

**TENDER NOTICE FOR PROCUREMENT OF
OFFICE FURNITURE FOR NESPAK SITE OFFICES**

National Engineering Services Pakistan (Pvt.) Limited (NESPAK) (hereinafter referred to as the "Purchaser) requires office furniture for its site offices located in various districts of Punjab. Sealed bids are invited from authorized distributors/manufacturers/general suppliers for the procurement of the office furniture, under the project titled for one contract.

Lot 01 - Construction Supervision for "Punjab Development Program (WASA Part)"

PROCUREMENT METHOD:

- Single stage one envelope method

Qualification Requirements:

1. Copy of valid NTN & GST certificate and Active Tax Payer Status of both Income Tax and Sales Tax.
2. Suppliers must not be blacklisted from PPRA/Procuring agency — Undertaking of no black-listing to be provided on non-judicial stamp paper of appropriate value.
3. Suppliers must have at-least three (03) years of experience of supply of similar items as requisitioned in the bidding documents. Suppliers must provide copies of at least five (05) valid purchase orders/contract agreements against the supply of similar furniture items in the last five (05) years to establish the required experience.
4. Suppliers should have his own production unit big enough to handle massive order.
5. The Suppliers must have proper Business Location/Showroom with landline telephone facility.
6. The Suppliers must be registered as manufacturer/seller of Furniture with relevant forum.
7. Suppliers must provide valid copies of purchase orders/contract agreements against the supply of furniture items worth of Rupees Twenty-Five (25) Million in last 05 years.
8. Pre-production samples is to be provided by suppliers to evaluate material, craftsmanship and finishes before a bulk order is placed.

Criteria for Quotation Evaluation:

Offers determined to be substantially responsive to the eligibility Criteria and technical specifications, will be evaluated by comparison of their prices. The Company may ignore any trivial variations, if it does not have any impact on the objective of Procurement. The award will be made to the responsive Supplier based on overall value of lowest evaluated cost of the responsive bid & delivery at site basis, which best meets the required standards/ specifications of technical capabilities along with complying/ providing all the requisite information and documentation.

Bid Security:

- 1 Suppliers must provide Bid Security of Rs. 0.2 Million in shape of a Bank Draft/Pay Order/Demand Draft from nationalized/Scheduled Bank in Pakistan in the name of **National Engineering Services Pakistan (Pvt.) Limited (NESPAK)**
- 2 The bids found without Bid Security shall be rejected.
- 3 The bids found deficient of the Bid Security amount shall be rejected.
- 4 No personal cheques shall be acceptable at any cost.
- 5 Any previous bid security shall not be considered or carried forward.
- 6 The bid security to the unsuccessful suppliers shall be returned immediately after issuance of Purchase Order to the lowest evaluated responsive supplier and in case of successful supplier, bid security will be released upon expiry of warranty period.

General Terms and Conditions:

1. The Suppliers will complete the purchase order within 15 days after issuance of purchase order.

2. The Suppliers will deliver the finished items to respective cities within seven (07) days of issuance of notice from Purchaser.
3. The supplier will safely keep undelivered furniture items in his warehouse without extra cost until the final delivery.
4. The supplier will arrange final inspection of overall supply order at his manufacturing unit/warehouse prior to consign the furniture to respective site offices (list of cities attached/lot).
5. Evaluation will be done for complete 100% required quantity & Delivered Duty Paid (DDP) Price basis i.e. inclusive of all taxes, fees transportation to respective site offices and costs.
6. The bidder should quote only one rate for each item as per specifications. No alternate model/quote or separate accessories shall be accepted. One supplier will offer only one bid.
7. The prices charged for the Goods supplied shall not be adjustable.
8. The quotations must be submitted in sealed envelope according to the attached BOQ and must be completed in all respect.
9. Taxes will be deducted at source.
10. In case of any difference in unit cost and total cost, unit rate shall prevail. In case of difference in amount in words and figures, calculations from unit rate shall prevail.
11. Incomplete quotations shall be rejected.
12. Bids must be signed by authorized representative and stamped with company stamp.
13. Bids must be typewritten as per BOQ.
14. Supply, installation of furniture items must be completed within 15 days of issuance of Purchase Order/Notification of Award.
15. The Prices indicated in the Price Schedule shall be delivered duty paid (DDP).
16. Prices shall be fixed and bid price should be in Pak Rupees.
17. The Company shall not reimburse any expenses incurred in preparation and submission of Bid.
18. The suppliers are requested to give their best and final prices as no negotiations are expected.
19. Bids shall be valid for a period of 60 days from the last date of submission.
20. Full Payment against each site office/city shall be made after submission of successful job completion/ delivered goods, acceptance certificate/s duly signed by the concerned officers incharge at site/countersigned by the authorized representative of NESPAK along with the original bill and sales tax invoice. Partial payment shall not be made in any case.
21. Sample of each item must be provided within 03 days issuance of purchase order by the successful Supplier for the approval of management/concerned section. In case provided sample is not conforming to specifications, the Purchaser may reject the Goods, and the Supplier shall either replace the rejected Goods or make alterations necessary to meet specification requirements free of cost to the Purchaser within next 03 days and there shall be no extension in time in the original specified delivery period on these grounds.
22. Bids shall be rejected, if documents and/or literature submitted by the bidder with the bid is found to be tampered at any stage. Also, bidder engaged in corrupt or fraudulent practices (including collusion / polling) shall be declared ineligible either indefinitely or for a stated period of time.
23. The Purchaser reserves the right at the time of issuance of Purchase Order/Notification of award to increase or decrease, by the 15%, the quantity of goods and services originally specified in the BOQ without any change in unit price or other terms and conditions.
24. The Purchaser reserves the right to accept or reject any quotation, and to annul the procurement process and reject all quotations at any time prior to issuance of Purchaser Order/Notification of award, without thereby incurring any liability to the affected supplier or suppliers or any obligation to inform the affected supplier or suppliers of the grounds for the Purchaser's action.

