



**CENTRAL POWER PURCHASING AGENCY
(GUARANTEE) LTD**

TENDER DOCUMENTS

For

Procurement of Revolving Chairs

(Single Stage One Envelop Procedure)

Submission and Opening Date

for Tender: October 13, 2023

(Friday)

Submission Time: 1000 hours

Opening Time: 1030 hours

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GUIDELINES

For Procurement of Office Revolving Chairs For the office of Central Power Purchasing Agency, Islamabad.

CPPAG Islamabad invites sealed bids from reputed manufacturers/Suppliers of furniture for supply of office revolving Chairs for its Office in Islamabad

1. Bidding shall be conducted through **Single Stage–One Envelope** as per PPRA Rules. The bidders are bound to provide their complete information along with postal address, as well as valid email address and phone number(s) on each of the envelopes.
2. Bidding documents, detailed specifications /description and number of items may be collected from the address mentioned in the Tender appeared in the press.
3. The bids shall reach at the address on the time & date mentioned in the Tender, which shall be opened on the day mentioned in the Tender by the Procurement Committee in the presence of Representatives of the bidders. Venue for the purpose is Office of the CPPAG, Shaheen Plaza, Fazl-e-Haq Road, Blue Area, Islamabad. Bid submitted after due date & time shall not be entertained.
4. The bid must be valid upto 120 days from the last date of submission of bids.
5. The Purchaser reserves the right to reject any or all the bids as per provisions contained in PPRA Rules.

Manager (HR&A)
Central Power Purchasing Agency
Contact No: 051-111-922-772 Ext #108

SECTION 1:
INSTRUCTIONS TO THE BIDDERS (ITB)

SECTION I: INSTRUCTION TO BIDDERS INCLUDING DATA SHEET

BID DATA SHEET

ITB Ref	Description	Detail
ITB Clause 2.1	Bid Reference Number	No.
ITB Clause 2.2	Name of Goods	Office Revolving Chairs (as per Technical Criteria of this RFP)
ITB Clause 2.3	Commencement date of provision of Bidding Document	As per Tender
ITB Clause 2.7	Last date and time for submission of bids	As per advertisement
ITB Clause 2.8	Bid Submission Address	Manager (HR&A) Central Power Purchasing Agency (CPPAG), Plot No. 73 west, Shaheen Plaza, Fazl-e-Haq Road, Blue Area, Islamabad
	Place of Delivery of office Chairs	Central Power Purchasing Agency (CPPAG), Plot No. 73 west, Shaheen Plaza, Fazl-e-Haq Road, Blue Area, Islamabad
ITB Clause 3	Bidding Process	Single Stage one Envelope
ITB Clause 6	Performance Guarantee / Performance Security	The Performance Security shall be 05% of the total contract price quoted at the time of Letter of Acceptance (LOA) and it shall be submitted to the CPPAG mentioned above as per clause 39 of PPRA rules.
ITB Clause 15	Language of bid	English

ITB Clause 17	Clarification(s) on Bidding Documents	Manager (HR&A) Central Power Purchasing Agency (CPPAG), Plot No. 73 west, Shaheen Plaza, Fazl-e-Haq Road, Blue Area, Islamabad.
ITB Clause 18.1	Currency of Bid	PKR – Pakistan Rupees
ITB Clause 18.2	Bid Price	Bid Price shall be inclusive of all duties, taxes & levies.
ITB Clause 19	Bid validity period	120 days
ITB Clause 20.1	Specific Description of Goods in the Bidding Documents	If the bid doesn't fulfil mandatory requirements as mentioned in this tender, the bid shall be rejected straightaway.
ITB Clause 20.5	Hard and Soft copy	Bidders must submit hard copies of the specifications.
ITB Clause 24	Name of the Bid Form (Primary documents)	TECH FORM 1: Proposal CoverLetter TECH FORM 2: BID COVER SHEET TECH FORM 3: Affidavit TECH FORM 4 : Manufacturer / Distributor's Authorization letter TECH FORM 5: Summary of Similar Contracts FINFORM: Price Schedule
ITB Clause 25	Amount of Bid Security / Earnest Money	The Bidder shall furnish, as part of its bid, a Bid Security/Earnest Money equivalent to <u>5%</u> of the total bid price as required in this RFP.
ITB Clause 26	Date, time and venue of opening of technical bids	Central Power Purchasing Agency (CPPAG), Plot No. 73 west, Shaheen Plaza, Fazl-e-Haq Road, Blue Area, Islamabad

TERMS & CONDITIONS

INSTRUCTIONS TO THE BIDDER -TERMS & CONDITIONS

Following are the Terms & Conditions for Bidding and subsequent Contract. The provisions mentioned herein will become part of the Contract. Whenever there is a conflict, the Special Provisions shall prevail over General Provisions of the Contract.

