

**STANDARD BIDDING DOCUMENT
FOR PROCUREMENT OF FURNITURE & FIXTURE,
PLANT & MACHINERY AND IT EQUIPMENT
(FINANCIAL YEAR 2019-20)**



**OFFICE OF THE DIRECTOR GENERAL
PUNJAB LEGAL AID AGENCY LAHORE**

GOVERNEMENT OF THE PUNJAB

*Standard Bidding Document – Purchase of Furniture & Fixture, Plant & Machinery and IT Equipment
For the Financial Year 2019-20*

*Office of the Director General, Punjab Legal Aid Agency, Lahore
Government of the Punjab,*

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Bid Form & List of documents to be attached with bid

Draft of Advertisement

Estimated Rates for purpose of Bid Security

Important Note:

Bidders must ensure that they submit all the required documents indicated in the Bidding Documents without fail. Bids received without, undertakings, valid documentary evidence, supporting documents and the manner for the various requirements mentioned in the Bidding Documents or tax certificates are liable to be rejected at the initial stage itself. The data sheets, valid documentary evidences for the critical components as detailed hereinafter should be submitted by the Bidder for scrutiny.

Applicability of Punjab Procurement Rules, 2014

This Bidding Process will be governed under Punjab Procurement Rules, 2014, as amended from time to time and instructions of the Government of the Punjab received during the completion of the project.

1. Invitation to Bid

1.1 PPRA Rules to be followed

Punjab Procurement Rules, 2014 as amended to date will be strictly followed. These may be downloaded from PPRA's website <http://ppra.punjab.gov.pk> In this document, unless otherwise mentioned to the contrary, "Rule" means a Rule under the Punjab Procurement Rules, 2014 as amended to date.

1.2 Mode of Advertisement(s)

As per Rule 12(1&2), this Tender is being placed online at PPRA's website.

The bidding document carrying all details can be downloaded from department's website <https://ppd.punjab.gov.pk>, <https://pg.punjab.gov.pk/> and PPRA's website www.ppra.punjab.gov.pk for information only. All prospective bidders are required to register themselves with the Director General, Punjab Legal Aid Agency, after payment or depositing an amount of **Rs.1,000/-** in favour of the Government of the Punjab account.

1.3 Type of Open Competitive Bidding;

As per Rule 38(2)(a), Single Stage – Two Envelopes Bidding Procedure shall be followed for **FURNITURE & FIXTURE, PLANT & MACHINERY and IT EQUIPMENTS**. The said procedure is reproduced as follows:

- (i) The bid shall be a single package consisting of two separate envelopes, containing separately The financial and the technical proposals;
- (ii) The envelopes shall be marked as “Financial Proposal” and “Technical Proposal”;
- (iii) In the first instance, the “Technical Proposal” shall be opened and the envelope marked as “Financial Proposal” shall be retained unopened in the custody of the procuring agency;
- (iv) The procuring agency shall evaluate the technical proposal in the manner prescribed in advance, without reference to the price and shall reject any proposal which does not conform to the specified requirements;
- (v) During the technical evaluation no amendments in the technical proposal shall be permitted;
- (vi) After the evaluation and approval of the technical proposals, the procuring agency shall open the financial proposals of the technically accepted bids, publically at a time, date and venue announced and communicated to the bidders in advance, within the bid validity period;
- (vii) The financial bids found technically nonresponsive shall be returned un-opened to the respective bidders; and
- (viii) The lowest evaluated bidder shall be awarded the contract.

2. Bidding Details (Instructions to Bidders)

All bids must be accompanied by Bid Security, as per provisions of this tender document clause “Bid Security” of this document in favor of “**Director General, Punjab Legal Aid Agency**”. The bids along with the Security, Tender Forms, Affidavits, etc., must be delivered into the Tender Box, placed in the office of the Director General, Punjab Legal Aid Agency, Room No. 13, 2nd Floor Kasuri Tower, 4-Fane Road Lahore on or before 01:00 P.M on [10th June, 2020]. The Technical bids shall be publicly opened on the same day at 02:00 P.M on [10th June, 2020]. In case the last date of bid submission falls in / within the official holidays / weekends, the last date for submission of the bids shall be the next working day.

The bidder shall submit bids which comply with the Bidding Document. Alternative bids shall not be considered. The attention of bidders is drawn to the provisions of this tender document Clause regarding “**Determination of Responsiveness of Bid**” and “**Rejection / Acceptance of the Tender**” for making their bids substantially responsive to the requirements of the Bidding Document.

It will be imperative for each Bidder(s) to familiarize itself/ themselves with the prevailing socio-economic, political, and legal situation for the execution of contract. Purchaser shall not entertain any request for clarification from the Bidder regarding such aspects of submission of the Bid.

It will be the responsibility of the Bidder that all factors have been investigated and considered while submitting the Bid and no claim whatsoever including those of financial adjustments to the contract awarded under this Bid Process will be entertained by the Purchaser. Neither any time schedule, nor financial adjustments arising thereof shall be permitted on account of failure by the Bidder.

The Bidder shall be deemed to have satisfied itself fully before Bid as to the correctness and sufficiency of its Bids for the contract and price/cost quoted in the Bid to cover all obligations under this Bid Process.

It must be clearly understood that the Terms and Conditions and Specifications are intended to be strictly enforced. No escalation of cost except arising from increase in quantity by the Bidder on the demand and approval of the Purchaser will be permitted throughout the period of completion of the contract.

The Bidder should be fully and completely responsible for all the deliveries and deliverables to the Purchaser. The purchaser reserves the right of inspection of supplied items at any place, bidder premises or at the desired / specified place.

The Primary Contact & Secondary Contact for all correspondence in relation to this bid is as follows:

Primary Contact

Director General,
Punjab Legal Aid Agency
Phone.042-99214461
Room 13, 2nd Floor, Kasuri Tower, 4-Fane Road, Lahore

Secondary Contact

Deputy Director
Punjab Legal Aid Agency
Phone.042-99212599
Room 03, 2nd Floor, Kasuri Tower, 4-Fane Road, Lahore

Bidders should note that during the period from the receipt of the bid and until further notice from the Primary Contact, all queries should be communicated via the Primary Contact and in writing only. In the case of an urgent situation where the Primary Contact cannot be contacted, the bidder may alternatively direct their enquiries through the Secondary Contact.

Bidders are also required to state, in their proposals, the name, title, contact number (landline, mobile), fax number and e-mail address of the bidder's authorized representative through whom all communications shall be directed until the process has been completed or terminated.

The Purchaser will not be responsible for any costs or expenses incurred by bidders in connection with the preparation or delivery of bids.

Failure to supply required items/services within the specified time period will invoke penalty as specified in this document.

TERMS AND CONDITIONS OF THE BID

3. Definitions

- 3.1 In this document, unless there is anything repugnant in the subject or context:
- 3.2 "**Authorized Representative**" means any representative appointed, from time to time, by the Purchaser or the Contractor / Bidder.
- 3.3 "**Availability and Reliability**" means the probability that supplies shall be operationally ready to perform its function when called upon at any point in time.
- 3.4 "**Bidder/Tenderer**" means the interested Firm/Company/Supplier/Distributors/ individual / AOP that may provide or provides the items **FURNITURE & FIXTURE, PLANT & MACHINERY and IT EQUIPMENTS** and related services to any of the public/private sector organization under the contract and have registered for the relevant business thereof.
- 3.5 "**Commencement Date of the Contract**" means the date of signing of the Contract between the Purchaser and the Contractor.
- 3.6 "**Contract**" means the agreement entered into between the Purchaser and the Contractor, as recorded in the Contract Form signed by the parties, including all Schedules and Attachments thereto and all documents incorporated by reference therein.
- 3.7 "**Contractor / Vendor**" means the Bidder whose Bid has been accepted and awarded Letter of Acceptance for a specific item followed by the Contract signed by the Purchaser.
- 3.8 "**Contract Price**" means the price payable to the Contractor under the Contract for the full and proper performance of its contractual obligations.
- 3.9 "**Defects Liability Expiry Certificate**" means the certificate to be issued by the purchaser to the Contractor, in accordance with the Contract.
- 3.10 "**Day**" means calendar day.
- 3.11 "**Defects Liability Period**" means the warranty period following the taking over, during which the Contractor is responsible for making good, defects and damage in Goods and Services provided, under the Contract.
- 3.12 "**Force Majeure**" means an event beyond the control of the Contractor and not involving the Contractor's fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the Purchaser in its sovereign capacity, wars, revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.
- 3.13 "**Goods**" means Furniture & Fixture, Plant & Machinery and I.T Equipment which the Contractor is required to supply to the Purchaser under the Contract.
- 3.14 "**Person**" includes individual, association of persons, firm, company, corporation, institution and organization, etc., having legal capacity.
- 3.15 "**Prescribed**" means prescribed in the Tender Document.
- 3.16 "**Purchaser**" means the office of the Director General, Punjab Legal Aid Agency or any other person for the time being or from time to time duly appointed in writing by the Purchaser to act as Purchaser for the purposes of the Contract.
- 3.17 "**Origin**" shall be considered to be the place where the Goods are produced or from where the Services are provided. Goods are produced when, through manufacturing, processing or

assembling of components, a commercially recognized product results that is substantially different in basic characteristics or in purpose or utility from its components.

- 3.18 "Services" means installation, configuration, deployment, commissioning, testing, training, support, after sale service, etc. of Goods and other such obligations which the Contractor is required to provide to the Purchaser under the Contract.
- 3.19 "Works" means work to be done by the Contractor under the Contract.
- 3.20 "Eligible" is defined as any country or region that is allowed to do business in Pakistan by the law of Government of Pakistan

4. Headings and Titles

In this document, headings and titles shall not be construed to be part thereof or be taken into consideration in the interpretation of the document and words importing the singular only shall also include the plural and vice versa where the context so requires.

5. Notice

- 5.1 In this document, unless otherwise specified, wherever provision is made for exchanging notice, certificate, order, consent, approval or instructions amongst the Contractor and the Purchaser, the same shall be:
- 5.1.1 in writing;
- 5.1.2 issued within reasonable time;
- 5.1.3 served by sending the same by in person, courier or registered post to their principal office in Pakistan or such other address as they shall notify for the purpose; and
- 5.1.4 The words "notify", "certify", "order", "consent", "approve", "instruct", shall be construed accordingly.

