



PAKISTAN TOURISM DEVELOPMENT CORPORATION
Ground Floor, Kohsar Block, Pak Secretariat, Islamabad. Tele: 051-9212826,
Web: www.tourism.gov.pk Email: managerhr@tourism.gov.pk

INVITATION TO BIDS

Pakistan Tourism Development Corporation (PTDC), Cabinet Division, Government of Pakistan, invites bids from financially sound and experienced firms/ general order suppliers/ companies registered with Income Tax and Sales Tax Departments and are on FBR's Active Taxpayer's List (ATL) for supply/ installation of furniture and computers.

2. Bidding documents containing detail terms and conditions, method of procurement, procedure for submission of bids, bids security, bid validity, evaluation criteria, clarification / rejection of bids, performance guarantee etc. may be obtained from the Office of the undersigned free of cost. Bidding documents can also be downloaded from PTDC and PPRA websites www.tourism.gov.pk and www.ppra.org.gov.pk.

3. The bids, prepared in accordance with instructions in the bidding documents, along with Bid Security/Earnest money of 2% of the bid value in the shape of Bank draft/Pay order drawn in favor of PTDC may reach Office of the undersigned latest by 16-10-2020 at 1200hrs. Technical bids will be opened on the same day at 1230 hrs in presence of representatives of bidders.

4. As per PPRA Rules 33(1), 2004, Pakistan Tourism Development Corporation (PTDC), Government of Pakistan, has the right to reject any or all bids/proposals at any time prior to the acceptance of a bid/proposal.

**Manager (P&A),
Pakistan Tourism Development Corporation (PTDC)
Ground Floor, Kohsar Block, Pak Secretariat, Islamabad.
Tele: 051-9212826,**



GOVERNMENT OF PAKISTAN

Tender document for	SUPPLY/ INSTALLATION OF FURNITURE, COMPUTERS AND IPADS,
Total Pages	15
Detail of Pages	<p>Pages (1-3) General Instructions for Bidders</p> <p>Pages (4-9) Annexure to Bid</p> <p style="padding-left: 40px;">Annexure-A-Firm/Company Information</p> <p style="padding-left: 40px;">Annexure-B- Eligibility Check List</p> <p style="padding-left: 40px;">Annexure-C-Technical Evaluation Criteria</p> <p style="padding-left: 40px;">Annexure-D- Cover Letter for the Submission</p> <p style="padding-left: 40px;">Annexure-E-Contract Agreement</p> <p>Page (10-11) Technical Proposal for Furniture Items “Form A-1”</p> <p>Page (12) Technical Proposal for Computers “Form A-2”</p> <p>Page (13-14) Financial Proposal for Furniture Items “Form B-1”</p> <p>Page (15) Financial Proposal for Computers “Form B-2”</p>

PTDC Head Office, Ground Floor, Kohsar Block, Pak Secretariat, Islamabad
Telephone No. 051-9212826, Fax 051-9212853

