



**OFFICE OF THE
PROSECUTOR GENERAL
PUNJAB
1st Floor Kasuri Tower, 4 Fane Road Lahore**

GENERAL GUIDELINES

You are hereby invited to submit your tender for the **Furniture Items, IT Equipments and Machinery Items** for the office use as detailed in the list of items / articles (**Copy Enclosed**) subject to the following terms & conditions:-

1. The bidder should quote price for **each item** mentioned in the list of items attached herewith and submit the sealed tender at the Office of the Deputy Director (F&B), Office of the Prosecutor General Punjab, Lahore 1st Floor Kasuri Tower, 4 Fane Road Lahore on or before **05TH May, 2017** at **01:00 PM**.
2. The sealed tender along with bid security equal to 02% of estimated price given in price list, in form of Demand Draft / Pay Order / Call Deposit Receipt (CDR) if Tender Price is less than or equal to PKR **10 Million**, and If the Total Tender Price is more than PKR 10 Million, in the form of 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 **05TH May, 2017** at **01:00 PM** in the tender box placed in Office of the Deputy Director (F&B), Office of the Prosecutor General Punjab, Lahore 1st Floor Kasuri Tower, 4 Fane Road Lahore which will be opened on **same day** at **03:00 PM** in the same office.
3. The validity of offer of rate of items would be for 30 days or till **30.06.2017** whichever is earlier.
4. The delivery period would be **15** days for from the date of issuance of supply order in the Office of the Prosecutor General Punjab 1st Floor Kasuri Tower, 4 Fane Road Lahore. The bidder would bear transportation 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.
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 02% 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 Prosecutor General Punjab has the right to reject all the tenders as per Punjab Procurement Rules, 2014.
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 with in three days.

Deputy Director (F&B)
O/o Prosecutor General Punjab
Lahore

BID FORM

Date:- -----

Tender No: -----

To,

The Prosecutor General Punjab
1st 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 **30.06.2017** 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 ,, 201---

Signature

(In the capacity of)

Duly authorized to sign bid for and on behalf of

Attachment

Price Schedule

Name of Bidder _____

Tender No. _____

Sr. No.	Name of Item with specifications	Quantity	Unit Rate (Inclusive Taxes with out 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.

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
FOR FURNITURE ITEMS

Sr. #	Parameter	Slabs	Marks	Weightage	
1	Business Volume			25%	
a.	Annual Turnover (Average of Last 3-Years) Rs. In Million	200 and above 150 to 200 100to 150	100 80 60		
b.	Annual Sales of Furniture Items (Average of last 3-Years) Rs. In Million	151 and above 101 to 150 50 to 100	100 80 60		
2	Relevant Experience				25%
a.	Number of years since establishment	25 and above 15 to 24 10 to 14	100 80 60		
b.	Execution of similar projects valuing more than Rs. 50.00 million	15 and above 10 to 14 05 to 09	100 80 60		
2	Financial strength			25%	
a.	Bank Balance & Reserves as on 30-04-2017 (amount Rs. In million)	301 and above 201 to 300 100 to 200	100 80 60		
3	H.R. & Machinery Resources Strength			25%	
a.	Qualified Engineers/ Supervisors/ Skilled Workforce	46 and above 26 to 45 10 to 25	100 80 60		
b.	Wood Seasoning Capacity (Cubic Foot)	400 &above 201 to 400 100 to 200	100 80 60		
5	Other related services/ resources if any				
a.					
Total:				100%	

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

Contract Award	
As per PPRA Punjab Rules 2014	

TECHNICAL PROPOSAL FOR FURNITURE ITEMS

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 3-Years) Rs. In Million			
b.	Annual Sales of Furniture Items (Average of last 3-Years) Rs. In Million			
2	Relevant Experience			25%
a.	Number of years since establishment			
b.	Execution of similar projects valuing more than Rs. 50.00 million			
2	Financial strength			25%
a.	Bank Balance & reserves as on 31-01-2017 (amount Rs. In million)			
3	H.R. & Machinery Resources Strength			25%
a.	Qualified Engineers/ Supervisors/ Skilled Workforce			
b.	No. of furniture manufacturing related machinery			
5	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 (Status = Active 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	
	In full compliance of the Execution Schedule and Delivery Period mentioned in tender document (Undertaking of same on legal stamp paper is must)	Mandatory	
	Authorized Dealer Certificate if applicable	Mandatory	
Financial Strength/ Experience	Income Tax Returns last two years (Max Points 50)	2 years	25 Points for each year
	Tenders of Similar Nature (Max Points 100)	1-5 million	10 Points
		5-10 million	25 Points
		10-15 million	50 Points
		15-20 million	75 Points
		20 million or above	100 Points
	Average Annual Sales of last three (3) years (Max Points 100)	10 - 30 million	60 Points
		31-50 million	70 Points
		51-80 million	80 Points
	Human Resource, Professional	Number of Technical Experts (Max Points 100)	81 million & above
2			20 Points
3-5			40 Points
6-10			60 Points
11-15			80 Points
	16 or above	100 Points	
Specifications of Goods	Detailed specifications of the goods including relevant brochures / warranty documents	Mandatory	