6. Tender Scope

- 6.1 Director General, Punjab Legal Aid Agency, (hereinafter referred to as "the Purchaser") invites / requests Proposals (hereinafter referred to as "the Tenders") for supply, of Furniture & Fixture, Plant & Machinery and IT Equipment etc."

7. Tender Eligibility/Qualification Criteria

- 7.1 Eligible Bidder / Tenderer is a Bidder/Bidder who:
- 7.1.1 Has a registered individual/incorporated company/firm in Pakistan with relevant business experience.
- 7.1.2 Must be registered with Tax Authorities as per prevailing latest tax rules (Only those companies which are validly registered with sales tax and income tax departments and having sound financial strengths can participate);
- 7.1.3 has valid Registration of General Sales Tax (GST) & National Tax Number (NTN);
- 7.1.4 Experienced in sales or supply business such as "Furniture & Fixture, Plant & Machinery and IT Equipment."
- 7.1.5 Is authorized dealer/distributor/agent if applicable.
- 7.1.6 Has not been blacklisted and not involved in pending litigation before Punjab Procurement Regulatory Authority;
- 7.1.7 Has the required relevant qualified personnel and enough strength to fulfill the requirement of assignment.
- 7.1.8 Is provider of authorized Services or authorized dealer / agent of original manufacturer of Goods or provider of Services, where applicable.
- 7.1.9 Conforms to the clause of "Responsiveness of Bid" given herein this tender document.
- 7.1.10 Goods and Services can only be supplied / sources / routed from "origin" in "eligible" member countries.
- a. "Eligible" is defined as any country or region that is allowed to do business in Pakistan by the law of Government of Pakistan.
- b. "Origin" shall be considered to be the place where the Goods are produced or from which the Services are provided. Goods are produced when, through manufacturing, processing or substantial and major assembling of components, a commercially recognized product results that is substantially different in basic characteristics or in purpose or utility from its components.

Note: Verifiable documentary proof for all above requirements is a mandatory requirement.

8. Tender Cost

The Tenderer shall bear all costs / expenses associated with the preparation and submission of the Tender(s) and the Purchaser shall in no case be responsible / liable for those costs / expenses.

9. Joint Venture

Joint venture is not eligible for this tender.

10. Examination of the Tender Document

The Tenderer is expected to examine the Tender Document, including all instructions and terms and conditions.

11. Clarification of the Tender Document

The Bidder may require further information or clarification of the Bid Document, within **05 (Five)** calendar days of issuance of tender in writing. The clarification and its reply will be shared with all prospective bidders.

Bidders should note that during the period from the receipt of the bid and until further notice from the Primary Contact given herein this document, all queries should be communicated via the Primary Contact and in writing. In the case of an urgent situation where the Primary Contact cannot be contacted, the bidder may alternatively direct their enquiries through the Secondary Contact.

12. Amendment of the Tender Document

12.1 The Purchaser may, at any time prior to the deadline for submission of the Tender, at its own initiative or in response to a clarification requested by the Bidder(s), amend this standard bidding Document, on any account, for any reason. All amendment(s) shall be part of this standard bidding Document and binding on the Bidder(s).

12.2 The Purchaser shall notify the amendment(s) in writing to the prospective Tenderers as per Punjab Procurement Rules, 2014 as amended to till date.

12.3 The Purchaser may, at its exclusive discretion, amend the Tender Document to extend the deadline for the submission of the Tender as per Rule-25(4) of Punjab Procurement Rules, 2014 as amended to till date.

12-A No amendment will be permissible in the bid by the bidder / tenderer after its submission.

13. Preparation / Submission of Tender

13.1 The bidder can provide bids for **any item** mentioned in **lots**. The bidder may participate in one or more items in any lot and he has to provide detail of items mentioned in desired lot.

13.2 The Tender and all documents relating to the Tender, exchanged between the Tenderer and the Purchaser, shall be in English or Urdu. Any printed literature furnished by the Tenderer in another language shall be accompanied by an English translation which shall govern for purposes of interpretation of the Tender.

13.3 The Tender shall be filed in / accompanied by the prescribed Forms, Annexes, Schedules, Charts, Drawings, Documents, Brochures, Literature, etc. which shall be typed, completely filled in, stamped and signed by the Tenderer or his Authorized Representative. In case of copies, signed and stamped photocopies may be submitted.

13.4 The Tender shall be in two parts i.e. the technical proposal and the financial proposal.

13.5 Technical Proposal shall comprise the following, **without quoting the price**. Quoting of price in technical bid shall be rejected.

13.6 Technical Proposal Form

13.6.1 All Bid Documents duly signed and stamped by authorized representative.

13.6.2 Certificate from the bidder regarding genuineness of items.

13.6.3 Evidence of eligibility of the Tenderer and the Goods

13.6.4 Certificate of conformity of the Goods / the Services to the Tender Document

13.6.5 Undertaking and evidence that the quoted Goods are genuine, brand new, non-refurbished, un-altered in any way, of the most recent / current model, imported through proper channel, and incorporate all recent improvements in design and materials if applicable.

13.6.6 Technical Brochures / Literature

13.6.7 Details of Warranty and After-Sale Service at office of Director General, Punjab

Legal Aid Agency, Lahore.

13.6.8 Submission of undertaking that the firm is not blacklisted and not involved in pending litigation before Punjab Procurement Regulatory Authority.

13.6.9 The Contractor's financial capacity to mobilize and sustain the Supply of goods is imperative. In the Proposal, the Bidder is required to provide information about its financial status. This requirement can be met with by submission of income tax return for the last one (01) year.

13.6.10 The statement must be signed by the authorized representative of the Bidder

13.6.11 Valid Registration Certificate for Income Tax & Sales Tax

13.7 The Financial Proposal shall comprise the following:

13.7.1 Financial Proposal Form

13.7.2 Quoted Price detail list

13.8 Bid Security, as per provisions of the clause Bid Security of this document

13.9 The Tenderer shall seal the Original Technical Proposal in an envelope duly marked as under:

Original Technical Tender for

Tender Name. [Name of Tender]

Tender No. _____

[Name of the Purchaser]

[Address of the Purchaser]

[Name of the Tenderer]

[Address of the Tenderer]

[Phone No. of the Tenderer]

13.10 The Tenderer shall follow the same process for the Financial Bid / Tender.

13.11 The Tenderer shall again seal the sealed envelopes of Original Technical Proposal and the Original Financial Proposal in an outer envelope, duly marking the envelope as under:

Original Tender for

Tender Name. [Name of Tender]

Tender No. _____

Strictly Confidential

[Name of the Purchaser]

[Address of the Purchaser]

[Name of the Tenderer]

[Address of the Tenderer]

[Phone No. of the Tenderer]

13.12 The Tender shall be dropped in the prescribed Tender Box placed in the Purchaser's office, during office hours, up to due date and time.

13.13 This is made obligatory to affix authorized signatures with official seal on all documents, annexures, copies, certificates, brochures, literature, drawings, letters, forms and all relevant

documents as part of the bids submitted by the tenderer.

14. Tender Price

- 14.1 The quoted price shall be for all items mentioned in each desired category and also shall be:
 - 14.1.1 Best / final / fixed and valid until completion of all obligations under the Contract i.e. not subject to variation / escalation;
 - 14.1.2 In Pak Rupees;
 - 14.1.3 Inclusive of all taxes, duties, levies, insurance, freight, etc. except 17% GST if applicable;
 - 14.1.4 Including all charges up to the delivery point as provided by procuring.
- 14.2 If not specifically mentioned in the Tender(s), it shall be presumed that the quoted price is as per the above requirements.
- 14.3 In case of locally produced Equipment/Service, the price shall include all customs duties and sales and other taxes already paid or payable on the components and raw materials used in the manufacture or assembly of the item.

15. Bid Security

- 15.1 The Tenderer shall furnish the Bid Security as under:
 - 15.1.1 For a sum equivalent to **05%** of the Total Tender **Estimated Price** mentioned against each item / category in price schedule in the form of Demand Draft / Pay Order / Call Deposit Receipt (CDR) / bank guarantee, issued by a scheduled bank operating in Pakistan, in the name of the Purchaser, as per the format provided in the Tender Document;
 - 15.1.2 Denominated in Pak Rupees;
 - 15.1.3 **As part of Financial bid envelope**, failing which will cause rejection of bid.
 - 15.1.4 Have a minimum validity period of Ninety (**90**) **days** from the last date for submission of the Tender or until furnishing of the Performance Security, whichever is later.
- 15.2 The Bid Security shall be forfeited by the Purchaser, on the occurrence of any / all of the following conditions:
 - 15.2.1 If the Tenderer withdraws the Tender during the period of the Tender validity specified by the Tenderer on the Tender Form; or
 - 15.2.2 If the Tenderer does not accept the corrections of his Total Tender Price; or
 - 15.2.3 If the Tenderer, having been notified of the acceptance of the Tender by the Purchaser during the period of the Tender validity, fails or refuses to furnish the Performance Security, in accordance with the Tender Document.
- 15.3 The Bid security shall be returned to the technically unsuccessful Tenderer with unopened/sealed financial bid while the unsuccessful bidders of financial bid opening procedure will be returned the Bid Security only. The Bid Security shall be returned to the successful Tenderer upon furnishing of the Performance Security.

16. Tender Validity

The Tender shall have a minimum validity period till **30.06.2020**. The Purchaser may solicit the Tenderer's consent to an extension of the validity period of the Tender. The request and the response thereto shall be made in writing. If the Tenderer agrees to extension of validity period of the Tender, the validity period of the Bid Security shall also be suitably extended. The Tenderer may refuse extension of validity period of the Tender, without forfeiting the Bid security.

17. Modification / Withdrawal of the Tender

- 17.1 The Tenderer may, by written notice served on the Purchaser, modify or withdraw the Tender after submission of the Tender, prior to the deadline for submission of the Tender.
- 17.2 The Tender, withdrawn after the deadline for submission of the Tender and prior to the expiration of the period of the Tender validity, shall result in forfeiture of the Bid Security.

