



NATIONAL INFORMATION TECHNOLOGY BOARD

Request for Quotation (RFQ)

For

Supply of Furniture & Air Conditioner

Government of Pakistan

Ministry of Information Technology

NATIONAL INFORMATION TECHNOLOGY BOARD

[www.nitb.gov.pk](http://www.nitb.gov.pk)

March. 2017



**General Terms & Conditions**

**1.1 Scope of Work, Timeframe and penalties**

**1.1.1 Lot-1: Supply of Furniture & Air Conditioner**

Supply and Installation at the NITB, Islamabad

S#	Milestone	Time Period
1	Supply of 07-Officer Chairs, 07 Executive Tables, 21 Visitor Chairs, 07 Cabinet, 07 Sofa Set, 150 Auditorium seats, 20 Committee Room chairs and 02 split AC's 2 Ton.	Maximum time for delivery shall be 15 days from the date of issuance of Purchase Order.

**About responding organizations-ROs?**

- 1.2 The Responding Organization-RO must attach valid NTN & GST certificates.
- 1.3 The RO must provide on letter head, Name of organization, details of offices across Pakistan and location of Head office (if any) and number of years of being incorporated (at least **\*03 years in existence**).
- 1.4 The RO to provide information as per (Annexure I & II). RO may not propose any kind of refurbished/Used/End of Life/ Near End of Life equipment /components in their proposals. RO should also attach a colour Photograph of the quoted each item separately.
- 1.5 Payment shall be made in accordance with SRO 660(1) 2007 on submission of GST Invoice.

**How to prepared bid(s)?**

- 1.6 **Detail specifications is attached at Annex-II and evaluation will be done as per Annex I. Responding Organizations should provide all details required in Annex I and datasheet for Annex- II items.**
- 1.7 Responding Organizations should provide the financial details as per **Annex -III**.
- 1.8 Responding Organizations may quote any items in Lot or whole items.
- 1.9 A bid bond, in the shape of a Bank Draft/Pay Order in the name of Executive Director, National Information Technology Board, equivalent to 2% of the total cost of bid should be submitted along with the tender. All proposal and price shall remain valid for a period of **\*150 days** from the closing date of the submission of the proposal. However, the responding organization is encouraged to state a longer period of validity for the proposal.
- 1.10 All currency in the proposal shall be quoted in Pakistan Rupees (PKR).
- 1.11 The successful vendor shall be required to deposit in the form of a Bank Guarantee, a Performance Bond upon execution of the contract, a sum equivalent to **ten percent (10%)** of the contract value, this Bank Guarantee shall be issued by a scheduled bank operating in Pakistan and shall be kept valid from the date of issue, and should cover the warranty period after all contractual obligations have been fulfilled.
- 1.12 RO should clearly indicate the duration of delivery of equipment after the award of contract.

**Pre-Bid Conference: -**

- 1.13 A Bidders' conference will be held in the premises of National Information



Technology Board, on below mentioned address on **9<sup>th</sup> April 2017 at 10:00 hrs.** All queries relating to RFQ should be faxed or mailed to the undersigned at least 04 days before the bidders' conference.

**Bid preparation: -**

1.14 Envelope of proposals should be sealed properly along with Bid Bond.

**How bid(s) should be submitted?**

1.15 Proposals shall be delivered by hand or courier so as to reach the address given below by the last date indicated for submission. PROPOSALS RECEIVED BY FAX OR EMAIL SHALL NOT BE ACCEPTED.

**Assistant Director (Admn)**

National Information Technology Board, Plot no 24-B, Street No 6, Sector H-9/1, Islamabad. Phone: 051- 9265063, **Fax: 051- 92577224**

1.16 Bids may be submitted to undersigned in a SEALED CONFIDENTIAL COVER at the address given above latest by **13<sup>th</sup> April 2017 at 1100hrs.** The Technical bids will be opened on the same date at **1130hrs** in front of bidders.

**2. Award of Contract**

**2.1 Acceptance of Bid and Award Criteria**

The Bidder whose bid is found to be most closely conforming to the Evaluation Criteria prescribed in **Annexure-I** and having the lowest evaluated bid, if not in conflict with any other law, rules, regulations or policy of the Government of Pakistan, shall be awarded the Contract, within the original or extended period of bid validity.

**2.2 Procuring Agency's Right vary quantities at the time of Award**

The Procuring Agency reserves the right at/after the time of award of Contract to increase or decrease, the quantity.

**2.3 Notification of Award**

2.3.1 Prior to the expiration of the period of bid validity, the Procuring Agency shall notify to the successful Bidder in writing that his bid has been accepted.

2.3.2 The enforcement of the Purchase Order will be governed by Rule 44 of the PPRA-2004

**2.4 Performance Guarantee**



2.5.1 On the date of signing of Contract, the successful Bidder shall furnish a Performance Guarantee @ 10% of the total Contract Cost of Lot/Lots, on the Form and in the manner prescribed by the Procuring Agency.



3. Implementation & Payment Schedule

	Milestone	Time Period	Payment
1.	Supply, Installation and testing of Equipment	15 days from date of issuance of Purchase Order.	100%
2.	End of performance Guarantee	Performance Guarantee will have to be provided to cover the warranty period of the hardware which will be one year from the date of successful testing and acceptance.	Release of Performance Guarantee



**Annexure-I**

**Evaluation Criteria**

Initially bids will be evaluated on the basis of following basic parameters:

<b>General terms and conditions compliance</b>	<b>Clause</b>	<b>Yes/No</b>
1) RO should must attach valid NTN & GST certificates	1.2	
2) RO or in this respective business for at least three years.	1.3	
3) RO have submitted bid bond required.	1.14	

*Secondly* the **Evaluation & Award Committee** will verify the compliance with specifications mentioned in **Annexure-II**.



Annexure-II

Specifications

S.No	Items	Description	Qty	Est. Unit Price	Total Price
1.	Executive Table	6 X 3 ft Table	07		
2.	Officer Chairs	Executive Chair	07		
3.	Visitors Chairs	Wooden (shesham) leather rite with seat & Back of foam 2"	21		
4.	Side Racks	4ft x 21 inch caredenza 6ft width x 18 inch depth x 30 inch height	07		
5.	Sofa Sets	2 seater Leather Rite	07		
6.	Split ACs	2 ton (dc inventor)	02		
7.	Committee Room Chairs	Revolving (adjustable)seats, back with Fabric Molded foam(thickness 10cm) high density Seat: Fabric molded foam (thickness 16cm) high density plywood high density wood shell (cover)	20		
8.	Auditorium Chairs	Back : Fabric Molded foam(thickness 10cm) high density Plywood high density wood shell(cover) Seat: Folded seat, Fabric molded foam (thickness 16cm) high density plywood high density wood shell (cover) Leg: Metal steel with black powder coating Armrest: High density wood Standard of high quality	150		



**Annexure III**

**Format for Financial Proposal**

**Provision of Furniture & Air Conditioner**

S.N.	Item	Qty	Unit Cost without Taxes	GST / WH TAX	Unit Cost (Rs) including all Taxes	Including all taxes Total Cost (Rs.)
1.	Executive Table	07				
2.	Officer Chairs	07				
3.	Visitors Chairs	21				
4.	Side Racks	07				
5.	Sofa Sets	07				
6.	Spilt ACs	02				
7.	Committee Room Chairs	20				
8.	Auditorium Chairs	150				