



**No. SAACIWCE/14**  
**Project Director**  
**Capacity Development of Industry to Promote**  
**Compliance with Labour Standards**

From:

**Project Director**

Capacity Development of Industry to Promote Compliance with Labour Standards, SAA Centre for the Improvement of Working Conditions & Environment, Labour & Human Resource Department, Government of the Punjab, Lahore.

To:

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**DUE ON: 24.04.2017**

**Subject: PURCHASE OF OFFICE FURNITURE**

1. You are hereby invited to submit your tender for Office Furniture Items as detailed in the Schedule of this tender document subject to the conditions laid down in the Schedule. The contract resulting from the tender document shall be governed by the general conditions of contract as defined by the Government for purchase of stores under PPRA Rules 2014, the Punjab Delegation of Financial Powers Rules-2006 as well as special conditions mentioned in this tender document. The tenderer quoting against the tender document shall be deemed to have read and understood the conditions thereof and particulars of the store required and their specifications, etc.
2. The tenderer shall quote on the prescribed schedule to this invitation to tender, on the basis indicated therein on Single Stage Two Envelopes Bidding Procedure and shall sign certificate given therein to the effect that the firm shall be supplied exactly in accordance with requirement specified in the Schedule. In case, there is any deviation, it should be clearly stated by tenderer otherwise it will be presumed that offer is strictly in accordance with the requirement of the tender notice.
3. In case of offers for supply of stores imported or indigenous within the country price quoted shall be inclusive of all taxes, duties and charges for packing, marking, handling etc. where sales-tax is applicable and is included in the price quoted which shall be indicated separately.

4. The store is required for delivery/shipment as stated in the Schedule. If however, it is not possible to give delivery/shipment on the specified place and date, the tenderer shall give guaranteed date by which he can deliver/ship the store.
5. Failure to submit the tender in the manner prescribed in the tender document, will be ignored/cancelled.
6. You are hereby requested to intimate within 5 days of receipt of this endorsement in case of any discrepancy in the invitation to tender failing which it will be presumed that the same is in order and in accordance with the requirements.

Yours Faithfully

**Project Director**

**PROFORMA TENDER ENQUIRY FOR PURCHASE ON FREE DELIVERY BASIS  
TO CONSIGNEE**

**TENDER ENQUIRY NO. PMU/14**

Time & Date of receipt of Tender:            10:30 am        **24.04.2017**  
Time & Date of opening of Tender:            11:00 am        **24.04.2017**

**Delivery period:** 20 days from the date of Purchase Order at PMU of Capacity Development of Industry to Promote Compliance with Labour Standards, SAACIWCE, Labour and Human Resource Department Government of the Punjab Township Lahore.

**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 and no offer shall be considered if:
  - (i) It is received after the time and date fixed for its receipt
  - (ii) Received without earnest money
  - (iii) The tender is unsigned
  - (iv) The offer is ambiguous
  - (v) The offer is conditional
  - (vi) The offer is from a firm, blacklisted or suspended
  - (vii) The offer is received by email/Fax
  - (viii) Offer received with shorter validity than required in tender enquiry
  - (ix) The offer is for store not conforming to specifications indicated in the tender enquiry
2. Offers will remain valid for 120 days from the date of opening the tender enquiry;
3. The consignee reserves the right to purchase full or part of the store or ignore/scrap/cancel tender without assigning any reasons:
  - (a) If the acceptance of tender issued during the validity period of the offer is not accepted by the tendered, the Earnest Money shall be forfeited.
  - (b) In case the offer is withdrawn, amended or revised during the validity period of the offer, the Earnest Money 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, the security deposited by him shall be forfeited.
4. The consignee reserves the right to claim compensation for the loss caused by the delay in the delivery of store.

