

PAKISTAN BAIT-UL-MAL (PBM)

TENDER DOCUMENT FOR PURCHASE OF FURNITURE / FIXTURE, IT EQUIPMENT, ELECTRONIC/ELECTRIC APPLIANCES FOR PBM PROVINCIAL OFFICE-KHYBER PAKHTUNKWA

Sealed tenders are hereby called for purchase of Furniture / fixture, IT Equipment Electronics/ electric appliances for PBM Provincial Office, Khyber Pakhtunkhwa (as a whole or in lot) will be purchased from NTN/ GST registered and active tax payer suppliers on terms and conditions as prescribed below:-

a. Cost of Tender Form	:	<u>Rs. 500/-</u>
b. Date of Tender Opening	:	<u>23-10-2020</u>
c. Time of Tender Opening	:	<u>12:00 hrs</u>

1. TERMS & CONDITIONS

- i. Envelopes Containing Technical and Financial Proposal should clearly be marked as Technical and Financial Proposal
- ii. Tender should be accompanied with 2% of tendered amount as earnest money against each lot applied for in shape of CDR or Demand Draft in the name of Director, Pakistan Bait-ul-Mal, Provincial Office, Peshawar.
- iii. Tender should be submitted in two separate envelopes for Technical & Financial proposals. The Technical Proposal will be opened at 12:00 pm on 23-10-2020 and Financial Proposal of the technically qualified bidders will be opened after it on the same day at PBM Provincial Office, Peshawar in the presence of all the bidders/their authorized representatives.
- iv. Bidder are required to submit their company profiles covering complete information, experience, staff, branches outlets, sub offices, detail of available service centres etc.
- v. For supply of IT Equipment, Electronics & Furniture Items, the bidders will attach samples (where applicable) or brochures of each item showing its specification and quality.
- vi. Contract will be valid for one year effective from date of signing of agreement by both parties i.e PBM Provincial Office, Peshawar and Supplier.
- vii. Only NTN and GST Registered Contractor/Bidder having their name in the Active Taxpayer List (ATL) are eligible to apply.
- viii. Earnest money/call deposit will not be released after 3 months of the completion of successful delivery and acceptance of all materials.
- ix. The bids will be evaluated lot-wise and lowest bidder lot-wise (if technically qualified) will be declared successful.
- x. Effective date of applicability of agreement will start from the issuance of 1st supply order lot wise.
- xi. The supplier will be responsible for free delivery of Furniture / fixture, IT Equipment Electronics/ electric appliances to PBM Provincial Office, Peshawar in piece meal or as whole in accordance with the quantity mentioned in supply orders from time to time.

Supplier / Contractor

Assistant Director (Admin)

- xii. Bidder can participate in whole Tender or at least in one lot.
- xiii. Successful bidder is responsible for provision of company/manufacturer warranty cards of items (where applicable)
- xiv. The successful bidder of lot/Packet-3 will be responsible for complete installation of QMS, UPS and Air Conditioners at the premises of PBM Provincial Office KP. No installation charges will be paid in this context.

2. TERMS OF PAYMENT

Mode of payment to the supplier will be as under:-

- a) No advance payment will be made to the supplier/contractor.
- b) Payment will be made through crossed cheque, after tax deduction as per government rules.

3. FINAL PAYMENT

Contractor / supplier will be entitled for full payment by PBM against his bill duly supported with the following documents:

- a) Bill in duplicate with GST, NTN number and GST Invoice.
- b) Goods Receipt Certificate / Delivery Challan
- c) Certificate to the effect that the billed amount has not been claimed or received earlier.
- d) NOC/Inspection Certificate issued by Inspection Committee.
- f) Payment will be made through crossed cheque in favour of firm after deduction of all taxes as per government rules.

4. TERMS OF DELIVERY

The items should be delivered / installed at PBM Provincial Office, Peshawar located at Ismail Plaza, Qafila Road, Near Gora Qabristan, University Road, Peshawar. Transportation & Installation of all items at PBM Regional Office-Peshawar will be the responsibility of the Supplier/Contractor and no separate transportation / installation charges will be paid by PBM. Supplier/Contractor will be responsible for any loss, theft, damage until delivery is received by PBM, installation is completed and functional.

5. DELIVERY PERIOD

Complete items must be supplied within thirty (15) days from the date of issue of Supply Order.

6. INSPECTION COMMITTEE

Inspection of the items will be carried out by PBM "Inspection Committee" (IC) as nominated by Competent Authority and Inspection Certificate will be issued by the Committee, after examination of supplied items.

