contractor a Guarantee:

THEREFORE WE hereby affirm that we are Guarantor and responsible to you, on behalf of the Contractor, up to a total of _____ (Amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the Contractor to be in default under the Contract, and without cavil or argument, any sum or sums as specified by you, within the limits of _____ (Amount of Guarantee) as aforesaid without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until _____ day of _____, 2018, or twenty-eight (28) days of the issue of the Defects Liability Expiry Certificate, whichever is later.

[NAME OF GUARANTOR]

Signature _____

Name _____

Title _____

Address _____

Seal _____

ARTICLE VI. GENERAL TERMS & CONDITIONS

1. Bids not confirming to the terms, conditions and specifications stipulated in this RFP will be rejected.
2. Proposal after due date and time will not be accepted for any reason. Proposal must not be sent by facsimile or email. Such submission will not be accepted for any reason.
3. Bid / Proposal shall comprise one Single Stage envelope containing the technical & Financial proposal and required information mentioned below;
 - a- Relevant experience;
 - b- Turn-over of at least last three year;
 - c- Registration with income Tax, Sale Tax & Provisional Sales Tax (SRB);
 - d- Bid Security;
 - e- Documents Fee/ Tender Fee (Non Refundable);
 - f- Affidavit that the firm is not blacklisted;
 - g- Any other information as required under the Evaluation Criteria of this bidding documents;
4. The bidder must bid for the complete package. Bidding for individual items will be reject as non-responsive.
5. All bids received will be opened and evaluated in the manner prescribed in the evaluation criteria of bidding documents.
- 7 **Bid Security**

A bid security, in the shape of a Bank Draft/Pay Order in favor of Section Officer (General), Information Technology Department, Government of Sindh, equivalent to 2.0% of the total cost of bid should be submitted along with the tender.
- 8 **Performance Security**

Performance Security in shape Bank Draft/Pay order/Bank Guarantee in favor of Information Technology Department, Govt. of Sindh at 10% of the total bid may be submitted by the successful bidder after issuance the work order.
- 9 **Validity of the proposal**

All proposal and price shall remain valid for a period of 90 days from the closing date of the submission of the proposal. However, the responding organization is encouraged to state a longer period of validity for the proposal.
- 10 **Currency**

All currency in the proposal shall be quoted in Pakistani Rupees (PKR). The Bid prices and rates are fixed during currency of contract and under no circumstance shall any contractor be entitled to claim enhanced rates for any item in this contract.
- 11 **Withholding Tax, Sales Tax and other Taxes**

The responding organization is hereby informed that the Government shall deduct tax at the rate prescribed under the tax laws of Pakistan, from all payments for services rendered by any responding organization who signs a contract with the Government. The responding organization will be responsible for all taxes on transactions and/or income, which May be levied by government. If responding organization is exempted from any specific taxes, then it is requested to provide the relevant documents with the proposal.

12. Financial Capabilities

The RO(s) shall describe the financial position of its organization. Income Statement or Annual Report should be included in the detailed Technical proposal.

13. Penalty Clause

1. It is utmost importance that schedule to tender should be filled in very carefully and the instructions set forth above, scrupulously complied with failing which the offer will be ignored. In case of non-completion of supply within stipulated period Earnest Money will be forfeited in favor of the Information Science & Technology Department Sindh, Karachi.
2. An affidavit that the firm has not been entangled in litigation with any client during the last 5 years.
3. An affidavit that the firm has never been blacklisted by any Government Department.
4. Liquidated damages of 0.025% per day of the contract price per day will be deducted for delayed delivery of Software and Services.

18. JOINT VENTURES

Bids can be submitted by a joint venture of two or more companies or partners but shall comply with the following requirements:

- a) The Bid, and in case of successful Bid, the Contract form, shall be signed by all so as to be legally binding on all the partners;
- b) One of the partners shall be authorized to be In-charge; and this authority shall be evidenced by submitting a power of attorney signed by legally authorized signatories of all the partners;
- c) The partner In-charge shall be authorized to incur liabilities, receive payments and receive instructions for and on behalf of any or all partners of the joint venture;
- d) all partners of the joint venture shall be liable jointly and severally for the executing of the Contract in accordance with the Contract terms, and a relevant statement to this effect shall be included in the authorization mentioned under (b) above as well as in the Bid Form and the Form of Agreement (in case of a successful Bid); and

A copy of the agreement entered into by the joint venture partners shall be submitted with the Bid.

