

# WORKERS WELFARE FUND

## TENDER DOCUMENTS FOR SUPPLY OF OFFICE FURNITURE



### GOVERNMENT OF PAKISTAN

<b>Tender document for</b>	<b>Office Furniture, etc.</b>
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### WORKERS WELFARE FUND

Secretariat Building No 2, Street 39, G-10/4 Islamabad.

Tel 051-9106325-26 Fax 051-9106321

Web: [www.wwf.gov.pk](http://www.wwf.gov.pk) .Email: [info@wwf.gov.pk](mailto:info@wwf.gov.pk)

## **INVITATION TO BIDS**

Workers Welfare Fund (WWF), M/o OP,s & HRD Government of Pakistan, invites bids from the firms/general order supplier / companies registered with Income Tax and Sales Tax Departments and are on FBR's Active Taxpayer's List (ATL) for supply of Office Furniture.

2. Bidding documents containing detail terms and conditions, method of procurement, etc may be obtained from the Office of the undersigned on payment of **Rs.500/- (Rupees Five Hundred only)** non-refundable. Bidding documents can also be downloaded from WWF website [www.wwf.gov.pk](http://www.wwf.gov.pk) and PPRA website [www.ppra.org.pk](http://www.ppra.org.pk). (Pay order of Rs.500/- may be attached in case downloaded from website).

3. The bids, prepared in accordance with instructions in the bidding documents, along with Bid Security/Earnest money of 2% of the bid value in the shape of Bank draft/Pay order drawn in favor of WWF may reach Office of the undersigned by 20-04-2021 at 1200hrs. Technical bids will be opened on the same day at 1230 hrs in presence of representatives of bidders.

4. As per PPRA Rules 33(1), 2004, Workers Welfare Fund (WWF), Government of Pakistan, has the right to reject any or all bids/proposals at any time prior to the acceptance of a bid/proposal.

**Deputy Director, (GA)  
Workers Welfare Fund (WWF)  
Building No 2, Street 39, G-10/4,  
Mauve Area Islamabad**

<b>GENERAL INSTRUCTIONS &amp; CONDITIONS FOR THE BIDDERS FOR IT EQUIPMENTS, MACHINERY &amp; EQUIPMENT'S, OFFICE FURNITURE, VIDEO CONFERENCING SYSTEM, SMD ADVERTISING SCREENS</b>	
1.	Only those firms are allowed to participate in the tender who are General Sales Tax (GST) registered and have National Tax Number (NTN). A certificate may be attached to verify that your firm is an active tax payer.
2.	Bidder(s) must have sound financial position details of bank statement/turnover for the last one year. The bidder shall have sufficient experience, well reputation and have the facility of telephone and transport for the supply of items in time and on the spot.
3.	Bidder(s) must attach Bank Draft/Pay Order / Call Deposit @ 2% of bid amount in favour of WWF which will be refundable in case of non-acceptance of tender. Bid(s) found without this will not be considered and turned down. Cheques shall not be accepted. The Bid Security should be valid for a period not less than 6 months and must be enclosed in financial bid.
4.	Firm(s) must certify that it has not been blacklisted from any Government organization on stamp paper.
5.	All bids should be submitted in tape or ring binding. Bids with loose papers shall be rejected. All documents should contain an index and proper page numbers attached in sequence as indicated for evaluation in the bidding documents and signatures of authorized person.
6.	Only those Bid(s) will be considered which would be submitted on WWF tender documents.
7.	The offered price in Pak Rupees of item(s) should be inclusive of all Government Taxes. Income Tax will be deducted at the time of payment according to the Income Tax Laws/Regulations and shall be valid for the tender period.
8.	<p><b>Bid Opening Procedure: - <u>Single Stage-Two Envelop</u> (36(b) PPRA Rule, 2004)-</b>Procedure will be adopted to evaluate the offer. Complete bid containing Technical and Financial proposal along with Bid Security, all required information and documentary evidences must be submitted before closing date as mentioned in advertisement.</p> <p>The bid shall comprise a single package containing two separate envelopes each envelop should contain separately the “<b>Technical Proposal</b>” and “<b>Financial Proposal</b>”</p> <p>Two separate envelopes shall be marked as “<b>Technical Proposal</b>” and “<b>Financial Proposal</b>” in bold and legible letters.</p> <p>Initially “<b>Technical Proposal</b>” will be opened to evaluate the offer(s) with the specification(s) and required criteria mentioned in the tender document. The bidder shall attach brochures/color pictures/catalogues of each of the item(s) being offered. Only one model/make shall be allowed for each of the item, multiple models/alternative bids for one item shall not be admissible. The technical proposal of eligible organizations will be evaluated against the requirements specified in the “<b>Annexure – C</b>”.</p> <p>Offer(s)/item(s) which will not be found according to the standard/specification(s) and evaluation criteria shall not be accepted and “<b>Financial Proposal</b>” of such firms will be returned unopened.</p> <p>“<b>Financial Proposal</b>” will be opened only of those firms whose offer(s)/items would be found as per specifications and laid down criteria and obtained the minimum threshold of technical evaluation.</p> <p>The bid shall remain valid for the period of <b>180 days</b> from the date of bid opening.</p>
9.	Successful bidders should make sure for in time supply according to the approved quality/standards/specifications for the tender period as mentioned in the tender notice.
10.	The interested bidders may visit the site if they want, in order to arrange the fixture and fitting.
11.	Submission of any false statement/Documents or concealing of information will disqualify the bidder.
12.	The quantity of the item(s) can vary as per the requirement / budget allocation of the WWF.
13.	The delivery shall be completed within 15 days from the date of issuance of purchase/Supply order or as desired.

