

TENDER NOTICE

**Government of Pakistan
ECONOMIC AFFAIRS DIVISION
ISLAMABAD**



TENDER DOCUMENT

FOR

Training, Supply of Stationery and Other Store Miscellaneous Items.

Project Director

“Strengthening of External Debt Management in EAD”

Room # 508, Block ‘C’, Pak Secretariat

www.ead.gov.pk

CHECK LIST

The provision of this checklist is essential prerequisite along with submission of tenders.

<u>SR. #</u>	<u>DETAIL</u>	<u>YES / NO</u>	<u>PAGE #</u>
<u>KNOCK OUT CLAUSES</u>			
1	Bid Security 5% of tender value with Financial proposal.		
2	The Bidder Should be authorization dealer in their respective category		
3	Acceptance of terms and conditions, tender documents duly signed and stamped.		
4	Company profile including Detail of technical staff to be provided.		
5	An affidavit on stamp paper of Rs.100/- submitting following clauses: i) that maintenance of goods and replacement of defective parts under warranty shall be done, ii) that the firm is never blacklisted on any grounds whatsoever.		
6	Price should not be mentioned on technical bid.		
7	Bank statement / Balance sheet, National tax number and General Sale Tax number certificate, at least one year bank statement.		
8	List of products supplied to Govt. and private sector.		
9	Supply orders detail over last one year (minimum) Government and private as case may be.		

Note: All the Firms are required to attach all documents as per above check list, otherwise the bid shall be rejected.

Sign and Stamp of the bidder

**Government of Pakistan
Economic Affair Division
ISLAMABAD**

TENDER FORM

Subject: - Training, Supply of Stationery and Other Store Miscellaneous items.

Please read carefully all the conditions specified in the instant tender document before submission of the bid.

1. Sealed bids are invited from reputable firms registered with the Sales Tax Department having GST and NTN for the **Training, Supply of Stationery and other store miscellaneous items.** Detail of specifications and quantity are attached at Annex-A.
2. **Single stage one envelope bidding procedure shall be applied.**
3. **Bidders are allowed to bid for a single or all lots. The evaluation and award shall be on basis of lots (where applicable).**
4. The amount 5% of total offered bid as Bid Security / Earnest Money (Refundable) in Pak. Rupees in the shape of Bank Draft/Pay Order in favor of Project Director, "Strengthening of External Debt Management in EAD", EAD, Islamabad is required to be submitted with the Financial Bid, without which or in case of less than of 5% of total bid, the offer shall be rejected.
5. Sealed bids must be reached to office of **Project Director, Project Management Unit "Strengthening of External Debt Management in EAD", Economic Affair Division, Room# 321, 3rd Floor, Library, C Block, Pak Secretariat, Islamabad on 27th June, 2019 by 10:00 am. Late submitted of bids shall not be accepted and returned without opening.**
6. National Tax Number (NTN), General Sales Tax (GST) number and Vender Number with documentary proof will have to be provided by each bidder otherwise bid will be rejected.
7. The firm shall furnish detail of its premises i.e. full address, telephone/Fax. No. and E-Mail. The Firms/bidders should have their proper office in Rawalpindi / Islamabad, land line number and fax number otherwise the firm would be disqualified.
8. **Submission of any false statement / documents indulging concealing of information will disqualify the bidder.**
9. Bidders should not be under a declaration of ineligibility for corrupt and fraudulent practices issued by any Government (Federal, Provincial), a local body or a public sector organization. On account of submission of false statement or concealment of facts the bidder/manufacturer will be debarred from bid.
10. The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Procuring Agency shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
11. The Procuring Agency shall disqualify a Bidder if it finds, at any time, that the information submitted by him concerning his qualification as Supplier was false and materially inaccurate or incomplete.
12. The Financial Proposal / bid should be submitted on **Original Bid Form** issued by Economic Affair Division, C Block, Pak Secretariat, Islamabad **Annex-B**. The Bidder shall complete the Bid Form and an appropriate Price Schedule in Pak Rupees furnished in the bidding documents

(Annexure B Form), indicating the goods to be supplied, and brief description of the goods, specifications, taxes, quantity, and prices. The Bidder shall indicate on the Price Schedule the unit prices and total bid price of the goods, it proposes to supply under the Contract 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. Serial number/ bid number of the quoted item may be marked or highlighted with red/yellow highlighter. The Bidder should quote the prices of goods according to the technical specifications. The specifications of goods, different from the demand of enquiry, shall straightway be rejected. 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 Prices offered should be for the entire quantity demanded; partial quantity offers shall straightaway be rejected. Conditional offer shall also be considered as non-responsive Bidder. While preparing 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.

