

PUNJAB SKILLS DEVELOPMENT FUND

Tender Document

The Provision of Office Furniture for PSDF

November, 2018



Submission Date for Sealed Bids: 6th November 2018 before 3:00 PM

21-A, H-Block, Dr. Mateen Fatima Road, Gulberg-II Lahore, Pakistan

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1- Invitation to Bid:

Punjab Skills Development Fund (PSDF) is a section 42, not-for-profit Bidder set up under the Companies Ordinance 1984 by the Government of the Punjab. Sealed bids/proposals will be invited from bidders for The Provision of Office Furniture for PSDF. All interested and eligible bidders are requested to go through the Tender and provide relevant information and supporting documents mentioned.

2- Instructions to Bidders:

The selection of firm/company for The Provision of Office Furniture for PSDF will base on **Least Cost Method** through **Single Stage Two Envelopes** bidding procedure.

- a) The bid shall be a single package consisting of two separate envelopes, containing separately the financial and technical proposal. The envelopes shall be marked as “Financial Proposal” and “Technical Proposal”;
- b) 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 PSDF.
- c) PSDF shall evaluate the technical proposal in the manner prescribed in section-9, without reference to the price and shall reject any proposal which does not conform to the specified requirements.
- d) During the technical evaluation no amendments in the technical proposal shall be permitted.
- e) After the evaluation and approval of the technical proposals, the fund shall open the financial proposals of the technically responsive bids, publicly at a time, date and venue announced and communicated to the bidders in advance, within the bid validity period.
- f) The financial bids found technically nonresponsive shall be returned un-opened to the respective bidders.
- g) The technical and financial proposal will be evaluated based on PSDF evaluation criteria as provided in section **9 and 10** of this document.
- h) This document has different sections carrying information of eligibility, technical evaluation and terms of references, conditions of tender, type of contract etc. to assist potential bidders to develop their technical proposals. Bidder who is eligible, technically responsive will be short-listed for financial bid opening.
- i) Contract shall be awarded to the bidder who is technically responsive and quote the lowest in each item of the financial proposal.
- j) Bidders those found eligible and qualify in technical evaluation will be short-listed for financial bid opening.
- k) Technical evaluation shall be done for pass and fail purpose only and no weightage shall be given even, if the bidder scores 65 or more than 65 marks in the technical evaluation at the time of financial evaluation.

3- Conditions for Eligibility

The Successful bidders, fulfilling the following criteria, will be considered eligible for the bidding process for The Provision of Office Furniture for PSDF.

- a. Evidence of bidding firms/company's Registration / Incorporation (Copy of certificate of incorporation is required)
- b. Provide National Tax Number (NTN) and General / Provincial Sales Tax, (if applicable) in the name of Organization and provide a copy of registration
- c. Active Tax payer copy of last year tax return is required. (2016-17 tax returns copy required)
- d. At least Rs. 15 million turnover /Revenue in last year (2016-2017). (Audited Report for year 2016-2017/Last Year tax return is required 2016-2017)
- e. Affidavit on stamp paper, declaring that company is not blacklisted by any Government agency/authority. (Original required)

If bidder fail to provide information as per the above mentioned or does not fulfil the requirement of, "Eligibility Criteria Checklist" (Annexure B) shall be dis-qualified and declared ineligible from the bidding process and its technical evaluation will not be carried out. Please mark the supporting documents for Eligibility Criteria Checklist.

4- Term of Reference/ Scope of Work

Detailed specifications are defined in Annexure-H

5- Condition for Contract /General Guidelines:

The successful bidder shall agree to the following terms of references to provide Furniture to PSDF:

- a) PSDF reserves the right to award or not to award this contract and Bidders who fail to complete and attach all the relevant documents shall be disqualified. No tender document shall be accepted, **if not properly sealed, marked, signed and stamped.**
- b) PSDF shall enter into a formal contract with the successful Bidder only and reserves the right to terminate the contract, if performance of Bidder is unsatisfactory.
- c) Bidders to ensure that their bid documents are submitted before the closing time and date of the tender. **Bids received after closing time and date will NOT be considered.**
- d) All documents and information received by PSDF from bidders will be treated in strictest confidence. Documents submitted to PSDF will not be returned.
- e) All expenses related to participation in this bidding document shall be borne by the bidder.
- f) Only short-listed bidders fulfilling the eligibility criteria will be considered for technical evaluation.