GENERAL INSTRUCTIONS & CONDITIONS FOR THE BIDDERS	
1.	Only those firms are allowed to participate in the tender who are General Sales Tax (GST) registered and have National Tax Number (NTN). A certificate may be attached to verify that your firm is an active tax payer.
2.	Bidder(s) must have sound financial position, details of bank statement/turnover for the last three years duly supported by audited accounts and income tax returns must be provided with the technical bid. The bidder shall have sufficient experience, well reputation and have the facility of telephone, transport and technical manpower for the supply/ installation of required items in time.
3.	Bidder(s) must attach Bank Draft/Pay Order / Call Deposit @ 2% of bid price as bid security amount in favour of PTDC which will be refundable in case of non-acceptance of tender. Bid(s) found without acceptable bid security will not be considered and rejected. Cheques shall not be accepted. The Bid Security should be valid for a period not less than 6 months and must be enclosed in financial bid.
4.	Firm(s) must certify that it has not been blacklisted from any Government organization.
5.	All bids should be submitted in tape or ring binding. Bids with loose papers shall be rejected. All documents should contain an index and proper page numbers attached in sequence as indicated for evaluation in the bidding documents and signatures of authorized person.
6.	Only those Bid(s) will be considered which would be submitted as per PTDC tender documents.
7.	The offered price in Pak Rupees of item(s) should be inclusive of all Government Taxes . Income Tax will be deducted at the time of payment according to the Income Tax Laws/Regulations and shall be valid for the tender period.
8.	<p>Bid Opening Procedure: -Single Stage-Two Envelope procedure under Rule 36(b) of PPRA Rules, 2004 will be adopted to evaluate the bids. Complete bid containing Technical and Financial proposal along with Bid Security, all required information and documentary evidences must be submitted by the closing date/ time as mentioned in advertisement.</p> <p>The bid shall comprise a single package containing two separate envelopes; each envelope should contain separately the “Technical Proposal” and “Financial Proposal”.</p> <p>Two separate envelopes shall be marked as “Technical Proposal” and “Financial Proposal” in bold and legible letters.</p> <p>Initially “Technical Proposal” will be opened to evaluate the offer(s) with the specification(s) and required criteria mentioned in the tender document. The bidder shall attach brochures/color pictures/catalogues of each of the item(s) being offered. Only one model/make shall be allowed for each of the item, multiple models/alternative bids for one item shall not be admissible.</p> <p>The technical proposal of eligible organizations will be evaluated against the requirements specified in the “Annexure – C”.</p> <p>Offer(s)/item(s) which will not be found according to the standards/specification(s) and evaluation criteria shall not be accepted and “Financial Proposal” of such firms will be returned unopened.</p> <p>“Financial Proposal” will be opened only of those firms whose offer(s)/items would be found as per specifications and laid down criteria and obtained the minimum threshold of technical evaluation.</p> <p>The bid shall remain valid for the period of 180 days from the date of bid opening.</p>

9.	Successful bidders should make sure in time supply/ installation according to the approved quality/standards/specifications for the tender period as mentioned in the tender notice.
10.	The interested bidders may visit the site, if they want, in order to arrange the fixture and fitting of the process.
11.	Submission of any false statement/ documents or concealing of information will disqualify the bidder.
12.	The quantity of the item(s) can vary as per the requirement / budget allocation of the PTDC.
13.	The delivery shall be completed within 30 days from the date of issuance of purchase/ supply order or as mutually agreed.
14.	All item(s) shall be delivered at the office of PTDC HO, the Flashman's Hotel, the Mall Rawalpindi or PTDC Secretariat, Kohsar Block, Islamabad as may be instructed.
15.	Item(s) which will not be found according to required specifications/standard shall not be accepted and the bidder shall make good the items as per approved specifications immediately.
16.	Technical Proposal must include the pictures of products as well.
17.	In case any of the terms and conditions of the agreement is violated, the responsibility for any loss or damage will be borne by the supplier.
18.	The employer will open the tenders including submission made in the presence of the tenderers or their representatives who choose to attend on date, time and venue mentioned in tender notice.
19.	The complete tender shall be without alterations, interactions or erasures, except those to accord with instructions issued by the employer, or a necessary to correct errors made by the tenderer, in which case such correction shall be initialed by the person or persons signing the contract.
20.	All furniture and software based items contains installation and configuration and end user orientation which is responsibility of the supplier. The goods/ equipment/software/renewals supplied must be duty paid in respect of all applied duties and taxes.
21.	The successful bidder within seven (7) days after award of contract/ acceptance letter must submit Performance Guarantee of 5% of total quoted amount in favor of PTDC in the shape of CDR from any scheduled Bank otherwise tender award will be rejected.
22.	The successful bidder within seven days after signing of contract will furnish an integrity pact as per prescribed format if the total value of bid price exceeds Rs.10.00 million under the PPRA rules.
23.	Bids not accompanied by bid security or with less amount of bid security will not be entertained and will be rejected.
24.	The bid security and performance guarantee of successful bidder will be retained till delivery, installation, commissioning and guarantee period of complete equipment/services and bid security of other bidders will be returned after award of contract to successful bidder.
25.	If the firm fails to supply any or all the items in time as per quality/specifications and required standards, security deposit and performance guarantee will be forfeited and supply order of specific items will be issued to next lowest bidder. Action for blacklisting of the firm will also be initiated.
26.	It will be the responsibility of the successful bidder to supply and fix all the goods within the stipulated time at the concerned site Office. The Procuring Agency will not bear any type of transportation cost.

27.	In case applicable taxes have neither been included in the quoted price nor mentioned whether quoted amount is inclusive or exclusive of such taxes, then quoted amount will be considered inclusive of all taxes and selected service provider will have to provide the required services/equipment, if selected and declared as lowest evaluated bid. In case selected bidder is not willing to supply on quoted amount then bid security submitted with the bid will be forfeited in favor of the PTDC and bid cancelled and necessary proceeding initiated against the firm.
28.	If the bid is withdrawn before the expiry of its validity or the supply/services are not made/provided within due date, the bid security will be forfeited in favor of the PTDC, Rawalpindi.
29.	No advance payment will be made for any kind of invoice. PTDC will arrange expeditious payments on submission of invoices. Payment shall be made after delivery, installation and commissioning of complete equipment/services/renewals.
30.	A separate agreement shall be executed with successful bidder as per attached form in the tender documents.
31.	Tenders will be opened at the office of Manager (P&A), PTDC Head Office, Kohsar Block, Pak Secretariat, Constitution Avenue Islamabad as may be instructed. as per date/ time mentioned in advertisement.

Cover Letter for the Submission of Technical Proposal

A cover letter as specified in **annexure D** shall be submitted with the proposal.

Note: Please provide the required information/Response to all Annexures mentioned in this document and mark them while submitting the bid.

Every page of the bid proposal must be stamped and signed by the bidder.

(SIGNATURE & SEAL OF BIDDER)

ANNEXURES**Annex – A (Firm/Company Information)**

Firm/Company Information		
S #	Required Information	Response
1	Legal Name of the Firm/Company	
2	Year of Registration / Establishment of the Organization/Firm/Company etc	
3	National Tax Number	
4	General / Sales Tax Number	
5	Name and designation of 'Head of Firm/Company	
Mobile:		
Phone/s:		
Email:		
Fax:		
Address of Firm/Company		
Website address:		
6	Name and designation of 'Contact Person)/Representative	
Phone/s:		
Mobile:		
Email:		
Fax:		

(SIGNATURE & SEAL OF BIDDER)

Annex – B (Eligibility Response Check List)

Eligibility Check List				
Sr.No.	Eligibility Criteria Details	Evidence/Proof Required	Attached Supporting Documents/Proof and mark Yes/No	
			Yes	No
1	Evidence of bidding firms/company's Registration/Incorporation	Evidence of certificate of incorporation/ registration is required	<input type="checkbox"/>	<input type="checkbox"/>
2	Provide National Tax Number (NTN) and General / Provincial Sales Tax , (if applicable) in the name of Firm/Company and provide a copy of registration	Registration Copy required	<input type="checkbox"/>	<input type="checkbox"/>
3	Active Tax payer copy of last three years tax returns is required.	(2016-17, 2017-18, 2018-19 tax returns copy required)	<input type="checkbox"/>	<input type="checkbox"/>
4	Pay Order/ Bank Draft of 2% Bid Security attached with the Financial Proposal in separate sealed envelope.		<input type="checkbox"/>	<input type="checkbox"/>
5	Affidavit on stamp paper, declaring that company is not blacklisted by any Government agency/authority. (Original required)	We solemnly declare that our organization or any member of consortium has never been suspended/ debarred or blacklisted by any government organization/ authority.		

(SIGNATURE & SEAL OF BIDDER)

Annex – C (Technical Evaluation Criteria)

Sr. No.	Description	Total Points	Category Points	Remarks
1	Relevant experience	25		Copies of Contract/Purchase Order /Work Order are required
	Experience of supply of prescribed items if more than 10 years		25	
	Experience of supply of prescribed items if more than 5 years but less than 10 years		17	
	Experience of supply of prescribed items if 5 years or less but greater than 3 years		10	
2	Past Performance from Clients Satisfactory Certificates from different Clients (3 points for each letter of recommendation, maximum 15 points)	15		Satisfactory completion certificates/Recommendation Letters of Clients are required.
3	Specifications/quality/make model being offered and it's responsiveness as per requirement.	30		Detailed specifications/ brochures/pictures/ presentations/samples etc are required.
4	Quality/after sale service	20		Attach offered warranty period on company letter head duly signed/ stamped.
	Warranty/after sale service of items offered by bidder, if greater than three years		20	
	Warranty/after sale service of items offered by bidder for two & three years.		15	
	Warranty/after sale service of items offered by bidder up to one year		10	
5	GST Registration, ATL/NTN, Authorized Dealership and Completeness of bidding Documents etc	10		Attach copies of the relevant documents
Total Points				100

Minimum qualifying score for technical qualification is 70 marks out of 100 marks. Please mark/flag the supporting documents shared for technical qualification scoring.