13. The documentary evidence to be submitted in the **Technical Proposal** for the purposes of qualification and technical evaluation shall include:
 - a) The Supplier/ agent shall have to produce letter of authorization from Manufacturer / Distributor and incase of Manufacturer, documentary proof to the effect that they are the original Manufacturer of the required goods shall be provided.
 - b) The bidder shall clearly mention Brand Name, Model and specifications of the product/goods as required in Annexure A.
 - c) National Tax Number (NTN), General Sales Tax Number, Vendor Number and Professional Tax (inapplicable) with documentary proof shall have to be provided by each Bidder in the technical proposal.
 - d) The Bidder/ Manufacturer shall submit an affidavit on legal stamp paper of Rs. 100/- that their firm has not been blacklisted in the past on any ground by any Government (Federal, Provincial), a local body or a public sector organization. On account of submission of false statement the Bidder shall be disqualified forthwith and subsequently black listed.
 - e) The Bidder must indicate the country of origin (except Israel and India) of the goods, capacity of production of the firm (in case of manufacturer), its financial status, and necessary assurance of quality production, Certificate for conformity with International standards of Quality (original or attested certification).
 - f) The Bidder shall provide firms balance sheet, latest tax paid, audit inspection report (if undertaken) and at least one year bank statement.
 - g) The Bidder shall provide total list of products it supplies in the market. The Bidder shall also be responsible for providing up to date and authentic contact details of both private and public organizations to which it has supplied over the last two years. Bidder shall also provide supply order of similar to the instant tender product's details over last one (01) year with complete and up to date details of its distribution sub-offices or/and representatives.
14. The bidder is required to offer/quote rates in the Form attached at Annexure B. Tender Form are to be filled in very carefully, preferably typed. Any alteration/correction must be signed. Every page of the tender documents/form is to be signed and stamped at the bottom.

15. The bidder should quote the rates of items according to the specifications as provided at relevant Annexure-B. The specification different or below from the demand of enquiry will straightaway be rejected. Conditional offer will also be considered as non-responsive bidder.
16. All kinds of goods shall ORIGINAL manufactured by the company concerned, not compatible or refurbished etc. otherwise the Securities Deposit will be forfeited and the firm would be disqualified.
17. Bid Security 5% of the total quoted value should be attached in the shape of Bank Draft/Pay order attached with Financial Proposal in the name of Project Director, "Strengthening of External Debt Management in EAD", Economic Affair Division, Room 321, 3rd Floor, C Block, Pak Secretariat, Islamabad The Bids shall be accompanied by an earnest money in shape of above mentioned banking instrument.
18. The bid shall be typed and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the Contract. The person or persons signing the bid shall initial all pages of the bid.
19. Any interlineations, erasures, or overwriting shall be valid only if they are initialed by the person or persons signing the bid.
20. All bidding documents to be duly attested (signed and stamped) by the authorized person of company.
21. **Single stage – one envelopes bidding procedure shall be applied:
Each bid shall comprise one single envelope containing, separately, financial proposal and technical proposal (if any). All Technical bids received shall be opened and evaluated in the manner prescribed in the bidding document.**
22. For the purposes of determining the lowest evaluated bid, facts other than price such as previous performances, previous experience, engineering/ technical capabilities, financial soundness and such other details as the Procuring Agency at its discretion, may consider appropriate shall be taken into consideration. The following evaluation factors/ criteria will be employed on **technical proposals**. The number of points allocated to each factor shall be specified in the Evaluation Report. Only bids securing minimum of 70% marks would be declared technically accepted.
23. **ASSESSMENT PARAMETER MARKS**
The following parameters are applicable.
Note: 1. Checklist and summary page shall be provided by the firm concerned.
2. One (01) year services and parts Warranty of the product offered by company along with Post Sale Service (PSS) is mandatory.
3. Sales Tax Registration.
4. Income Tax Registration.