ARTICLE VII. DELIVERY TIME AND PAYMENT MODE

2 weeks after issuance of purchase order

The payment shall be released as per the invoice of actual work done, submitted by the vendor, which will be paid after completion of all codal formalities in accordance with the available budget released by Finance Department, Government of Sindh.

The technical offer must be submitted in duplicate with the following documents.

1. Company Profile with complete address, telephone No. Fax. No. and e-mail address and contact person.
2. Documents Fee and bid security of the specified from and amount as per RFP.
3. Authenticated Financial
4. Complete schedule of supply, installation, testing and commissioning is to be provided.

Ability to provide after sales support.

1. Final selection shall be based on the assessment of Technical and Financial proposals.
2. Bidders shall be required to obtain at least 70% Technical Marks to qualify for the evaluation of Financial Bids.
3. After evaluation of the technical proposals, the financial proposals of the successful bidders will be opened publicly in IS&T Department on same Date and time.
4. The bid security money of the successful bidder will be released after the submission of completion certificate issued by the IS&T Department and the stakeholder after warranty period Government of Sindh.
5. All/any terms and conditions not specified here shall be dealt with reference to pertinent SPPRA rules 2010.

ARTICLE VIII. SELECTION CRITERIA

Single one envelope procedure will be used for the final selection of the vendor for the supply of the Furniture & Fixture, Bid / Proposal shall comprise one financial proposal separate envelope containing the technical and financial proposal and required information mentioned in general terms & conditions. All bids received will be opened and evaluated in the manner prescribed in the evaluation criteria of bidding document.

Instructions for Responding Organizations

Communication

Enquiries regarding this RFP shall be submitted in writing to:

Section Officer (Admin), Information Science & Technology Department, Government of Sindh

1st Floor, Building No. 6, Sindh Secretariat, Shahrah-e-Kamal Ataturk, Karachi

Tel: +92-21-99213811

Fax: +92-21-99211414

Mode of Delivery and Address

Technical & Financial proposals (2 copies each) should be submitted by 2:00 pm on or before **2nd March, 2018** at the address given below:

Section Officer (Gen.)

Information Science & Technology Department, Government of Sindh

1st Floor, Building No. 6, Sindh Secretariat, Shahrah e Kamal Ataturk, Karachi

Tel: +92-21-9921-3811

Fax: +92-21-9921-1414

Proposals shall be delivered by hand or courier so as to reach the address given above by the last date indicated for submission. **PROPOSALS RECEIVED BY FAX OR EMAIL SHALL NOT BE ACCEPTED.**

Submission of Proposal

The bidder must bid for the complete package. For individual items from the package will be rejected as non-responsive. Proposal can be submitted on or before **20th March, 2017** should be submitted by **2:00 pm** at the address given above. Bid/ Proposal shall comprise one single envelope containing the technical and financial proposal and required information mentioned in general terms & conditions. All bids received will be opened and evaluated in the manner prescribed in the evaluation criteria of bidding document.

The Bank Draft for Bid Bond to be enclosed in a separate envelope, labeled as "Bank Draft (Bid Bond)", and which should be sealed. Proof of Sales Tax and NTN numbers should also be provided. (Please provide photocopies of relevant documents).

Opening of Proposals

The proposals submitted against the subject RFP will be opened on **20th March, 2018** at **2:45 pm** in front of the Procurement Committee of "**Information Science & Technology Department**" and in the presence of bidder's authorized representatives who wish to remain present.

ARTICLE IX. EVALUATION AND COMPARISON OF TECHNICAL AND FINANCIAL BIDS

Bid/ Proposal shall comprise single stage two envelope containing the technical and financial proposal and required information mentioned in general terms & conditions. All bids received will be opened and evaluated in the manner prescribed in the evaluation criteria of bidding document.