18. Opening of the Tender

- 18.1 Tenders (Technical Bids & Financial Bids) shall be opened at 02:00 PM, on the last date of submission of bids i.e. [**10th June 2020**], in the presence of the Tenderer(s) / representative

for which they shall ensure their presence without further invitation. In case the last date of bid submission falls in / within the official holidays / weekends of the Purchaser, the last date for submission of the bids shall be the next working day.

- 18.2 The Tenderer's name, modifications, withdrawal, security, attendance of the Tenderer and such other details as the Purchaser may, at its exclusive discretion, consider appropriate, shall be announced and recorded.
- 18.3 No tenderer or its representative will be allowed to keep any digital device (camera, audio recorder, cell phone etc.) during tender opening meeting at given time and location. Non-compliance will cause the rejection of respective bidder.

19. Clarification of the Tender

The Purchaser shall have the right, at his exclusive discretion, to require, in writing, further information or clarification of the Tender, from any or all the Tenderer(s). No change in the price or substance of the Tender shall be sought, offered or permitted except as required to confirm the corrections of arithmetical errors discovered in the Tender. Acceptance of any such correction is sold discretion of the purchaser

20. Determination of Responsiveness of the Bid (Tender)

- 20.1 The Purchaser shall determine the substantial responsiveness of the Tender to the Tender Document, prior to the Tender evaluation, on the basis of the contents of the Tender itself without recourse to extrinsic evidence. A substantially responsive Tender is one which:
 - 20.1.1 meets the eligibility criteria given herein this tender document/ the Goods ;
 - 20.1.2 meets the Technical Specifications for the Goods against each item;
 - 20.1.3 meets the delivery period / point for the Goods against each item;
 - 20.1.4 in compliance with the rate and limit of liquidated damages;
 - 20.1.5 offers fixed price quotations for the Goods against each item;
 - 20.1.6 Is accompanied by the required Bid Security as part of financial bid envelope.
 - 20.1.7 The original receipt of tender fee submitted, attached with technical bid envelope.
 - 20.1.8 In compliance with the Preparation/Submission of Tender in a manner prescribed in this tender document clause-13;
 - 20.1.9 Conforms to all terms and conditions of the Tender Document, without material deviation or reservation.
- 20.2 A material deviation or reservation is one which affects the scope, quality or performance of the Goods or limits the Purchaser's rights or the Tenderer's obligations under the Contract.
- 20.3 The Tender determined as not substantially responsive shall not subsequently be made responsive by the Tenderer by correction or withdrawal of the material deviation or reservation. However, the Purchaser may waive off any minor non-conformity or inconsistency or informality or irregularity in the Tender.

21. Correction of errors / Amendment of Tender

- 21.1 The Tender shall be checked for any arithmetic errors which shall be rectified, as follows:
 - 21.1.1 if there is a discrepancy between the amount in figures and the amount in words for the Total Tender Price entered in the Tender Form, the amount which tallies with the Total Tender Price entered in the Price Schedule, shall govern.
 - 21.1.2 if there is a discrepancy between the unit rate and the total price entered in the price Schedule, resulting from incorrect multiplication of the unit rate by the quantity, the unit rate as quoted shall govern and the total price shall be corrected, unless there is an obvious and gross misplacement of the decimal point in the unit rate, in which case the total price as quoted shall govern and the unit rate shall be corrected.
 - 21.1.3 if there is a discrepancy in the actual sum of the itemized total prices and the total tender price quoted in the Price Schedule, the actual sum of the itemized total prices shall govern.

- 21.2 The Tender price as determined after arithmetic corrections shall be termed as the Corrected Total Tender Price which shall be binding upon the Tenderer.
- 21.3 Adjustment shall be based on corrected Tender Prices. The price determined after making such adjustments shall be termed as Evaluated Total Tender Price.
- 21.4 No credit shall be given for offering delivery period earlier than the specified period.

22. MANDATORY / TECHNICAL EVALUATION CRITERIA

The Bids which do not conform to the Technical Specifications or Bid conditions or the Bids from the Bidders without adequate capabilities for supply and maintenance / warranty services will be rejected.

The Eligible/Technically Qualified Bidders will be considered for further evaluation.

- 22.2 The Technical proposals for shall be evaluated by the technical evaluation committee in the light of following evaluation criteria against each item:

Category	Description	Points
Legal (Mandatory)	Certificate of Company/Firm Registration/Incorporation under the laws of Pakistan	Mandatory
	Valid Income Tax Registration	Mandatory
	Valid General Sales Tax Registration (Status = Active with FBR)	Mandatory
	Submission of undertaking that the firm is not blacklisted and not involved in pending litigation before Punjab Procurement Regulatory Authority on stamp paper worth of Rs.100/-.	Mandatory
	Compliance to the technical specifications of goods (all items) to be procured mentioned vide (Annexure-A) of this document	Mandatory
	Undertaking to full compliance of the Execution Schedule and Delivery Period mentioned in tender document.	Mandatory
	Income tax return of last two years	Mandatory
Sales tax return of last one years		
Mandatory	Every Bidder shall mention the brand name with specifications in his technical bid of each item.	

Note: Verifiable documentary proof for all above requirements and criteria points are mandatory requirement and marks will be awarded on the basis of these verifiable proofs.

23. FINANCIAL PROPOSAL EVALUATION

- 23.1 Financial Bids of Technically qualified/successful bidder(s)/Tenderer(s) shall be opened on same date. The Financial Proposals will be opened in the presence of the Bidders.
- 23.2 Financial Proposal evaluation will be conducted under the Punjab Procurement Rules 2014, as amended to date. The Price evaluation will include all duties, taxes and expenses etc, except 17% GST. In case of any exemption of duties and taxes made by the Government in favor of the Purchaser, the contractor shall be bound to adjust the same in the Financial Proposal.
- 23.2.1 In cases of discrepancy between the cost/price quoted in Words and in Figures, the lower of the two will be considered.
- 23.2.2 In evaluation of the price of an imported item, the price will be determined and considered inclusive of the customs and other import duties etc.;

- 23.2.3 In evaluation of the price of articles/goods which are subject to excise duty, sales tax, income tax or any other tax or duty levied by the Government, the price will be determined and considered inclusive of such duties and taxes except 17% GST and any other.
- 23.2.4 Delivery Expenditures should be included in offered rates as per delivery schedule provided by the purchaser at Lahore.
- 23.3 The Purchaser will not be responsible for any erroneous calculation of tax rates or any subsequent changes in rates or structure of applicable taxes. All differences arising out as above shall be fully borne by the Successful Bidder.

24. Rejection / Acceptance of the Bid

- 24.1 The Purchaser shall have the right, at his exclusive discretion, to increase / decrease the quantity of any or all item(s) without any change in unit prices or other terms and conditions. The Purchaser may cancel/reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The Purchaser shall upon request communicate to any bidder, the grounds for its rejection of all bids or proposals, but shall not be required to justify those grounds. The Purchaser shall incur no liability, solely, by virtue of its invoking sub-rule (1) of Rule-35 of Punjab Procurement Rules, 2014 towards the bidders. However, bidders shall be promptly informed about the rejection of the bids, if any (As per Rule 35 of Punjab Procurement Rules, 2014).
- 24.2 The Tender shall be rejected if it is:
- 24.2.1 substantially non-responsive in a manner prescribed in this tender document clause-20; or
 - 24.2.2 submitted in other than prescribed forms, annexes, schedules, charts, drawings, documents / by other than specified mode; or
 - 24.2.3 incomplete, un-sealed, un-signed, printed (hand written), partial, conditional, alternative, late; or
 - 24.2.4 subjected to interlineations / cuttings / corrections / erasures / overwriting; or
 - 24.2.5 the Tenderer refuses to accept the corrected Total Tender Price; or
 - 24.2.6 the Tenderer has conflict of interest with the Purchaser; or
 - 24.2.7 the Tenderer tries to influence the Tender evaluation / Contract award; or
 - 24.2.8 the Tenderer engages in corrupt or fraudulent practices in competing for the Contract award;
 - 24.2.9 the Tenderer fails to meet all the requirements of Tender Eligibility / Qualification Criteria (Clause-7);
 - 24.2.10 the Tenderer fails to meet the evaluation criteria requirements (clause-22);
 - 24.2.11 the tenderer has been blacklisted by any public or private sector organization;
 - 24.2.12 the tendered has mentioned any financial implication(s) in the financial proposal that is in contradiction to this document and Government rules and regulations.
 - 24.2.13 there is any discrepancy between bidding documents and bidder's proposal i.e. any non-conformity or inconsistency or informality or irregularity in the submitted bid.
 - 24.2.14 the Tenderer submits any financial conditions as part of its bid which are not in conformity with tender document.

25. Award Criteria

- 25.1. At first step, eligible bidder(s)/tenderer(s) as per clause-7 of Tender Eligibility of this tender document fulfilling the qualification and technical evaluation criteria against each item will stand technically qualified.
- 25.2. At second step, technically qualified and successful bidder(s)/tenderer(s) will be evaluated in the light of all Pre-Conditions, necessary requisites and shall be selected on lowest cost

quoted as per rules and fulfilling all codal formalities against each item, irrespective of their score in the previous step.

26. Acceptance Letter

As per provisions of Rule (55) of Punjab Procurement Rules 2014, as amended to date the Purchaser shall issue the Acceptance Letter to the successful Tenderer, at least after 10 days of announcement of bid evaluation reports and prior to the expiry of the original validity period or extended validity period of the Tender, which shall constitute a contract, until execution of the formal Contract against each item.

27. Performance Security

27.1 The successful Tenderer/The Contractor against shall furnish Performance Security as under:

27.1.1 within three (03) days of the receipt of the Acceptance Letter from the Purchaser;

27.1.2 in the form of a Bank Guarantee, issued by a scheduled bank operating in Pakistan, as per the format provided in the Tender Document;

27.1.3 for a sum equivalent to 10% of the contract value;

27.1.4 denominated in Pak Rupees;

27.1.5 have a minimum validity period until the date of expiry of warranty period i.e. **01 Year** support period or termination of services, or fulfillment of all obligations under the contract, whichever is later. No other shape or form of performance security shall be acceptable with any validity less than the prescribed time period.