The firm will be selected on the basis of the lowest quoted price out of the technically qualified bidders.

(SIGNATURE & SEAL OF BIDDER)

Annex – D (Cover Letter for the Submission of Technical and Financial Proposal)

(Declaration on company letterhead)

I, _____ hereby declare that:

- All the information provided in the technical proposal is correct in all manners and respects and bid forms are completed as per instructions.
- And I am duly authorized by the Management to submit this proposal on behalf of "[Name of the Firm /Company]"

Name: -

Designation: -

Signatures: -

Date and

Place:

(SIGNATURE & SEAL OF BIDDER)

Annex – E(Sample Contract Agreement to be signed with the successful bidder)

CONTRACT AGREEMENT

This Contract Agreement (hereinafter called the “Agreement”) made on the day of between **Pakistan Tourism Development Corporation (PTDC), Kohsar Block, Pak Secretariat, Islamabad** hereinafter referred to as the purchaser/employer of the one part and M/s _____ hereinafter referred to as the Supplier/contractor of the second part.

WHEREAS the purchaser/ employer is desirous that purchase of furniture, computers, printers, scanners, IPADs, photocopiers, switches, firewall and digital advertisement equipment should be provided by the supplier and has accepted the tender for the provision of such items.

THEREFORE, NOW this agreement witness as follow:

In this agreement words and expressions shall have the same meaning as are respectively assigned to them in the conditions of contract. The terms and conditions of the agreement are as under: -

Clause 1: Delivery: The supplier shall deliver the items as per work order/letter of award/supply order in the office of **Pakistan Tourism Development Corporation (PTDC) at Kohsar Block, Pak Secretariat, Islamabad within (30) days from the date of issuance of Purchase Order/Supply Order.**

Clause 2: Inspection: Purchase Committee of the employer shall examine and inspect the items at above mentioned address to verify compliance/ completeness.

Clause 3: Supplier’s Guarantee: Supplier clearly undertakes that the items being supplied by them would be absolutely free from material and manufacturing defects and is in accordance with the specifications/approved sample and quality. Items not found according to required specifications/standards/ sample provided shall not be accepted. The installation/operations where required as per tender documents shall be responsibility of the supplier. Performance guarantee @5% will be returned after the completion of warranty period of the item/equipment.

Clause 4: Rates:- Rates offered in the bid shall be valid for **180 days** from the date of the opening of the bid. This shall be extendable for another period of 120 days with the mutual consent of the supplier and procuring Authority.

Clause 5: Warranty/Guarantee: Warranty/Guarantee of the items shall be as specified in the tender documents from the date of supply. Malfunctioning of item(s) within warranty period shall be replaced by the firm free of cost.

Clause 6: Payment: Payment will be made within two months after the receipt of invoices. No advance payment will be made for any kind of invoice. However PTDC will arrange expeditious payments on submission of invoices.

Clause 7: Liquidated Damages: If the supplier fails to deliver the items of specified standard within the specified time period, a penalty, without prejudice to other remedies under the contract, liquidated damages i.e. @ 0.5% per day and maximum upto 20% on the total value of the contract, shall be charged.

Clause 8: Penalty for failure of Supply: If the firm fails to supply any or all the items as per specifications, the security amount will be forfeited. Incomplete supplied items will be purchased on the risk and cost of the supplier, including blacklisting of the firm.

Clause 9: The Contractor will give immediate notice in writing to the employer of any situation arising from force majeure which makes it impracticable to carry out any of the agreed terms.

