

Tender # PPPPA/2020-21/05

**Punjab Public Private Partnership Authority
P&D Board, Government of Punjab**

Tender Notice PROCUREMENT OF OFFICE FURNITURE

Punjab Public Private Partnership Authority, P&D Board intends to procure Office Furniture from a reputable firm or company that is not blacklisted by any Government Department/agency.

The procurement shall be completed in accordance with the Punjab Procurement Rules 2014, on Single stage – Single Envelope Bidding procedure.

Sealed bids (under Punjab Procurement Rules 2014) are invited from firms/companies, registered with Sales Tax, Income Tax Departments and having valid registration with Punjab Revenue Authority (PRA) for “**PROCUREMENT OF OFFICE FURNITURE**” for the office of Punjab Public Private Partnership Authority (PPPPA).

Bidding documents containing detailed requirements and terms & conditions are available on PPRA website and can also be obtained from the Office of Punjab Public Private Partnership Authority. Bids as per prescribed format should reach office of the undersigned latest by **11:00 A.M. on 09-06-2021**. Bids will be opened on the same day at **11:30 A.M.** in the presence of bidders or their authorized representatives who may choose to attend.

Convener Procurement Committee
Punjab Public Private Partnership Authority,
PAASCO Building 11-Kashmir Road
Lahore.
Phone No: 042-99206005 Ext: 106



**Punjab Public Private Partnership Authority
P&D Board, Government of Punjab**



**TENDER DOCUMENT
For
PROCUREMENT OF OFFICE FURNITURE
(Technical Proposal)**

Tender # PPP/2020-21/05

Date of Submission / opening of technical proposals:

Receipt of Tenders:

09-06-2021 till 11:00 AM

Opening of Tenders:

09-06-2021 at 11:30 AM at

PPPPA, PASSCO Building, 11-Kashmir Road, Lahore

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**PUNJAB PUBLIC PRIVATE PARTNERSHIP AUTHORITY, PLANNING & DEVELOPMENT BOARD,
GOVERNMENT OF PUNJAB
PASSCO BUILDING, 11 KASHMIR ROAD, LAHORE
Phone # 042-99206005 EXT 106**

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Important Note:

Bidders must ensure that they submit all the required documents indicated in the Bidding Documents without fail. Bids received without, undertakings, valid documentary evidence, supporting documents and the manner for the various requirements mentioned in the Bidding Documents or test certificates are liable to be rejected at the initial stage itself. The data sheets, valid documentary evidences for the critical components as detailed hereinafter should be submitted by the Bidder for scrutiny.

Applicability of Punjab Procurement Rules, 2014

This Bidding Process will be governed under Punjab Procurement Rules, 2014, as amended from time to time and instructions of the Government of the Punjab received during the completion of the project.

Convener Procurement Committee

Punjab Public Private Partnership Authority,
PAASCO Building 11-Kashmir Road,
Lahore.

Phone No: 042-99206005 Ext: 106



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TERMS & CONDITIONS

Public Private Partnership Authority (*hereinafter referred to as "PPPPA*), Planning and Development Board, Government of the Punjab, intends to procure Office Furniture as per specifications and quantity mentioned in this tender document, and invites sealed bids from eligible and experienced firms/companies (*hereinafter referred to as "Bidder"*).

General:

- 1.1 Any offer not received as per terms & conditions of the tender documents will not be considered. No offer shall be considered if:
 - a) received without bid security.
 - b) received after the prescribed submission date and time.
 - c) not signed & stamped by authorized person on each page of tender document.
 - d) the offer is ambiguous
 - e) the offer is received by fax or e-mail
 - f) the offer is from a black listed firm
 - g) bid has a shorter validity than required
 - h) the bid is not conforming to the requirements in the tender documents
 - i) the bid has additional terms & conditions added by the bidder
 - j) any conditional offer
 - k) any un-authorized dealer/dealerships/firms/companies
 - l) bid is quoted other than the financial proposal format attached at Annex-C.
- 1.2 Only authorized firms/companies as mentioned in Annex-A are eligible to participate in the tender and also who fulfill all terms and conditions of this tender document.
- 1.3 Bids should remain valid for a period of 90 days from the date of the opening of tender and should be quoted in Pak Rupees only.
- 1.4 The cover envelop must indicate particulars of tender and date of opening. The envelope must be properly sealed.
- 1.5 Work order(s) will be issued to technically and financially responsive, lowest evaluated bidder as per details in Annex-A, Annex-B and Annex-C and who fulfill all terms and conditions of this tender document (Least Cost Method).
- 1.6 The bidder must indicate their National Income Tax No. / Sales Tax No.
- 1.7 Offered rates will be on the basis of complete monthly services package.
- 1.8 Work order will be issued by PPPPA after the approval of Competent Authority.
- 1.9 PPPPA reserves the right not to award or cancel the tender without assigning any reason.
- 1.10 The bidder shall abide by all relevant laws enforced by the Government.
- 1.11 Any type and kind of litigation shall be the sole responsibility of firm/company. PPPPA shall not be assisting or be a party in this regard.
- 1.12 Concealment of facts will be sufficient reason for disqualification.

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- 2. Time Period and Certification on Judicial Stamp Paper by Bidder:**
Successful bidder will have to ensure deliverance and fixation (if any) of said office furniture items within **Seven (07) calendar days** from the date of issuance of work order/purchase order.

The Bidder shall certify on a judicial stamp paper that all the products provided by firm/company are hereby brand new. All Office Furniture are of certified approved standards and as per specifications provided. Failure to certify aforementioned conditions may lead to necessary course of action as per law by the PPPPA.

3. Extension in Deliverance Period:

In special circumstances, request for extension of time period may be considered by the Competent Authority on the written request of the firm/company before the target date of deliverance of Office Furniture, who will be competent to either accept or reject the request of bidder without assigning any reason.

4. Failure In Execution of Assignment:

4.1 In case, bidder fails to execute the contract in accordance with the terms & conditions laid down in the tender document, bid security will be forfeited/encashed.

4.2 PPPPA will not be responsible for any direct/indirect costs or expenses incurred by the bidders in connection with provision of security services.

5. Payment to the Firms/Companies

5.1 Payment will be made through crossed cheque to the bidder against invoice submission and its verification by Deputy Director General (Administration) / Deputy Director General (Funds), PPPPA.

5.2 No payments will be paid in advance. Partial payments will not be made.

6. Bid Security:

6.1 Bid security for procurement of security services will be **05%** of the estimated price. Bid security must be attached only with the Financial Proposal and should be in the form of Pay Order / Bank Draft / CDR from a scheduled bank in favor of Punjab Public Private Partnership Authority, P&D Board, Government of the Punjab.

The bidder shall furnish the bid security as under:

Sr. No.	Description	Estimated Cost of Procurement	Bid Security (5%)
1.	Procurement of Office Furniture	Rs. 2.9 Million	Rs.145,000/-

6.2 Bid security of unsuccessful bidders shall be returned on expiry of the grievance period or the decision of the complaint, if any, filed by the non-responsive bidder, whichever is later; If the disqualified or non-responsive bidder submits an affidavit, through an authorized representative, to the effect that he is satisfied with the proceedings of the procuring agency, whereas the bid security of successful bidder shall be returned on the

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completion and successful delivery of Purchase Order (PO). Performance Guarantee shall be retained till contract period.

- 6.3 The bid security shall be forfeited if:
- The offer is withdrawn, amended or revised.
 - Does not provide Office Furniture within stipulated time.

7. Deduction of Taxes:

Any taxes (if applicable) will be deducted while making payment as per Government Rules / Instructions/ Notifications/ SROs etc. Bidder will be responsible for the payment of duties, levies and any other type of taxes/government fees.

8. Dispute:

In case of any dispute before or after the execution of contract, matter will be resolved as per PPR Rules 2014.

9. Technical Evaluation Criteria:

The detailed technical evaluation criteria (PASS/FAIL criteria) is given at Annex-A.

10. Financial Evaluation Criteria:

- 10.1 The Financial Bids will be opened in presence of bidder(s) / representative(s) along with technical bids on same date.
- 10.2 The Least Cost Method will be adopted for financial evaluation.

11. Bid / Tender opening procedure:

As per PPR Rule 38(1), single stage one envelope bidding procedure shall be adopted. The bid shall comprise a single package containing one envelope having technical and financial proposal.

- 11.1 The technical proposal shall be evaluated in a manner prescribed in Annex-A, and any proposal may be rejected which does not conform to the specified requirements / specifications;
- 11.2 During the technical evaluation no amendments in the technical proposal shall be permitted;
- 11.3 The financial proposals of bidders shall be announced during technical bid opening publicly on 09th June, 2021 at 11:30 A.M.
- 11.4 After opening of bids, Technical & Financial bids will be evaluated by the Procurement Committee and final results will be announced in the form of Bid Evaluation Report.

12. One person one bid:

In any procurement, one person may submit one bid and if one person submits more than one bid, the procuring agency shall reject all such bids.



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13. Joint Venture / Consortium

Joint venture / consortium are not eligible for this tender.

14. Performance Security

14.1 The Service Provider must submit the Performance security in the shape of Bank Guarantee at the rate of **05%** of the total contract value for the contract period. Performance Security should be provided within **seven (7) calendar days** of the issuance of relevant work order / Letter of Acceptance. In case the Service Provider having been notified of the acceptance of the LOA/Contract by the Purchaser, fails or refuses to furnish the Performance Security within stipulated time, the amount of bank guarantee, as required, shall be deducted from the amount payable to the Service Provider.

14.2 In case of extension by the Competent Authority/forum, the Service Provider shall have to submit Performance guarantee for the extended period of contract at the rate of 05% of the total contract value.

14.3 Performance guarantee shall be retained by the Purchaser till contract period completion.

Note: Bidders must fill-up checklist / tables in Annexure-A, Annexure-B & Annexure-C and attach copies of required documents along with tender document.



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TECHNICAL EVALUATION CHECKLIST CRITERIA (PASS/FAIL)

The provision of this check list is essential pre-requisite along with submission of technical bid. The Firm must fill, sign and stamp this check list and accordingly attach the mentioned documents to assess the eligibility to accept the technical bid.

Sr. No.	Item Name				Yes/No	Page #
1.	Bid security for the security services will be 05% of the estimated price in shape of Pay Order / Bank Draft / CDR from a scheduled bank attached with Financial Bid in original.					
	Sr. No.	Description	Estimated Cost of Procurement	Bid Security (5%)		
	1.	Procurement of Office Furniture	Rs. 2.9 Million	Rs. 145,000/-		
2.	Copy of valid Income Tax Registration & valid National Tax Number certificate including last year Sales Tax/Income Tax/PRA paid certificate.					
3.	Technical proposal/specifications/annexure filled as per tender documents duly signed & stamped by the bidder.					
4.	Acceptance of all terms & conditions of tender document duly signed and stamped by the firm/company.					
5.	Affidavit on judicial paper of Rs. 100/- regarding non- involvement In any arbitration/litigation with any government agency/department stating that the firm/company is not blacklisted.					
6.	Firms/companies must have at least three (03) years verifiable experience					
7.	Securities & Exchange Commission of Pakistan (SECP) registration certificate (in case of firms & Companies).					
8.	Copies of awarded work/service orders (at least 05) along with their address and contact numbers.					



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Technical Requirements

Sr.	Item	Qty	Specifications
1.	EXECUTIVE DESK	2	Mahogany Wood/Veneer in Lite Mahogany Reproduction Finish SIZE : 2140 W x 960 D x 760 H (mm) Made of veneer pressed on particle board + solid wood & including inlay + printing leather wrapped on mdf top + polish finish.
2.	SIDE RACK	2	Mahogany Wood/Veneer in Lite Mahogany Reproduction Finish SIZE: 1280 W x 600 D x 760 H (mm) Made of veneer pressed on particle board + solid wood & including inlay + printing leather wrapped on mdf top + polish finish.
3.	CREDENZA	2	Mahogany Wood/Veneer in Lite Mahogany Reproduction Finish SIZE : 2140 W x 520 D x 760 H (mm) Made of veneer pressed on particle board + solid wood & including inlay + printing leather wrapped on mdf top + polish finish.
4.	EXECUTIVE CHAIR	2	Mahogany Wood/Veneer in Lite Mahogany Reproduction Finish SIZE : 600 W x 560 D x 950 H (mm) Made of solid wood, upholstered with foam & leather + base with wooden pedestal & gas lifter machine, polish finish.
5.	VISITOR CHAIR	4	Mahogany Wood/Veneer in Lite Mahogany Reproduction Finish SIZE : 625 W x 560 D x 950 H (mm) Made of solid wood, upholstered with foam & leatherier + polish finish.
6.	SOFA 1SEATER	1	SIZE : W 1297 D 968 H 813 (mm) Upholstered with foam and leatherier. Inner structure made of Acacia wood and Legs in Mahogany wood.
7.	SOFA 2 SEATER	1	SIZE : W 1857 D 968 H 813 (mm) Upholstered with foam and leatherier. Inner structure made of Acacia wood and Legs in Mahogany wood.
8.	SOFA 3 SEATER	1	SIZE : W 2417 D 968 H 813 (mm)



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			Upholstered with foam and leatherier. Inner structure made of Acacia wood and Legs in Mahogany wood.
9.	CENTER TABLE	2	Mahogany Wood/Veneer in Lite Mahogany Reproduction Finish SIZE : 1200 W 600 D 496 H (mm) Made of veneer pressed on particle board + legs & rails including inlay in solid wood + polish finish.
10.	SIDE TABLE	2	Mahogany Wood/Veneer in Lite Mahogany Reproduction Finish SIZE : 600 W 600 D 496 H (mm) Made of veneer pressed on particle board + legs & rails including inlay in solid wood + polish finish.
11.	COAT HANGER	1	SIZE L: 521 W : 521 H : 1417 (mm) Complete made of solid wood, polish finish
12.	EXECUTIVE DESK	2	Ash/Oak - Wood/Veneer Polish Finish: Jacobean SIZE : 2133 W x 915 D x 760 H (mm) Structure made of veneer pressed & leatherier wrapped on particle board + solid wood & imported inlay pressed + polish finish.
13.	SIDE RACK	2	Ash/Oak - Wood/Veneer Polish Finish: Jacobean SIZE : 1220 W x 610 D x 760 H (mm) Structure made of veneer pressed on particle board with solid wood & imported Inlay + polish finish.
14.	CREDENZA	2	Ash/Oak - Wood/Veneer Polish Finish: Jacobean SIZE :1830 W x 508 D x 760 H (mm) Structure made of veneer pressed on particle board, imported inlay pressed & solid wood edging + polish finish.
15.	EXECUTIVE CHAIR	2	SIZE : 680 W x 500 D x 1185 H (mm) 180o Reclining Designed in PU* leather Height Adjustable (Gas Lift) Tilting Mechanism with Position Lock Chromed Base 360 Rotation Lumbar Back Support
16.	VISITOR CHAIR	4	Material: Ash/Oak - Wood/Veneer Polish Finish: Jacobean SIZE : 546 W: 521 H : 775 (mm) Structure made of solid wood upholstered with best quality foam & leatherier polish finish.
17.	SINGLE SEATER SOFA	1	SIZE : 1092 W x 840 D x 800 H (mm) Leatherette Upholstery Acacia Wood structure Acacia Wood Legs with Polish Finish
18.	TWO SEATER SOFA	1	SIZE : 1750 W x 840 D x 800 H (mm)

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PUNJAB PUBLIC PRIVATE PARTNERSHIP AUTHORITY, PLANNING & DEVELOPMENT BOARD,
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			Leatherette Upholstery Acacia Wood structure Acacia Wood Legs with Polish Finish
19.	THREE SEATER SOFA	1	SIZE : 2362 W x 840 D x 800 H (mm) Leatherette Upholstery Acacia Wood structure Acacia Wood Legs with Polish Finish
20.	SIDE TABLE	2	Ash/Oak - Wood/Veneer & Glass Polish Finish: Jacobean SIZE : 559 W x 559 D x 553 H (mm)
21.	CENTRE TABLE	2	Ash/Oak - Wood/Veneer & Glass Polish Finish: Jacobean SIZE : 914 W x 914 D x 406 H (mm)
22.	COAT HANGER	1	Ash Wood Polish Finish: Jacobean SIZE : 521 W x 521 D x 1417 H (mm) Complete made of solid wood, polish finish.