27.2 The Performance Security shall be payable to the Purchaser, on occurrence of any / all of the following conditions:

27.2.1 If the Contractor commits a default under the Contract;

27.2.2 If the Contractor fails to fulfill the obligations under the Contract;

27.2.3 If the Contractor violates any of the terms and conditions of the Contract.

27.3 The Contractor shall cause the validity period of the performance security to be extended for such period(s) as the contract performance may be extended. The Performance Security shall be returned to the Tenderer within thirty working days after the expiry of its validity on written request from the Contractor.

27.4 In case the Contractor fails to furnish Performance security in the shape of bank guarantee within the stipulated period given under Letter of Acceptance and subsequent formal contract, or till end of the currency of the said contract, the amount of bank guarantee, as required, shall be deducted from the amount payable to the Contractor.

28 Schedule of Delivery

The delivery period shall be **10** days for furniture & Fixture, Plant & Machinery and IT Equipment w.e.f. the date of issuance of Supply / Purchase Order (without penalty) in the office of Director General, Punjab Legal Aid Agency, Room 13, 2nd Floor, Kasuri Tower, 4-Fane Road, Lahore. The bidder would bear transportation charges. The delivery period may be extended by the Procuring Agency if necessary but it not be more than 10 days.

28.2 However, in special cases, delivery period can be fixed shorter or higher than the above-mentioned schedule of requirement as deem appropriate by the Procuring Agency.

28.3 In case of late delivery of goods beyond the periods specified in the supply order, penalty @ 0.25% per day of the total cost of the purchase order/contract value for late delivered supply shall be imposed upon the Supplier.

28.4 In case of late delivery, the delivery period will be started from the date of issuance of Purchase/ supply order to the supplier.

Award of Contract

29. Acceptance of Bid and Award criteria

29.1 The Bidder with successfully technically evaluated and lowest financial bid, if not in conflict with any other law, rules & regulations, policy of the Government or having less Bid Security shall be awarded the Contract, within the original or extended period of bid validity.

29.2 The Procuring Agency reserves the right at the time of Contract award to increase or decrease the quantity of goods originally specified in the Price Schedule and Schedule of Requirements without any change in unit price or other terms and conditions.

29.3 Notification of Award

29.3.1 Prior to the expiration of the period of bid validity, the Procuring Agency shall notify the successful Bidder in writing by registered letter or through personal receiving by the bidder representative that its bid has been accepted.

29.3.2 The notification of Award shall constitute the formation of the Contract.

29.4 Signing of Contract

29.4.1 At the same time as the Procuring Agency notifies the successful Bidder that its bid has been accepted, the Procuring Agency shall send the Bidder the Contract form provided in the bidding documents and contract will be signed on stamp paper provided by the bidder @ 0.25% of the total value of the contract.

30 Redressal of grievances by the procuring agency

30.1 The procuring agency shall constitute a committee comprising of odd number of persons, with proper powers and authorizations, to address the complaints of bidders that may occur prior to the entry into force of the procurement contract.

30.2 Any bidder feeling aggrieved by any act of the procuring agency after the submission of his bid may lodge a written complaint concerning his grievances not later than ten days after the announcement of the bid evaluation report.

30.3 The committee shall investigate and decide upon the complaint within fifteen days of the receipt of the complaint.

30.4 Mere fact of lodging of a complaint shall not warrant suspension of the procurement process.

30.5 Any bidder not satisfied with the decision of the committee of the procuring agency may lodge an appeal in the relevant court of jurisdiction.

31 Arbitration

32.1 In case of any dispute between parties to the contract, the matter shall be settled through mediation or arbitration as provided in the procurement contract.

ANNEXURE-A

LIST OF ITEMS WITH SPECIFICATIONS

LOT No. 1

Furniture & Fixture Items

Sr. No	Name of Item & Specifications	Quantity
1.	<p>EXECUTIVE TABLE WITH RACK Size: 2030 x 920 x 760 mm (H) Top frame made of solid seasoned sheesham wood with moisture content 8% to 12%. Top frame front, back & side rails size must be 100x38mm thick & Top inner rails must be 85x38mm thick. Top with three panels made of 16mm thick MDF covered with brown leatherite. Lower structure made of 700 density chipboard pressed with 0.6 mm thick sheesham veneer on both sides. Right sides with one drawer box with 3 drawers. Drawer fronts made of 25 mm thick chipboard pressed with shisham veneer on both sides Inner drawers made of 16 mm thick MDF moveable on double ball bearing imported channel, with centralized locking system. Drawer handles & locks must be good quality. Left side have one shelf. Completed with solid sheesham wood footing having section 50x25mm. 8 mm thick Glass on top. Inner rails must be solid seasoned shisham wood. Outer profiled footing must be 100x20mm thick. Joints must be properly glued. Finished with Dark Matt high quality N. C Lacquer.</p> <p>SIDE RACK Size: 1065 x 455 x 760 mm (H) Top made of high density chipboard pressed with 0.6 mm thick shisham veneer on both sides. Top thickness 32 mm. Top completed with 32x15mm profile shisham wood beading all around. Structure made of high density 19 mm thick chipboard pressed with 0.6 mm shisham veneer on both sides. One side rack, shelf & keyboard tray & other side one cabinet with lockable door. Outer profiled footing must be 100x20mm thick. 8mm thick glass on top. Finished with Dark Matt high quality N. C Lacquer.</p>	1
2.	<p>EXECUTIVE REVOLVING CHAIR Inner structure of the chair made of seasoned solid wood covered with rubber webbing, tight with taught, cushioned with 1st quality foam and fixed with brown leatherite. Completed with high quality imported revolving pedestal with dual caster wheels. . Arms made of solid seasoned shisham wood finished with Dark Matt high quality N. C Lacquer. Back cushioning design Chest Filed.</p>	1
3.	<p>VISITOR CHAIR Completed chair structure made of solid sheesham wood with 12% moisture contents. Complete side construction with Mortise and Tennon joint whereas front/back rails fixed with dowels and inner 4 corner block. Seat & Back with rubber webbing, tight with taught, covered with 1st quality foam and fixed with brown leatherite. Finished with Dark Matt high quality N. C Lacquer.</p>	6
4.	<p>NEST OF TABLE (3 PIECE SET) Standard Size: All made of solid seasoned sheesham wood with 12% moisture contents. Complete with Tennon joint whereas front/back rails fixed with dowels. Finished with Dark Matt high quality N. C Lacquer.</p>	1
5.	<p>4-SEATER SOFA SET Inner structure of the sofa made of seasoned solid wood covered with rubber webbing, tight with taught, cushioned with 1st quality foam and fixed with brown leatherite. Outer structure, legs & arms made of solid seasoned shisham</p>	1

	wood. Finished with Dark Matt high quality N. C Lacquer. 1 Set (2 +1+1)	
6.	COAT STAND All made of solid seasoned shisham wood with moisture content 8% to 12%. Finished with Dark Matt high quality N. C Lacquer.	1
7.	INCUMBENCY/HONORARY BOARD Size: 1200 x 600 x 20 mm Made of high density chipboard pressed with 0.6 mm thick shisham veneer on both sides. Solid shisham wood profile 25x10 mm all around. Completed with hanging hooks. Finished with Dark Matt high quality N. C Lacquer.	1
8.	WRITING PAD Size: 500 x 610 x 195 mm (H) All made of solid seasoned sheesham wood having moisture 12%. With 5 mm thick plain glass on top. Finished with Dark Matt high quality N. C Lacquer.	1
9.	CENTRE TABLE SET Centre Table Size: 1200 x 600 x 450 mm Side Table Size: 600 x 600 x 450 mm Table structure & legs made of solid sheesham seasoned wood. Top made of 19 mm thick high density chipboard pressed with 0.6 mm thick shisham veneer on both sides. Shisham veneer edging banded with automatic edge banding machine. Finished with Dark Matt high quality N. C Lacquer. 1 Set consists (1 Centre table + 2 side tables)	1
10.	EXECUTIVE TABLE WITH RACK Size: 1800 x 900 x 760 mm (H) Top thickness: 40 mm Top front, back, side & inner rails made of high density chipboard pressed with 0.6 mm shisham veneer on both sides with profiled beeding having size 40x32 mm all around. Size of top rails must be 100x40 mm. Complete Structure & legs made of solid sheesham wood, having moisture content 8% to 12%. 6 Nos legs & outer Rails having size 50x35 mm , inner rails size 55x25 mm, Body material part made of chipboard pressed with 0.6mm thick shisham veneer on both sides with veneer inlay work completed with wooden profile 20x10mm. Top with three panels made of 16mm thick MDF covered with green leatherite. Completed with solid sheesham wood footing having section 50x25mm. 8 mm thick Glass on top. Inner rails must be solid seasoned shisham wood. Joints must be properly glued. Finished with Dark Matt high quality N. C Lacquer. SIDE RACK Size: 1070 x 480 x 760 mm (H) Top front, back & side rails made of high density chipboard pressed with 0.6 mm shisham veneer on both sides with profiled beeding having size 40x32 mm allaround. Size of top rails must be 70x40 mm. One MDF panel on top covered with green leatherite. Complete Structure & legs made of solid seasoned sheesham wood, having moisture content 8% to 12%. Section of Legs must be 50x35 mm & Inner rails size must be 55x25 mm. With one door & one shelf. Design must be same as table. 8 mm thick glass on top. Finished with Dark Matt high quality N. C Lacquer. DRAWER BOX TROLLEY Size: 600 x 460 x 600 mm (H) Top made of high density chipboard pressed with 0.6 mm shisham veneer on both sides with profiled beeding having size 40x32 mm allaround. Structure made of high density chipboard pressed with 0.6 mm shisham veneer on both sides with 3 drawers. Drawer fronts made of 25 mm thick chipboard pressed with shisham veneer on both sides with high quality handles. Inner drawers made of 16 mm thick MDF	1