3. DEFINITIONS

In this document, unless there is anything repugnant in the subject or context:

- a) "Authorized Representative" means any representative appointed, from time to time, by the Client, the Purchaser or the Contractor.
- b) "Availability and Reliability" means the probability that a component shall be operationally ready to perform its function when called upon at any point in time.
- c) "Bidder" means the Firm/Company/Supplier/Distributors fulfilling the eligibility criteria and participating in the bidding for provision of Office Furniture & Workstation installation related equipment as per provision of bid document/ contract.
- d) "Contractor" means the person/firm/company whose Tender has been accepted and awarded letter of intent followed by the Contract by the Purchaser.
- e) "Purchaser" means "Strengthening of Central Power Purchasing Agency Initiatives, for the purposes of the Contract.
- f) "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.
- g) "Defects Liability Period" means the warranty period following the taking over, during which the Contractor is responsible for making good, defects and damages in Goods and Services provided, under the Contract.
- h) "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, wars, revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

- i) "Goods" means the furniture and workstations which the Contractor is required to supply to the Purchaser under the Contract.
- j) "Services" means supply, installation, commissioning, testing, after sale service, etc. of Goods and other such obligations which the Contractor is required to provide to the Purchaser under the Contract.
- k) "Delivery Acceptance Certificate" means the certificate to be issued by the Client to the Contractor, in accordance with the Contract.
- l) "Works" means work to be done by the Contractor under the Contract.
- m) "Inventory List" means a list of equipment/ supplies bearing details of make/ model/quantity/unit price/ warranty/location of supply/ installation/ manufacturer/authorized workshop, duly signed by the Contractor and verified by the Client.

4. Basic Information

4.1 Bid reference number: _____

4.2 The Goods are: **Office Revolving Chairs with headrest, back care and hydraulic machine.**

4.3 Commencement date of provision of Bidding Document As per Tender

4.4 Submission of clarifications in writing by bidders is As per

4.5 Pre-Bid Meeting will be held on As per Tender

4.6 Last date for bid submission will be As per Tender

4.7 Bid Submission Address is as following:

Manager (HR&A)
Central Power Purchasing Agency (CPPAG),
Plot No. 73 west, Shaheen Plaza,
Fazl-e-Haq Road, Blue Area, Islamabad

5. BIDDING PROCESS & EVALUATION CRITERIA

The details of bidding process & evaluation criteria is provided in **Section II** of this document.

6. STANDARDS

The quoted product, at the time of evaluation and on delivery, shall conform to the standards as prescribed in specifications and in the Evaluation Criteria. The said conformance shall lead to subsequent issuance of the Acceptance Certificate to the Supplier by the Purchaser.

7. PERFORMANCE SECURITY

The amount of performance security, as a percentage of the Contract Price, shall be: 05 (05) percent of the Contract Price in the shape of Bank Guarantee.

[The following provision shall be used in the case of Goods having warranty obligations.]

Performance Security/guarantee (05%) shall be returned after successful completion of the contract in accordance with expiry of the Warranty of item.

A copy of the Bank Statement of bidder/firm/s for the last 2 years will be submitted along with the bid document.

8. INSPECTIONS AND TESTS

Inspection of the Office Furniture and final acceptance is as follows:

Equipment Delivery & Inspection Report by Tender Committee and followed by issuance of Delivery Acceptance Certificate (DAC) by Tender Committee of CPPAG.

9. DELIVERY AND DOCUMENTS

All items are required to be delivered within 60 calendar days after the issuance of purchase order. Delivery of all chairs shall be at CPPAG office, Islamabad.

2. Payment

The method and conditions of payment to be made to the Supplier under the Contract shall be as follows:

Payment for Goods supplied:

a) Payment shall be made in **Pak. Rupees** through **crossed cheque** in the following manner:

100 percent of the Contract Price of the Goods shall be paid to supplier after the delivery of Chairs after the acceptance by tender committee CPPA-G at CPPA-G office Islamabad upon the submission of documents specified as follows;

- i. The Supplier in accordance with the terms and manner specified in the Schedule of Requirements shall make delivery of the goods.
- ii. The goods supplied under the Contract shall be Delivered Duty Paid (DDP) under which risk is transferred to the buyer after the Goods have been delivered and accepted.