- g) Documents shall be submitted in hard copies in a sealed envelope marked as “PROPOSAL” as hard copy in a sealed envelope for “**The Provision of Office Furniture for PSDF .**” The envelope containing hard copies of technical proposal shall be received on the postal address given below.

Procurement Department

Punjab Skills Development Fund, 21-A, H-Block, Dr. Mateen Fatima Road, Gulberg-II Lahore

E-mail: Procurement@psdf.org.pk Phone: +92-42-35752408-10, Fax: +92-42-35752190.

- h) Sealed Technical Proposals received after due date & time, will not be accepted.
- i) PSDF reserves the rights to request submission of additional information from applicants to clarify/further understand aspects of technical proposal, if required. PSDF also reserves the right to verify any information provided by the applicants.
- j) **Questions about this bidding document can be made only in writing through a letter or E-mail: at Procurement@psdf.org.pk and must be asked by or before COB October 25, 2018.**
- k) PSDF has the right to visit business premises to verify the information shared in tender documents. Bidder presenting information intentionally incorrectly or fraudulently will be disqualified.
- l) Although adequate thought has been given in the drafting of this document, errors such as typos may occur which the PSDF will not be responsible.

6- Form of Contract

- a) The duration of the contract will be 6 Months, If PSDF cancel the contract during the contract period, a notice period of 1 month will apply. Contract may be extended for Six Months based on the performance of the bidder on same terms & conditions mutually agreed.
- b) Successful Bidder will sign a contract and will provide the agreed Furniture within the stipulated agreed time of issuance of the Purchase/Service Order. In case of delay in supply of goods, penalty will be imposed agreed mutually while signing the contract with successful bidder.
- c) In case of any dispute regarding Furniture the decision of the PSDF shall be final & binding.
- d) The competent authority may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. PSDF 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.
- e) The PSDF undertakes to pay the valid invoice within thirty (30) days after the delivery of the Goods. All taxes will be deducted in accordance with the applicable laws.

- f) The successful bidder will provide furniture to PSDF office during the contract period when and how much required.
- g) PSDF can increase or decrease the quantity of required furniture as mentioned in BOQ.
- h) PSDF may require all furniture items at once or by parts, when required through multiple purchase orders
- i) In case of any dispute regarding quantity, quality of service and specification, the decision of the PSDF shall be final & binding.
- j) Items delivered must meet the entire satisfaction and approval of the PSDF Authorization Person on delivery at its Lahore Office or as stated on the order.
- k) All items must meet in all respects with the specifications and conditions of the Order, and must be in good condition on receipt, otherwise they will be liable to rejection.
- l) In case of rejection of items, it will be at supplier's risk and expense. Any item received damaged will not be accepted and will be replaced by supplier at his expense.
- m) All bills, Purchase Orders, Delivery Challans and Correspondence must show the Order number and the address at which the items the goods have been delivered.
- n) The supplier will not transfer or assign directly or indirectly to any person or persons whatsoever any portion of the Order. Sub-letting is prohibited.
- o) Any delay in delivery of Furniture as per agreed time frame will be subject to a penalty @0.5% per day, up to maximum 5% of the total contract value.
- p) The bid shall remain valid for the period of **150** days from the date of bid opening.

7- Form of Bid:

Please submit the financials in **Annexure-F**

8- Delivery Timelines or Completion Date

The bidder shall be bound to provide required Furniture within 30 Days after awarding the contract/PO issuance.

9- Technical Evaluation Criteria

This document is governed by the procedure approved by PSDF management. The technical proposal of eligible organisations will be evaluated against the requirements specified in the "Annexure – D".