	<p>moveable on double ball bearing imported channel, with centralized locking system. Drawer handles & lock must be good quality. Moveable on 4 Nos castor wheel. Finished with Dark Matt high quality N. C Lacquer.</p>	
11.	<p>EXECUTIVE REVOLVING CHAIR Complete outer structure made of solid sheesham wood with 8% to 12 % Moisture content. Inner structure of the chair also made of seasoned solid wood covered with rubber webbing, tight with taught, covered with 1st quality foam and fixed with green leatherite. With high quality imported revolving pedestal having dual caster wheel. Wooden part complete finished with Dark Matt high quality N. C Lacquer.</p>	1
12.	<p>VISITOR CHAIR Chair structure made of solid sheesham wood with 8% to 12% moisture contents. Complete chair wood thickness has to be 25mm. Complete side construction with Mortise and Tennon joint whereas front/back rails fixed with dowels and inner 4 corner block Seat & Back with rubber webbing, tight with taught, covered with 1st quality foam and fixed with green leatherite . Finished with Dark Matt high quality N. C Lacquer.</p>	6
13.	<p>EXECUTIVE TABLE SET WITH SIDE RACK Size: 1600 x 800 x 760 mm Top Thickness: 32 mm Top made of high density chipboard pressed with 0.6mm thick shisham veneer on both sides with complete design pattern. Top all-around with solid shisham wood profile beading 32x12 mm. One leatherite pad on top. Table side made of 32mm thick chipboard pressed with shisham veneer on both sides, with solid wood beading on front and back of sides. Structure fixed with solid shisham wood rails as well footing having size 55x25mm. With one drawer box having 3 drawers. Drawer fronts made of 25 mm thick chipboard pressed with shisham veneer on both sides with high quality handles. Inner drawers made of 16 mm thick MDF moveable on double ball bearing imported channel, with centralized locking system. Drawer handles & lock must be good quality. Finished with Dark Matt high quality N. C Lacquer.</p> <p>SIDE RACK Size: 1065 x 460 x 760 mm Top & structure made of high density chipboard pressed with shisham venner on both sides. With keyboard tray, one shelf CPU box (tower casing) and with one lockable door. Finished with Dark Matt high quality N. C Lacquer.</p>	2
14.	<p>VISITOR CHAIR Chair structure made of solid sheesham wood with 8% to 12% moisture contents. Complete chair wood thickness has to be 25mm. Complete side construction with Mortise and Tennon joint whereas front/back rails fixed with dowels and inner 4 corner block. Seat & Back with rubber webbing, tight with taught, covered with 1st quality foam and fixed with green leatherite. Finished with Dark Matt high quality N. C Lacquer.</p>	8
15.	<p>EXECUTIVE REVOLVING CHAIR Complete structure made of solid sheesham wood with 8% to 12 % Moisture content. Seat & Back webbing with natural single cane. Completed with high quality imported revolving pedestal having dual caster wheel. Wooden part complete finished with Dark Matt high quality N. C Lacquer.</p>	2
16.	<p>EXECUTIVE TABLE WITH SIDE RACK Size: 1400 x 750 x 760 mm (H) Top made of solid seasoned sheesham wood with moisture content 8% to 12%. Top front, back & side rails size must be 100x38mm thick. One cushioned panel on top. Panel made of 16mm thick MDF covered with green leatherite. Lower structure made of 700 density chipboard pressed with 0.6 mm thick sheesham</p>	5

	<p>vener on both sides. Right sides with one drawer box having 3 drawers. Drawer fronts made of 25 mm thick chipboard pressed with shisham veneer on both sides with high quality handles. Inner drawers made of 16 mm thick MDF moveable on double ball bearing imported channel, with centralized locking system. Drawer handles & lock must be good quality. Completed with solid sheesham wood footing having section 50x25mm. 8 mm thick Glass on top. Inner rails must be solid seasoned shisham wood. Joints must be properly glued. Finished with Dark Matt high quality N. C Lacquer.</p> <p>SIDE RACK Size: 1065 x 455 x 760 mm (H) Top made of high density chipboard pressed with 0.6 mm thick shisham veneer on both sides. Top thickness 32 mm. Top completed with 32x15mm profile shisham wood beading all around. Structure made of high density 19 mm thick chipboard pressed with 0.6 mm shisham veneer on both sides. One side rack, shelf & keyboard tray & other side one cabinet with lockable door. 8mm thick glass on top. Finished with Dark Matt high quality N. C Lacquer.</p>	
17.	<p>EXECUTIVE REVOLVING CHAIR Complete outer structure made of solid sheesham wood with 8% to 12 % Moisture content. Inner structure of the chair also made of seasoned solid wood covered with rubber webbing, tight with taught, covered with 1st quality foam and fixed with green leatherite. With high quality imported revolving pedestal having dual caster wheel. Wooden part complete finished with Dark Matt high quality N. C Lacquer.</p>	2
18.	<p>EXECUTIVE REVOLVING CHAIR Structure of the chair made of seasoned solid wood covered with rubber webbing, tight with taught, cushioned with 1st quality foam and fixed with green leatherite. Completed with high quality imported revolving pedestal with duel caster wheels. . Arms made of solid seasoned shisham wood finished with Dark Matt high quality N. C Lacquer.</p>	3
19.	<p>VISITOR CHAIR Chair structure made of solid sheesham wood with 8% to 12% moisture contents. Complete chair wood thickness has to be 25mm. Complete side construction with Mortise and Tennon joint whereas front / back rails fixed with dowels and inner 4 corner block. Seat & Back with rubber webbing, tight with taught, covered with 1st quality foam and fixed with green leatherite. Finished with Dark Matt high quality N. C Lacquer.</p>	20
20.	<p>OFFICE TABLE Size 1200 x 600 x 760 mm Top made of 25 mm thick high density chipboard pressed with Formica on top side and 0.6 mm thick shisham veneer on bottom side. All edges covered with 0.6 mm thick shisham veneer banded with automatic edge banding machine using hot melt glue. Top fixed on 25/25mm thick mild steel sq. pipe frame having 1.2mm wall thickness finished with silver N.C paint finished. Frame fixed with one drawer box having three drawers, top drawer lockable. Drawer box made of 19 mm thick chipboard pressed with shisham veneer on both side. Drawer front made of 25mm thick chipboard board pressed with 0.6 mm thick shisham veneer on both sides. Drawer completed with 25/25 rubber shoes. Finished with Dark Matt high quality N. C Lacquer.</p>	5
21.	<p>FILE RACK Size: 820 x 390 x 760 mm (H) Structure made of 19mm thick chipboard pressed with 0.6 mm thick sheesham veneer on both sides. Back with 3mm thick veneer pressed plywood. With one shelf. All fixation must be completed with dowel joints. Finished with Dark Matt high quality N. C Lacquer.</p>	5
22.	<p>OFFICE CHAIR Chair structure made of solid sheesham wood with 8% to 12% moisture contents. Complete chair wood thickness has to be 25mm. Complete side construction with Mortise and Tennon joint whereas front/back rails fixed with</p>	22

	dowels and inner 4 corner block. Seat & Back with rubber webbing, tight with taught, covered with 1st quality foam and fixed with green leatherite. Finished with Dark Matt high quality N. C Lacquer.	
23.	COMPUTER TABLE Size:- 900 x 610 x 760 mm (H) Structure made of 20x20 mm mild steel square pipe (18 guage). Key board support made of 40 x 20 mm mild steel rectangular pipe. (18 guage). Welding joints must be smooth, uniform & continuous all around the joint. Completed with high quality 25/25 rubber shoes. Finished with silver paint. Top, Key board Tray & CPU box made of high density 16 mm thick lamination board. Edges covered with shisham venner. Keyboard sliding channel must be high quality.	3
24.	COMPUTER CHAIR Seat 12 mm thick plywood unbreakable sheet cushioned with cloth, 2" thick foam #1 quality. Seat & Back covered with unbreakable shell. Heavy Duty Hydraulic Jack with minimum 14 1/2" high imported seat & back fitted on 14 guage machine having black powder coating tilting back with heavy duty spring. Completed with high quality imported revolving pedestal.	3
25.	3-SEATER PEON BENCH Size: 1200 x 290 x 450 mm (H) Structure made of 25x25 mm mild steel square pipe (18 guage). Finished with silver paint. Solid shshisam wood strips on seat having moisture content 8% to 12%. Finished with Dark Matt high quality N. C Lacquer. Completed with high quality 25/25 rubber shoes.	3
26.	FILE CABINET/WOODEN LOCKER 4-DRAWERS Size:- 485x600x1400 mm Structure made of high density chipboard board pressed with shisham veneer on both sides. With four drawers lockable. Finished with Dark Matt high quality N. C Lacquer.	1
27.	STEEL FILE CABINET MOD. SPECIAL 4-DRAWERS Size: 18" x 24" x 54" All made of mild steel sheet 22 gauge, with four lockable drawers. Finished with brown hammer paint.	5
28.	STEEL ALMIRAH Size: 36" x 18" x 72" All made of mild steel sheet 22 gauge with 4-shelves and two lockable flush doors. Finished with brown hammer paint.	10
29.	BOOK SHELF Size: 1155 x 435 x 1420 mm (H) Structure made of 19mm thick high density chipboard pressed with shisham veneer on both sides. With one vertical partition. Four fixed shelves, two lockable glass sliding doors made of solid shisham wood. With solid shisham wood footing. Finished with Dark Matt high quality N. C Lacquer.	4
30.	ROSTRUM Size: 620 x 550 x 1170 mm (H) All Structure made of high density 25 mm thick chipboard board pressed with 0.6 mm thick sheesham veneer on both sides. With one shelf. Footing made of solid seasoned shisham wood. Edges must be banded with automatic edge banding machine. Finished with Dark Matt high quality N. C Lacquer.	1

NOTE.

1. All pictures are only for reference.
2. It is necessary for contractor to approve sample from procurement agency.
3. Colour of polish is changeable at the desire of procurement agency.