11. LIQUIDATED DAMAGES

In case of late delivery or violation of contract follows liquidation damages shall apply as following.

- i. **Applicable rate: 0.1% per day of the total Contract price.**
- ii. **Maximum deduction: ≤ 10% of the total contract amount.**

12. DISPUTES RESOLUTION

In the case of a dispute between the Purchaser and the Supplier, a dispute resolution committee shall be constituted by CPPAG for the resolution of dispute in case of non-resolution, the dispute shall be referred for adjudication or arbitration in accordance with Arbitration Laws of Pakistan and heard at Islamabad.

13. GOVERNING LANGUAGE

The Governing Language shall be: English & Urdu

14. APPLICABLE LAW

The Contract shall be interpreted in accordance with the laws of Islamic Republic of Pakistan.

15. NOTICES & CLARIFICATIONS

Purchaser's address for notice and clarification purposes:

Manager (HR&A)
Central Power Purchasing Agency (CPPAG),
Plot No. 73 west, Shaheen Plaza, Fazl-e-Haq Road, Blue Area, Islamabad
i. Supplier should provide focal person's contact details, i.e., name, address, telephone, email.

16. BID VALIDITY

- i. The Bidder shall provide a minimum validity period of 120 days from the last date for submission of the Bids.

17. REJECTION OF BIDS

- i. Bid and required item does not fulfill the described specifications and mandatory requirements as mentioned in this RFP, the bid shall be rejected straightaway.
- ii. The Procuring Agency may reject any or all bids at any time prior to the acceptance of a bid. The Procuring Agency shall upon request communicate to any Bidder who submitted a bid, the grounds for its rejection of any or all bids but is not required to justify those grounds.
- iii. Notice of the rejection of any or all bids shall be given to the concerned Bidders that submitted bids.

18. JOINT VENTURE

Joint Venture is not allowed.

Government Supplier/organization/experience will be given priority.

19. Warranty & Guarantee of Product

The Revolving Chairs must be under warranty & guarantee as per supplier.

20. Bid Forms, Documents & Attachments

- i. The Technical Proposal shall comprise the following forms and documents, without quoting the price:
 - a) Bid Cover Sheet (Tech Form 2)
 - b) Affidavit (All terms & conditions and qualifications listed anywhere in the tender document have been satisfactorily vetted and agreed) (Tech Form 3)
 - c) Evidence of eligibility of the Bidder and the Goods (Tech Form 4)
 - d) Summary of Similar Contracts (Completed & Ongoing) (Tech Form 6)
 - e) Compliance Sheet - Evidence of conformity of the Goods to the Bid Document
 - f) Technical Brochures / Literature.
 - g) Details of Warranty and After-Sale Service
 - h) Project Timeline for Delivery, Assembling of chairs.
 - i) Authorized representative of the Bidder.
 - j) Valid Registration Certificate for Income Tax, Sales Tax.
 - k) Bank Statement of at least last two years 2021-22 & 2022-23.
 - l) Evidence of Income & Sales tax return during last two years. I.e., 2021-22 to 2022-2023.

- ii. The Financial Proposal shall comprise the following forms and instruments:
 - a) Financial Proposal Covering Letter (Fin Form 1)
 - b) Price Schedule (Fin Form 2)
 - c) Bid Security equal as per mentioned in this RFP.

21. Bid Security/ Earnest Money

The Bidder shall furnish, as part of its bid, a Bid Security/Earnest Money as per total bid price for all items in the name Central Power Purchasing Agency. The bid security should be valid for a period of 120 days and must be enclosed with the financial bid.

- 22.** Bidders delivering refurbished or used items shall be disqualified & penalized and their earnest money shall be forfeited.

SECTION II
Bidding Process &
Evaluation Criteria

Section II: Bidding Process, Evaluation Procedure& Criteria of Bids

Bidding Process

Single stage one envelopes bidding process will be adopted where bids will be selected under procedures described in this Bid Document, in accordance with the PPRA Rules.

The bidding process will involve the steps along with timelines as mentioned in Bid Data Sheet.

1. To enable bidder to prepare the proposal, a list of attached document formats have been provided in Section IV- Standard Forms.
2. Any request for clarification should be initiated in writing by email and should be addressed as indicated in notices clause.
3. At any time before the submission of proposals, the Purchaser may, for any reason, whether at its own initiative or in response to a clarification requested by any bidder, modify the Documents by amendment. The clarification on bids or any amendments of the bid will be intimated to all Bidders listed with the Purchaser for this Bid in writing. The Purchaser may at its discretion extend the deadline for the submission of proposals.