10- Financial Evaluation Criteria

- a) The Financial Proposals of only eligible bidders with technically responsive (minimum 65 marks) will be opened in the presence of all the bidders participated in the tender. All bids shall be opened by the evaluation committee publicly in the presence of the bidders or their representatives who may choose to be present, at the time and place announced prior to the bidding. Chairperson or member of the evaluation committee shall read aloud the unit price as well as the bid amount and shall record the minutes of the bid opening. All bidders shall sign an attendance sheet at the time of bid opening.
- b) Please provide information regarding Financials in Annexure – F”.

11- Submission of Bids (Technical and Financial Proposal): -

Complete bid containing Technical and Financial proposal along with Bid Security, all required information and documentary evidences must be submitted before closing dated i.e.-**November 6, 2018 at 3:00 PM**-. Technical proposals will be publicly opened on the same day i.e. – **November 6, 2018 at 3:30 PM** in the presence of bidder’s representatives who wish to attend it. Bid Security of disqualified bidders will be returned after awarding the business to successful bidder.

a. Bid Security

Bid Security of Rs. 5,000 (Five Thousand) in the form of pay order or demand draft favouring Punjab Skills Development Fund shall be submitted along with the proposal. The Bid Security should be valid for a period not less than 6 months and must be enclosed in financial bid.

b. Cover Letter for the Submission of Technical Proposal

A cover letter as specified in **annexure G** 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.

Annexures

Annex – A (Organization Information)

Organization Information		
S #	Required Information	Response
1	Legal name of the organization	
2	Year of Registration / Establishment of the Organisation	
3	National Tax Number	
4	General / Punjab Sales Tax Number	
5	What is the legal status of your organisation? Tick the relevant box (one box only). (Attach Copy/Copies of Registration Certificate/s)	Public Sector Organisation
		Section 42 Company
		Public Ltd. Company
		Private Ltd. Company
		Private Partnership Firm
	Others (Please specify)	
6	Name and designation of 'Head of Organization'	
	Mobile:	
	Phone/s:	
	Email:	
	Fax:	
	Address of organization:	
7	Name and designation of 'Contact Person':	
	Phone/s:	
	Mobile:	
	Email:	
	Fax:	
8	Address of organization	
	Phone/s:	
	Mobile:	
	Email:	
	Fax:	

Annex – B (Eligibility Response Check List)

Eligibility Check List				
Sr. No.	Eligibility Criteria Details	Evidence/Proof Required	Attached Supporting Documents/Proof and mark Yes/No	
			Yes	No
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 Organization 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.	(2016-17 tax returns copy required)	<input type="checkbox"/>	<input type="checkbox"/>
4	At least Rs.15 million turnover /Revenue in last year (2016-2017).	(Audited Report for year 2016-2017/Last Year tax return is required 2016-2017)		
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.	<input type="checkbox"/>	<input type="checkbox"/>

Annex – C (Relevant Experience)

Relevant Experience		
Sr. #	Required Information	Response (Please provide exact information with organization name, location/s and duration) Provide data in sequence given below
1	Name of Organizations with addresses	i.
		ii.
		iii.
		iv.
2	Start and end dates of providing goods (For example – Jan 2009 to September 2017)	i.
		ii.
		iii.
		iv.
3	Services provided to Number of companies/firms	i.
		ii.
		iii.
		iv.

Annex – D (Technical Evaluation Criteria)

Sr. No.	Description	Total Points	Category Points	Remarks
1	Relevant experience	20		Copies of Contract /Purchase Order /Work Order are required
	Experience of supply of office furniture if more than 7 years		20	
	Experience of supply of office furniture if more than 4 years but less than 7 years		15	
	Experience of supply of office furniture if less than 4 years but greater than 3 years		10	
2	Past Performance from Clients			
	Four Satisfactory Certificates from Four different Clients	25		Satisfaction Letters/Recommendation Letters are required of Clients.
5	Sample Inspection	25		PSDF Team will visit the premises of the bidder/Client
6	Quality	20		
	Warranty of furniture offered by bidder, if greater than 6 months		20	Attach offered warranty period on signed company letter head
	If greater than 4 months but less than 6 months		10	
7	Details of workshop including repair maintenance	10		Provide details of work shop including repair maintenance service
	Total Points Awarded	100		

- Minimum passing marks for technical qualification are 65. Please mark/flag the supporting documents shared for technical qualification scoring.