LOT No. 2**IT Equipment**

Sr. No	Name of Items	Quantity
1	<p>Desk Top Computer, HP, Dell, Lenovo or Equivalent Processor: Intel 9th Generation Core i7 (3.0 GHZ base frequency) or higher Chipset: Intel Chipset or equivalent Memory: 8 GB DDR-4 or higher Hard Drive: 1TB or higher Optical: CD+/-RW and 8X DVD RW 16X DVD R Operating System: Window 10 Pro 64-bit Audio: Integrated VGA: Integrated Built-in Gigabit Ethernet card 18.5" or higher LED Monitor, 1024 x 768 Resolution supportive Six USB Ports (2.0/ 3.0), One PCI/PCIe slots etc. Wireless 2x 2 802.11a/b/g or higher, USB Wired Keyboard, 2-Button USB 2.0 Optical Mouse with Scroll</p>	6
2	<p>Laptop, HP, Dell, Lenovo or Equivalent Processor: Intel Core i7-10th Generation Processor (1.8 GHZ Base frequency) or Higher Chipset: Intel Chipset or Equivalent Display: 15.6 inch HD (1366x768) LED Cam: Integrated HD 720p Webcam Memory: 8GB DDR4 RAM Hard Disk: 1TB or higher Wireless LAN : 2X2 802.11 b/g/n or ac Built-in Video Graphics Display and Sound Card Original Charger with Power cord Standard Keyboard and integrated Touch Pad 1 HDMI /VGA PORT, 2 USB 2.0/3.0 or higher On-Board Gigabit Ethernet card Minimum 3 hours or higher battery life Mouse: 2.0 USB 2-Button Optical Mouse with Scroll (Wireless) (Same Manufacturer as Notebook) Original Carrying Case as manufacturer standard Operating System: Microsoft Windows 10 Professional Edition 64bit</p>	4
3	<p>Printer: HP, Canon or Equivalent Print Speed: 38ppm (A4) or higher Ports: USB Cable, Gigabit LAN, Resolution/Print Quality: (B&W) 1200 x 1200 dpi or higher RAM: 250 MB or higher Processor: 1000 MHz or Higher Duplex: Duplex Printing Display: LCD/LED Paper Size: A4, Legal, Letter OS: Windows 8/8.1/10 drivers. Compatible USB cable and other allied accessories.</p>	6
4	<p>Scanner: HP, Canon or Equivalent Technology: CIS/CCD, Desktop Type Flatbed Scanner with ADF, Scan Size A4 or higher Scan Speed on ADF: 20ppm /36ipm or higher, Duplex scanning (BW/grayscale, 24-bit color) or higher, Scan size A4/Legal Paper Scan resolution optical Up to 600 dpi or higher.</p>	1

	Connectivity: USB 2.0 or higher Feeder Capacity ADF: 50 sheet or higher Output Resolution 100/150/200/300/400/600 dpi, Scan File Format: PDF, TIFF, JPEG, BMP, PNG, Daily Volume Scan: 750 or higher.	
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LOT No. 3

Plant & Machinery

Sr. No	Name of Items	Quantity
1	<p>Photocopy Machine. Copier Type: Monochrome Copier Controlling Interface: Colored Touch Screen Control Panel Processor: 800 MHz or Higher RAM: 2 GB or Higher Copy Speed: 20 CPM/ PPM A4 or higher Monthly Duty Cycle: 80K Copies or Higher Paper Size: Letter, legal, A3, A4, A5 Paper Supply: 2 Tray x 500 pages each or Higher Copy Zoom: 25% to 400% or better Feeder: Dual Scan Document Feeder Duplexing: Standard Automatic Duplex Print Resolution: 1200 x 1200 dpi or higher Black Copy Resolution: 600 x 600 dpi Scan Resolution: 600*600 dpi or higher Connectivity Interface: RJ-45 Ethernet (10/100/1000), USB 2.0, Supported OS: Windows 7, 8, 8.1, 10, Windows Server 2012/R2. Trolley: Yes</p>	03
2	<p>UPS Inverter Simulated Sine wave UPS inverter, Rated Power 2400/1600WA or higher, Voltage 230VA, Input selectable range: 90-280vac, Frequency range: 50/60 HZ (Auto sensing). output AC voltage regulation (Battery Mode): 230 VAC +10vac. Transfer time: 20ms. LCD for comprehensive information, Built in Transfer base AVR for voltage regulation, Overload, short circuit and polarity reverse protection, Built-in 50A MPPT solar charger, Thermal protection sensor, Vendor is responsible to install on site.</p>	5
3	<p>Multimedia Projector With Motorized Screen</p> <ul style="list-style-type: none"> • Display System: 3 LCD system • Size of effective display area: 0.63" (16mm) x 3 Brighter LCD Panel Aspect ratio 4:3 or higher • Lumens: 3200 lumens or higher • Zoom – Ratio: Approx. x 1.2 or higher • Throw Ratio: 1.45:1 to 1.75:1 or higher • Lamp life mode: Standard 5000 H or higher. • Contrast ratio (full white / full black) *2: 20000:1 or higher • Video signal input: NTSC, PAL, SECAM, 480/60i, 576/50i, 480/60p, 576/50p, 720/60p, 720/50p, 1080/60i, 1080/50i, 1080/60p, 1080/50p. • Color system: NTSC3.58, PAL, SECAM, NTSC4.43, PAL-M, PAL-N, PAL60 • Ports: Stereo mini jack, INPUT C HDMI input connector: HDMI 19-pin, S VIDEO, USB Type-A, USB Type-B, MICROPHONE Mini Jack • Motorized Screen: 8 x 6 or higher • Accessories: Remote Control, AC Power Card, 20m HDMI Cable Ceiling Mount Kit. <p>Note: Vendor is responsible for Installation, Configuration & Commission of Complete System in all respects</p>	1

Note:- Every Bidder shall mention the brand name with specifications in his technical bid of each item.

FORMS & OTHER REQUIRED DOCUMENTS

ANNEXURE-B

Technical Proposal Submission Form

[Location, Date]

To _(Name and address of Purchaser)_

Dear Sir,

We, the undersigned, offer to provide the _(insert title of assignment)_ in accordance with your Request for Proposal/Tender Document No. _____ dated _(insert date)_ and our Proposal. We are hereby submitting our Proposal, which includes the Technical Proposal and the Financial Proposal sealed in two separate envelopes.

We undertake, if our Proposal is accepted, to provide supply of _____ related to the assignment.

We also confirm that the Government of Pakistan / Punjab has not declared us, or any, ineligible on charges of engaging in corrupt, fraudulent, collusive or coercive practices. We furthermore, pledge not to indulge in such practices in competing for or in executing the Contract, and we are aware of the relevant provisions of the Proposal Document.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature

(In full and initials)

Name and Designation of Signatory

Name of Firm

Address

ANNEXURE-C

Financial Proposal Submission Form (Part of Financial Bid Envelope)

[Location, Date]

To (Name and address of Purchaser)

Dear Sir,

We, the undersigned, offer to provide the (Insert title of assignment) in accordance with your Request for Proposal No. dated (insert date) and our Technical Proposal. Our attached Financial Proposal is for the sum of (insert amount in words and figures) . This amount is inclusive of all taxes.

Our Financial Proposal shall be binding upon us up to expiration of the validity period of the Proposal, i.e. before the date indicated in of the Proposal Data Sheet.

We also declare that the Government of Pakistan / Punjab has not declared us or any Sub-Contractors for any part of the Contract, ineligible on charges of engaging in corrupt, fraudulent, collusive, or coercive practices. We furthermore, pledge not to indulge in such practices in competing for or in executing the Contract, and are aware of the relevant provisions of the Proposal Document.

We understand you are not bound to accept any Proposal you receive.

Signed

In the capacity of:

Duly authorized to sign the proposal on behalf of the Applicant.

Date:

ANNEXURE-D

Price Schedule

Name of Bidder _____

Tender No. _____

Sr. No.	Name of Item with specifications	Quantity	Unit Rate (Inclusive Taxes without 17% GST)	Amount of GST 17%	Unit Rate (Incl. all Taxes)	Total Cost (Incl. all Taxes)
1						
2						
Total Bid Price						

Sign and Stamp of Bidder _____

Note: 1. In case of discrepancy between unit price and total price, the unit price shall prevail.

Note: 2. No cutting or overwriting is allowed. Any cutting or overwriting will lead to rejection of the financial bid.

ANNEXURE-E

Format for Covering Letter

To

(Name and address of Purchaser)

Sub: _____.

Dear Sir,

- a) Having examined the tender document and Appendixes we, the undersigned, in conformity with the said document, offer to provide the said items on terms of reference to be signed upon the award of contract for the sum indicated as per financial bid.
- b) We undertake, if our proposal is accepted, to provide the items/services comprise in the contract within time frame specified, starting from the date of receipt of notification of award from the purchaser Department / Office.
- c) We agree to abide by this proposal for the period of ____ days (as per requirement of the project) from the date of bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
- d) We agree to execute a contract in the form to be communicated by the _(insert name of the Purchaser)_, incorporating all agreements with such alterations or additions thereto as may be necessary to adapt such agreement to the circumstances of the standard.
- e) Unless and until a formal agreement is prepared and executed this proposal together with your written acceptance thereof shall constitute a binding contract agreement.
- f) We understand that you are not bound to accept a lowest or any bid you may receive, not to give any reason for rejection of any bid and that you will not defray any expenses incurred by us in bidding.

Authorized Signatures with Official Seal

ANNEXURE-F

INSTRUCTION FOR PREPARATION OF POWER OF ATTORNEY

- a) To be executed dully by or an authorized representative of the bidder.
- b) The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants and when it is so required the same should be under common seal affixed in accordance with the required procedure.
- c) Also, wherever required, the Bidder should submit for verification the extract of the charter documents and documents such as a resolution/power of attorney in favor of the Person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.
- d) In case the Application is signed by an authorized Director / Partner or Proprietor of the Applicant, a certified copy of the appropriate resolution / document conveying such authority shall be enclosed in lieu of the Power of Attorney.

Format of Power-of-Attorney

POWER OF ATTORNEY

(On Stamp Paper of relevant value)

Know all men by these presents, we (name of the company and address of the registered office) do hereby appoint and authorize Mr. (full name and residential address) who is presently employed with us and holding the position of as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our proposal for (name of the project) in response to the tenders invited by the (name of the Purchaser) including signing and submission of all documents and providing information/responses to (name of the Purchaser) in all matters in connection with our Bid.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

Dated this ____ day of _____ 20__

For _____

(Signature)

(Name, Designation and Address)

Accepted

(Signature)

ANNEXURE-G

(Name, Title and Address of the Attorney)

Date:

UNDERTAKING

It is certified that the information furnished here in and as per the document submitted is true and correct and nothing has been concealed or tampered with. We have gone through all the conditions of tender and is liable to any punitive action for furnishing false information / documents.