14.	All item(s) shall be delivered at the office of WORKERS WELFARE FUND Building No 2, Street 39,G-10/4 Mauve area Islamabad.
15.	Item(s) which will not be found according to required specifications/standard shall not be accepted.
16.	Technical Proposal must include the pictures of products as well.
17.	In case any of the terms and conditions of the agreement is violated, the responsibility for any loss or damage will be borne by the supplier.
18.	The employer will open the tenders including submission made in the presence of the tenderers or their representatives who choose to attend on date, time and venue mentioned in tender notice.
19.	The complete tender shall be without alterations, interactions or erasures, except those to accord with instructions issued by the employer, or a necessary to correct errors made by the tenderer, in which case such correction shall be initialed by the person or persons signing the contract.
20.	The successful bidder must submit Performance Guarantee of 5% of total quoted amount in favor of WWF in the shape of CDR from any scheduled Bank otherwise tender award will be rejected.
21.	Bids not accompanied by bid security or with less amount of bid security will not be entertained.
22.	The bid security of successful bidder will be retained till delivery, installation, and guarantee period of complete office furniture/ and that of other bidders will be returned after award of contract to successful bidder.
23.	If the firm fails to supply any or all the items in time as per quality/specifications and required standards, security deposit will be forfeited and supply order of specific items will be issue to next lowest bidder. Action for blacklisting of the firm will also be initiated.
24.	It will be the responsibility of the successful bidder to supply and fix all the goods within the stipulated time at the Workers Welfare Fund Building No 2, Street 39,G-10/4 Mauve area Islamabad . The Procuring Agency will not bear any type of transportation cost.
25.	In case applicable taxes have neither been included in the quoted price nor mentioned whether quoted amount is inclusive or exclusive of such taxes, then quoted amount will be considered inclusive of all taxes and selected service provider will have to provide the required services/equipment, if selected and declared as lowest evaluated bid. In case selected bidder is not willing to supply on quoted amount then bid security submitted with the bid will be forfeited in favor of the WWF.
26.	If the bid is withdrawn before the expiry of its validity or the supply/services are not made/provided within due date, the bid security will be forfeited in favor of the WWF.
27.	No advance payment will be made for any kind of invoice. WWF will arrange expeditious payments on submission of invoices. Payment shall be made after delivery, and installation of complete furniture.
28.	A separate agreement shall be executed with successful bidder as per attached form in the tender documents.
29.	Tenders will be opened at the WORKERS WELFARE FUND Building No 2, Street 39,G-10/4 Mauve area Islamabad.

**Cover Letter for the Submission of Technical Proposal**

A cover letter as specified in *annexure D* shall be submitted with the proposal.

**Note: Please provide the required information/Response to all Annexure mentioned in this document and mark them while submitting the bid.**

**Every page of the bid proposal must be stamp and signed by the bidder.**

**(SIGNATURE & SEAL OF BIDDER)**

**ANNEXURES**

**Annex – A**

**Annex – A (Firm/Company Information)**

<b>Firm/Company Information</b>		
<b>S #</b>	<b>Required Information</b>	<b>Response</b>
1	Legal Name of the Firm/Company	
2	Year of Registration / Establishment of the Organization/Firm/Company etc	
3	National Tax Number	
4	General / Sales Tax Number	
5	Name and designation of 'Head of Firm/Company	
Mobile:		
Phone/s:		
Email:		
Fax:		
Address of Firm/Company		
Website address:		
6	Name and designation of 'Contact Person)/Representative	
Phone/s:		
Mobile:		
Email:		
Fax:		