Bidding Procedure for Evaluation of Bids

The bid submitted by the Bidder will be evaluated as per the following procedure:

1. First level of evaluation will be based on mandatory criteria. Only those firms who fulfill mandatory criteria will qualify for next round of evaluation.

List of Mandatory Documents for Eligibility.

S #.	Documents.	Validity
1	Certificate of Company/Firm Registration/Incorporation under the laws of Pakistan with minimum 3 years of Relevant Experience	Valid certificate from concerned regulator/ authority required.
2	Registration of NTN with Federal Board of Revenue (FBR) and having Active Tax Payer status.	
3	Registration of General Sales Tax (GST) with Federal Board of Revenue (FBR) and having Active Tax Payer status.	
4	The bidder should have fully operational office/ Head office in Islamabad/Rawalpindi.	
5	Affidavit that firm is not Blacklisted and involved in any active litigation in Pakistan.	
6	Proof of similar completed projects for the last five years. (Preferably two same project with Govt / Semi Govt Organization)	Purchase Order/ Contracts/ & Completion Certificates.
7	The bidder should provide local warranty of the quoted items for a period of one year.	Warranty on Company Letter Head duly stamped
8	Compliance/ Data sheet shall be provided. Unless the submission of the same, bid shall be considered rejected straight away.	Compliance Sheet & Data Sheets
9	Bank Statement of the company for the last two years	Bank Statement

Note: Contract / Purchase Order will be awarded to the lowest eligible/ qualified bidder fulfilling the above criteria.

SECTION III
TECHNICAL SPECIFICATION

Summary List of Items for Procurement

SPECIFICATIONS OF Office Chairs

S. No.	Items	Specification	Quantity IslamabadOffice
1	Revolving Chairs	<p><i>Size (minimum):</i> <i>Height (Floor to Headrest):4' 1”</i> <i>Width (Arm to Arm) :2’</i> <i>Depth (Seat Depth): 1’7”</i></p> <ul style="list-style-type: none">• <i>Structure made of nylon seat & plywood back upholstered with best quality foam & fabric + Headrest+Backcare+ arms in pp + revolving reclining hydraulic system lift mechanism pedestal with heavy duty wheel casters. 360o rotation.</i>	120 (Quantities can be increase or decrease)

Supply Schedule:**A) For supply of Goods:**

Mode of Penalty	100% Quantity as per Purchase Order	Total delivery period
Without penalty	04-09 Weeks (Maximum)	04-10 Weeks (Maximum)
If delivery time exceeded after 10 weeks, irrespectively of quantity delivered, penalty @ 0.1% per day upto maximum 10% of total Contract price		

Note: The total delivery period includes delivery & assembling in all respect etc. However, payment to the supplier will be subject to satisfactory report by the tender committee and complete assembling in all respect.

b). Liquidated Damages /Penalty

- i) Wherein the Supplier entirely fails to complete deliveries as per purchase order and within the stipulated time frame specified in the Schedule of Requirements, the Contract to the extent of non-delivered portion of supplies shall stand cancelled.
- ii) After the cancellation of the Contract no supplies shall be accepted and the amount of Performance Guarantee / Security to the extent of non-delivered portion of supplies shall be forfeited. however, the payment as per supplied quantities as per specification will be cleared after vetting by Tender Committee
- iii) If the Supplier fails to supply the whole consignment and not able to deliver to the destination, the entire amount of Performance Guarantee / Security shall be forfeited to the Purchaser account and the firm shall be blacklisted minimum for two (02) years for future participation.
- iv) The exact time frame formaking supplies with and without penalty shall be indicated in subsequent purchase orders.
- v) In case of late delivery of goods beyond the periods specified in the Schedule of Requirements and subsequent purchase order, a penalty @ 0.1% per day subject to maximum of 10% of the cost of late delivered supply item and damages shall be imposed upon the Supplier.
- vi) No Extension in the delivery period (if any) will be considered by the Purchaser on case to case basis and strictly in accordance with PPRA Rules.

c) Defect Liability Certificate

The supplier will provide DLC (on Judicial Paper) for replacement or repair of any item found faulty / below specs till warranty time after supply at CPPAG office.