S.No	Assessment Parameter	Marks (Maximum)
01	Physical Feature of the Product (see and complete Annex-A) a. Having required specifications (65) b. Not Having required specification (0)	65

02	Financial Position / soundness <ul style="list-style-type: none"> • Income Tax Paid last return (10) • GST return of last month (10) • Bank Statement (10) 	30
03	Establishment of the firm in <ul style="list-style-type: none"> • Last 3 years or Less than 3 years (02) • More than 3 years but upto5 years (03) • Greater than 5 years (05) 	05

25. **Financial proposals would be evaluated as follows:**

- i. Incomplete bid shall stand rejected.
 - ii. Minor oversight, clerical mistakes, other minor inconsistencies that do not alter the substances of the financial bid may be corrected by the Procuring Agency.
 - iii. 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.
 - iv. The Procuring Agency reserves the right at the time of Contract award to increase or decrease the quantity of goods originally specified in the Price Schedule and Schedule of Requirements without any change in unit price or other terms and conditions, keeping in view the budgetary position. However the required order (if any) will be governed under PPRA Rules.
26. All goods and related services to be supplied shall have their origin ineligible source countries and all expenditures made under the contract shall be limited to such goods and services. For purposes of this clause, "origin" means the place where the goods are produced, or the place from which the related services are supplied. Goods are produced when, through manufacturing or processing.
27. The goods supplied shall conform to the standards mentioned in the bidding documents/ Technical Specifications.
28. The Supplier shall not, without the Procuring Agency's prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the Procuring Agency in connection therewith, to any person other than a person employed by the Supplier in the performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.
29. The Supplier shall not, without the Procuring Agency's prior written consent, make use of any document or information except for purposes of performing the Contract. All documents, and Contract itself, shall remain the property of the Procuring Agency.
30. The Supplier shall permit the Procuring Agency and the financier of the grant through which this procurement is being financed to inspect the Supplier's accounts and records relating to the performance of the Supplier. Procurement and the resulting contract shall also be subjected to World Bank's and PPRA Anti-Corruption Guidelines.
31. The Supplier shall indemnify the Procuring Agency against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof in the country.
32. To ensure storage and installation arrangements for the intended supplies, the Supplier shall inform end user for pre-requisites well in time for proper installation. In case the Supplier abides by the given time frame he shall not be penalized for delay.

33. The Procuring Agency or its representative shall have the right to inspect and/or to test the goods to confirm their conformity to the Contract specifications at no extra cost to the Procuring Agency.
34. For the purpose of inspections and tests of goods. The Supplier, all reasonable facilities and assistance, shall be furnished to the inspectors at no charge to the Procuring Agency. However, if the Supplier proves an undue delay is conduct of inspection on the part of Procuring Agency, the Supplier shall not be liable for penalty on account of that delay. The cost of such lab tests shall be borne by the Manufacturer/ Supplier.
35. The Procuring Agency's right to inspect test and, where necessary, reject the goods after the goods have been installed at Procuring Agency's destinations.
36. Nothing in any Clause shall not in any way release the Supplier from any warranty or other obligations under this Contract.
37. The goods shall be acceptable subject to physical inspection, tests and/ or in accordance with the approved sample as decided by the Procuring Agency.
38. The Supplier in accordance with the terms specified in the Schedule of Requirements shall make delivery of the goods.
39. The Supplier shall arrange such transportation of the goods as is required to prevent their damage or deterioration during transit to their final destination.
40. The Supplier shall be required to provide the need explanation and the cost of which should include in the total bid price.
41. A warranty of one to Four years (according to the Product required in Annexure-A Requirement) will be provided for free service and parts at the installation site.
42. The supplier shall warrant that the equipment supplied under the contract (s) shall have no defect arising from design, materials or workmanship or from any act or omission of the supplier, which may develop under normal use of the supplied items under the conditions prevailing at final destination.
43. Economic Affair Division (EAD) shall promptly notify the supplier in writing of any claims arising under this Warranty. Upon receipt of such notice, the Supplier shall repair or replace the defective equipment or parts thereof, without cost to EAD immediately.
44. Period of comprehensive warranties and maintenance with labor and material cost shall be minimum for one (1) year(local warranty with card) with Parts and service.
45. During the warranty period due to any reason, if the supplier failed to rectify the problem, EAD shall get repair the equipment or replace the defective parts thereof and forfeit the Guarantee/retained values.
46. The Supplier shall not assign, in whole or in part, its obligations to perform under this Contract, except with the Procuring Agency's prior written consent.
47. The Supplier shall not be allowed to sublet the job and award subcontracts under this Contract.
48. Delivery of the goods shall be made by the Supplier in accordance with the time schedule prescribed by the Procuring Agency in the Schedule of Requirements.
49. The supplies shall be delivered at the address given in the supply order, in the risk and cost of the supplier. The entire supplies will be delivered within time frame as given in the supply order. In case no supply is made within the time frame specified in the supply order, the contract to the extent of non-delivered portion of supply will stand cancelled without formal notice to this effect. No supplies will be accepted and earnest money to extent of non-delivered portion will be forfeited. If the firm fails to supply the whole consignment the entire