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**Punjab Public Private Partnership Authority
P&D Board, Government of the Punjab**



**TENDER DOCUMENT
FOR
PROCUREMENT OF OFFICE FURNITURE
(Financial Bid)**

Tender # PPP/2020-21/05

Financial bids will be opened and announced publically along with technical bids at on the same date.



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PUNJAB PUBLIC PRIVATE PARTNERSHIP AUTHORITY, PLANNING & DEVELOPMENT BOARD,
GOVERNMENT OF PUNJAB
PASSCO BUILDING, 11 KASHMIR ROAD, LAHORE
Phone # 042-99206005 EXT 106

FINANCIAL BID PROFORMA

Sr.	Item	Qty	Specifications	Rate per Item	Total Amount In PKR
1.	EXECUTIVE DESK	2	Mahogany Wood/Veneer in Lite Mahogany Reproduction Finish SIZE : 2140 W x 960 D x 760 H (mm) Made of veneer pressed on particle board + solid wood & including inlay + printing leather wrapped on mdf top + polish finish.		
2.	SIDE RACK	2	Mahogany Wood/Veneer in Lite Mahogany Reproduction Finish SIZE: 1280 W x 600 D x 760 H (mm) Made of veneer pressed on particle board + solid wood & including inlay + printing leather wrapped on mdf top + polish finish.		
3.	CREDENZA	2	Mahogany Wood/Veneer in Lite Mahogany Reproduction Finish SIZE : 2140 W x 520 D x 760 H (mm) Made of veneer pressed on particle board + solid wood & including inlay + printing leather wrapped on mdf top + polish finish.		
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			wooden pedestal & gas lifter machine, polish finish.		
5.	VISITOR CHAIR	4	Mahogany Wood/Veneer in Lite Mahogany Reproduction Finish SIZE : 625 W x 560 D x 950 H (mm) Made of solid wood, upholstered with foam & leatherier + polish finish.		
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12.	EXECUTIVE DESK	2	Ash/Oak - Wood/Veneer Polish Finish: Jacobean SIZE : 2133 W x 915 D x 760 H (mm) Structure made of veneer pressed & leatherier wrapped on particle board + solid wood & imported Inlay pressed + polish finish.		
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16.	VISITOR CHAIR	4	Material: Ash/Oak - Wood/Veneer Polish Finish: Jacobean SIZE : 546 W: 521 H : 775 (mm) Structure made of solid wood upholstered with best quality foam & leatherier polish finish.		
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18.	TWO SEATER SOFA	1	SIZE : 1750 W x 840 D x 800 H (mm) Leatherette Upholstery Acacia Wood structure Acacia Wood Legs with Polish Finish		
19.	THREE SEATER SOFA	1	SIZE : 2362 W x 840 D x 800 H (mm) Leatherette Upholstery Acacia Wood structure Acacia Wood Legs with Polish Finish		
20.	SIDE TABLE	2	Ash/Oak - Wood/Veneer & Glass Polish Finish: Jacobean SIZE : 559 W x 559 D x 553 H (mm)		
21.	CENTRE TABLE	2	Ash/Oak - Wood/Veneer & Glass Polish Finish: Jacobean SIZE : 914 W x 914 D x 406 H (mm)		
22.	COAT HANGER	1	Ash Wood Polish Finish: Jacobean SIZE : 521 W x 521 D x 1417 H (mm) Complete made of solid wood, polish finish.		

- i. Financial bids should be all inclusive.
- ii. Bidder shall fill this proforma, otherwise bid will be **straight away disqualified**.
- iii. Financial bid will be **non-responsive** if:
 - a. Offer is ambiguous
 - b. Offer not according to the terms and conditions prescribed in tender document.
 - c. Quoted priced is other than Pakistan Rupees.



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