Liquidated Damages:

1. Applicable rates shall not exceed 0.5% per day and the maximum shall not exceed 5% of the total contract/award price.
2. If the Supplier fails to deliver any or all of the Goods or to perform the Services within the period(s) specified in the purchase order, the Purchaser shall, without prejudice to its other remedies under

Summary of Cost

Lots	Total Amount: PKR (DDP)	
	In figure	In words
Lot-01		
Total amount in figures:		
Total amount in words:		

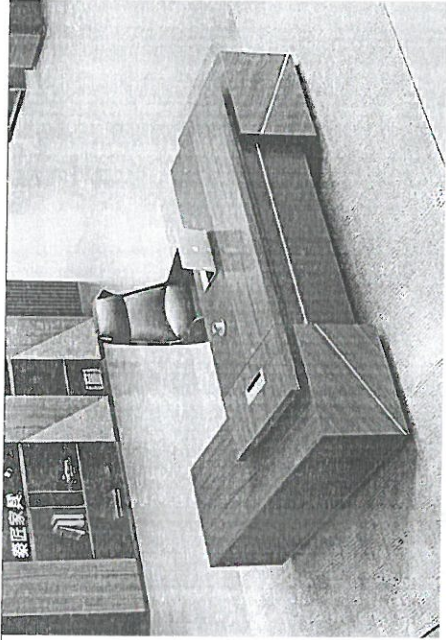
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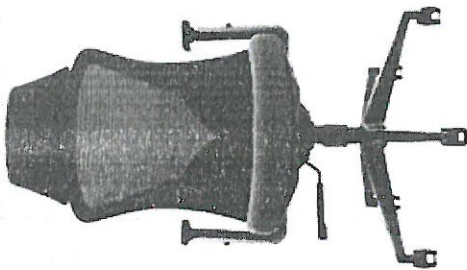
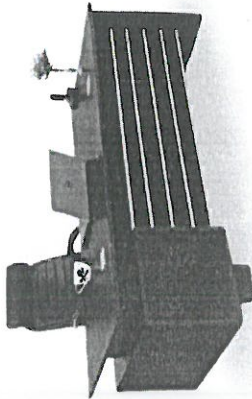
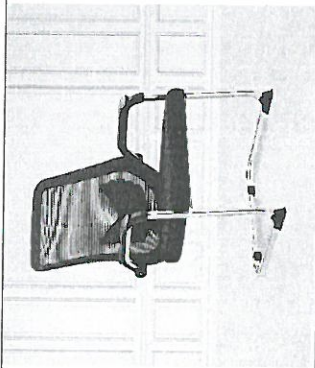
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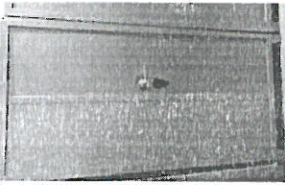
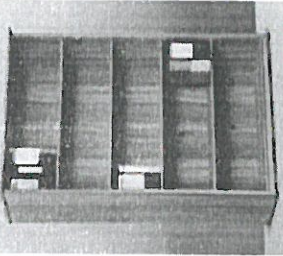
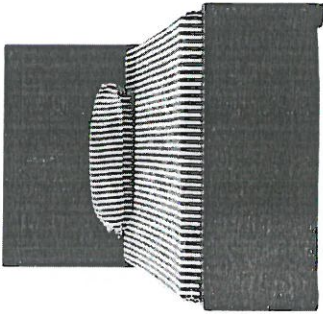
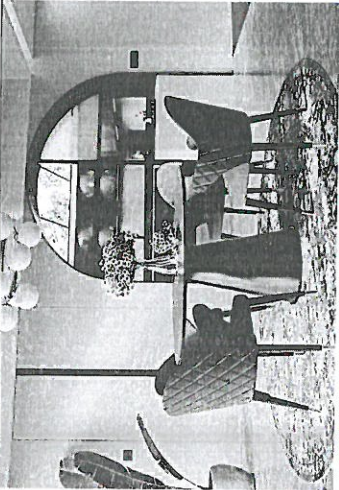


SUMMARY OF COST
BILL OF QUANTITIES (BOQ) AS PER LOT'S

Sr No.	Item Description	Specification	Picture	LOT-01	Unit Rate inclusive of all taxes (PKR) (DDP)	Total amount inclusive of all taxes (PKR) (DDP)
1	Executive Table (6x32)	Executive Table size 6' x 4' Top Made of Laminated Engineered-wood sheet thickness 18mm and edges of table shows 36mm) with wooden edging on border. Side rack size 6' x16". Top of side rack is also made of Laminated Engineered-wood sheet thickness 18mm. Three lockable draws (on both left and right side) with imported 14" soft closing railings (size 45mm wide and thickness 1.2mm x 1.2mm x 1.5mm) with imported handles, also one cupboard in side rack. All the structure made of Al-Noor MDF. Design as per attached picture.		6		

[Signature]

2	Executive Revolving Chair	Executive Revolving Chair Lockable revolving and tilting mechanism pivoted at front for extra stability. • Sleek and Stylish integral skin with PU arms with extra torsion adjustment control to provide the desired tilt mechanism with fixed position angle control system. • Adjustable seat height- gas lift. Twin wheel castors. • Breathable fabricated mesh nest on back for passage of air with unique curved Shape with Lumber support • Poly Propylene armrests with standard specifications & with imported foam on seat. KT Mechanism with desire lockable positions.		6		
3	Office Table (5X32)	Office Table 5' x 32" Made of Al-Noor MDF sheet, with two drawers on one side of the table. Side rack size 16"D x 36"W x 24"H with one cupboard and one shelf.		27		
4	Visitor chairs	Visitor Chair Mesh Back and Fabric Padded Seat Built-in Lumbar Support Length 22" Width 21" Height 37.2 U-Shaped Chrome Base with Metal Frame Fixed Polypropylene Armrest 3-Year Warranty		100		

5	Steel Almirah (6x3)	Steel Almirah Size 6' x 3' made in 20-22 gauge with 3 shelves		16		
6	Wooden File Rack (6x4)	Wooden File Rack Size (6x4) Made in Al-Noor MDF lamination sheet with PVC edging on borders		15		
7	Single Bed with mattress of Molty Foam (3x6.5)	Single Bed with mattress of Master / Diamond Foam Size 3' x 6.5', Made in Sheehaam veneer with wooden texture polish with one side table		27		
8	Dining Table size 8x3.5 (with 6 chairs)	Dining Table size 6x3 (with 6 chairs) Table top made of Mahogany Veneer with Walnut finish Table Base Material is MDF with Metal Plate Chair is of MS Powder Coated with legs frame Internal Kikar wood structure customizable color & fabric Molty foam upholstery Seat		11		

BILL OF QUANTITIES (BOQ) AS PER LOT - 01
CONSTRUCTION SUPERVISION FOR "PUNJAB DEVELOPMENT PROGRAM (WASA PART)"

Sr. No.	Item Name	Total Quantity	Nankana Sahib 1	Sheikhupura 2	Sahiwal 3	Sialkot 4	Rawalpindi 5	Hafizabad 6
1	Executive Table (6x32)	6	1	1	1	1	1	1
2	Executive Revolving Chair	6	1	1	1	1	1	1
3	Office Table (5x32)	27	5	5	5	5	5	2
4	Visitor chairs	100	18	18	18	18	18	10
5	Steel Almirah (6x3)	16	3	3	3	3	3	1
6	Wooden File Rack (6x4)	15	3	3	3	3	3	
7	Single Bed size 3x6.5	27	5	5	5	5	5	2
8	Dining Table (with 4 chairs)	11	2	2	2	2	2	1

Note: Complete addresses of site offices may be sought from E&PHE Division, Nespak Head Office, Lahore.