Dated this ____ day of _____ 20__

Signature

(Company Seal)

In the capacity of

Duly authorized to sign bids for and on behalf of:

ANNEXURE-I

BID SECURITY FORM

WHEREAS [Name and Address of the Contractor] (hereinafter called "the Contractor") has submitted Tender against Tender Name _____, Tender No. _____, Item No. _____ (hereinafter called "the Tender") to the [Name and Address of the Purchaser] (hereinafter called "the Purchaser") for the Total Tender Price of PKR (in figures _____) (in words _____).

AND WHEREAS [Name of the Bank] having registered office at [Address of the Bank] (hereinafter called "the Guarantor") has agreed to give the Contractor a Guarantee;

THEREFORE the Guarantor hereby affirms to bind himself, his successors and his assigns to the Purchaser, for the sum of PKR (in figures _____) (in words _____) and undertakes to pay to the Purchaser, upon receipt of his written demand(s), any sum(s) as specified by him, not exceeding the above limit in aggregate, without cavil / argument and without the Purchaser having to substantiate / prove or to show grounds / reasons for such claim(s), on the occurrence of any / all of the following conditions:

1. If the Contractor withdraws the Tender during the period of the Tender validity specified by the Contractor on the Tender Form; or
2. If the Contractor does not accept the corrections of his Total Tender Price; or
3. If the Contractor, having been notified of the acceptance of the Tender by the Purchaser during the period of the Tender validity, fails or refuses to furnish the Performance Security, in accordance with the Tender Document.

Provided that the Purchaser shall specify the occurred condition(s) owing to which the said sum is due to him.

Provided further that any demand(s) / claim(s) from the Purchaser shall reach the Guarantor within thirty working days after the expiry of the Guarantee.

This guarantee shall remain valid up to _____ or until furnishing of the Performance Security, whichever is later.

Date this _____ day of 2020.

GUARANTOR

Signature _____

CNIC # _____

Name _____

Designation _____

Address _____

ANNEXURE-J

PERFORMANCE GUARANTEE

Issuing Authority:

Date of Issuance:

Date of Expiry:

Claim Lodgment Date: (Must be one month later than the expiry date)

WHEREAS [Name and Address of the Contractor] (hereinafter called "the Contractor") has agreed to supply the Goods against Tender Name. _____, Tender No. _____ (hereinafter called "the Contract") for the Contract Value of PKR (in figures _____) (in words _____).

AND WHEREAS it has been stipulated in the Tender Document that the successful Contractor shall furnish Performance Guarantee, within fourteen (14) days of the receipt of the Acceptance Letter (Letter of Acceptance) from the Purchaser, in the form of a Bank Guarantee, issued by a scheduled bank operating in Pakistan, as per this format, for a sum equivalent to Rs. _____ (10% of the contract value) valid from the date of issue until all obligations have been fulfilled in accordance with the Contract;

AND WHEREAS [Name of the Bank] having registered office at [Address of the Bank] (hereinafter called "the Guarantor") has agreed to give the Contractor a Guarantee;

THEREFORE the Guarantor hereby affirms to bind himself, his successors and his assigns to the Purchaser, for the sum of PKR (in figures _____) (in words _____) and undertakes to pay to the Purchaser, upon receipt of his written demand(s), any sum(s) as specified by him, not exceeding the above limit in aggregate, without cavil / argument and without the Purchaser having to substantiate / prove or to show grounds / reasons for such claim(s), on the occurrence of any / all of the following conditions:

1. If the Contractor commits a default under the Contract;
2. If the Contractor fails to fulfill any of the obligations under the Contract;
3. If the Contractor violates any of the provisions of the Contract.

Provided that the Purchaser shall specify the occurred condition(s) owing to which the said sum is due to him.

Provided further that any demand(s) / claim(s) from the Purchaser shall reach the Guarantor within thirty working days after the expiry of the Guarantee.

This guarantee shall remain valid up to _____ or until expiry of warranties / support period or all obligations have been fulfilled in accordance with the Contract, **whichever is later.**

Date this _____ day of 2020.

GUARANTOR

Signature _____

CNIC # _____

Name _____

Designation _____

Address _____

ANNEXURE-K

Financial Capacity of the Bidder

Additionally, the following financial data form shall be filled out for the Bidder. The Purchaser reserves the right to request additional information about the financial capacity of the Bidder. A Bidder that fails to demonstrate through its financial records that it has the financial capacity to perform the required Supply/Services may be disqualified.

Financial Information	Historical information for the previous two years (most recent to oldest in (PAK Rupees))	
	Year 1 (Year)	Year 2 (Year)
Information from Balance Sheet:		
(1) Total Assets (TA)		
(2) Current Assets (CA)		
(3) Total Liabilities (TL)		
(4) Current Liabilities (CL)		
Information from Income Statement:		
(5) Total Revenue (TR)		
(6) Profits before Taxes (PBT)		
Net Worth (1) – (3)		
Current Ratio (2) / (4)		

Note:

Provide information regarding present litigation with Government or Semi Government if any;

PRICE SCHEDULE / ESTIMATED PRICE FOR
BID SECURITY

FURNITURE & FIXTURES

Sr. No	Name of Items	Quantity	Estimated Rate	Estimated Amount
1	EXECUTIVE TABLE WITH RACK- Glass Top	1	109118	109118
2	EXECUTIVE REVOLVING CHAIR	1	22635	22635
3	VISITOR CHAIR	6	14711	88266
4	NEST OF TABLE (3 PIECE SET)	1	26816	26816
5	4-SEATER SOFA SET (2+1+1)	1	74560	74560
6	COAT STAND	1	8666	8666
7	INCUMBENCY/HONORARY BOARD	1	5871	5871
8	WRITING PAD	1	7460	7460
9	CENTRE TABLE SET	1	38419	38419
10	EXECUTIVE TABLE WITH RACK	1	148524	148524
11	EXECUTIVE REVOLVING CHAIR	1	19223	19223
12	VISITOR CHAIR	6	13256	79536
13	EXECUTIVE TABLE SET WITH SIDE RACK	2	56515	113030
14	VISITOR CHAIR	8	13256	106048
15	EXECUTIVE REVOLVING CHAIR	2	22335	44670
16	EXECUTIVE TABLE WITH SIDE RACK	5	49400	297000
17	EXECUTIVE REVOLVING CHAIR	2	19223	38446
18	EXECUTIVE REVOLVING CHAIR (Low Back)	3	19321	57963
19	VISITOR CHAIR	20	13256	265120
20	OFFICE TABLE	5	24206	121030
21	FILE RACK	5	9710	48550
22	OFFICE CHAIR (Cushioned)	22	11659	256498
23	COMPUTER TABLE	3	11120	33360
24	COMPUTER CHAIR (Arm less)	3	9421	28263
25	3-SEATER PEON BENCH	3	7963	23889
26	FILE CABINET/WOODEN LOCKER 4- DRAWERS	1	23986	23986
27	STEEL FILE CABINET MOD. SPECIAL 4-DRAWERS	5	21009	105045
28	STEEL ALMIRAH	10	21430	214300
29	BOOK SHELF with glass sliding door	4	35439	141756
30	ROSTRUM	1	13506	13506
	Total Amount			2561554/-
	17% GST			435464
GRAND TOTAL				29,97,018/-

IT EQUIPMENTS

Sr. No	Name of Items	Quantity	Estimated Rate	Estimated Amount
1	Desktop Computer	6	150000/-	9,00,000/-
2	Laptop	4	150000/-	6,00,000/-
3	LaserJet Printer	6	50000/-	3,00,000/-
4	Scanner	1	100000/-	1,00,000/-
GRAND TOTAL				19,00,000/-

PLANT & MACHINERY

Sr. No	Name of Items	Quantity	Estimated Rate	Estimated Amount
1	Photocopy Machine	3	350000/-	10,50,000/-
2	UPS Inverter	5	35000/-	175,000/-
3	Multimedia Projector With Motorized Screen	1	250000/-	250,000/-
GRAND TOTAL				14,75,000/-

BID SECURITY

Sr. No.	LOTS	Amount	5%
1.	Furniture & Fixture	2,997,018/-	149851/-
2.	I.T Equipment	1900,000/-	95000/-
3.	Plant & Machinery	1475000/-	73750/-
4.	Grand Total	6372018/-	318601/-



**OFFICE OF THE
DIRECTOR GENERAL
PUNJAB LEGAL AID AGENCY
2nd Floor Kasuri Tower, 4 Fane Road Lahore**

GENERAL GUIDELINES

You are hereby invited to submit your tender for the **Furniture & Fixture, Plant & Machinery and IT Equipment** for the office use as detailed in the list of items / articles given in this documents subject to the following terms & conditions:-

1. The bidder can quote price for **any single item** mentioned in the list of items (lots) attached herewith and submit the sealed tender at the Office of the Director General, Punjab Legal Aid Agency, Lahore 2nd Floor Kasuri Tower, 4 Fane Road Lahore on or before **10th June, 2020 at 01:00 PM**.
2. The sealed tender along with bid security equal to 05% of estimated price given in price list, in form of Demand Draft / Pay Order / Call Deposit Receipt (CDR), Bank Guarantee, issued by a scheduled bank operating in Pakistan, in the name of the Purchaser, as per the format provided in the Tender Document, will be dropped till **10th June, 2020 at 01:00 PM** in the tender box placed in Office of the Director General, Punjab Legal Aid Agency, Lahore 2nd Floor Kasuri Tower, 4 Fane Road Lahore which will be opened on **same day at 02:00 PM**.
3. The validity of offer of rate of items would be for 90 days or till **30.06.2020** whichever is earlier.
4. The delivery period would be **10** days for Furniture & Fixture, Plant & Machinery and IT Equipment from the date of issuance of supply order in the Office of Director General, Punjab Legal Aid Agency, Lahore 2nd Floor Kasuri Tower, 4 Fane Road Lahore. The bidder would bear transportation/ freight charges.
5. This office reserves the right to cancel the work order in case of inferior quality and lesser quantity. In case of substandard supply the performance guarantee would be forfeited and firm will be declared as blacklisted according to PPRA Rules, 2014, as amended to date.
6. Any Conditional bid shall not be accepted.
7. The rates will be received only along with this tender form and list of items duly verified / signed by the owner of the Firm.

