

COMPETITION COMMISSION OF PAKISTAN

TENDER NOTICE

Tender Enquiry No. 01 of 2013

1. The Competition Commission of Pakistan (CCP) invites sealed tenders from well-reputed furniture manufacturer firms, registered with income tax and sales tax departments for supply of furniture items, under Tender Inquiry No. 01 of 2013.
2. The Tender Documents containing detailed information, terms and conditions etc. are available on the websites of PPRA (www.ppra.org.pk) and CCP (www.cc.gov.pk). These documents can also be obtained from office of the undersigned on cash payment (non-refundable) of Rs. 100/- (Rupees one hundred only), on any working day.
3. The bidders will be required to submit earnest money equal to 2% of total bid price through any mode of payment, Pay Order, Bank Draft etc in favour of CCP, payable at Islamabad.
4. The sample of furniture items (proposed to be purchased) can be inspected at CCP office on any working day between 10:00 a.m. to 04:30 p.m. The photographs of the offered furniture must be attached with the offers.
5. The tenders should be received latest by February 18, 2013 by 11:00 a.m, and will be opened on the same date at 3:00 p.m, in the meeting room of CCP.

Joint Director (Admn)
Competition Commission of Pakistan
7th Floor (South), ISE Towers, Blue Area, Islamabad
Ph: 051-9100260-3, Fax: 051-9100297

TENDER DOCUMENTS

TENDER ENQUIRY NO. 01 OF 2013
SUPPLY OF FURNITURE ITEMS TO CCP

The Competition Commission of Pakistan (CCP) hereby invites tenders from furniture manufacturer firms for the supply of furniture items.

General Terms & Conditions:

- 1) The bidder should submit a single package containing two separate sealed envelopes. One envelope should contain the Pre-qualification Proposal (**Annex-I**) and the other envelope should contain the Financial Proposal (**Annex-II**), both indicating the tender enquiry No. 01/2013 and marked as “PRE-QUALIFICATION PROPOSAL” and “FINANCIAL PROPOSAL” respectively.
- 2) The firm should be registered with Income Tax and Sales Tax Departments (Registration Numbers should be clearly mentioned and valid documentary evidence should be attached).
- 3) The firm should have a minimum of five (05) years experience in supply of furniture items and should have a proper workshop/office at Islamabad/Rawalpindi.
- 4) The samples of the furniture items can be inspected at CCP office on any working day during 10:00 to 16:30 hours.
- 5) The bidder will be required to submit Security Deposit in any shape e.g. Pay Order, Bank Draft etc equal to 2% of total bid price, payable at Islamabad, in favour of CCP. If the said Pay Order / Bank Draft etc are not submitted with the Pre-qualification proposal, it will not be considered for further evaluation and the financial proposal will be returned un-opened. The security of non-prequalified firms will be released within seven (07) days after completion of the pre-qualification process. Cash / Open Cheques will not be accepted.
- 6) Sealed tenders are required to be delivered to the office of the undersigned by 11:00 a.m on February 18, 2013.
- 7) The Bid Opening Committee of CCP will open the Pre-qualification proposals (**Annex-I**) in the first instance for evaluation as per criteria given at **Annex-III**, on February 18, 2013 at 3:00 p.m. in the presence of the bidders or their authorized representatives, who may like to be present. Bids, which are not accompanied by the documents at serial No. 2 & 5, above, shall be declared Non-Responsive and their financial proposals will be returned un-opened.

- 8) The Bid Opening Committee will open the financial proposals (Annex-II) of the bidders whose pre-qualification proposals are accepted, on a date and time to be communicated to them in advance, in the presence of the bidders or their authorized representatives, who may like to be present.
- 9) Only one authorized representative per bidder will be allowed to attend the opening of bids. A representative from a bidder will be required to submit an authority letter in his/her favour by the respective bidders for attending the opening of bids.
- 10) The bid validity period will be three (03) months, starting from the last date of bid submission.
- 11) The successful bidder will be required to deposit a “performance bond” equivalent to 5% of the total value of the contract, through a Bank’s Pay Order in favour of CCP, payable at Islamabad. If the bidder fails to deposit performance bond within one week of the issuance of supply order, the same shall be treated as cancelled and the security deposit shall stand forfeited.
- 12) Earnest Money of 2%, if not adjusted in the 5% performance bond, will be released to the successful bidder after deposit of 5% performance bond. However, 5% performance bond will be released within 30 days after successful completion of work/supply order.
- 13) The proposals should not have any over-writing or cutting. Bids with any of the aforementioned defects may not be considered.
- 14) The contract will be awarded to the lowest evaluated bidder.
- 15) The delivery period is required to be maximum one month from the date of receipt of Purchase Order from CCP. The supplier will be bound to deliver the goods of the approved quality at CCP office situated at 9th Floor (south), ISE Towers, Blue Area, Islamabad at the approved rates within the delivery order specified in the Purchase Order from CCP, failing which the security deposit will be forfeited by the Authority.
- 16) Payment of the bills will be subject to the deduction of mandatory government taxes/levies.
- 17) CCP reserves the right to extend the opening date of the bids, cancel the tender or accept/reject any or all bids, without assigning any reason.

Joint Director (Admn)

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Pre-Qualification Proposal

TENDER ENQUIRY NO. 01 OF 2013
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Name of the Firm	
Address (Telephone, Fax & E-mail)	
Year of Establishment	
Sales Tax Registration No. (attach documentary evidence)	
National Tax No. (attach documentary evidence)	
Banker's Name & Contact Details	
Whether earnest money equal to 2% of the total bid value is enclosed in the Pre-qualification proposal.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Annual Turnover supported by sales or income tax return (For the FY 2009-2010 & 2010-11)	
Experience related to similar assignments	
Assignments in Hand (presently)	
Clientage <i>Attach separate Annexure, if necessary</i>	
Details of Machinery & Equipments/Workshop facilities	
Managerial/Technical Capability a). Total No. of Permanent Staff: b). Total No. of Contract/Project Staff: <i>Attach separate Annexure, if necessary</i>	Technical_____ + Support_____ = _____ Technical_____ + Support_____ = _____
Enlistment Certificate (copy of certificate enlisted with Government/Semi Govt. Organizations, if any)	
Affidavit (that the firm has not been blacklisted by private, Government, Semi-Government and Autonomous Body)	
Contact Person Date: _____	_____ <i>Name & Designation</i> _____ <i>Authorized Signature & Stamp</i>

COMPETITION COMMISSION OF PAKISTAN
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FINANCIAL PROPOSAL

TENDER ENQUIRY NO. 01 OF 2013
SUPPLY OF FURNITURE ITEMS TO CCP

Name of the Firm & Address:

Sr. No.	Item Description	Specification/Size	Qty. (Nos.)	Unit Price (in Rs.)	Amount (in Rs.)
1.	Work station standard (complete) for 1500mm width partition with drawer, CPU trolley etc	As per sample	07	@	
2.	Work station small (complete) for 1200mm width partition with drawer, CPU trolley etc	As per sample	04	@	
3.	Officer Chairs – High Back	As per sample	11	@	
Amount: (Rupees..... only)					Rs./-
16% GST (Rupees..... only)					Rs./-
Total Amount: (Rupees..... only)					Rs./-

Note: It would be in the interest of the bidders to see the samples/designs of the furniture items before quoting their rates.

Authorized Signature with Stamp

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ASSESSMENT CRITERIA

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The Pre-qualification proposals will be evaluated as per the following criteria;

Grading:-	Marks
Experience related to similar assignments	25
Managerial/Technical Capability	20
Machinery & Equipments/Workshop Facilities (Workshop can be inspected by CCP officials)	20
Annual Turnover (For the FY 2009-2010 & 2010-11)	15
Clientage	10
Assignments in Hand	10

Note: Minimum score required to pass for Pre-qualification is 60%.