**(SIGNATURE & SEAL OF BIDDER)**

**(Eligibility Response Check List)**

<b>Eligibility Check List</b>				
<b>Sr.No.</b>	<b>Eligibility Criteria Details</b>	<b>Evidence/Proof Required</b>	<b>Attached Supporting Documents/Proof of and mark Yes/No</b>	
			<b>Yes</b>	<b>No</b>
1	Evidence of bidding firms/company's Registration / Incorporation	Evidence of certificate of incorporation is required	<input type="checkbox"/>	<input type="checkbox"/>
2	Provide National Tax Number (NTN) and General / Provincial Sales Tax , (if applicable) in the name of Firm/Company and provide a copy of registration	Registration Copy required	<input type="checkbox"/>	<input type="checkbox"/>
3	Active Tax payer copy of last year tax return is required.	(2019-20 tax returns copy required)	<input type="checkbox"/>	<input type="checkbox"/>
4	Pay Order/ Bank Draft of 2% Bid Security attached with the Financial Proposal in separate sealed envelope.		<input type="checkbox"/>	<input type="checkbox"/>
5	Affidavit on stamp paper, declaring that company is not blacklisted by any Government agency/authority. (Original required)	We solemnly declare that our organization or any member of consortium has never been suspended/debarred or blacklisted.		

**(SIGNATURE & SEAL OF BIDDER)**

**(Technical Evaluation Criteria)**

Sr. No.	Description	Total Points	Category Points	Remarks
<b>1</b>	<b>Relevant experience</b>	<b>25</b>		Copies of Contract /Purchase Order /Work Order are required
	Experience of supply of prescribed items if more than 5 years		<b>25</b>	
	Experience of supply of prescribed items if more than 3 years but less than 5 years		<b>20</b>	
	Experience of supply of prescribed items if less than 3 years but greater than 1 years		<b>15</b>	
<b>2</b>	<b>Past Performance from Clients</b> Satisfactory Certificates from different Clients (5 points for each Recommendation letter)	<b>20</b>		Satisfaction Letters/Recommendation Letters of Clients are required.
<b>3</b>	<b>Specifications/quality/make model being offered and it's responsiveness as per requirement.</b>	<b>25</b>		Brochures/pictures/ presentations/samples etc)
<b>4</b>	<b>Quality/after sale service</b>	<b>20</b>		Attach offered warranty period on signed company letter head
	Warranty/after sale service of items offered by bidder, if greater than three years		<b>20</b>	
	Warranty/after sale service of items offered by bidder up to two & three year		<b>15</b>	
	Warranty/after sale service of items offered by bidder up to one year		<b>10</b>	
<b>5</b>	<b>GST Registration, ATL/NTN, Authorized Dealership and Completeness of bidding Documents etc</b>	<b>10</b>		Attach copies of the relevant documents
<b>Total Points</b>			<b>100</b>	

**Minimum qualifying score for technical qualification is 70. Please mark/flag the supporting documents shared for technical qualification scoring.**

**The firm will be selected on the basis of the lowest quoted price of the technically qualified bidders.**

**(SIGNATURE & SEAL OF BIDDER)**

**(Cover Letter for the Submission of Technical and Financial Proposal)**

**(Declaration on company letterhead)**

I, \_\_\_\_\_ hereby declare that:

- all the information provided in the technical proposal is correct in all manners and respects;
- and I am duly authorized by the Management to submit this proposal on behalf of "[Name of the Firm /Company]"

Name: -

Designation: -

Signatures: -

Date and

Place:

**(SIGNATURE & SEAL OF BIDDER)**



**(Contract Agreement to be signed with the successful bidder)**

**CONTRACT AGREEMENT**

This Contract Agreement is (hereinafter called the “Agreement”) made on the day of----- between **Workers Welfare Fund (WWF)**, Building No 2, Street 39,G-10/4 Mauve Area Islamabad hereinafter refer to as the Purchaser of the second part and M/s \_\_\_\_\_ refer to as supplier/contractor of the first part

WHEREAS the purchaser/procuring authority is desirous to purchase Office Furniture for Workers Welfare Fund.