Clause 10: The following documents shall be deemed to form, and be read and construed as part of this Agreement: -

- i. Letter of Award/Supply order
- ii. Tender Documents

IN WITNESS WHEREOF the parties hereto have caused this Agreement to be executed on the day and the year first before written in accordance with the respective Laws.

Signature of the Supplier/contractor

Signature of Purchaser/Employer

Name: - _____
CNIC:- _____
M/s _____

Witness No. 1

Witness No. 2

Signature:- _____
Name:- _____
CNIC:- _____

Signature:- _____
Name:- _____
CNIC: _____

TECHNICAL PROPOSAL "FURNITURE ITEMS"

NAME OF FIRM	
COMPLETE ADDRESS	
Telephone & Fax No.	National Tax Number (NTN)
Sales Tax Registration No.	

S#	Name of Items/ Specifications	QTY. required	Specification Being Offered
1.	<p>Complete Set of Executive Desk with Credenza, Side table and Executive Chair for senior level officer</p> <p><u>Desk (1)</u> Size: 96 W x 48 D x 30 H (Inches) Specs: High-quality imported product with contemporary style/ design/ finishing, moveable three drawers, top drawer lockable.</p> <p><u>Credenza: (1)</u> Size: 84 W x 20 D x 30 H (Inches) Specs: High-quality imported Product with contemporary style/ design/ finishing with safe storage capacity.</p> <p><u>Side Rack (1)</u> Size: 48 W x 24 D x 30 H (Inches) Specs: High-quality imported product with contemporary style/ design/ finishing with drawers and compartment for computer equipment.</p> <p><u>Executive Chair (1)</u> Size: 24 W x 22 D x 37 H (Inches) Specs: Upholstery, leatherette padded seat & back or equivalent, strong base & structure, height adjustable (Gas Lift). Torsion Bar Basic Tilt Mechanism. 360 Rotation, high quality finishing with contemporary style/ design.</p> <p><u>Executive visitor Chair-(03)</u> Size: 465 mm x 480 mm High-quality imported product with contemporary style/ design/ finishing in Mash and Net with steel body.</p>	01 complete set	

2.	Executive Office Sofa Set 5 seaters with center table and two side tables Specs: Capacity: 5 seats of standard size, strong legs, base and structure, Leatherette or equivalent upholstery with scrolled arms, contemporary style and design along with a center & side glass tables of compatible design and style.	01 complete set	
3.	Committee Room table (8-members plus 1-chairman) Size 10 feet x 4 feet x 2.5 (Height) Structure made of lamination super gloss sheet, strong steel based structure having space for adjustment of multimedia system/ audio mike system etc. Should best fit in a room of size 18 feet x 14 feet. Complete Installation and fixation in the committee room.	01	
4.	Committee Room Chairs imported Having headrest and arms, adjustable seat, Mash and Net with revolving cum tilting and reclining pedestal having five legs durable and load bearing caster wheels. High quality finishing and design.	10	
5.	Officer Revolving Chair-Imported having headrest and arms, adjustable seat, Mash and Net with revolving cum tilting and reclining pedestal having five legs durable and load bearing caster wheels.	15	
6.	Sofa Set for Waiting Lounge with one center table & side table Specs: Capacity: 5 seats (3+2) of standard size, strong legs, base and structure, Leatherette or equivalent upholstery with scrolled arms, contemporary style and design along with a center glass table & side table of compatible design and style.	01 complete set	

Note 1: Incomplete bids shall be rejected.

Note 2: The bidder will submit only one model/make for tender, alternative bids will not be allowed. The quoted model/make must be accompanied with complete detail/ specifications/ model number including brochures in the column against each item. The bidder shall provide sample/booklets/pictures during the technical evaluation.

(SIGNATURE & SEAL OF BIDDER)

TECHNICAL PROPOSAL
"DESKTOP COMPUTERS"

NAME OF FIRM	
COMPLETE ADDRESS	
Telephone & Fax No.	National Tax Number (NTN)
Sales Tax Registration No.	