SECTION-IV
STANDARD FORMS

TECH FORM 1:	Proposal Cover Letter
TECH FORM 2:	Affidavit
TECHFORM 3:	Manufacturer/Distributor's Authorization
TECH FORM 4:	Summary of Similar Contracts/ Projects
TECH FORM 5:	Financial Proposal Cover Letter
FIN FORM:	Price Schedule / Financial Proposal

TECHFORM 1

Proposal Submission Form

[Location, Date]

To

Manager (HR&A) (_____)

Central Power Purchasing Agency (CPPAG), Plot No. 73 west, Shaheen Plaza, Fazl-e-Haq Road, Blue Area, Islamabad.

Dear Sir,

We, the undersigned, offer to provide the (*Office Chairs*) in accordance with your Bid Document dated _ (*insert date*)_ and our Proposal. We are hereby submitting our Proposal.

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

We also confirm that the Government of Pakistan / Provincial Governments have not declared us 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 Bid 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

TECHFORM 2

AFFIDAVIT

I/We, the undersigned solemnly state that:

- 1) We have read the contents of the Bidding Document and have fully understood it.
- 2) The Bid being submitted by the undersigned complies with the requirements enunciated in the bidding documents.
- 3) The Goods that we propose to supply under this contract are eligible goods within the meaning of all clause of the ITB.
- 4) The undersigned are also eligible Bidders within the meaning of the ITB of the Bidding Documents.
- 5) The undersigned are solvent and competent to undertake the subject contract under the Laws of Pakistan.
- 6) The undersigned have not paid nor have agreed to pay, any Commissions or Gratuities to any official or agent related to this bid or award or contract.
- 7) The undersigned are not blacklisted or facing debarment from any Government, or its organization or project.
- 8) The undersigned has no dispute anywhere in the province regarding supplies.

We affirm that the contents of this affidavit are correct to the best of our knowledge and belief.

Signed

Note: The affidavit must be on judicial stamp paper by the Executive of the Firm & attested by Oath Commissioner.

TECHFORM 3

MANUFACTURER / DISTRIBUTOR'S/RESELLER AUTHORISATION¹

To: *[Name &Address of the Procuring Agency]*

WHEREAS *[name of the Manufacturer]* who are established, reputable & successful in bidding process *[name and/or description of the goods]* having factories at *[address of factory]* do hereby authorize *[name and address of Supplier/ Agent]* to submit a bid, and subsequently negotiate and sign the Contract with you against the Invitation for Bids (IFB) No. *[Reference of the Invitation to Bid]* for the goods manufactured by us.

We hereby extend our full guarantee and warranty as per Clause 11 of the Instructions To the Bidders (ITB) Terms & Conditions for the goods offered for supply by the above firm against this Invitation for Bids.

Signature: _____

Designation:

Official Stamp:

¹This letter of authority should be on the letterhead of the Manufacturer and should be signed by a person competent and having the power of attorney to bind the Manufacturer. It should be included by the Bidder in its bid.

Financial Proposal

Price Schedule

(To be provided to the Procuring Entity)

Name of the Firm:

Bid.Ref.No:

Date of opening of Bid.

SR.#	Item Name & Specification	QTY		Unit price (Rs.) With all applicable taxes and delivery charges	Total price (Rs.)
1	<u>Revolving Chairs</u> <i>Size (minimum):</i> <i>Height (Floor to Headrest) :4' 1"</i> <i>Width (Arm to Arm) :2'</i> <i>Depth (Seat Depth): 1'7"</i> <i>Structure made of nylon seat & plywood back upholstered with best quality foam & fabric + Head Rest+ Back care+ arms in pp + revolving reclining hydraulic system lift mechanism pedestal with heavy duty wheel casters. 360o rotation.</i>	No	120		
	Total Amount in Words				
Note: <ul style="list-style-type: none">• The quantity may be increased or decreased by Purchaser.• In case of discrepancy between unit price and total, the unit price shall prevail.					

Note:

- a) Bidders shall price the Bill of Quantities in Pakistani Rupees only.
- b) For all the Brands mentioned in this tender (if any), the term "equivalent or higher" is hereby added and shall be considered as per PPRA rules.
- c) Multiple prices of an item may lead to rejection of the item/bid.
- d) In case of any inquiry regarding specifications of any item, please visit HR & A Admin Department of CPPAG during office hours 09:00 am to 05:00 pm from Monday to Friday.
- e) Please quote the rates on our BoQ otherwise your bid/item may be rejected.

FINAL TOTAL PRICE:.....

(Both in figures and words)

Signature:.....

Designation:.....

Date:.....

Official Stamp:.....

Sample of Chair