Basis of Evaluation and Comparison of Bid

The bidders meeting the following criteria will be eligible for the consideration of financial bid against the tender.

| S.No | Criteria | Compliant | Non-Compliant |
|------|---|-----------|---------------|
| 1 | 03 year in relevant business (Attach certificate of incorporation) | | |
| 2 | Average turnover of 5 million in relevant Business during last 3 year (Attach Financial statement) | | |
| 3 | Compliance Sheet of RFP Check list; I. Compliance of Eligibility qualifications II. Compliance of Technical proposal Requirements III. Compliance of Bid for Complete Package IV. Compliance of prescribed delivery schedule as per requirement supported by affidavit. | | |
| 4 | Required Bid Security Attached | | |
| 5 | Document Fee Submitted | | |
| 6 | Compliant / Non-Compliant | | |

Preliminary Evaluation Checklist

The Bidder should fill out this Form by providing all the required information and Placing this Form on top of the Technical Proposal. Relevant portions of the Technical Proposal should be referenced in this form. Please note that all required information should be provided on this Form and no document should be attached.

INFORMATION REQUIRED

The following will be required as part of technical project details by all bidders in following order.

General

1. Name of Bidder
2. No of Years in business in Pakistan
3. No of Offices locations in Pakistan
4. Annual Turnover (Million Rs.)
5. Value of projects in hand (details May be given)
6. Year of Incorporation
7. Status of the Bidder
 1. Sole Proprietor

2. Partnership Firm
3. Private Limited Company
4. Public Limited Company
5. Entity registered / incorporated outside Pakistan (Give details)
6. Other (Please specify)
8. Names of Owner / Partners / Chief Executive / Directors
9. Details of Registered Head Office (Address, Phone, Facsimile, Email and Website information)

Special Instruction

1. Incomplete applications will not be considered.
2. Any firm, which furnishes wrong information, will be liable for legal proceeding and if any contract is awarded, the same will be cancelled.
3. Information Technology Department reserves the right to accept or reject any or all proposals without assigning any reason thereof.
4. Authority Letter from Principal Company for product and vendor authentication.
5. The tender must be filled on prescribed form without any alteration/over writing.
6. Conditional tenders/bids will not be acceptable.
7. Information Technology Department reserves the right to increase or decrease the scope of work / number of items without assigning any reason.
8. Only companies registered with Sales Tax and Income Tax Departments shall be eligible to participate in the tender (proof of registration is required).
9. Every page of this tender document should be signed and sealed by the bidder.
10. Contacting the Purchaser
 - a. Any effort by a bidder to influence the Purchaser in the Purchaser's decisions in respect of bid evaluation, or Contract award will result in the rejection of the bidder's bid.
11. Purchaser's Right to Accept the Bid or Reject the Bid
12. The Purchaser reserves the right to accept or reject the bid and to annul the bidding process at any time prior to award of Contract, without thereby incurring any liability to the bidder or any obligation to inform the bidder of the grounds for the Purchaser's action.

ARTICLE X.**SCOPE OF WORK**

IS&T Department, Government of Sindh, invites tender through National Competitive Bidding. Contractor shall also be responsible to supply the Furniture & Fixture at IS&T, Government of Sindh.

Vendor would be responsible to install / fix the furniture & Fixture with utmost care and for its safe custody till completion of the assignment. Penalty would be imposed on vendor to makeup the loss; in case of finding carelessness in equipment handling and misuse of the provided equipment.

ARTICLE X:**BILL OF QUANTITY****DETAILS/ SPECIFICATION OF ITEMS**

| S.No | Description | Specification | QTY | Amount per unit inclusive all taxes | Total Amount inclusive all taxes |
|------|---------------------------------------|---|-----------|-------------------------------------|----------------------------------|
| 1 | Computer Tables | 2x2 ½ Feet Wooden | 10 | | |
| 2 | Revolving Chairs | Net Hydraulic system Taiwan machine & wheels Wooden Frame (Sheasham). | 10 | | |
| 3 | Executive office Table with side rack | 5x3 feet Sheasham Lasani with 8 mm glass, Gola wooden. | 02 | | |
| 4 | File Cabinet Steel | 2 x 5, four (04) Draws 20 Gage | 10 | | |
| 5 | Visitor Chairs | Leather cushions, fixed chairs in wooden | 18 | | |
| | Total | | 50 | | |

Technical Specification:

Note: Vendors should submit their bid with equivalent configuration.

Delivery Schedule:

The successful bidder would be required to carry out the delivery of the BOQ items within a period of 15 days after signing of contract.