

**TENDER NOTICE**

**(No. 2-3/2009-(Purchase)- RTI-S/CT)**

Ministry of Population Welfare, Government of Pakistan Islamabad invites bids through “**National Competitive Bidding**” for the purchase of **Goods (Machinery Equipment & Furniture Fixture** for Regional Training Institute, Sialkot as per details indicated in the Tender Document obtainable from the Ministry free of cost and available at PPRA website: [www.ppra.org.pk](http://www.ppra.org.pk) as well as website of Ministry of Population Welfare [www.mopw.gov.pk](http://www.mopw.gov.pk) Interested bidders may download the tender document from the above mentioned websites.

3. Two different bidding packages **(A,B)** as per following details have been prepared for submitting bids. The bidders may choose to submit proposals for one or two packages. However the bidder with the “**Lowest Evaluated Bid**” in a particular package (s) will be awarded procurement contract for that package (s). The two packages for procurement of Goods are as under:

Package-A : Machinery Equipment  
Package-B : Furniture Fixture

4. Single stage-one envelope bidding procedure specified in the Public Procurement Rules, 2004 shall be followed for receiving and processing the bids. An amount of Bid Security (earnest money) @ 2% of the total bid value in the shape of pay order/ bank draft/ call deposit is required to be deposited in the name of Drawing & Disbursing Officer, Ministry of Population Welfare Islamabad. The tenders which are found deficient of earnest money will not be considered.

5. Sealed bids should reach the office mentioned below **by or before 11.30 A.M. 18-03-2010** The bids received within the stipulated time and date will be opened by the Procurement Committee in the Committee Room of the Ministry of Population Welfare at Block-F, Pakistan Secretariat, Islamabad **on the same day at 12.00 noon** in the presence of the bidders or their authorized representatives, who choose to be present on the occasion.

Director (CT)/ Project Director  
Ministry of Population Welfare  
Room No. 110, Population House,  
“F” Block Pak. Secretariat, Islamabad  
**Phone No. 051- 9246052**

## **INSTRUCTIONS TO BIDDERS**

This Tender Document shall be used for submission of bids **for purchase of Goods (Machinery Equipment & Furniture Fixture) for Regional Training Institute, Sialkot** under Ministry of Population Welfare Islamabad. The Items shall be finally delivered at RTI, Sialkot.

2. This document contains following:

- 1) Terms and conditions for tender submission.
- 2) Tender Form with detail of the items, specifications and quantities.
- 3) Evaluation Criteria.
- 4) Destinations for delivery of Goods \_\_\_\_\_

3. Two different packages **(A,B,)** as per following details have been prepared for submitting bids. The bidders may choose to submit proposals for one or two packages. However the bidder with the **“Lowest Evaluated Bid”** in a particular package (s) will be awarded procurement contract for that package (s). The two Packages for procurement of Goods are:

- Package-A : Machinery Equipment  
Package-B : Furniture Fixture

## **TERMS & CONDITIONS FOR TENDER SUBMISSION**

- (i) Tender form is to be filled in carefully, preferably typed. Any alteration/correction must be initialed and each page is to be signed and stamped at the bottom, incomplete forms will not be accepted.
- (ii) Single stage-one envelope bidding procedure specified in the Public Procurement Rules, 2004 shall be followed for receiving and processing the bids. An amount of Bid Security (earnest money) @ 2% of the total bid value in the shape of pay order/ bank draft/ call deposit is required to be deposited in the name of Drawing & Disbursing Officer, Ministry of Population Welfare Islamabad. The tenders which are found deficient of earnest money will not be considered.
- (iii) No personal cheque will be acceptable at any cost. In case the tender is accepted by the competent authority, the earnest money will be retained till delivery of all items within the stipulated period. The earnest money of the un-successful bidders will be returned on a written request.
- (iv) The successful bidder shall provide “Performance Guarantee” equal to 3% of the procurement contract before the award of contract.
- (v) The bid must indicate sound financial health/ status of the firm, duly certified by a reputed bank. The past relevant experience will be given an added advantage.

- (vi) National Tax No. and G.S.T. Registration Number must be indicated by each bidder.
- (vii) The rates quoted by the firm must be latest and should include all service charges in the form of rate running contract and be effective/operative till 30-6-2010. In case a particular item is not quoted, it should be written as **not quoted**.
- (viii) Bid validity period till **30<sup>th</sup> June, 2010** be clearly mentioned in the bid.
- (ix) The bidder will have to submit an affidavit on stamp paper of Rs.50/- that their firm has not been blacklisted in the past on account of inefficiency to any public sector organization. On account of submission of false statement, the firm shall be blacklisted and debarred from bidding process.
- (x) If any item is found to be substandard, defective and does not meet the prescribed specifications, the same will not be accepted in any circumstances and action will be taken against the supplier, which may range from blacklisting of the bidder for future participation in the procurement process and forfeiture of bid security.
- (xi) Any lapse in fulfilling above requirements or any other stipulated condition(s) in the tender shall render the bid liable for rejection.
- (xii) The bids shall be evaluated by the Purchase Committee whose decision will be treated as final.
- (xiii) The result of the bid evaluation, in the form of a report will be announced ten days prior to the award of contract to the successful bidder.
- (xiv) A committee comprising \_\_\_\_\_ shall address complaints of bidders that may occur prior to the entry into force of the procurement contract as expressed in PPRA rule 48.
- (xv) Bidders are requested to give their best and final prices as negotiations on the prices once quoted/ offered are not permissible under the Rules. The Procuring Agency may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The Procuring Agency shall upon request communicate to the bidder, the grounds for its rejection, but is not required to justify those grounds.
- (xvi) The Purchase Committee also reserves the right to decrease or increase the quantity of items or drop any item from the purchase list.
- (xvii) Warranty shall be provided as per manufacturer rules/ regulations. The bidders will provide Warranty Cards wherever applicable.
- (xviii) The installation services will be provided free of cost (wherever applicable) in the office of the concerned user.
- (xix) Items may be supported with brochure wherever required.

- (xx) The Items will be delivered to their destinations (**Annex-I**) as early as possible but not later than three weeks from the date of procurement award.
- (xxi) Sealed bids should reach the office mentioned below **by or before 11.30 A.M on \_\_\_\_\_**. The bids received within the stipulated time and date will be opened by the Procurement Committee in the Committee Room of the Ministry of Population Welfare at Block-F, Pakistan Secretariat, Islamabad **on the same day at 12.00 noon.** in the presence of the bidders or their authorized representatives, who choose to be present on the occasion.

4. We hereby accept the above terms and conditions and will abide by all the instructions.

Name of Bidder/Firm:\_\_\_\_\_

Signature:\_\_\_\_\_

Date:\_\_\_\_\_

**Note:** Signed Tender Document (Terms & Condition part) shall be attached with the Tender Form (bid)

(To be filled by the Procuring Agency)

Government of Pakistan  
Ministry of Population Welfare  
Islamabad  
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**PURCHASE OF GOODS: EVALUATION CRITERIA**

**PRELIMINARY CHECK LIST \***

S. No.	Name of Bidding Firm	Bid Security (Yes / No)	GST No. (Yes / No)	IT No. (Yes / No)	Affidavit of Non Blacklisting (Yes / No)	Terms & Condition Signed (Yes / No)	Tender Form Correctly filled (Yes / No)	Bid Validity till 30-06-2010 (Yes/No)	Financial Health (Sound / No)	Remarks
1	2	3	4	5	6	7	8	9	10	11

\* If a bidder does not fulfill preliminary criteria at column 3-10, his bid will be rejected out rightly.

(To be filled by the Procuring Agency)

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**PURCHASE OF GOODS: EVALUATION CRITERIA**

**FINAL RANKING/ COMPARATIVE STATEMENT**

S. No.	Name of Bidding Firm	Description of item	Technical Proposal/ Specifications Weightage (40%)	Past Experience/ Company Profile Weightage (20%)	Total Price Quoted (Rs)	Ranking by price Weightage (40%)	Remarks
1	2	3	4	5	6	7	8

Government of Pakistan  
Ministry of Population Welfare  
Islamabad  
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Package -A