**NOW this agreement witness the Terms & Conditions as follow:**

In this agreement word and expressions shall have the same meaning as are respectively assigned to them in the condition of contract. The terms and conditions of the agreement is as under:-

**Claus 1 Delivery:** The supplier shall deliver the items as per work order/letter of award/supply order in the office of **Workers Welfare Fund (WWF)**, Building No 2, Street 39,G-10/4 Mauve area Islamabad **within (15) days from the date of issuance of Purchase Order/Supply Order.**

**Claus 2 Inspection:** Purchase Committee shall examine and inspect the items at above mentioned address.

**Claus 3 Supplier’s Guarantee:** Supplier clearly undertakes that the items being supplied by them would be absolutely free from material and manufacturing defects and is in accordance with the specifications/approved sample and quality. Items not found according to required specifications/standard/ Sample provided shall not be accepted. The installation where required as per tender documents shall be responsibility of the supplier. Performance guarantee @5% will be returned after the completion of warranty period of the items.

**Claus 4 Rates:-** Rates offered in the bid shall be valid for **180 days** from the date of opening of the bid. This shall be extendable for another period of 120 days with the mutual consent of the supplier and procuring Authority.

**Claus 5 Warranty/Guarantee:** Warranty/Guarantee of the items shall be as specified in the tender documents from the date of supply. Malfunctioning of item(s) within warranty period shall be replaced by the firm free of cost.

**Claus 6 Payment:** Payment will be made within one month after the receipt of invoices. No advance payment will be made for any kind of invoice. However WWF will arrange expeditious payments on submission of invoices.

**Claus 7 Liquidated Damages:** If the supplier fails to deliver the items of specified standard within the specified time period, a penalty, without prejudice to other remedies under the contract, liquidated damages i.e. @ 0.5% per week and maximum upto 20% on the total value of the contract, shall be charged.

**Claus 8 Penalty for failure of Supply:** If the firm fails to supply any or all the items as per specification the security amount will be forfeited. Incomplete -supplied items will be purchased on the risk and cost of the supplier, including blacklisting of the firm.

**Claus 9** The Contractor will give immediate notice in writing to the employer of any situation arising from force majeure which makes it impracticable to carry out any of the agreed.

**Clause 10** The following documents shall be deemed to form, and be read and construed as part of this Agreement:-

- i. Letter of Award/Supply order
- ii. Tender Documents

IN WITNESS WHEREOF the parties here to have caused this Agreement to executed the day and the year first before written in accordance with their respective Laws.

**Signature of the Supplier/contractor**

**Signature of Purchaser/Employer**

Name: - \_\_\_\_\_  
CNIC:- \_\_\_\_\_  
M/s \_\_\_\_\_

**Witness No. 1**

Signature:- \_\_\_\_\_  
Name:- \_\_\_\_\_  
CNIC:- \_\_\_\_\_

**Witness No. 2**

Signature:- \_\_\_\_\_  
Name:- \_\_\_\_\_  
CNIC: \_\_\_\_\_

**TECHNICAL PROPOSAL FOR OFFICE FURNITURE**

<b>NAME OF FIRM</b>	
<b>COMPLETE ADDRESS</b>	
Telephone & Fax No.	National Tax Number (NTN)
Sales Tax Registration No.	

<b>S #</b>	<b>Name of Items</b>	<b>Specification Being Offered(Model/Make)</b>
<b>1</b>	<b>Officer Table</b> <b>Size 5 feet x 2.5 feet x2.5 feet (Height)</b> <b>Imported</b> with moveable3-drawers, top drawer lockable with side table/credenza.	
<b>2</b>	<b>Officer Revolving Chair-Imported</b> with headrest and arms, adjustable seat, Mash and Net with revolving cum tilting and reclining pedestal having five legs durable and load bearing caster wheels.	
<b>3</b>	<b>Officer Visitor Chair-Imported</b> in Mash and Net with steel body.	

**The bidder will submit only one model/make for the tender, alternative bids will not be allowed. The quoted model/make must be accompanied with complete detail/specifications/model number including brochures in the column against each item.**

**(SIGNATURE & SEAL OF BIDDER)**

**FINANCIAL PROPOSAL FOR OFFICE FURNITURE**

NAME OF FIRM:-

S #	Name of Items	QTY.	Unit Prize	Total Prize	GST	Total prize including GST
1	<b>Officer Table</b> Size 5 feet x 2.5 feet x2.5 feet (Height) Imported with moveable3-drawers, top drawer lockable with side table/credenza.	10				
2	<b>Officer Revolving Chair-Imported</b> with headrest and arms, adjustable seat, Mash and Net with revolving cum tilting and reclining pedestal having five legs durable and load bearing caster wheels.	20				
3	<b>Officer Visitor Chair-Imported</b> in Mash and Net with steel body.	30				
<b>Total Price</b>						
<b>Grand Total</b>						

The evaluation shall be on accumulative cost basis so the bidders are advised to quote for all the items. Submission of bids in piece meal of the above items shall not be accepted.

(SIGNATURE & SEAL OF BIDDER)