Annex – E (Key Management Staff of the Company)

Please attach CVs for your Key Management Staff

Key Management Staff of Company				
Sr. #	Name of Management Staff	Designation	Area of Expertise	Number of years in company
1				
2				
3				

May like to add more columns

Annex – F (Financial Proposal) BOQ

Sr. No	Item Name	Estimated Quantity	Unit Cost Without Taxes	Unit Cost With all Taxes	Total Cost with All Taxes
1	Making and Providing Executive Revolving Chair: High Back, Black Mesh Fabric	52			
2	Making and Providing Visitor Chair: MS Chrome frame, PVC A630, Upholstery Black Leatherite	16			
3	Making and Providing Detachable, Portable and Moveable work stations: One unit would be consisted on 2 workstations. Structure made of ¾" thick imported lamination board with PVC edging. One key board tray and one mobile drawer pedestal with wheels imported ball bearing channel and one cabinet. One moveable CPU trolley also lower side in the work station. 3'-6" height partition made of soft board with approved color fabric poshish.	12			
4	Making and Providing of Side Table with drawer: Size: H: 22", W: 16.5", D: 19" Frame made of solid wood. Three lockable drawers with imported ball bearing channel in Side Table with best quality wheels. Finishing and polishing in all respects. Each side table with steel handles to push and pull.	4			
5	Executive Table for Officer with side racks Size: 5' X 2'.6" Table made of imported lamination with solid wood Gola Edging. 18" Box up hosted with approved leatherite at the Centre of table. One drawer with imported ball bearing channel and one cabinet. Finishing and polishing in all respects.	4			
6	Drawer Rack Big (Console) Basic Structure made of solid wood. Table top and side panel would be best quality sheesham veneer. Size 3'.6" x 1'.6" having three lockable drawers 1'.4" in center and two lockable cabinets 2'.2" at both ends. Finishing and polishing in all respects.	1			
7	Cabinets or Racks for Files Size: H: 7', L: 4', D: 1'.1" 5 equal shelves, each of height 1'.4". All shelves of Rack should be of imported laminated sheet with 6mm ply at back side. With Gola edging. Finishing and polishing in all respects.	1			
8	Credenza Credenza (6'-6"x1'-9"x2'-6"), oak wood, oak, veneer board, walnut polish. Two tone leatherette.	8			
9	Wall Hung Cabinets File cabinet, (3'-0"x1'-6"x6'-0") structure made of MDF PVC (A-628) with black polish.	6			

10	Sofa set for Reception Area / Waiting Room Sofa single seated, with arms, dark brown two-tone leatherette.	16			
11	Conference Tables small Conference table, (6'-0"x3'-8"x2'-6") structure made of MDF/PVC (A-630) top. Ms pipe/ sheet powder coated frame with black polish.	2			
12	Conference Table Conference Table, (4' x 18') For 16 Person Portable Style	2			
13	Corner Tables Corner table, 2'-0"x2'-0"x1'-6", shisham wood, veneer board, walnut polish.	2			
14	Centre/ Coffee Table Coffee table (4'-0"x2'-0"x1'-4") oak wood, oak plywood/veneer board walnut polish 12mm frosted glass top & MS frame.	2			
15	Sofa Set for Reception Sofa single seated, black leatherette.	2			
16	Reception Desk Reception counter (6'-0"x2'-6"x2'-6"/3'-6") black polish, 8839 PVC, 12 mm Glass Top. Three fixed drawer/ keyboard tray.	1			

Note:

- **The bidders who meet the technical criteria (At least 65 Marks) and lowest in the cost of each item will be awarded the business.**

Annex – G (Declaration)

I, _____ hereby declare that:

- all the information provided in the technical proposal is correct in all manners and respects;
- and I am duly authorised by the Governing body/Board/Management to submit this proposal on behalf of "[Click here and type the name of organization]"

Name: -	
Designation: -	
Signatures: -	
Date and Place: -	

Annex-H (Specifications)

Sr. No	Item Name
1	Making and Providing Executive Revolving Chair: High Back, Black Mesh Fabric
2	Making and Providing Visitor Chair: MS Chrome frame, PVC A630, Upholstery Black Leatherite
3	Making and Providing Detachable, Portable and Moveable work stations: One unit would be consisted on 2 workstations. Structure made of $\frac{3}{4}$ " thick imported lamination board with PVC edging. One key board tray and one mobile drawer pedestal with wheels imported ball bearing channel and one cabinet. One moveable CPU trolley also lower side in the work station. 3'-6" height partition made of soft board with approved color fabric poshish.
4	Making and Providing of Side Table with drawer: Size: H: 22", W: 16.5", D: 19" Frame made of solid wood. Three lockable drawers with imported ball bearing channel in Side Table with best quality wheels. Finishing and polishing in all respects. Each side table with steel handles to push and pull.
5	Executive Table for Officer with side racks Size: 5' X 2'.6" Table made of imported lamination with solid wood Gola Edging. 18" Box up hosted with approved leatherite at the Centre of table. One drawer with imported ball bearing channel and one cabinet. Finishing and polishing in all respects.
6	Drawer Rack Big (Console) Basic Structure made of solid wood. Table top and side panel would be best quality sheesham veneer. Size 3'.6" x 1'.6" having three lockable drawers 1'.4" in center and two lockable cabinets 2'.2" at both ends. Finishing and polishing in all respects.
7	Cabinets or Racks for Files Size: H: 7', L: 4', D: 1'.1" 5 equal shelves, each of height 1'.4". All shelves of Rack should be of imported laminated sheet with 6mm ply at back side. With Gola edging. Finishing and polishing in all respects.
8	Credenza Credenza (6'-6"x1'-9"x2'-6"), oak wood, oak, veneer board, walnut polish. Two tone leatherette.
9	Wall Hung Cabinets File cabinet, (3'-0"x1'-6"x6'-0") structure made of MDF PVC (A-628) with black polish.
13	Sofa set for Reception Area / Waiting Room Sofa single seated, with arms, dark brown two tone leatherette.
13	Conference Tables small

	Conference table, (6'-0"x3'-8"x2'-6") structure made of MDF/PVC (A-630) top. Ms pipe/ sheet powder coated frame with black polish.
	Conference Table Conference Table, (4' x 18') For 16 Person Portable Style
14	Corner Tables Corner table, 2'-0"x2'-0"x1'-6", shisham wood, veneer board, walnut polish.
15	Centre/ Coffee Table Coffee table (4'-0"x2'-0"x1'-4") oak wood, oak plywood/veneer board walnut polish 12mm frosted glass top & MS frame.
16	Sofa Set for Reception Sofa single seated, black leatherette.
17	Reception Desk Reception counter (6'-0"x2'-6"x2'-6"/3'-6") black polish, 8839 PVC, 12 mm Glass Top. Three fixed drawer/ keyboard tray.

Annex – I (Cover Letter)

[Firm letterhead]

[Date]

To

Chief Executive Officer

[Address mentioned in Guide lines]

Re: Technical Proposal in respect of [Insert title of assignment]

Dear Sir,

We offer to provide the goods for [Insert title of assignment] in accordance with your Tender for Proposal dated [Insert Date of Tender advertised]. We hereby submit our technical Proposal including the required documents in a sealed envelope.

We hereby declare that all the information and statements made in these proposals are true and accept that any misinterpretation contained therein may lead to our disqualification. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations. We undertake that we will initiate the delivery of /Services as per the client's request, if our proposal is accepted. We understand that you are not bound to accept any or all proposals you receive.

Thank you.

Yours sincerely,

Signature

Name and title of signatory: