

TENDER DOCUMENTS

OFFICE CHAIRS FOR STATE BANK OF PAKISTAN BSC (BANK) HYDERABAD

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Contractor's signature
With seal

for State Bank of Pakistan
SBP BSC (Bank) Hyderabad



STATE BANK OF PAKISTAN
SBP BSC (BANK) SHAHRAH-E-FATIMA JINNAH,
(THANDI SARA) POST BOX # 210,
HYDERABAD

No. Proc. Unit./ **6567** /127-2012

Dated: 25-04-2012

TENDER NOTICE

OFFICE CHAIRS FOR
STATE BANK OF PAKISTAN BSC (BANK) HYDERABAD

Sealed Tenders are invited from the contractors/ contracting Firms for the above mentioned works. Contractors enlisted with Pak. P.W.D., Provincial P.W.D.s, M.E.S., Quasi Government Body, State Bank of Pakistan or any multinational / well reputed organization and also completed five similar works costing at least Rs.100, 000 during last five years shall be eligible to get the Tender Documents.

The amount of Earnest Money (Refundable) for the above tender is 2% of the total tendered amount payable in the form of Bank Draft / Payment Order (No other instrument) in favour of the State Bank of Pakistan. The Tender Documents can be obtained from the office of the Chief Manager, SBP BSC (Bank) – Hyderabad on payment of a non-refundable amount of Rs 100/- (Rupees One Hundred Only) in cash.

Tenderer are required to furnish details of works of similar nature presently in hand and executed during the last five years with cost, supported by documentary evidences with phone numbers of contact persons.

Bidding will be conducted under the provision of Public Procurement Rules-2004. Tender shall be cancelled if the contractor is found blacklisted by any organization at any stage during tendering process or execution of work. In case of any unforeseen reasons, unrest or force majeure on the bid submission/opening date, the tender shall be opened on the next working day at the same place and time. The quantities given in BoQ are approximate and may increase or decrease or deleted as per requirement.

The tenders should reach the undersigned by 11.30 A.M. on **16-05-2012**. The Tenders will be opened on the same day at 12.00 A.M. in the presence of the bidders / their representatives who may like to be present.

No Tender Document shall be sold on the date fixed for opening of the tender. Incomplete, conditional and tenders without earnest money shall not be considered. These tenders are only invitation to offer and Bank does not bind itself to accept the lowest or any tender. Further, personal convincing shall disqualify the bidders.

Sd/-
(Ali Hussain)
Chief Manager
Phone: 022-9200605
Fax: 022-9200604
e-mail: ali.hussain@sbp.org.pk

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With seal

for State Bank of Pakistan
SBP BSC (Bank) Hyderabad

INSTRUCTIONS TO TENDERERS /
TERMS AND CONDITION

1. The tenderers are required to furnish the following information with their tenders, failing which their tenders are liable to be rejected: -
 - a. Organization structure of the “Contracting Firm” (whether the firm is a partnership or Limited Company etc.). The organization / firm should be working in the specialized field for the last five years failing which their tender shall not be considered.
 - b. Details of works of similar nature executed during the last five years with cost supported by documentary evidence (photo state copies to be attached). Proof of financial stability. Bank’s certificate and Company account statement issued by the Bank indicating reasonable transactions.
 - c. Programme of work to ensure that the work will be completed within the allotted time.
 - d. Undertaking to the effect that the firm has not been black listed by any organization.
2. Set of tender documents, duly signed on each page and official seal stamped on each page including annexure, Addendum/Corrigendum, if any and supplementary information and Earnest Money in the shape of “Pay Order” or “Demand Draft” (no other instrument) must reach the office of the Director of Engineering before the time and date fixed in the Tender notice for receipt of the Tenders.
3. The bidders shall provide documentary evidence and details of works performed with client’s names and their contact phone numbers.
4. Blacklisting by any government or well reputed firm shall disqualify the contractor at any stage include rescission of the contract.
5. The bidders found not performed well on any work assigned to them by State Bank of Pakistan or any government or well reputed organization in past shall be ineligible for award of work at any stage during tendering process or thereafter.
6. Unit rates should be filled both in word and figures in Pak Rupees. Where there is discrepancy between amount in figure and words the amount derived from the unit rate in words will govern. Where there is discrepancy between unit rate and the total amount derived from the multiplication of the unit rate and the quantity, the quoted unit rate as will govern.
7. Tender must be filled in English and all enclosed documents should be in English.
8. The Earnest Money for the tender is **2%** of total tendered amount payable in the form of a Bank Draft / Payment Order (no other instrument) only in favor of the State Bank of Pakistan.
9. In case of award of work, **10% (ten percent)** of the billed amount will be deducted from the bill as Security Deposit. The same shall be withheld by the Bank for the defect liability period and shall be refund on successful completion of the defect liability period.
10. Tenders are to be irrevocable and valid for acceptance for a period of one hundred and twenty (120) calendar days from the Tender opening date.
11. The time allowed for completion of the job is **6 Weeks** from the date of issuance of written Work Order.
12. No advance payment shall be made to successful bidder.

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13. The rate of all the items shall be inclusive of all Government taxes, Municipal taxes, General Sales Tax, Income tax, transportations, levies, octroi, insurance, overheads, loading unloading, transportation, labour charges etc.
14. It must be clearly understood by the Contractor that the rates quoted by him will remain firm and final till satisfactory completion of the job and no increase in the rates will be allowed to him on any ground and under any circumstances. The bidder shall therefore quote his rates taking into account all provisions regards to configuration, extent, nature, site conditions etc. The bidder shall bring into notice of the Employer any issue on the contents of tender document in his opinion required clarifications or amendments reasonable time before the date of opening of tender to enable Employer issue Addendum / Corrigendum timely if considered necessary.
15. Income Tax will be deducted from all the bills as per rule of law applicable.
16. The contractor shall be registered with Professional Tax Department.
17. The bidder's offer must conform in all respects with the Tender Documents and must be filled in the format given in tender document. Tender on any other format or paper may liable to rejection.
18. Contractor shall be liable to remove all defects that may arise during defect liability period of **six months** after completion of the work. In case such defects are not attended to timely, the same shall be rectified by the Bank through other agency at Contractor's cost and the same shall be recovered from the contractor.
19. The quantities given in BOQ are approximate and may increase or decrease or deleted as per requirement / site condition.
20. Documents submitted by bidder shall be treated as confidential and will not be returned.
21. Incomplete tenders OR conditional tenders OR tenders not indicating make, model and origin of manufacturer OR tenders without supporting technical submittals OR tenders without earnest money are liable for rejection even in case of the lowest bid.
22. Tenderers will not be reimbursed for any expenses of any kind whatsoever incurred in connection with preparation and submission of their Tenders.
23. The rates should be inclusive of all taxes including GST, Income tax, Professional tax, overheads, transportation, labour charges for handling and testing at the site etc.
24. The exemption in Income Tax will only be allowed against the Exemption Certificate issued by the Income Tax Department.
25. The Supplier/ Contractor will submit GST Registration Certificate and GST Invoice along-with their bill.
26. The Suppliers/ Contractors are required to visit the site on any working day during office hours to form a clear understanding of the nature and extent of work before quoting the rates. The contractor shall bring to the notice of the Employer any discrepancy / error /ambiguity in his opinion needed from the Employer in tender document for clarification or suitable amendment. A pre bid meeting of the interested and prospective bidders as per PPRA Rules may be called /convened in this regard well before opening of the bid on date to be notified in the tender notice on the subject if considered necessary.
27. This tender is only an invitation to offer and the Bank reserves the right to accept or reject the lowest, any or all tenders.

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28. TERMS AND CONDITIONS OF PAYMENT

- a. No advance payment shall be made by the Bank.
- b. The payment shall be made to the contractor on completion of the work at site.

29. PENALTIES

- a. The time allowed for completion of the entire work will be strictly observed by the contractor and the contractor shall pay compensation as decided by the Director/ Head Engineering Department if the work remains uncompleted after the stipulated dates.
- b. In case of any breach of any terms & conditions, State Bank of Pakistan reserves right to take punitive action for which Director/ Head of Engineering shall be conclusive.
- c. Bank reserves right of compensation for any damage to Bank's property / loss of life that may cause due to fault on the Contractor's fault.

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for State Bank of Pakistan
SBP BSC (Bank) Hyderabad

AGREEMENT

AGR-1

Articles of Agreement made this.....day of.....One Thousand
Nine Hundred and Ninetybetween the State Bank of Pakistan, (hereinafter called the Employer)
of the one part and Messrs.....
.....a partnership firm registered under Partnership Act, 1932 having registered
office at.....private/public
limited company, incorporated and registered under the Companies Act, 1913 now called companies ordinance
1984. Mr.....s/oaged about.....carrying
on business in the name and style of.....having office
at.....(hereinafter called the Contractor which term where the context so permits
shall include their/his executor(s), administrator(s), Successor(s) in interest and assign(s) of the other part.

WHEREAS the Employer is desirous of.....
(hereinafter called the Works) and has caused drawings and specifications annexed hereto and respectively marked
'D' & 'B' (hereinafter respectively called as the contract drawings and the said specifications) and prepared by his
Engineering Department.

AND WHEREAS the 'Contract Drawings' and 'the said specifications', have been signed by the parties
and carefully examined by the contractor.

AND WHEREAS The Contractor has agreed to execute and complete upon and subject to the conditions,
Rules and Directions (hereinafter called the said conditions) of Contract annexed hereto and marked 'A' and
examined by or on behalf of the parties for indentification, the work shown on the contract drawings and
described in the said specifications at the rate for each kind of work enumerated in the schedule of quantities
annexed hereunder and marked 'C' as submitted by him in his tender dated.....

NOW IT IS HEREBY AGREED AS FOLLOWS:—

1. In consideration of the sum, to be calculated and paid to the Contractor as per the rates referred to above,
the Contractor shall, upon and subject to the said conditions, execute and complete the works shown, upon the
contract drawings and described in the said specifications.
2. The Employer will pay the Contractor the said sum at such times and in such manner as set forth in the
conditions.
3. The said conditions and appendices thereto shall be read and construed as forming part of this agreement,
and the same shall be binding in their entirety, on the parties hereto.

IN WITNESS WHEREOF the parties hereto have hereunto set their hands on the day and year first above
written.

FOR STATE BANK OF PAKISTAN

(CONTRACTOR)

WITNESS.

WITNESS.

Contractor's signature
With seal

for State Bank of Pakistan
SBP BSC (Bank) Hyderabad

**STATE BANK OF PAKISTAN
BSC (BANK) HYDERABAD
(PROCUREMENT UNIT)**

OFFICE CHAIRS FOR STATE BANK OF PAKISTAN BSC (BANK) HYDERABAD

BILL OF QUANTITIES / ESTIMATE

| Item No. | Description | Qty | Unit | Rate (Rs.) per Unit | | Amount (Rs.) |
|----------|--|---------------------|------|---------------------|-------|--------------|
| | | | | Figure | Words | |
| 2 | Providing low back office Chair (revolving & tilting) with arm full cushion or approved equivalent. A quality Hydraulic Cylinder, base caster machine PU Arm, imported made in Taiwan. Seat Foam 10Years and back five year warranty covered by approved Bunno cloth or leatherette. | 17 | Nos. | | | |
| | | Rebate if any (-) | | | | |
| | | Total Rupees | | | | |

Note:

1. Rate should be inclusive of all taxes and levies including income tax, sales tax, professional tax etc.
2. Date of Opening of tender is **16-05-2012** at 11.30 A.M at the office of the Chief Manager, SBP BSC (Bank), Hyderabad.
3. The rates quoted should be valid for **120 days**.
4. The total time for above job is **6 Weeks** from the date of issue of work Order.
5. The rates should be inclusive of all overheads, transportation, lead lift, tools, plants etc.

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6. Earnest money (refundable) amounting to **2%** of the quoted amount in shape of pay order / demand draft (no other instrument) in favor of “State Bank of Pakistan” only shall be accepted.
7. In case of award of the job **10%** of the billed amount will be deducted from the bill as Security Deposit which shall be retained for 6 months defect liability period. The contractor shall remove any defect that may arise during this period. Security deposit shall be refunded on successful completion of this period.
8. If any defect, deficiency or imperfection found in work during the defect liability period of six months, the Contractor will have to rectify all such defects and deficiencies at his own cost. In case of non-compliance, Bank will get the defects rectified from other agencies at the risk and cost of Contractor from the amount of Security Deposit and forfeit the Security Deposit.
9. Contractors are advised to visit the site for thorough checking /careful inspection of the samples and site conditions to assess nature and quantum of work before quoting their rates.
10. The quantities given in BOQ are approximate and may increase or decrease or deleted as per actual requirement at site.

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