

**Standard Bidding Document
For
Supply/Installation/Fixing of Office Equipments,
Furniture & Fixture,
&
Vinyl Floor Sheet/Vertical & Venetian Blinds**

**At
Guest House DR- Site,
SBPBSC, Hyderabad Office**



**Business Support Services Department
(Procurement Division)
The State Bank of Pakistan**

June 2009

Preface

Rule 23 of Public Procurement Rules requires procuring agencies to formulate bidding documents that shall be made available to the bidders immediately after the publication of the invitation to bid. Use of these documents is mandatory for either open or limited bidding.

Document comprises of the Sections listed below:

| | |
|-------------|--------------------------------------|
| Section I | Invitation to Quote |
| Section II | Instruction for Preparing Quotations |
| Section III | Specifications |
| Section IV | Form of Quotation |
| Section V | Schedule of Requirement |
| Section VI | Manufacturer's Authorization Form |
| Section VII | Form of Agreement |

Section 1



Invitation for Quotations (IFQ)

BSSD (Proc)/F-2(ii)/566/ (OE-F&F & V-Sheet/Blinds-G-House-DR-Site-Hyd) BSSD-2009
June 12, 2009

1. The Procurement Division, which serves as the procuring agency, invites sealed bids from Sales and Income Tax registered Authorized Agents of Manufacturers /Suppliers for supply/installation/Fixing of *AC, General House Hold Furniture & Window Venetian/Vertical Blinds at SBPBSC (Bank), Hyderabad*, as per specifications mentioned in Section V. Bidders may quote for single or all the items (package wise) under this IFQ. Price Quotations will be evaluated for all the items together and contract will be awarded to the firm offering the lowest evaluated total cost.
2. Bidding will be conducted using the National Competitive Bidding procedures specified in the Public Procurement Rules 2004 (PPR 2004) and is open to all eligible Bidders as defined in the PPR2004 that meet the following minimum qualification criteria:
3. Bidders must have a documented track of completing at least 3- 5 similar assignments, during last 4 (four) years, of similar functional / technical characteristics and of a comparable scale.
4. Bidders are requested to give their best prices. The rates quoted must remain valid for a period of 90 days after opening of quotations.
5. All quotations must be accompanied by a bid security of not less than 3% of the quoted price. Quotations not submitted on prescribed format will be rejected. Late bids will be rejected.
6. Quotations must be delivered to the address below on or before **June 27, 2009 (10.30 am)**. Bids will be opened in the presence of bidders' representatives who choose to attend at **11.00 am** same day at the Chamber of Co- Director Business Support Services Department, State Bank of Pakistan, Karachi.

Co- Director
Business Support Services Department
(Procurement Division)
10th Floor, State Bank of Pakistan
I.I Chundrigar Road
Karachi -Pakistan

Telephone No: 92-21-2455914 or 2455915/ 92-21-9213573

Facsimile: 92-21-9217234

Email: rehan.hyder@sbp.org.pk

Section II -Instructions for Preparing Quotations

1. **Scope of Procurement:** The Business Support Services Department, as the Purchaser, invites Quotations for supply/installation of *AC, General House Hold Furniture & Window Venetian/Vertical Blinds at SBPBSC (Bank), Hyderabad*, as described in the Technical Specifications attached hereto. The successful Supplier will be expected to complete the delivery of goods by the Required Completion Date specified in the CC.
2. **Eligibility to Quote:** Suppliers who are Authorized Dealers and duly registered with tax authorities may be eligible to participate only if they are also:
 - a) Enclose Proof of registration with the Income Tax Department and Sales Tax Department with the Quotation. (Failure to enclose these documents would result in rejection of Quotation)
 - b) not blacklisted under the provision of Rule 19 of Public Procurement Rules 2004
 - c) Submit only one Quotation, either individually, or as a partner in a joint venture. All Quotations submitted in violation of this rule shall be rejected. Partners in a joint venture shall be jointly and severally liable for the execution of the Contract.
 - d) Enclose attested copy of **Dealership Certificate** for current year up to 2008
3. **Qualification of the Supplier:** To qualify for award of the Contract, a Supplier shall meet the following minimum qualifying criteria:

Bidders must have a documented track of completing at least 3- 5 similar assignments, during last 4 (four) years, of similar functional/technical characteristics and of a comparable scale.

Evidence of financial resources to successfully complete the supplies
4. **Contents of Bidding Documents:** The set of Bidding Documents comprises the Sections listed below:

| | |
|-------------|-----------------------------------|
| Section I | Invitation to Quote |
| Section II | Instruction for Preparing Bids |
| Section III | Specifications |
| Section IV | Form of Quotation |
| Section V | Schedule of Requirement |
| Section VI | Manufacturer's Authorization Form |
| Section VII | Form of Agreement |
5. **Documents Comprising the Quotation:** The Quotation submitted by the Supplier shall comprise the following documents:
 - (i) Form of Quotation (as per sample attached)
 - (ii) Schedule of Requirements
 - (ii) Qualification and Experience Information
 - (iii) Copies of taxation documents
 - (iv) Manufacturer's Authorization (currently valid)
 - (v) Form of agreement
6. **Quotation:** The Contract shall be for the whole supplies as described in Clause 2 of the Invitation and shall be based on the unit and total price for fixed unit rate contract inclusive of **16% Sales Tax**. Prices shall be quoted entirely in Pak Rupees. The Supplier shall fill in the rates and prices for all items of the Supplies described in the specifications. All duties, taxes and

other levies payable by the Supplier under the Contract or any other cause, as of the date fifteen (15) calendar days prior to the deadline for the submission of Quotations, shall be included in the rates, prices, and total

8. **Validity of Quotation.** The price quoted shall remain valid for the period of ninety (90) calendar days counted from the date of submission of the Quotations specified in Clause 11 below. The Purchaser may request the Suppliers to extend the period of validity for a specified additional period. The Purchaser's request and the Suppliers' responses shall be made in writing or by fax or by email. A Supplier may refuse the request for extension of Quotation validity in which case he may withdraw his Quotation without any penalty. A Supplier agreeing to the request will not be required or permitted to otherwise modify its Quotation.
9. **Language of the Quotation:** All documents relating to the Quotation and contract shall be in the English language.
10. **Preparation and Sealing of Quotation:** The Supplier shall prepare one original of the documents comprising the Price Quotation as described in Clause 6 above, with the Form of Quotation, and clearly marked "Original". In addition, the Supplier shall also submit one copy which shall be clearly marked as "**COPY**". In the event of discrepancy between them the original shall prevail. The original and the copy of the Price Quotation shall be signed by a person or persons duly authorized to sign on behalf of the Supplier. All the pages of the Quotation where entries or amendments or corrections have been made shall be initialed by the person or persons signing the Quotation. Sealed Quotations shall be addressed to the Purchaser at the address provided above and shall provide a warning not to open before the specified time and date for Quotations opening as defined in Clause 7 of Invitation to Quotation. If the envelope is not sealed and marked as above, the Purchaser will assume no responsibility for the misplacement or premature opening of the Quotation.
11. **Place and Deadline for Submission of Quotation:** The Quotation shall be delivered to the Purchaser **NOT LATER than June 27, 2009 (10.30 am) at the address given in Paragraph 3 of the Invitation to Quotation.** Any Quotation received by the Purchaser after the deadline prescribed in this clause will be returned unopened to the Supplier.
12. **Modification and Withdrawal of Quotation:** No Quotation shall be modified after the deadline for submission of Quotation specified above in Clause 11. Withdrawal of a Quotation between the deadline for submission of Quotations and the expiration of the validity of the Quotation as specified in Clause 8 above will result in the Supplier being excluded from the list of Suppliers for a period of two years.
13. **Opening of Quotations:** The Purchaser will open the Quotations, including modifications, in the presence of the Suppliers' representatives who choose to attend, at the time, date, and in the place specified in Paragraph 11 of the Invitation to Quotation. The Suppliers' names, the Quotation (Quotation) prices, the total amount of each Quotation (Quotation), any discounts, and Quotation modifications and withdrawals will be announced by the Purchaser at the Quotation opening.
14. **Process to be Confidential:** Information relating to the examination, clarification, evaluation and comparison of Quotations and recommendation for the contract award shall not be disclosed until the award to the successful Supplier has been announced. Results of the evaluation would be made known in reasonable time.
15. **Evaluation and Comparison of Quotations:** The Purchaser will award the Contract to the Supplier whose Quotation has been determined to be substantially responsive to the proposal documents and who has offered the lowest evaluated Quotations. In evaluating the Quotations,

the Purchaser will determine for each proposal the evaluated Quotations by adjusting the Quotations by making any correction for any arithmetic errors as follows:

(a) Where there is a discrepancy between amounts in figures and in words, the amount in words will govern;

(b) where is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern;

(c) if a Supplier refuses to accept the correction, his Quotation will be rejected.

16. **Purchaser's Right to Accept Any Quotation and to Reject any or all Quotations:** The Purchaser reserves the right to accept or reject any Quotation, and to cancel the process of competition and reject all Quotations, at any time prior to the award of the Contract, without thereby incurring any liability to the affected Supplier(s) or any obligation to inform the affected Supplier(s) of the grounds for the Purchaser's decision.
17. **Purchaser's Right to Increase or Decrease Quantities:** The Purchaser, reserves the right to increase or decrease quantities of supplies.
18. **Notification of Award and Signing of Contract:** Results of evaluation would be known in a reasonable time, Suppliers are instructed not to approach the Purchaser after opening of Quotations until the finalization of award. The Supplier whose Quotation has been accepted will be notified of the award by the Purchaser prior to the expiration of the validity period of the Quotation, by registered letter. This letter will state the sum that the Purchaser will pay the Supplier in consideration of the supply, installation, and commissioning of the Supplies by the Supplier as prescribed by the Contract. The written notification of award will constitute the formation of the Contract.

Section III - Specifications

- *Selection will be based on the successful Supply/installation of the proposed AC, General House Hold Furniture & Window Venetian/Vertical Blinds at SBPBSC (Bank), Hyderabad at Bidders cost*
- *Bank reserves the right to accept any model/brand/ solution depending upon its requirements and any such decision will be final and could not be challenged*

Section IV - Form of Quotation

(Date)

To: _____ (Purchaser's Name)

_____ (Purchaser's Address)

We offer to execute the Contract for “ ” in accordance with the Conditions of Contract accompanying this Quotation for the Contract Price of _____ (amount in words and numbers) (_____. We propose to complete the Supplies described in the Contract within a period of _____ words and number) _____ calendar days from the Start Date.

This Quotation and your written acceptance will constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any Quotation you receive.

We hereby confirm that this Quotation complies with the Validity of the Quotation required by the proposal documents.

Authorized Signature: _____

Name and Title of Signatory _____

Name of Supplier: _____

Address: _____

Phone Number _____

Fax Number, if any _____

Section V – Schedule of Requirements

Package # I

| S. No | Place where to be install | Ton | Qty | Brand | Required Material |
|-------|--|-----|-----|-------|---|
| 1 | Guest House, DR- Site, SBPBSC (Bank), Hyderabad. | 1.5 | 6 | | The price may be quoted after measurement of the each rooms from inner to outer which will be placing and also included the complete installation and required material i.e. Copper Pipe, Breakers, Electric Wires, Power plugs etc., |

Package # II

| Specification | Qty | Unit Price | Total Amount |
|---|--------|------------|--------------|
| Manufacturing & Supplying of Single Wooden Bed with side table with top glass in size 3x6' made with Shesham Partex in ¾" thickness | 8 | | |
| Manufacturing & Supplying of Double Door Wooden Almirah consisting of three partition in each door one for cloth hanging, second for drawers and rest of three for placing cloths in size 4x6x22" made with Shesham Partex in ¾" thickness | 4 | | |
| Manufacturing & Supplying of Single Wooden Central Table set in size of central table 2x4' and side table 18x12" made with Shesham Partex in ¾" thickness | 6 | | |
| Manufacturing & Supplying of Single Sofa chairs made with Pakistani Partal frame in leatherette. | 8 | | |
| Manufacturing & Supplying of Five Seater Sofa Sets made with Pakistani Partal frame in leatherette. | 3 | | |
| Manufacturing & Supplying of Wall Fixing Wooden Dressing Table consisting of two drawers in size 2x1/2x4" made with Shesham Partex in ¾" thickness | 5 | | |
| Manufacturing & Supplying of Computer-Cum-Office Table with table top glass in size 4x30x30 made with Shesham Partex in ¾" thickness | 5 | | |
| Supply of best quality Low Back Revolving Chairs made with leatherette and best quality hydraulic machine | 5 | | |
| Manufacturing & Supplying of Dinning Table with chairs and table top glass in size 6x4' made with Shesham Partex in ¾" thickness (for eight persons) | 1(Set) | | |
| Manufacturing & Supplying of Show Case-cum-Crockery Side Board in size 5x18x30" made with Shesham Partex in ¾" thickness (for eight persons) | 1 | | |

Package # III

| Specification for Installation of Blinds/Fixing of Vinyl Floor Sheets | Per Sq. Ft. | Total Sq. Ft. | Total Amount |
|--|--------------------|----------------------|---------------------|
| Bed Room No.1 | | | |
| Bed Room No.2 | | | |
| Bed Room No.3 | | | |
| Bed Room No.4 | | | |
| Dinning/TV Lounge | | | |
| Drawing Room | | | |

Note: -

The sample/material/design of the above-mentioned items may please be shown at procurement Division for approval/selection. However, it will be subject to visit the site at Hyderabad for measurement of the area (Curtain/Blind & AC) before quoting the bid.

VI- Manufacturer's Authorization Form

Section VII - Form of Contract Agreement

AGREEMENT

This Agreement, made the _____ day of _____ 2009_____, by and between

(Name and address of Purchaser hereinafter called “the Purchaser”) and

(Name and address of Supplier hereinafter called “the Supplier”) of the other part.

Whereas the Purchaser is desirous that the Supplier execute supplies, of

(Name and identification number of Contract hereinafter called “the Supplies”)

and the Purchaser has accepted the Quotation submitted by the Supplier for the installation and commissioning of such Supplies *and the remedying of any defects therein over a warranty period of at least one year after supply.*

Now this Agreement witnesseth as follows:

1. In this Agreement, words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereafter referred to, and they shall be deemed to form and be read and construed as part of this Agreement.
2. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to execute and complete the Supplies and remedy any defects therein in conformity in all respects with the provisions of the Contract.
3. The Purchaser hereby covenants to pay the Supplier in consideration of the supply, installation and commissioning of the Supplies and the remedying of defects wherein the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

In Witness whereof the parties thereto have caused this Agreement to be executed the days and year first before written

The Common Seal of

Was hereunto affixed in the presence of:

Signed, Sealed, and Delivered by the said

In the presence of:

Binding Signature of Purchaser: _____

Binding Signature of Supplier: _____