8. The firms shall be registered with General Sales Tax Department and rates should be excluding of G.S.T. The office will deduct Income Tax and other taxes (If any) at source as per prescribed rate.
9. The 05% Bid Security of unsuccessful bidders may be released after completion of tender process.
10. Black Listed Firms are not entitled to participate in bid / tender, in case of detection of black listing at any stage, office of the Prosecutor General Punjab will forfeit the deposited security / guarantee.
11. The office of the Director General, Punjab Legal Aid Agency has right to reject all the tenders as per Punjab Procurement Rules, 2014 as amended to date.
12. Successful bidder shall furnish performance guarantee which will be 10% of the total value of supply before issuance of supply order in form of CDR in favour of Prosecutor General Punjab.
13. The last 02 years annual income tax return must be attached.
14. In case of any grievance, the bidder may lodge a complaint before the grievance redressal committee.

Director General
Punjab Legal Aid Agency

BID FORM

Date:- -----

Tender No: -----

To,

The Director General,
Punjab Legal Aid Agency,
Room No. 13, 2nd Floor Kasuri Tower, 4 Fane Road, Lahore

Respected Sir

After examining the Bidding Documents, the receipt of tender is hereby duly acknowledged and offer the supply and delivery of the items specified in enclosed list in conformity with the said Bidding Documents for the sum of [***Total Bid Amount.....***], [***Bid Amount in words.....***] or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this bid.

We undertake, if our bid is accepted, we will deliver the goods in accordance with the delivery schedule specified in the relevant documents.

If our bid is accepted, we shall obtain an unconditional guarantee of a bank in the sum of Rs.----- 10 percent of the Contract Price for the due performance of the Contract, in the form prescribed by the Procuring Agency.

We agree to abide by this bid till **30.06.2020** from the date fixed for bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period. Until a formal Contract is prepared and executed, this bid, together with your written acceptance thereof and your notification of award shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any bid you may receive.

Name and address of bidder

Total Amount of Bid Rs.

Dated this day of ,, 2020

Signature

(In the capacity of)

Duly authorized to sign bid for and on behalf of

Attachment

PROFILE OF THE BIDDER

Sr.#	Particulars	
1.	Name of the company / firm	
2.	Registered Office	
	Address	
	Office Telephone Number	
	Fax Number	
3.	Contact Person	
	Name	
	Personal Telephone Number	
	Email Address	
4.	Local office if any	
	Address	
	Office Telephone Number	
	Fax Number	
5.	Bid Signing Authority	
	Name	
	Address	
	Personal Telephone Number	
	Email Address	
	Please enclose Authorization or Power of Attorney to sign and submit the Bidding	
6.	Address for communication under the current Bidding	
7.	Registration Details	
	NTN Registration Number	
	GST Registration Number	
	Banker's Name, Address and Account Numbers	

LIST OF DOCUMENTS TO BE ATTACHED
WITH TECHNICAL BID

Sr. No.	Description	Status
1.	Certificate of Company/Firm Registration/Incorporation under the laws of Pakistan	Mandatory
2.	Certificate of Valid Income Tax Registration	Mandatory
3.	Certificate of Valid General Sales Tax Registration	Mandatory
4.	Online print of Status Active with FBR	Mandatory
5.	Submission of undertaking that the firm is not blacklisted and not involved in pending litigation before Punjab Procurement Regulatory Authority on stamp paper worth of Rs.100/-.	Mandatory
6.	Compliance to the technical specifications of goods to be procured.	Mandatory
7.	Undertaking to full compliance of the Execution Schedule and Delivery Period mentioned in tender document.	Mandatory
8.	Income Tax Return of last 2 year.	Mandatory
9.	Sales tax return of last 1 year.	
10.	CDR @5% of the estimated value in technical bid.	Mandatory
11.	Every Bidder shall mention the brand name with specifications in his technical bid of each item.	Mandatory

LIST OF DOCUMENTS TO BE ATTACHED WITH TECHNICAL BID

FOR FURNITURE ITEMS

Category	Description	Points
Legal (Mandatory)	Certificate of Company/Firm Registration/Incorporation under the laws of Pakistan	Mandatory
	Valid Income Tax Registration	Mandatory
	Valid General Sales Tax Registration	Mandatory
	Status of Active in (ATL) with FBR	Mandatory
	Submission of undertaking on legal valid and attested stamp paper that the firm is not blacklisted and not involved in litigation with any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan. In case involved in any litigation process, proof of dispute resolution is required on non-judicial stamp paper worth of Rs.100/-.	Mandatory
	Compliance to the technical specifications of goods (all items) to be procured mentioned vide (Annexure-A) of this document	Mandatory
	Full compliance of the Execution Schedule and Delivery Period mentioned in tender document (Undertaking of same on legal stamp paper is must)	Mandatory
	In case of Authorized Dealer, Certificate of authorization	Mandatory

EVALUATION CRITERIA

Sr. #	Parameter	Slabs	Marks	Weightage = 25% Marks obtained
1	Business Volume			25%
a.	Annual Turnover (Average of Last 2-Years) Rs. In Million	5 to 10	100 80 60	
b.	Annual Sales of Items (Average of last 2-Years) Rs. In Million	10 to 20	100 80 60	
2	Relevant Experience			
a.	Number of years since establishment	15 and above 10 to 14 05 to 09	100 80 60	25%
b.	Execution of similar projects valuing more than Rs. 5 million	10 and above	100 80 60	
2	Financial strength			25%
a.	Bank Balance & Reserves as on 30-06-2019 (amount Rs. In million)	5 & above	100 80 60	
3	H.R. & Machinery Resources Strength			25%
a.	Qualified Engineers/ Supervisors/ Skilled Workforce	20 and above	100 80 60	
b.	Wood Seasoning Capacity (Cubic Foot)	400 & above 201 to 400 100 to 200	100 80 60	
Total:				100%

Note:- It is mandatory to provide documentary proof of above stated claims.

TECHNICAL PROPOSAL

Please mention the figure / information in the respective column of “Figure”

Sr. #	Parameter	Figure (To be Filled by Bidder)	Marks (To be filled by Purchaser)	Weightage
1	Business Volume			25%
a.	Annual Turnover (Average of Last 2-Years) Rs. In Million			
b.	Annual Sales of Items (Average of last 2-Years) Rs. In Million			
2	Relevant Experience			25%
a.	Number of years since establishment			
b.	Execution of similar projects valuing more than Rs. 5 million			
2	Financial strength			25%
a.	Bank Balance & reserves as on 30-06-2019 (amount Rs. In million)			
3	H.R. & Machinery Resources Strength			25%
a.	Qualified Engineers/ Supervisors/ Skilled Workforce			
b.	No. of furniture manufacturing related machinery			
4	Other related services/ resources if any			25%
a.	At disposal of purchase committee:			
Total:				100%

FOR IT EQUIPMENTS AND MACHINERY ITEMS

Category	Description	Points	
Legal (Mandatory)	Certificate of Company/Firm Registration/Incorporation under the laws of Pakistan	Mandatory	
	Valid Income Tax Registration	Mandatory	
	Valid General Sales Tax Registration	Mandatory	
	Status of Active in (ATL) with FBR	Mandatory	
	Submission of undertaking on legal valid and attested stamp paper that the firm is not blacklisted and not involved in litigation with any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan. In case involved in any litigation process, proof of dispute resolution is required on non-judicial stamp paper worth of Rs.100/-.	Mandatory	
	Compliance to the technical specifications of goods (all items) to be procured mentioned vide (Annexure-A) of this document	Mandatory	
	Full compliance of the Execution Schedule and Delivery Period mentioned in tender document (Undertaking of same on legal stamp paper is must)	Mandatory	
	In case of Authorized Dealer, Certificate of authorization	Mandatory	
Financial Strength/ Experience	Income Tax Returns (Max Points 50)	2 years	25 Points for each year
	Tenders of Similar Nature (Max Points 12.5)	5 million or above	12.5 Points
	Annual audited reports of last two (2) years (Max Points 12.5)	5 million & above	12.5 Points
Human Resource, Professional	Number of Technical Experts (Max Points 25)	10 or above	25 Points



**OFFICE OF THE DIRECTOR GENERAL,
PUNJAB LEGAL AID AGENCY,
2nd Floor Kasuri Tower,
4 Fane Road, Lahore**

TENDER NOTICE

Office of the Director General, Punjab Legal Aid Agency, Lahore requires procurement mentioned below items and invites tenders from the firms registered with Sales Tax and Income Tax Authorities for Financial Year 2019-20. The bidder will provide financial bid and technical bid separately both enclosed in a single envelope, for any single item of a lot of procurement. The bidder can provide bids for any single item mentioned in each lot. The bidder may participate in one item/lot or more. The lots of procurement are given below: -

- 01. Furniture & Fixtures** **02. Plant & Machinery** **03. IT Equipment**

The detail list of tender documents along with complete specification can be obtained from office of the undersigned from the date of publication of notice, at 2nd Floor, Kasuri Tower, 4-Fane Road Lahore on payment of **Rs.1000/-** in favour of Director General, Punjab Legal Aid Agency, Lahore (Non-refundable) on or before **10th June, 2020**. The desirous firms will put its sealed tenders along with bid security amounting to **5%** of estimated value of items in the form of CDR, drawn in favour of Director General, Punjab Legal Aid Agency in the Tender Box placed in office of the Director General, Punjab Legal Aid Agency, Room No. 13, 2nd Floor, Kasuri Tower, 4-Fane Road Lahore before 01:00 P.M till **10th June, 2020**. The tender will be opened on the same day at 02:00 P.M in the presence of owner of firm / bidders or authorized representatives. Authorities have all the rights to reject all the tenders under Punjab Procurement Rules, 2014 as amended to date. Single stage two envelope procedure of bidding will be adopted under rule 38(2), Punjab Procurement Rules, 2014 as amended to date.

(DIRECTOR GENERAL)

Punjab Legal Aid Agency
Room No. 13, 2nd Floor, Kasuri Tower,
4-Fane Road, Lahore
Ph. No. 042-99214461