

TENDER DOCUMENT / BOQs

Procurement of IT Equipment and Furniture for Establishment of 10 One Window Counters at MRP Wing of the Consulate in KSA

The Consulate General of Pakistan in Jeddah, on behalf of its MRP Wing, invites sealed bids from reputable suppliers for the supply, delivery, and installation of high-quality IT Equipment and office furniture and fixtures. The procurement aims to enhance the operational efficiency and working environment of the MRP Wing.

2. The firm(s) intending to participate in the bidding process must have the following certifications: -

- Valid **Commercial Registration (CR)**.
- VAT Registration Certificate

3. Scope of Work

The selected supplier will be responsible for:

- Supplying brand-new IT Equipment and office furniture and fixtures as per specifications.
- Delivering items to the Consulate General of Pakistan, Jeddah.
- Assembling and installing all IT Equipment and office furniture and fixtures on site.
- Providing warranty and after-sales support.

4. LIST OF IT EQUIPMENT AND FURNITURE FIXTURE ITEMS

Sr. No.	Name of Items	Quantity	Specifications
1.	Computer System with LED & accessories	3	Copy enclosed
2.	Display LED (for applicant)	10	-do-
3.	Document Scanner	5	-do-
4.	42U Network Rack	1	-do-
5.	Telco Media Connectivity	1	-do-
6.	Furniture & Fixture		-
	Table Office	10	-
	Aluminium Three Chairs	34	-
	Swivel Chair Royal	2	-
	Visitor Chair Royal	10	-

5. The proposal/Bid shall not have any over writings or cutting. Use of white fluid or over-writing will not be accepted. Consulate General reserves the right not to consider the proposal having aforementioned deficiencies.
6. The successful bidders/firms/suppliers will arrange transportation of goods / items for the supply, delivery, and installation of high-quality IT Equipment and office furniture and fixtures.
7. The successful bidders shall nominate a “Focal Person” with complete contact details to liaise with the Consulate General.
8. The firm will ensure supply of goods/ items within the given time frame **not more than 15 days** from the date of purchase/supply order.
9. Before submitting the proposal/bid, the firm / supplier should check and evaluate those items where “**as per specimen/as per sample**” is mentioned from Consulate General and must quote prices according to the specification of those specimens/samples.
10. The procuring Agency shall have the authority to cancel/ withdraw the work order at any stage of the procurement if the firm is found to be providing sub-standard items/goods or not up to the mark as per Consulate samples/specimens.
11. The successful bidders will be declared based on the “**Least Cost Based Selection**”.
12. **Termination**

The Consulate General reserves the rights to accept or reject any or all bids.

Financial Evaluation

LIST OF IT EQUIPMENT AND FURNITURE FIXTURE ITEMS

Sr. No.	Name of Items	Quantity	Per Unit Cost
1.	Computer System with LED & accessories	3	
2.	Display LED (for applicant)	10	
3.	Document Scanner	5	
4.	42U Network Rack	1	
5.	Telco Media Connectivity	1	
6.	Furniture & Fixture		
7.	Table Office	10	
8.	Aluminium Three Chairs	34	
9.	Swivel Chair Royal	2	
10.	Visitor Chair Royal	10	

Note:

Bidders are hereby requested to submit the per-unit cost for each item.

LETTER HEAD OF BIDDER

To,
The Consulate General of Pakistan,
Jeddah

Subject: Acceptance of Tender Terms & Condition

Tender Name and Reference No.:

Dear Sir,

This has reference to above referred bid. I/we have read and examined the conditions of contract, Scope of Work, technical specifications, Bill of Quantity and other documents carefully.

2. I/We am/are pleased to submit our bid for the above work. I/We hereby unconditionally accept the bid conditions and bid documents its entirety for the above work and agree to abide by and fulfill all terms and conditions and specifications as contained in the bid document.

3. I/we here by submit all the documents as required to meet the eligibility criteria as per provision of the bid notice/document.

5. I/We hereby solemnly affirm that all information submitted by me/us in connection with this tender is genuine, authentic, accurate, and valid as of the date of submission. I/We fully understand and accept that, should any information be found to be false, misleading, or incorrect at any stage during the tendering process or throughout the duration of the contract, I/We shall be subject to the following penalties, actions prescribed in the tender documentation:

- Immediate cancellation of my/our bid or contract, as applicable
- Any other action deemed appropriate and reasonable by the Consulate

6. That I/we accept all terms and condition of the tender document. I/We do not have relationship with any other participating Bidders, directly or through common third parties, that puts us in a position to have access to information about or influence on the bid of another Bidder.

7. I do undertake that if any information and document submitted is found to be false/ incorrect at any time, Consulate may cancel my/our Bid and action as deemed fit may be taken against me/us, including termination of the contract, forfeiture of all dues and banning of our firm and all partners of the firm etc as per the tender document for which I/We shall have no claims against the Consulate.

Yours Faithfully,
(Authorized Signatory)
(Official Seal)

INSTRUCTIONS

All documents must be submitted duly translated in English.

2. “**Single Stage Single Envelope Procedure**” will be followed.
3. Tender/bids through fax/email will not be entertained.
4. The Quotations should be according to the specifications as mentioned in the Tender documents. Any quotation having different specifications will not be considered.
5. All Govt. taxes will be applicable as per rules.
6. The successful bidder/firm will arrange transportation of goods /items to the Consulate General on their own expenses.
7. Unsuccessful bidders may file an appeal with Grievance Redressal Committee (GRC) within five (7) days of the result announcement, and the GRC will decide before the Acceptance letter is issued.
8. Any bid missing required documents will be held no-responsive.
9. The financial offer must be signed by the owner or authorized representative of the bidding entity and the bidder is fully responsible for the authenticity of the quoted rates. Submitted bids shall remain valid for the entire duration of the business relationship with the Consulate.
10. Upon conclusion of the bidding process, an Acceptance Letter will be issued to the successful bidder, who must confirm acceptance or rejection in writing by the next business day. The Consulate General of Pakistan reserves the right to reject any or all proposals, and is under no obligation to accept any bid.
11. Competent Authority reserves the right to reject or accept the bids without assigning any reason.

(Ghulam Hussain)
Head of Chancery