The Inspection Committee" (IC) will ensure that the quantity and quality of the material/ items is the same as contained in the purchase/supply order. The quality of the items will be determined from the report of the IC, after actually examining/inspecting the total items according to the specifications. Venue of inspection will be PBM Provincial Office-Peshawar.

7. SALES TAX AND OTHER GOVERNMENT DUTIES

All taxes, duties, Octroi Charges, Sales Tax, Income Tax, Freight charges and other Government charges are the responsibilities of the supplier/contractor, and he will not claim any more than the offered price. Offered price should be inclusive of all the above said taxes.

8. WARRANTY.

Contractor/supplier will furnish a warranty, certifying that the goods supplied are in accordance with the specifications laid down in the contract, and that in the event of the material being found defective or not as per specifications/samples within the period of three (3) Year from the date of supply of (Lot No 2 and Lot No 3) he will be held responsible for all losses and will be bound to replace it on his own cost.

9. FAILURE AND TERMINATION OF CONTRACT.

In case the Contractor fails to deliver the items thereof within the specified period or as per specification/sample of items contained in demand list, the PBM Authority shall be authorized to take action on any of the following options:-

- i. To recover from him liquidated damages levied at the rate of 0.5 % per day (maximum 10 %) of cost of undelivered items.
- ii. To purchase from anywhere without notice to him at his risk and cost, the items not delivered, without cancelling the contract in respect of the consignment.
- iii. To cancel the contract at his risk and cost along-with forfeiture of earnest money / call deposit.
- iv. In case of action being taken under (ii) above, supplier/contractor will be liable for any loss which the Authority may decide on that account, but he will not be entitled to any gain on purchase made against the supply order placed to him.

If during the course of execution of the contract, the Contractor is black-listed, the Purchaser may proceed with all or any of the actions detailed below:-

- i. To allow the contract to run its course till completion.
- ii. To stop further supplies with or without financial repercussions.
- iii. To cancel the contract with or without reservation of rights.

10. RESPONSIBILITY FOR EXECUTING THE CONTRACT

Contractor/Supplier will be entirely responsible for the successful execution of the contract in all respects and in accordance with terms and conditions as specified in the contract including the schedule.

11. PERIOD OF CONTRACT

A contract / agreement will be signed with the successful bidder for period of one year (extendable on satisfactory performance) with the approval of the competent authority and approved supplier will be responsible to supply the Furniture / fixture, IT Equipment Electronics/ electric appliances on same rates for whole year in PBM, Provincial Office, Peshawar.

12. DEMURRAGE

Demurrage charges incurred due to any of the reasons mentioned below, the same shall be deducted from bill or recovered from supplier / contractor as a separate item (the decision of the purchaser, regarding fixation of responsibility in this connection shall be binding on him):-

- i. Owing to delay in forwarding/delivery of relevant documents etc.
- ii. Defective marking or packing of the items ordered.
- iii. Due to reason not specified above but for which he is responsible.
- iv. While terminating the contract for breach of contract of imposing liquidated demurrage, PBM shall give due consideration to the circumstances leading to the breach of contract or delay on which Contractor/Bidder had on hold, examples of which are:-
 - a. Act of God.
 - b. Lock out strikes.
 - c. Restrictions imposed by the Govt.

13. INSPECTION AND REJECTION

- i. The Inspection Committee may reject as part or the whole of the consignment tendered for inspection. If after inspection any portion thereof, as the committee may decide that his consignment is below the required specification, the same will be returned on his own cost to the supplier/contractor for replacement.
- ii. The decision of the Inspection Committee(IC) shall be binding on the supplier/contractor.
- iii. In case some items are rejected as aforesaid then without prejudice to the right of the Purchaser, Supplier/Contractor may submit items in replacement of those rejected; such resubmission will not mean extension of delivery period.
- iv. On final rejection, the Purchaser shall have the following rights:-
 - a) To purchase the rejected items at the cost and expenses of contractor/supplier.
 - b) To terminate the contract and recover from contractor the loss, thereby incurred.

14. LAWS GOVERNING THE CONTRACT

The contract shall be governed by the provision of Law of Pakistan as amended from time to time.

A binding contract has been concluded with the issuance of this letter and that the provisions of this contract shall be binding on contractor/supplier.