- earnest money against the accepted value will be forfeited to the EAD account and the firm will be blacklisted for future participation.
50. The supplier may not be liable to forfeited of its earnest money, liquidated damages or termination/blacklisting for default, if and to the extent of delay in performance or other failure to perform its obligations under the contract is the result of an event of Force Majeure. For the purpose of this clause Force Majeure means an Act of God or an event beyond the control of the supplier and not involving the suppliers fault or negligence directly purporting to misplanning, 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 revolution, fires, floods, earthquakes, quarantine restriction and freight embargoes. If Force Majeure Committee will examine the pros and cons of the case and all reasonable alternative means for completion of supply order under this Tender Form and will submit its recommendations to the competent authority. However unless otherwise directed by the purchaser in writing, 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.
51. All the supplies / products will be acceptable subject to physical examination to be carried after receipt of supplies at the Office of Economic Affair Division in accordance with the required specification. If any item is found to be against the required specification, the purchaser may reject the goods and the supplier shall replace the rejected goods to meet the required specification free of cost. This opportunity will be provided only once. In case, after replacement of supplies, the inspection report again declare the item as of against the required specification, the stock will not be accepted and the firm will be blacklisted for future participation, including forfeiture of their earnest money to the Economic Affair Division Account.
52. Payments will be made on receipt of original delivery challan and invoices in duplicate duly completed in all respect. Payment for supplied items shall be made after satisfactory inspection report. Income Tax and sales tax at Government rate/rules will be deducted from each invoice.
53. ***Sealed bids must reach office of Project Director, Project Management Unit "Strengthening of External Debt Management in EAD", Economic Affair Division, Room# 321, 3rd Floor, Library, C Block, Pak Secretariat, Islamabad on 27th June, 2019 by 10:00 am and the same will be opened in the Officer's Mess, 4th Floor, Economic Affair Division, C Block, Pak Secretariat, Islamabad at 10:30 am in the presence of bidders or their representatives.***
54. The purchaser reserves the right to accept or reject any or all the tenders as per PPRA Rules.
55. In case of any dispute, decision of the Chairman Purchase Committee (HF) shall be final.
56. The bidder hereby accepts the terms and conditions of this tender and will abide by the same faithfully.
57. After installation of equipment, the Supplier will impart training and orientation to the staff of free of cost.
58. Rejection of the bid shall be if:
- i) Any offer received against terms and conditions of the instant Tender Form/ instructions.
 - ii) Bid is received without earnest money which is 5% of the bid amount with Financial Bid.
 - iii) The Tender documents are un-signed or not original/issued by the EAD.
 - iv) The offer is ambiguous.
 - v) The offer is conditional.
 - vii) The bidder is black listed or suspended by any Govt. Department.
 - viii) The bid do not confirm to the specifications annexed herewith
 - ix) The supply is not made within given time as per clause 27.

x) The bid from bidder, must contain relevant documentary proofs in the same order as mentioned in checklist above, properly flagged. Each page should be numbered and the document set must contain an index of the above mentioned requirements in same order, with page numbers indicated against each category. If the same didn't followed the bid shall be rejected forthwith.

Name of Bidder/Firm_____

Signature._____

Date:

Seal

NOTE:

BEFORE SUBMISSION OF THE BID SIGNATURE AND STAMP OF THE BIDDER ON EACH AND EVERY PAGE OF THE ORIGINAL TENDER FORM IS MANDATORY.

