

GOVERNMENT OF PAKISTAN
Ministry of Inter-Provincial Coordination

F. No. 6-2/2020-21-General

Islamabad, the 6th May, 2021

From: **FARHAN AKHTAR,**
Section Officer (General)
Islamabad

To, **MR. MUHAMMAD RIZWAN,**
Deputy Director (IT / Web),
Public Procurement Regularity Authority,
Islamabad

Subject: - **PUBLICATION OF TENDER NOTICE.**

Dear Sir,

I am directed to forward herewith a tender notice for advertisement on the website of PPRA for the purchase of furniture / fixture and plant and machinery. It is, accordingly, requested to direct the quarters concerned for publication of the same by today.

2. Bill in this regard may kindly be furnished to this Ministry for necessary payment.

Encl: **Tender Notice**

Yours faithfully


(FARHAN AKHTAR)
Section Officer (General)
Ph: 9103535

Copy to:-

- ✓ (i). Syed Mudassir Hussain Shah, Section Officer (CCI)/Web Administrator for uploading of the enclosed Tender Notice on M/o IPC's website.

F. No. 6-2/2020-21-General
GOVERNMENT OF PAKISTAN
MINISTRY OF INTER-PROVINCIAL COORDINATION

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TENDER NOTICE

1. Sealed Bids are invited from Manufacturer / General Order Suppliers / Authorized Dealers Registered with Sales Tax / Income Tax Department / Active Tax Payers having their own offices in Islamabad/Rawalpindi for supply of the following items to the Ministry of Inter Provincial Coordination, Islamabad during current financial year 2020-21.

Sr. No.	Tender for	Required Items (as per Specimen/Specification)	Quantity
1.	Purchase of Furniture and Fixture	i Executive Revolving Chairs for Committee Room	50 Nos.
		ii Executive Sofa Set (05-seaters)	04 Nos.
		iii Executive Officer Table	04 Nos.
2.	Purchase of Plant & Machinery	Photocopier Machine	01 Nos.
		Fax Machine	02 Nos.

2. Bid Security not exceeding 5% of the quoted price of the tender amount in shape of Bank Draft / Pay Order (Refundable) in favor of DDO, IPC must be attached with the Bid as per Rule 25 of PPRA Rules, 2004 amended from time to time.
3. Tender Documents containing details of specifications / samples can be collected free of cost from the office of SO (General) M/o IPC on or before 21.05.2021 during office hours and are also available on official website (www.ipc.gov.pk) and PPRA (www.ppra.gov.pk). Single Stage-Two Envelop Procedure as contained in Rule 26 (b) of PPRA, 2004 shall be adopted. Sealed tenders must be submitted / reached to the office of Deputy Secretary (Admn), Ministry of Inter Provincial Coordination; Islamabad latest by 24.05.2021 at 10:00 AM as advertisements appeared on PPRA's Website & M/o IPC's website. The Technical bids shall be opened on the same day at 10:30 AM in the Committee Room of Ministry of Inter Provincial Coordination, 2nd Floor, New Secretariat Kohsar Block, Islamabad, in presence of the bidders or their authorized representatives in conformity with Rule 28 of PPRA, 2004.
4. The successful firms / vendors shall have to supply aforesaid items on or before 7th June, 2021.
5. The procuring agency reserves the rights to increase or decrease the quantity of items.
6. The procuring agency also reserves the rights to accept or reject any or all bids / proposals in accordance with Rule 33 of PPRA Rules, 2004.

(FARHAN AKHTAR)
Section Officer (General),
Room No. 301, 2nd Floor, Kohsar Block, New Secretariat,
Ministry of Inter Provincial Coordination Islamabad.
Ph: 9103512

Tender Notice No. 6-2/2020-21.General

GOVERNMENT OF PAKISTAN
MINISTRY OF INTER PROVINCIAL COORDINATION
Tel: 051-9103512/35



Tender Form for

Sr. No.	Tender for	Required Items (as per Specimen/Specification)	Quantity
1.	Purchase of Furniture and Fixture	i Executive Revolving Chairs for Committee Room	50 Nos.
		ii Executive Sofa Set (05-seaters)	04 Nos.
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2.	Purchase of Plant & Machinery	Photocopier Machine	01 Nos.
		Fax Machine	02 Nos.

Sr. No.

CHECKLIST

The provision of this check list is essential prerequisite alongwith submission of tenders.

<u>SR.#</u>	<u>DETAIL</u>	<u>YES/NO</u>	<u>PAGE#</u>
<u>KNOCK OUT CLAUSES</u>			
1.	Bid Security 5% of tender value with Financial proposal.		
2.	Company profile including engineering and managerial capability.		
3.	An affidavit on stamp paper of Rs.100/- submitting following clauses that:- i The firm is never blacklisted on any grounds whatsoever by any government department / organization etc. ii Maintenance of goods and replacement of defective parts under warranty shall be done.		
4.	Minimum two years business history from the date of authorization (attachment of documentary evidence is mandatory)		
5.	Attested copies of:- i NTN & GST Certificates ii Audit & Inspection Report (if any) at least one year. iii Bank statement / Balance sheet (for the last one year)		
6.	Mandatory warranty of the product alongwith proof that the company is authorized to give warranty on behalf of the manufacturer / Authorized Dealer.		
7.	Certificates regarding quality of production for conformity with International Standards (copy of certificate).		
8.	Literature / Brochure of product.		
9.	Signature and stamp on each page of tender documents for conveying acceptance of terms and conditions.		
10.	List products supplied to Public / Private Sector during last one year alongwith attested copies of supply orders.		
11.	Price should not be mentioned on technical bid.		

Note: All the Firms are required to attach all documents as per above check list, otherwise the bid shall be rejected straightaway.

Sign and Stamp of the bidder

**GOVERNMENT OF PAKISTAN
MINISTRY OF INTER PROVINCIAL COORDINATION**

TENDER FORM

Subject: - PURCHASE OF FURNITURE AND FIXTURE, PLANT AND MACHINERY AND HARDWARE (PRINTERS).

Please read carefully all the conditions specified in the instant tender document/form before submission of the bid/quotation.

1. Sealed bids are invited from reputable firms registered with the Sales Tax Department having GST and NTN for Purchase of **FURNITURE AND FIXTURE, PLANT AND MACHINERY AND HARDWARE (PRINTERS).** Detail of samples/specifications and quantity attached at **Annex-A, B & C.**
2. Single stage two envelopes bidding procedure (Financial & Technical Proposal) shall be applied as contained in Rule 36 (b) of PPRA, 2004.
3. The amount 5% of total offered bid as Bid Security / Earnest Money (Refundable) in the shape of Bank Draft/Pay Order/ Banker's Cheque in favour of Drawing & Disbursing Officer (DDO), Ministry of Inter Provincial Coordination, Islamabad is required to be submitted with the Financial Bid, without which or in case of less than of 5% of total bid, the offer shall be rejected.
4. Sealed bids are required to be reached/submitted on or before 24.05.2021 at 10:00 AM or brought in person by the authorized representative of the interested bidders as per above schedule. Only Technical Proposal shall be opened in the presence of the bidders or their authorized representative.
5. National Tax Number (NTN), General Sales Tax (GST) number and Vender Number with documentary proof will have to be provided by each bidder in the tender otherwise the bid shall be rejected.
6. The firm shall furnish detail of its premises i.e. full address, telephone/ Fax No. and E-Mail. The Firms/bidders should have their proper office in Rawalpindi / Islamabad, land line number and fax number otherwise the firm would be disqualified.
7. Submission of any false statement / documents indulge concealing of information will disqualify the bidder.
8. This Invitation for Bids is open to all original Manufacturers/authorized Sole Agents of Foreign Principal sin Pakistan for supply of goods. The bidder must possess valid authorization from the Foreign Principal/Manufacturer and in case of Manufacturer; they should have a documentary proof to the effect that they are the original Manufacturer of the required goods.

9. Bidders should not be under a declaration of ineligibility for corrupt and fraudulent practices issued by any Government (Federal, Provincial), a local body or a public sector organization. On account of submission of false statement or concealment of facts the bidder/manufacturer will be debarred from bid.
10. The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Procuring Agency shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
11. The Procuring Agency shall disqualify a Bidder if it finds, at any time, that the information submitted by him concerning his qualification as Supplier was false and materially inaccurate or incomplete.
12. The Financial Proposal / bid should be submitted on **Original Bid Form** issued by the Ministry of Inter Provincial Coordination (IPC) **Annex-D**. The Bidder shall complete the Bid Form and an appropriate Price Schedule furnished in the bidding documents (Annexure D Form), indicating the goods to be supplied, and brief description of the goods, specifications, taxes, quantity, and prices. The Bidder shall indicate on the Price Schedule the unit prices and total bid price of the goods, it proposes to supply under the Contract Form for Price Schedule is to be filled in very carefully, and should be typed. Any alteration / correction must be initialed. Every page is to be signed and stamped at the bottom. Serial number/bid number of the quoted item may be marked or highlighted with red/yellow marker. The Bidder should quote the prices of goods according to the technical specifications. The specifications of goods, different from the demand of enquiry, shall straight way be rejected. The Bidder is required to offer competitive price. All prices must include relevant taxes and duties, where applicable. If there is no mention of taxes, the offered/quoted price shall be considered as inclusive of all prevailing taxes/duties. The Prices offered should be for the entire quantity demanded; partial quantity offers shall straightaway be rejected. Conditional offer shall also be considered as non-responsive Bidder. While tendering your quotation, the present trend/inflation in the rate of good and services in the market should be kept in mind. No request for increase in price due to market fluctuation in the cost of goods and services shall be pertained after the bid has been submitted.
13. The documentary evidence to be submitted in the **Technical Proposal** for the purposes of qualification and technical evaluation shall include:-
 - a) The Supplier/agent shall have to produce letter of authorization from Manufacturer and in case of Manufacturer, documentary proof to the effect that they are the original Manufacturer of the required goods shall be provided.
 - b) The bidder shall clearly mention Brand Name, Model and specifications of the product/goods as required in **Annexure A,B,&C**.

- c) National Tax Number (NTN), General Sales Tax Number, Vendor Number and Professional Tax (if applicable) with documentary proof shall have to be provided by each Bidder in the tender.
 - d) The Bidder/Manufacturer shall submit an affidavit on legal stamp paper of Rs.100/-that their firm has not been blacklisted in the past on any ground any Government (Federal, Provincial), a local body or a public sector organization. On account of submission of false statement the Bidder shall be disqualified forthwith and subsequently blacklisted.
 - e) The Bidder should have minimum two-year experience in the market which will be counted from the date of Authorized Letter of Principal/Local Manufacturer. Similarly it is mandatory that the item to be quoted by the Bidder/Manufacturer should have already been used in different public/private Institution / organizations. Documentary proof shall have to be provided in this regard.
 - f) The Bidder must indicate the country of origin of the goods, capacity of production of the firm (in case of manufacturer), its financial status, and necessary assurance of quality production, Certificate for conformity with International standards of Quality (original or attested certification).
 - g) The list of Countries in which the specific product is available. Information to be duly certified by the appropriate forum/ Chapter of the Chamber of Commerce.
 - h) The Bidder shall provide firms balance sheet, latest tax paid, audit inspection report (if undertaken) and at least one year bank statement.
 - i) The Bidder shall provide total list of products it supplies in the market during last two years. The Bidder shall also be responsible for providing up-to date and authentic contact details of both private and public organizations to which it has supplied over the last two years. Bidder shall also provide supply order of similar to the instant tender product's details over last one (01) year with complete and upto date details of its distribution sub-offices or / and representatives.
14. The bidder is required to offer/quote rates in the Form attached at **Annexure D**. Tender Form are to be filled in very carefully, preferably typed. Any alteration/correction must be signed. Every page of the tender documents/form is to be signed and stamped at the bottom.
15. The bidder should quote the rates of items according to the specifications as provided at relevant Annexures. The specification different or below from the demand of enquiry will straightaway be rejected. Conditional offer will also be considered as non-responsive bidder.

16. All kinds of goods shall ORIGINAL manufactured by the company concerned, not compatible or refurbished etc. otherwise the Securities Deposit will be forfeited and the firm would be disqualified.
17. Bid Security 5% of the total quoted value should be attached in the shape of Bank Draft/Pay order/Banker's Cheque attached with Financial Proposal in the name of DDO, Ministry of Inter Provincial Coordination Islamabad ".The Bids shall be accompanied by an earnest money in shape of above mentioned banking instrument.
18. Any interlineations, erasures, or over writing shall be valid only if they are initialed by the person or persons signing the bid.
19. All bidding documents to be duly attested (signed and stamped) by the authorized person of company.
20. Single stage-two envelopes bidding procedure shall be applied:
 - (i) The bid shall comprise a single package containing two separate envelopes. Each envelope shall contains separately the financial proposal and the technical proposal.
 - (ii) The envelopes shall be separately marked as "**FINANCIAL PROPOSAL**" and "**TECHNICAL PROPOSAL**" in bold and legible letters to avoid confusion, otherwise the bid will be rejected.
 - (iii) The inner envelopes shall also indicate the name and address of the Bidder to enable the bid to be returned unopened in case it is declared as non-responsive or late. If the outer as well as inner envelope is not sealed and marked properly, the Procuring Agency shall assume no responsibility for the bid 'misplacement or premature opening.
 - (iv) Initially, only the envelope marked "**TECHNICAL PROPOSAL**" shall be opened.
 - (v) The envelope marked as "**FINANCIAL PROPOSAL**" shall be retained in the custody of Procuring Agency without being opened.
 - (vi) The Procuring Agency shall evaluate the technical proposal, without reference to the price and reject any proposal which do not conform to the specified requirements.
 - (vii) During the technical evaluation no amendments in the technical proposal shall be permitted.
 - (viii) The financial proposals of bids shall be opened publicly at a time, date and venue to be announced and communicated to the Bidders in advance; technically accepted bids only.

- (ix) The financial proposal of bids found technically non-responsive shall be returned un-opened to the respective Bidders.
- (x) The bid found to be the lowest evaluated bid shall be accepted.
- (xi) After technical evaluation is completed, the Procuring Agency shall notify the date, time and location for opening of the financial proposals. Bidders' attendance at the opening of financial proposals is optional.
- (xii) Financial proposals shall be opened publicly in the presence of the bidders' representatives who choose to attend. The name of the bidders and the technical score of the bidder shall be read aloud. The financial proposal of the bidders who met the minimum qualifying mark shall then be inspected to confirm that they have remained sealed and unopened (financial proposals those Bidders failing to secure minimum marks in the technical evaluation shall be returned unopened). These financial proposals shall be then opened, and the total price spread loud and recorded.

21. For the purposes of determining the lowest evaluated bid, facts other than price such as previous performances, previous experience, engineering / technical capabilities, financial soundness and such other details as the Procuring Agency at its discretion, may consider appropriate shall be taken into consideration. The following evaluation factors/criteria will be employed on **technical proposals**. The number of points allocated to each fact or shall be specified in the Evaluation Report. Only bids securing minimum of 70% marks would be declared technically accepted.

22. ASSESSMENT PARAMETER MARKS

The following parameters are applicable.

Note: 1. Checklist and summary page shall be provided by the firm concerned.
2. One (01) year services and parts Warranty of the product offered by company is mandatory.

S.No	Assessment Parameter	Marks (Maximum)
01	Physical Feature of the Product (see and complete Annex -A, B, C & D) a. Having required specifications (30) b. Having more than required (35) c. Not Having required specification (0)	35
02	Sales Tax Registration (10) Income Tax Registration (10)	20

03	Financial Position / soundness <ul style="list-style-type: none"> Income Tax Paid last return (2.5) GST return of last month (2.5) Bank Statement last two years (2.5) Balance sheet (2.5) 	10
04	Establishment of the firm in <ul style="list-style-type: none"> Last 2 years or Less than 2 years(02) More than 2 years but upto 5 years (04) Greater than 5years(10) 	10
05	Past business activity: Provide copies of supply orders of similar items with delivery challans during the last and current financial years. Two & half marks for each supply order.	25

25. Financial proposals would be evaluated as follows:-

- i. Incomplete bid shall stand rejected.
- ii. The Bidder with technically evaluated lowest financial bid, if not in conflict with any other law, rules, regulations or policy of the Government, shall be awarded the Contract.
- iii. 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, keeping in view the budgetary position. However the required order (if any) will be governed under PPRA Rules.

26. The Procuring Agency shall notify the successful Bidder in writing that its bid has been accepted.

27. The notification of Award shall constitute the formation of the Contract within three days.

29. 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, incorporating all agreements between the Parties.

30. Within (03) three days of receipt of the Contract Form, both the successful Bidder and the Procuring Agency shall sign and date the Contract on the legal stamp paper. The Procuring Agency shall issue Purchase Order on the same date of signing of Contract. If the successful Bidder, after completion of all codal formalities shows inability to sign the Contract then their bid Security/earnest money to the extent of proportion at percentage shall be forfeited and the firm shall be blacklisted minimum for two years for future participation. In such situation the Procuring Agency may make the Award to the next lowest evaluated Bidder or call for re-bidding.

31. On the date of signing of the Contract, the successful Bidder shall furnish the Performance Guarantee in shape of bank guaranty. The Performance Guarantee will be 2% of the contract amount.
32. The supplies shall be delivered within 07 days w.e.f the next date after the date of issue of Purchase Order but not later than 7th June, 2021.
33. The goods supplied under this Contract shall conform to the standards mentioned in the bidding documents/Technical Specifications.
34. The Supplier shall not, without the Procuring Agency's prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the Procuring Agency in connection therewith, to any person other than a person employed by the Supplier in the performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.
35. The Supplier shall not, without the Procuring Agency's prior written consent, make use of any document or information except for purposes of performing the Contract. All documents, and Contract itself, shall remain the property of the Procuring Agency.
36. The Supplier shall permit the Procuring Agency to inspect the Supplier's accounts and records relating to the performance of the Supplier. The Supplier shall indemnify the Procuring Agency against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof in the country.
37. To ensure to arrange and installation arrangements for the intended supplies, the Supplier shall inform endures for pre-requisites well in time for proper installation. In case the Supplier abides by the given time frame he shall not be penalized for delay.
38. The Procuring Agency or its representative shall have the right to inspect and / or to test the goods to confirm their conformity to the Contract specifications at no extra cost to the Procuring Agency.
39. For the purpose of inspections and tests of goods. The Supplier, all reasonable facilities and assistance, shall be furnished to the inspector at no charge to the Procuring Agency.
40. The Procuring Agency's right to inspect test and, where necessary, reject the goods after the goods have been installed at Procuring Agency's destinations. Nothing in any Clause shall not in any way release the Supplier from any warranty or other obligations under this Contract.
41. The goods shall be acceptable subject to physical inspection, tests and /or in accordance with the approved sample as decided by the Procuring Agency. The Supplier in accordance with the terms specified in the Schedule of Requirements shall make delivery of the goods. The Supplier shall arrange such transportation of

the goods as is required to prevent their damage or deterioration during transit to their final destination.

42. Transportation including loading/unloading of goods shall be arranged and paid for by the Supplier, and related cost shall be inclusive in the Contract price. The addresses of destinations/offices shall be provided at the time signing of Contract.

43. A warranty of one year will be provided for free service and parts at the installation site.

44. The supplier shall warrant that the equipment supplied under the contract (s) shall have no defect arising from design, materials or workmanship or from any act or omission of the supplier, which may develop under normal use of the supplied items under the conditions prevailing at final destination.

45. Ministry of Inter Provincial Coordination (M/o IPC) shall promptly notify the supplier in writing of any claims arising under this Warranty. Upon receipt of such notice, the Supplier shall repair or replace the defective equipment or parts thereof, without cost to M/o IPC immediately.

46. Period of comprehensive warranties and maintenance with labor and material cost shall be minimum for one (1) year (local warranty with card) with Parts and service.

47. During the warranty period due to any reason, if the supplier failed to rectify the problem, M/o IPC shall get repair the equipment or replace the defective parts thereof and forfeit the Guarantee/retained values.

48. The Supplier shall not assign, in whole or in part, its obligations to perform under this Contract, except with the Procuring Agency's prior written consent. The Supplier shall not be allowed to sublet the job and award subcontract under this Contract

49. Delivery of the goods shall be made by the Supplier in accordance with the time schedule prescribed by the Procuring Agency in the Schedule of Requirements.

50. If at any time during performance of the Contract, the Supplier should encounter conditions impeding timely delivery of the goods, the Supplier shall promptly notify the Procuring Agency in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt to the Supplier's notice, the Procuring Agency shall evaluate the situation and may at its discretion extend the Supplier's time for performance, with or without liquidated damages, in which case the extension shall be ratified by the Parties by amendment of Contract.

51. Supply order, if given, shall be subject to execution of a formal contract agreement on stamp paper worth Rs.100/= between the supplier and Ministry of Inter Provincial Coordination.

52. The supplies shall be delivered at the address given in the supply order, in the risk and cost of the supplier. The entire supplies will be delivered within time frame

as given in the supply order. In case no supply is made within the time frame specified in the supply order, the contract to the extent of non-delivered portion of supply will stand cancelled without formal notice to this effect. No supplies will be accepted and earnest money to extent of non-delivered portion will be forfeited. If the firm fails to supply the whole consignment the entire earnest money against the accepted value will be forfeited to the Ministry of Inter Provincial Coordination account and the firm will be blacklisted for future participation.

53. The supplier may not be liable to forfeited of its earnest money, liquidated damages or termination/blacklisting for default, if and to the extent of delay in performance or other failure to perform its obligations under the contract is the result of an event of Force Majeure. For the purpose of this clause Force Majeure means an Act of God or an event beyond the control of the supplier and not involving the suppliers fault or negligence directly purporting to misplaning, mismanagement and or lack of foresight to handle the situation. Such events may include but are not restricted to acts of the purchaser in its sovereign capacity, wars or revolution, fires, floods, earthquakes, quarantine restriction and freight embargoes. If Force Mejeure Committee will examine the pros and cons of the case and all reasonable alternative means for completion of supply order under this Tender Form and will submit its recommendations to the competent authority. However unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical and shall seek reasonable alternative means for performance not prevented by the Force Majeure event.

54. All the supplies / products will be acceptable subject to physical examination to be carried after receipt of supplies at the Office of Ministry of Inter Provincial Coordination in accordance with the required specification. If any item is found to be against the required specification, the purchaser may reject the goods and the supplier shall replace the rejected goods to meet the required specification free of cost. This opportunity will be provided only once. In case, after replacement of supplies, the inspection report again declare the item as of against the required specification, the stock will not be accepted and the firm will be blacklisted for future participation, including forfeiture of their earnest money to the Ministry of Inter Provincial Coordination Account.

55. Payments will be made on receipt of original delivery challans and invoices in duplicate duly completed in all respect. Payment for supplied items shall be made after satisfactory inspection report. Income Tax and sales tax at Government rate/rules will be deducted from each invoice.

56. Sealed tenders must be submitted/ reached to the office of Deputy Secretary (Admn) Ministry of Inter Provincial Coordination, Islamabad latest by 24.05.2021 at 10:00 AM as advertisements appeared on PPRA's Website & M/o IPC's website. The Technical bids will be opened on the same day at 10:30 AM in the Committee Room of Ministry of Inter Provincial Coordination, 2nd Floor, New Secretariat Kohsar Block, Islamabad, in presence of the bidders or their authorized representatives in conformity with Rule 28 of PPRA, 2004.

57. The purchaser reserves the right to accept or reject any or all the tenders as per PPRA Rules.

58. In case of any dispute, decision of the Chairman Purchase Committee shall be final.

59. The bidder hereby accepts the terms and conditions of this tender and will abide by the same faithfully.

60. After installation of equipment, the Supplier will impart training and orientation to the staff of free of cost.

61. Rejection of the bid shall be if:-

- a. Any offer received against terms and conditions of the instant Tender Form/ instructions.
- b. Bid is received without earnest money which is 5% of the bid amount.
- c. The Tender documents are un-signed or not original/issued by the M/o IPC.
- d. The offer is ambiguous.
- e. The offer is conditional.
- f. The bidder is black listed or suspended by any Govt. Department.
- g. The bid do not confirm to the specifications annexed herewith

Name of Bidder/Firm _____

Signature. _____



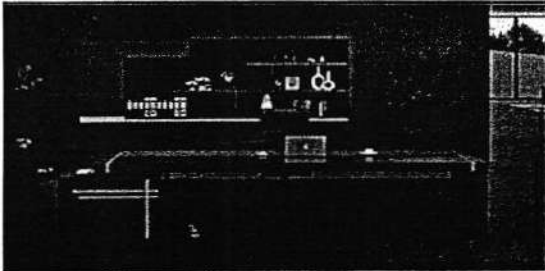
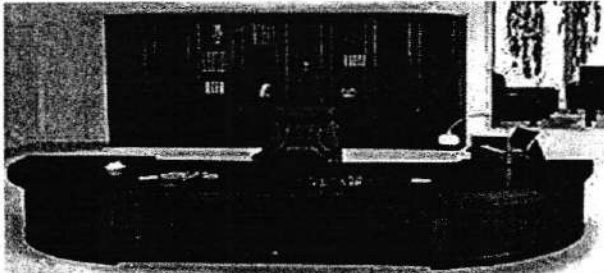
Date:

Seal

NOTE:

BEFORE SUBMISSION OF THE BID SIGNATURE AND STAMP OF THE BIDDER ON EACH AND EVERY PAGE OF THE ORIGINAL TENDER FORM IS MANDATORY.

Part of Technical Bid

Sr. No.	Description/items	Quantity	Picture / Sample	Specification as per M/o IPC sample Yes / No.
1	Executive Revolving Chairs for Committee Room	50 Nos.		
2	Executive Sofa Set (5-Seater)	04 Nos.		
3	Executive Officer Table	04 Nos.	<p data-bbox="676 1301 831 1335">Sample - A</p>  <p data-bbox="676 1682 831 1715">Sample - B</p> 	

Note:-

- i. In case of discrepancy between unit price and total, the unit price shall prevail.
- ii. One (01) year services and parts Warranty of the product offered by bidder / company is mandatory.
- iii. 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, keeping in view the budgetary position.

Signature & Stamp of the Bidder

Part of Technical Bid**Brand / Make / Model and Country of manufacturer and origin: _____**

Photocopier Machine (01 Nos.)	
Minimum Required Specification	Quote specifications with Brand Name & Model
Copy Speed 35 / 40 ppm (A4), 20/25 ppm (A3)	
Scanning Speed 40/45 opm (Color / BW) 300 dpi, A4 Sample	
Automatic Duplex Unit Standard up to 209 g/m ²	
Zooming Capacity 25 to 500%	
Network Printer & Scanner	
Mobile Printing	
Drum life 250,000 copies	
7 to 12 inch color display	
Built in Wifi	
Memory 4 GB RAM	
Multiple copies upto 9999 copies	
Paper Supply Capacity: 1200 to 2500 sheets	
Paper output capacity: 250 to 600 sheets	
Power source 220-240 V, 5.2 Amp	
Resolution: Print 1200x1200 dpi or 1800x600 dpi	
Direct Printing & Color Scanning from / to USB	
Scanning Size: Max, A3 (11'x17")	
File Format:- Standard: TIFF (MMR), JPEG, PDF (Compact PDF, XPS) Optional: PDF (Trace & Smooth), PDF/XPS, Office Open XML (Power Point and Word etc)	
One year warrantee with card for parts & service	

Note:-

- i. In case of discrepancy between unit price and total, the unit price shall prevail.
- ii. One (01) year services and parts Warranty of the product offered by bidder / company is mandatory.
- iii. 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, keeping in view the budgetary position.

Signature &
Stamp of the Bidder

Part of Technical Bid**Brand/Make/Model and Country of manufacturer and origin: _____**

Fax Machine		(Quantity 02)
Minimum Required Specifications		Quote specifications with Brand Name & Model
Dimensions (WxDxH) 42 to 50 cm		
Weight 15-18 kg		
Media Type: Plain Paper		
Power: AC 200-220 V (40-50 Hz)		
Device Size: Fax / Copier / Printer / Scanner		
Media Size 200-220 mm width		
Copier Type: Digital		
Printing Technology: Laser		
Max Copying Resolution: upto 200 to 400 dpi		
Max Printing Speed: 30 ppm		
Scanning: 600x600 dpi		
Document feeder capacity: 50 sheets		
Standard media capacity: 250-300 sheets		
Fax Resolution: 200-400 dpi		

Note:-

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- ii. One (01) year services and parts Warranty of the product offered by bidder / company is mandatory.
- iii. 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, keeping in view the budgetary position.

Signature &
Stamp of the Bidder

Biding Form
(Part-1 of Financial Bid)
(To be printed on letter head)

To: Section Officer (General)
Ministry of Inter Provincial Coordination
2nd Floor, New Secretariat Kohsar Block,
Islamabad

Islamabad, theMay, 2021

Sir,

Having examined the conditions to tender and specifications of tender the receipt of which is hereby duly acknowledged, we, the undersigned, offer to install, supply and deliver in conformity with specifications mentioned in tender Documents for the sum of *[Total Bid Amount]*, *[Bid Amount in words]* or such the rumbas may be ascertained in accordance with the said conditions.

If our bid is accepted we shall deliver the equipment mentioned in the tender documents within 07 days from the date of receipt of your firm purchase order but not later than 7th July, 2021.

We agree to abide by the terms and conditions of the tender for the period of ----- from the date of fixed for receiving the same and it shall remain binding upon us and may be accepted at any time before the expiration of the period.

Until a formal purchase order(s) is placed, this bid, together with your written acceptance thereof, shall constitute a binding contract between us.

We understand, that you are not bound to accept the lowest or any proposal you may receive or to inform us of the rejection of our bid or to give any reasons thereof

Date this ----- day of ----- 201-----

Signature ----- in the capacity of ----- duly
authorized to sign tender for and on behalf of

(NAME OF FIRM IN BLOCK CAPITALS)

Complete

Address: _____

Fax No. _____ Telephone No. _____

Signature _____

Witness: _____

Government of Pakistan
Ministry of Inter Provincial Coordination

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BID FORM
(Part-2 of Financial Bid)

S.#	Descriptions/items	Brand, Make & Model	Rate per Unit including all taxes	Total Cost
1.	Executive Revolving Chairs for Committee Room (50 Nos.)			
2.	Executive Sofa Set (5-Seaters) 04 Nos.			
3.	Executive Office Table (04 Nos.)			
4.	Photocopier Machine (01 Nos.)			
5.	Fax Machine (02 Nos.)			
Total amount of Bid				
Mention detail of Pay Order/Bank Draft / Banker's Cheque of 5% of total amount of bid as Earnest Money:				

Note:

- i. In case of discrepancy between unit price and total, the unit price shall prevail.
- ii. One (01) year services and parts Warranty of the product offered by bidder / company is mandatory.
- iii. 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, keeping in view the budgetary position.

Name of Bidder/Firm _____

NTN No. _____ GST No. _____

Vender No. _____

Signature _____

Date _____
Seal: _____
Tele: _____