16. SETTLEMENT OF DISPUTES:

a. Amicable Settlement:

The parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of, or relating to this Contract by making reference to the original documentation retained on record.

b. Arbitration:

Any dispute, controversy or claim between the Parties arising out of this Contract or the breach, termination or invalidity thereof, unless settled amicably under the preceding paragraph of this Article within 30 days after receipt by one Party or the other Party's request for such amicable settlement, shall be referred by either Party for arbitration to the Managing Director, PBM. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.

The undersigned, having read the Terms and Conditions set out or specified in this document, hereby offers to provide Furniture / fixture, IT Equipment Electronics/ electric appliances at the price or prices quoted therein subject to the Terms and Conditions set out or specified in this document.

LOT / PACKET - 1

A. Furniture Items:

- | | | |
|----------------------------------------------------------------------------------|----|----------|
| 1. <u>Sofa Chairs</u> | -- | 09 (Nos) |
| 3 x seaters steel made / with soft foam covered with leather)
(as per sample) | | |
| 4. <u>Computer Chairs (Revolving)</u> | -- | 03 (Nos) |
| Hydraulic computer chairs (revolving) with arms | | |
| 5. <u>Display Counters Chairs</u> | -- | 03 (Nos) |
| As per display height | | |
| 6. <u>Office Table Wooden (Executive)</u> | -- | 01 (Nos) |
| (as per sample) | | |
| 7. <u>Office Chair (Executive)</u> | -- | 01 (Nos) |
| Hydraulic, revolving, high back
(as per sample) | | |
| 8. <u>Sofa Set</u> | -- | 01 (Nos) |
| (5 x seaters)
(as per sample) | | |
| 9. <u>Office Chair</u> | -- | 20 (Nos) |
| Wooden frame with Foam seat & covered with leather. | | |

LOT / PACKET - 2

B. IT Equipments:

1. Computer (Preferable Dell / HP or Equivalent) **08 (Nos)**

- Processor -- Intel core i5 (8th Gen)
- RAM -- 4GB
- HDD -- 1TB
- DVD -- DVD, RW Drive
- LAN -- Gigabit LAN
- LED -- Standard Size
- Casing -- Tower
- Keyboard & Mouse
- Operating System -- Microsoft Windows 10 64-bit (OEM)

2. Laptop (Preferable Dell / HP or Equivalent) **01 (Nos)**

- Processor -- Intel core i7 (8th Gen)
- RAM -- 8GB
- HDD -- 1TB
- Display -- 15'-6"
- OS -- DOS
- Bag -- 01
- Operating System -- Microsoft Windows 10 64-bit (OEM)

3. Laser Jet Printer Black / White (Preferable HP or Equivalent) **03 (Nos)**

- Laser Jet
- Duplexer
- Paper Size A4/A5
- Print paper upto 30ppm
- Connectivity, Network, USB Printer

4. Scanner (Preferable HP or Equivalent) **01 (Nos)**

- Duty Cycle (Daily): 26,000 Scan Minimum Life Time
- Bit Depth: 48-Bit
- Scan Size: 216x297 (Restricted by scan image file size of 2GB for window, 1GB or Mac and 1GB for Linux)
- Media Types: Paper (Plan inkjet, photo, newsprint, magazine articles)
- Scan Input Modes: Four fron panel button (scan copy, scan to PDF, Scan to e-mail).
- Connectivity Standard: 1 Hi Speed USB 2.0

LOT / PACKET - 3

C. Electronics/Electric Appliances:

1. Queue Management System (QMS) Complete Set:

- i. **Touch Screen Ticket Printer with embedded Queue Processor** **01 (Nos)**
 It provides real time queue status information that can be remotely accessed via web browsers. Reports can be exported in text and Excel format for further analysis or charting.
- ii. **QMS: Counter Display** **03 (Nos)**
 Counter display showing called waiting number, with chime sound and colour Red, Green & Amber.
- iii. **QMS: Main Display** **01 (Nos)**
 Main display large size
- iv. **Ticket Announcement System** **01 (Nos)**
 English / Urdu
- v. **Display Fixing Accessories:**
 Counter displays, Main Display and Ticket Printer Installation including electric wiring, UTP Data Cabling, fixing, hanging, programming of the system also included complete user training on Tellers, Managers, IT / Administration levels.
2. **UPS: (Preferable APC smart 5000 VA with batteries or Equivalent)** **01 (Nos)**
 Output Power Capacity: 3.5k Watts / 5.0kVA
 Rack Height: 3U
 Nominal Output Voltage:230V
 Nominal Input Voltage: 230V
 Input Connections: Hard wire 3-wire
3. **Air Conditioner:**
- 2.0 Ton DC Inverter Air Conditioner (Haier or Equivalent) -- **02 Nos**
- 1.5 Ton DC Inverter Air Conditioner (Haier or Equivalent) -- **03 Nos**