ANNEXURE – A

Stationery Items: (One Lot)			
<u>S.No.</u>	<u>Items</u>	<u>Specifications</u>	<u>Qty</u>
01	Kindly visit EAD C-Block Room # 321 , 3 rd floor (Library) in office hours to collect the list of stationery and other Miscellaneous items.		
			Lot-I

Training:			
<u>S.No.</u>	<u>Name of Training:</u>	<u>Requirement</u>	<u>Qty</u>
01	Training on ORACLE 12C (OCP DBA Track) (Oracle Installation & Administration)	OCP DBA Track (Training Institutions must be Oracle/Microsoft Certified and Registered, having state of the art training labs with certified, professional and experienced trainers	04
02	Training on Advanced MS Office 2016	MS Office 2016 (Training Institutions must be Oracle/Microsoft Certified and Registered, having state of the art training labs with certified, professional and experienced trainers	12

<u>Other Miscellaneous and Electronic Items:</u>			
<u>S.No.</u>	<u>Items</u>	<u>Specifications</u>	<u>Qty</u>
01	Water Dispenser	Two water tap (Hot and Cool) Cooling compressor Refrigerator cabinet Low-noise design Anti-bacterial material Floor Standing	02
02	Microwave oven	Capacity (litres) 45 Control System Electronic Nominal Power microwave 1100W Voltage / Frequency 230V/50Hz	02

03	Electric Kettle	Power consumption (W): 2000 Dry boil/Over heat protection Automatic shut-off: Voltage/Power frequency (V/Hz): 220-240/50 (European/Japanies Brand)	04
04	Crockery set		04
05	Tea Set		06
06	Fridge (Small size)	Direct Cooling, Refrigerant R134a total capacity 16 QBF , Voltage (V)220V temperature of refrigerator 5 C temperature of freezer-25 C Storage Period in Event of Power Failure min (h)100 Hours	02
07	LED TV 48"		01
08	Indoor planters as per requirement		

Biding Form
(Part-1 of Financial Bid)
(To be printed on letter head)

To: Chairman Purchase Committee
Economic Affair Division
C Block
Pak Secretariat
Islamabad

Date:

Tender No.

Sir,

Having examined the conditions to tender and specifications of tender the receipt of which is hereby duly acknowledged, we, the undersigned, offer to install, supply and deliver in conformity with specifications mentioned in tender Documents for the sum of Rs.[*Total Bid Amount*], Rupees [*Bid Amount in words*] or such other sums as maybe ascertained in accordance with the said conditions.

If our bid is accepted we shall deliver the equipment mentioned in the tender documents within given period from the date of receipt of your firm purchase order.

We agree to abide by the terms and conditions of the tender for the period of ----- from the date of fixed for receiving the same and it shall remain binding upon us and may be accepted at any time before the expiration of the period.

Until a formal purchase order(s) is placed, this bid, together with your written acceptance thereof, shall constitute a binding contract between us.

We understand, that you are not bound to accept the lowest or any proposal you may receive or to inform us of the rejection of our bid or to give any reasons thereof

Date this ----- day of ----- 201-----

Signature ----- in the capacity of ----- duly authorized to sign tender for and on behalf of

(NAME OF FIRM IN BLOCK CAPITALS)

Complete

Address: _____

Fax No. _____ Telephone No. _____

Signature

Witness:

1. _____

2. _____

BID FORM
(Part-2 of Financial Bid)

Price Schedule/ Financial Cost Sheet Must be filled separately for all items

S.No.	Item Description	No. of Units	Price per unit (Excluding all taxes)	Per unit Tax	Total Cost (No. of units * (Unit cost+ Unit Tax)) (including all taxes)
	Item 1				
	Item 2				
	Item 3				
	Item 4				
Total Bid Price					X

Total Bid Price X (in words) Rs. _____

Name of Bidder/Firm _____

NTN No. _____ GSTNo. _____ Vender

No. _____

Signature _____

Date

Seal: _____

Tele: _____

- Note:
1. In case of discrepancy between unit price and total, the Lowest price shall prevail.
 2. Warranty of the product offered by bidder/company is mandatory as per requirement specified in technical specification of the item.
 3. The amount 5% as Bid Security / Earnest Money (Refundable) in the shape of Bank Draft/Pay Order in favour of DD EAD, Islamabad is required to be submitted with the Financial Bid, without which or in case of less than of 5% of total bid, the offer shall be rejected.
 4. The Procuring Agency reserves the right at the time of Contract award to increase or decrease, the quantity of goods originally specified in the Price Schedule and Schedule of Requirements without any change in unit price or other terms and conditions, keeping in view the budgetary position. However, the required order (if any) will not increase 15% under PPRA Rules.