### **SPECIAL INSTRUCTIONS**

1. The store is required by the consignee within 20 days of the issuance of purchase order.
2. Tenderer shall submit a Deposit at Call/Draft order amounting to 2% of the total amount of bid as a bid security in favour of the Project Director (Integrated Project) Labour & Human Resource Department, Government of the Punjab.
3. Tenders should be addressed to Project Director, Capacity Development of Industry to Promote Compliance with Labour Standards, Lahore.
4. Tenderer should quote their full and final rates both in words as well as in figures.
5. Tenderer should indicate in their tenders, the complete address or the place/places where stores will be offered for inspection.
6. The tenderer shall enclose catalogues/leaflets/literature and other technical data, along with the technical proposal.
7. Any erasing/cutting/crossing etc. appearing in the offer, must properly be signed by the person signing the tender. Moreover, all pages of the tender must also be properly signed. Offers with any overwriting shall in no circumstances be accepted.
8. The quotation should be submitted on the basis of accounting unit specified in the invitation to tender.
9. A certificate should be given by the tenderer that they will be responsible for the free replacement of stores if the same is found to be substandard 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 tenderer must clearly identify variations in their offers. Store offered of specifications superior to the one specified in the tender enquiry shall however, be acceptable.
10. Store should be brand new and in original manufacturers packing.
11. 100% payment will be allowed on receipt of full stores duly inspected by the members of Purchase Committee.
12. Bids should be submitted as per PPRA bidding method namely Single Stage Two Envelops Procedure under which technical proposal shall be submitted along with catalogues/leaflets/literature/other technical data and financial proposals.
  - a. The bid shall be a single package consisting of two separate envelopes, containing separately the Technical and the Financial proposals;

b. The envelopes shall be clearly marked as “Technical Proposal” and “Financial Proposal”;

13. The Technical Proposal will be opened first and evaluated on the basis of below mentioned criteria:

Sr. #.	Criteria for Technical Evaluation
1.	Registration of Firm with FBR as Sales Tax and Income Tax registered (copies of registration should be attached)
2.	Status of the Firm (Public Ltd / Private Ltd / AOP / Sole Proprietorship)
3.	Firm having distribution License / Dealership
4.	Firm’s experience since registration in supplying similar equipment
5.	Firm having capability of delivering such size and complex nature/variety of items. (attached copies of previous purchase orders)
6.	Firm agreeing to provide after sales service / warrantee claim in targeted 10 districts mentioned at tender schedule
7.	No. of projects / tenders with government over one million rupees

**CERTIFICATE**

1. We M/s \_\_\_\_\_ hereby confirm to have read carefully the description of stores and all the terms and conditions of your tender enquiry no. **PMU/14** due for opening on **24.04.2017** for the supply of articles/items applicable and also all the special instructions attached to the said tenders enquiry. We agree to abide by all those instructions/conditions.
2. We hereby confirm categorically that the stores offered by us are exactly to the particulars and specifications as laid down in your tender enquiry in all respects.
3. The store offered by us are of (a) foreign origin and (b) local origin.
4. We accept that if the required Earnest money is not furnished or our offer is found lacking in any of the requirement of your tender enquiry, it shall be ignored/cancelled.
5. We hereby confirm to adhere to the delivery period required in the tender enquiry which would be the essence of the contract and which will be strictly adhered to by us. In case of failure we agree unconditionally to accept the recovery of liquidated damages on belated supplies or part thereof.

Name of tenderer -----

Signature of tenderer -----

Seal:

Full Address: -----

### **CONDITIONS FOR THE SUBMISSION OF TENDERS**

1. The consignee is the Project Director, Capacity Development of Industry to Promote Compliance with Labour Standards, Township, Lahore.
2. The tenderer shall quote his final price in Pak Rupees inclusive of all taxes.
3. For imported and indigenous goods offered ex-stock in Pakistan the tenderer shall quote full and final price for each item separately inclusive of packing in Rupees on "free delivery to consignee basis inclusive of Sales Tax"(if sales tax applicable).
4. The quotation shall be submitted for the unit as specified in the invitation to Tender.
5. The tenderer shall keep his quotation valid for acceptance upto 120 days from the date of opening of tender unless otherwise specified.
6. The tenderer, shall furnish with his quotation complete particulars, specification and draws maker's technical features, guarantees and warranty of the goods offered by him. The instructions books and spare parts list shall be provided by the successful tenderer.
7. The tenderer shall furnish complete information and particulars as specified in the "Tender documents".
8. The successful tenderer for plant, land, machinery shall furnish particulars of the spare parts and his servicing organizations in Pakistan.
9. The sealed sample, drawings and other particulars governing the supply of stores, if specified in the Invitation to Tender shall be seen at the place and time indicated therein.
10. All tenders shall be opened at the time and date specified in the Invitation to Tender. The tender's representative shall be at liberty to be present at opening of the tenders along with the firm certificate.
11. The person signing the tender on behalf of the tenderer must specify his authority, that is to say, whether he signs as the Sole proprietor, Active managing partner, Managing Director, Director, Manager, Secretary or representative of the firm and if so required shall have to produce copy of the documents authorizing him to sign the tender.
12. The tenderer shall give the following information(attached photocopies)
  1. Income Tax Registration No.-----
  2. Sales Tax Registration No.-----
13. The Invitation to tender may be purchased from appropriate authority specified.
14. The unsolicited, late and delayed tenders shall not be considered.
15. Any correction or alteration in the tender must be signed in full by the same person who is signing the tender for and on behalf of the tenderer.

16. Acceptance by the purchaser will be communicated by letter of acceptance or advance Acceptance of Tender or formal "ACCEPTANCE OF TENDER". In case, where acceptance is communicated by email or letter or Advance Acceptance of Tender, the formal Acceptance of Tender will be forwarded to the successful tenderer as soon as possible but the instructions contained in the email, letter or Advance Acceptance of Tender shall be accepted upon immediately.



## SCHEDULE OF ITEMS WITH SPECIFICATIONS

**Consignee:** Project Director, Capacity Development of Industry to Promote Compliance with Labour Standards Township, Lahore.

Time & Date of receipt of Tender: 10:30 am **24.04.2017**

Time & Date of opening of Tender: 11:00 am **24.04.2017**

**Delivery period:** 20 days from the date of issuance of Purchase order

**Place of Delivery:** Capacity Development of Industry to Promote Compliance with Labour Standards, SAA Centre for the Improvement of Working Conditions and Environment Township, Chandani Chowk, Lahore. Following items will be purchased as per mentioned specifications on turn and key basis.

Sr. No.	Item	Qty	Specification
1.	<b>Office Furniture (One Table &amp; One Chair)</b>	1 set	<b>Table:</b> Dimension : 1828mm W x 914mm L x 760mm H Description : structure made of veneer pressed & leatherite, wrapped on particle board + solid wood & imported inley pressed + polish Finish <b>Chair:</b> Dimension : 635mm W x 610mm L x 1143mm H Description: structure made of ply wood arm fixed with stainless steel pipe, upholstered with best quality foam and leatherite + polish finish Structure. <b>Or Equivalent as per specifications</b>
2.	<b>Office Chairs</b>	6 No.	<b>Office Chairs:</b> Made of solid wood & upholstered finish Best quality foam & leatherite/fabric + M.S pipe powder coated + polish finish. Dimensions(mm):W:615 D:600 H:890 <b>Or Equivalent as per specifications</b>

Note:

1. The tenderer shall quote as free delivery including commissioning at consignee's end.
2. The rates shall be quoted with all applicable taxes in Pak Rupees. In case GST and Income Tax is not applicable then produce the necessary evidence.
3. The manufacturer's leaflet/literature/brochure shall be produced along with the tender to clearly define the specifications.
4. Guarantee/warranty/maintenance period wherever applicable should be provided.
5. National Tax Number allotted by the Income-Tax department should be mentioned in the offer.
6. Tender enquiry number should be mentioned on the envelope.
7. The tenderer should be registered with Collectorate of Sales Tax. A copy of registration certificate should be produced with the offer.
8. The successful tenderer should furnish 5% security deposit as a performance guarantee in form of cash deposit receipt (CDR)/Draft in favor of Project Director (Integrated Project) Labour & Human Resource Department Government of the Punjab. The security deposit of successful bidder will be retained till six (06) month after delivery.

Name of tenderer -----

Signature of tenderer -----

Seal:

Full Address: -----Date: -----