**TENDER FORM TO BE FILLED IN BY THE BIDDERS AND TO BE
PLACED IN FINANCIAL PROPOSAL ENVELOPE LOT / PACKET - 1**

SNO	Item/Description	Specification	Total Quantity	unit price without GST	unit price with GST	Total Price with GST
A	B	C	D	E	F	G=(DxF)
1	Sofa Chairs	3 x seaters steel made / with soft foam covered with leather) as per sample	9			
Z	Computer Chairs (Revolving)	Hydraulic computer chairs (revolving) with arms	3			
3	Display Counters Chairs	As per display height	3			
4	Office Table Wooden (Executive)	as per sample	1			
5	Office Chair (Executive)	Hydraulic, revolving, high back (as per sample)	1			
6	Sofa Set	(5 x seaters) (as per sample)	1			
7	Office Chair	Wooden frame with Foam seat & covered with leather.	20			
Total						

Supplier / Contractor

Assistant Director (Admin)

**TENDER FORM TO BE FILLED IN BY THE BIDDERS AND TO BE
PLACED IN FINANCIAL PROPOSAL ENVELOPE LOT / PACKET - 2**

S.#	Item/Description	Specification	Total Quantity	unit price without GST	unit price with GST	Total Price with GST
A	B	C	D	E	F	G=(DxF)
1	<u>Computer</u> <u>(Preferable Dell / HP or Equivalent)</u>	<ul style="list-style-type: none"> • Processor -- Intel core i5 (8th Gen) • RAM -- 4GB • HDD -- 1TB • DVD -- DVD, RW Drive • LAN -- Gigabit LAN • LED -- Standard Size • Casing -- Tower • Keyboard & Mouse • Operating System -- Microsoft Windows 10 64-bit (OEM) 	8			
2	<u>Laptop</u> <u>(Preferable Dell / HP or Equivalent)</u>	<ul style="list-style-type: none"> • Processor -- Intel core i7 (8th Gen) • RAM -- 8GB • HDD -- 1TB • Display -- 15'-6" • OS -- DOS • Bag -- 01 • Operating System -- Microsoft Windows 10 64-bit (OEM) 	1			
3	<u>Laser Jet Printer</u> <u>Black / White</u> <u>(Preferable HP or Equivalent)</u>	<ul style="list-style-type: none"> • Laser Jet • Duplexer • Paper Size A4/A5 • Print paper upto 30ppm • Connectivity, Network, USB Printer 	3			
4	<u>Scanner (Preferable HP or Equivalent)</u>	<ul style="list-style-type: none"> • Duty Cycle (Daily): 26,000 Scan Minimum Life Time • Bit Depth: 48-Bit 	1			

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		<ul style="list-style-type: none"> · Scan Size: 216x297 (Restricted by scan image file size of 2GB for window, 1GB or Mac and 1GB for Linux) · Media Types: Paper (Plan inkjet, photo, newsprint, magazine articles) · Scan Input Modes: Four from panel button (scan copy, scan to PDF, Scan to e-mail). · Connectivity Standard: 1 Hi Speed USB 2.0 				
Total						

**TENDER FORM TO BE FILLED IN BY THE BIDDERS AND TO BE
PLACED IN FINANCIAL PROPOSAL ENVELOPE LOT / PACKET -3**

SNO	Item/Description	Specification	Total Quantity	unit price without GST	unit price with GST	Total Price with GST
A	B	C	D	E	F	G=(DxF)
1	Queue Management System (QMS) Complete Set with installation and services.	Touch Screen Ticket Printer with embedded Queue Processor	1			
		QMS: Counter Display	3			
		QMS: Main Display	1			
		Ticket Announcement System (English / Urdu)	1			
		Display Fixing Accessories as per mentioned in tender documents				
2	UPS: (Preferable APC smart 5000 VA with batteries or Equivalent) with installation	Output Power Capacity: 3.5k Watts / 5.0kVA Rack Height: 3U Nominal Output Voltage:230V Nominal Input Voltage: 230V Input Connections: Hard wire 3-wire	1			
3	Air Conditioner with installation	2.0 Ton DC Inverter Air Conditioner (Haier or Equivalent)	2			
		1.5 Ton DC Inverter Air Conditioner (Haier or Equivalent)	3			
Total						

Supplier / Contractor

Assistant Director (Admin)