S#	Name of Items/ Specifications	QTY. required	Specification Being Offered
1.	Branded Desktop Computer Systems Dell/HP or equivalent Specs: 9 th Generation Intel ® Core™ i7-9700 Processor, Windows 10 Home/Pro, 16GB RAM, 256GB M.2 PCIe NVMe SSD (Boot) + 1TB HDD (Storage), 24-Inch LED FHD (1920 x 1080) Display & Microsoft Office Home and Student 2019. With Key Board & Mouse.	10	

Note: The bidder will submit only one model/make for tender, alternative bids will not be allowed. The quoted model/make must be accompanied with complete detail/specifications/model number including brochures in the column against each item.

(SIGNATURE & SEAL OF BIDDER)

FINANCIAL PROPOSAL**"FURNITURE ITEMS"**

NAME OF FIRM:-

S.No	Details of Goods/ Specifications	Quantity required	Unit Price	Total Price	GST	Total Quoted Price
1.	<p>Complete Set of Executive Desk with Credenza, Side table and Executive Chair for senior level officer Desk (1) Size: 96 W x 48 D x 30 H (Inches) Specs: High-quality imported product with contemporary style/ design/ finishing, moveable three drawers, top drawer lockable.</p> <p>Credenza: (1) Size: 84 W x 20 D x 30 H (Inches) Specs: High-quality imported Product with contemporary style/ design/ finishing with safe storage capacity.</p> <p>Side Rack (1) Size: 48 W x 24 D x 30 H (Inches) Specs: High-quality imported product with contemporary style/ design/ finishing with drawers and compartment for computer equipment.</p> <p>Executive Chair (1) Size: 24 W x 22 D x 37 H (Inches) Specs: Upholstery, leatherette padded seat & back or equivalent, strong base & structure, height adjustable (Gas Lift). Torsion Bar Basic Tilt Mechanism. 360 Rotation, high quality finishing with contemporary style/ design.</p> <p>Executive visitor Chair-(03) Size: 465 mm x 480 mm High-quality imported product with contemporary style/ design/ finishing in Mash and Net with steel body.</p>	01 complete set				

2.	<p>Executive Office Sofa Set 5 seaters with center table and two side tables</p> <p>Specs: Capacity: 5 seats of standard size, strong legs, base and structure, Leatherette or equivalent upholstery with scrolled arms, contemporary style and design along with a center & side glass tables of compatible design and style.</p>	01 complete set				
3.	<p>Committee Room table (8-members plus 1-chair) Size 10 feet x 4 feet x 2.5 (Height)</p> <p>Structure made of lamination super gloss sheet, strong steel based structure having space for adjustment of multimedia system/ audio mike system etc. Should best fit in a room of size 18 feet x 14 feet. Complete Installation and fixation in the committee room.</p>	01				
4.	<p>Committee Room Chairs imported</p> <p>Having headrest and arms, adjustable seat, Mash and Net with revolving cum tilting and reclining pedestal having five legs durable and load bearing caster wheels. High quality finishing and design.</p>	10				
5.	<p>Officer Revolving Chair-Imported</p> <p>having headrest and arms, adjustable seat, Mash and Net with revolving cum tilting and reclining pedestal having five legs durable and load bearing caster wheels.</p>	15				
6.	<p>Sofa Set for Waiting Lounge with one center table & side table</p> <p>Specs: Capacity: 5 seats (3+2) of standard size, strong legs, base and structure, Leatherette or equivalent upholstery with scrolled arms, contemporary style and design along with a center & side glass table of compatible design and style.</p>	01 complete set				
TOTAL (in Rs)						

	In words (Rupees: _____)
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(SIGNATURE & SEAL OF BIDDER)

Form "B-2"**FINANCIAL PROPOSAL****"DESKTOP COMPUTERS"**

S.No	Details of Goods/ Specifications	Quantity required	Unit Price	Total Price	GST	Total Quoted Price
1.	Branded Desktop Computer Systems Dell/HP or equivalent Specs: 9 th Generation Intel ® Core™ i7-9700 Processor, Windows 10 Home/Pro, 16GB RAM, 256GB M.2 PCIe NVMe SSD (Boot) + 1TB HDD (Storage), 24-Inch LED FHD (1920 x 1080) Display & Microsoft Office Home and Student 2019.With Key Board & Mouse.	10				
TOTAL (in Rs)						
	In words (Rupees: _____)					

(SIGNATURE & SEAL OF BIDDER)