**PURCHASE OF GOOD: (IT EQUIPMENT / ELECTORNICS)  
FOR REGIONAL TRAINING INSTITUTE, SIALKOT**

1. Name of Firm \_\_\_\_\_ 2. Mailing Address \_\_\_\_\_  
3. Phone No. \_\_\_\_\_ 4. Fax No. \_\_\_\_\_ 5. Email \_\_\_\_\_  
6. General Sales Tax No. \_\_\_\_\_ 7. Income Tax No. \_\_\_\_\_  
8. Status of Bidder (Manufacturer/Authorized agent/Supplier/Other \_\_\_\_\_  
9. Price Quoted:

S.No.	Items with requirement/centre	Specifications	Total Qty.	Rate/Unit (Rs)	GST (Rs)	Total Rate/Unit (Rs) (C5+C6)	Total Price of item (Rs) (C4xC7)	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1	Refrigerator	15 Cft. Automatic defrost	2					
2	Computer P-IV	Processor Class : Intel® 2 Duo E8400 Processor 3GHz or higher Processor Speed : 2.8 Ghz RAM: 1GB (DDR-2) Hard Drive: 160 GB 7200 RPM SATA Hard Drive Optical Drive : DVD+/-RW Drive Graphics : Integrated Graphics Audio : built-in LAN : Integrated 10/100/1000 Ethernet Controller USB Ports Casing : ATX Tower Type included Accessories: 1xUSB Keyboard and 1xUSB Optical Mouse Software: Pre-loaded Licensed Microsoft Windows XP Pro, Registered Nod 32 Antivirus (Business Edition) Warranty: Minimum 1 year Manufacturer warranty Monitor: LCD Acer	1					
3	Printer	HP Laser Jet-P1005 or Equivalent	1					
4	Photocopier	Gestetner MP. 4000B or equivalent	1					
5	Fax Machine	Panasonic KX-FL512 or equivalent	1					

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Islamabad

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PURCHASE OF GOOD: (FURNITURE & FIXTURES)  
FOR REGIONAL TRAINING INSTITUTE, SIALKOT

2. Name of Firm \_\_\_\_\_ 2. Mailing Address \_\_\_\_\_  
3. Phone No. \_\_\_\_\_ 4. Fax No. \_\_\_\_\_ 5. Email \_\_\_\_\_  
6. General Sales Tax No. \_\_\_\_\_ 7. Income Tax No. \_\_\_\_\_  
8. Status of Bidder (Manufacturer/Authorized agent/Supplier/Other \_\_\_\_\_  
9. Price Quoted:

S.No.	Items with requirement/centre	Specifications	Total Qty.	Rate/Unit (Rs)	GST (Rs)	Total Rate/Unit (Rs) (C5+C6)	Total Price of item (Rs) (C4xC7)	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1	Executive Table	8'x5'x2.5' veneer board on visible surface with licks and glass top	1					
2.	Officer Table	6'x4'x2.5' veneer board on visible surface with licks and glass top	1					
	Staff Table	Wooden 5x3'x2.5' 2 drawz with locks	4					
3	Executive Revolving Chair	High back with molty foam seat.	2					
4	Official Table,	sheesham wood, 6'x4'x2.5' with three drawers and with lock	3					
5	Chair with Arms	Wooden back with molty foam seat.	18					
6	Steno/Computer Chair	High back with molty foam seat.	1					
7.	Computer Table.	Wooden with side drawers and lock	1					
8.	Sofa Set	Five seater Partial wood structure bronzed spring molty foam seat of 4" thickness	1					
9.	Safe for cashier	Steel with strong locks	1					
10.	Carpet	Fine quality size 20'x14' each piece	1					
11	Single Bed With Molty Foam Mattress	3'x6' Wooden (Standard Size)	30					
12	Double Bed for Warden with Molty	Iron Pipe (Standard Size)	1					

	Foam Mattress							
13	Easy Chair for Warden	Wooden	1					
14	Almirah	Steel 6" x 3.5" x 1.5"	3					
15	Dinning Table	6" x 4" x 2.5 1/2" formica top spirit polish	1					
16	Chairs for dining hall without arms	Standard Size with molty foam	10					
17	Small table for dinning hall	3" x 2" x 2-5/12"	3					
18	Kitchen Table	4" x 2.5" x 2.5" Chill wood varnished	1					