



Pak-Austria Fachhochschule: Institute of Applied Sciences & Technology, Haripur

KHYBER PAKHTUNKHWA

REQUEST FOR PROPOSAL (RFP) FOR "PURCHASE AND INSTALLATION OF OFFICE FURNITURE & FIXTURE"

Submission of Bids: Tuesday the August 13, 2019 @ 11:00 am

Opening of Bids: Tuesday the August 13, 2019 @ 11:30 am

Section 1. Letter of Invitation

The Pak-Austria Fachhochschule: Institute of Applied Sciences & Technology (PAF: IAST), Hairpur invites sealed bids from interested firms for the “Purchase and Installation of Office Furniture & Fixture”.

The bidder must be registered and duly recognized in Pakistan, and be registered with FBR for Tax purpose; possess Manufacturer’s status or Distributor/ Dealer status with authorization from Manufacturer/ Principal specific for this tender, with sufficient financial, technical and human resources to take up the task assigned and complete the same within prescribed time limit on the finalization of contract for supply of the Furniture as required by PAF: IAST.

Tender document containing instructions to bidders covering definitions, introduction/background of the Project, scope of work, general terms and conditions, and special terms, procedure for submission of bids, opening of bid, evaluation criteria, and other related information, can be obtained against a written request on company’s letterhead, from the Pak-Austria Fachhochschule: Institute of Applied Sciences & Technology, Haripur – Pakistan. Cost of the document is Rs. 2,000/-. Tender document can also be downloaded from <http://www.paf-iaast.edu.pk/> however, interested bidders will be required to have registered copy purchased from PAF: IAST, in order to participate in tender process.

Bidder(s) interested in participating in the tender process are advised to submit their Bid Proposal(s), along with the Earnest Money amounting 2% of their Bid Value in the shape of Bank Draft or Pay Order, in accordance with the instructions in this tender document. Bid Proposal(s) must reach PAF: IAST, Haripur on Tuesday the August 13, 2019 at 1100 hrs and any late Bid(s) shall not be accepted and returned unopened. Accepted Bids will be opened on the same day at 1130 hrs, in presence of bidders who chose to attend. In case of sudden holiday on bid opening day, bids will be opened on next working day. The Tender shall be executed in accordance with KPPRA Rule 6 (2) (a).

This advertisement is also available on PAF: IAST.

Project Director

Pak-Austria Fachhochschule: Institute of Applied Sciences & Technology (PAF: IAST)

Hairpur – Khyber Pakhtunkhwa

Phone: 0995-645112-118, Fax-0995-645117

Section 2. Instruction to Bidders (ITB)

A. GENERAL TERMS	
1. Introduction	<p>1.1 Bidders shall adhere to all the requirements of this ITB, including any amendments made in writing by PAF: IAST. This ITB will be governed under Clause 6 (2) (a) of Khyber Pakhtunkhwa Public Procurement Rules, 2014, as amended from time to time and instructions of the Government of Khyber Pakhtunkhwa received during the completion of the project.</p> <p>1.2 Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by PAF: IAST.</p> <p>1.3 PAF: IAST is under no obligation to award a contract to any Bidder as a result of this ITB.</p> <p>1.4 PAF: IAST reserves the right to cancel or reschedule the procurement process at any stage without any liability of any kind for PAF: IAST, upon notice to the bidders or publication of cancellation notice on PAF: IAST website.</p>
2. Fraud & Corruption, Gifts and Hospitality	<p>2.1 PAF: IAST strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of PAF: IAST vendors and requires all bidders/ vendors observe the highest standard of ethics during the procurement process and contract implementation.</p> <p>2.2 Bidders/ vendors shall not offer gifts or hospitality of any kind to PAF: IAST staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.</p> <p>2.3 In pursuance of this policy, PAF: IAST:</p> <p>(a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question;</p> <p>(b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a PAF: IAST contract; or counseling or canvassing staff or elected representatives; or engaging in collusion with other bidders.</p>
3. Eligibility	<p>3.1 A Bidder should not be suspended, debarred, or otherwise identified as ineligible by any Government/ Semi-government/ or any other national or international Organization. Bidders are therefore required to disclose to PAF: IAST whether they are subject to any sanction or temporary suspension imposed by these organizations.</p> <p>3.2 It is the Bidder's responsibility to ensure that its employees, sub-contractors, service providers, suppliers and/ or their employees meet the eligibility requirements as established by PAF: IAST.</p>
4. General Terms	<p>4.1 The Bidder should be registered with Sales Tax and Income Tax Department.</p> <p>4.2 An affidavit on legal stamp paper worth Rs. 100/- to the effect that the Bidder has not been blacklisted by any Government/ semi Government national or international organization and that there is no litigation against</p>

	the firm
B. PREPARATION OF BIDS	
5. General Considerations	<p>5.1 In preparing the Bid, the Bidder is expected to examine the ITB in detail. Material deficiencies in providing the information requested in the ITB may result in rejection of the Bid.</p> <p>5.2 The Bidder will not be permitted to take advantage of any errors or omissions in the ITB. Should such errors or omissions be discovered, the Bidder must notify the Project Director, PAF: IAST accordingly.</p>
6. Cost of Preparation of Bid	The Bidder shall bear all costs related to the preparation and/ or submission of the Bid, regardless of whether its Bid is selected or not. PAF: IAST shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.
7. Language	The Bid, as well as any, and all related correspondence exchanged by the Bidder and PAF: IAST, shall be written in the language(s) specified in the BDS.
8. Documents Comprising the Bid	<p>8.1 The Bid shall comprise of the following documents and related forms of which details are provided in the BDS. All pages of the Bid shall be signed, stamped and properly paginated.</p> <p>a) Returnable Forms as referred in Section 6 shall be properly filled in Ink or Typed. Forms filled in using a pencil shall not be considered and substantiate the annulment of the Bid Proposal.</p> <p>b) Documents Establishing the Eligibility and Qualifications of the Bidder;</p> <p>c) Bid Proposal covering Technical Specifications and Price Schedule;</p> <p>d) Bid Security, if required by BDS;</p> <p>e) Any attachments and/ or appendices to the Bid.</p>
9. Documents Establishing the Eligibility and Qualifications	The Bidder shall furnish documentary evidence of its status as an eligible and qualified supplier, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to PAF: IAST's satisfaction.
10. Technical Bid Format and Content	<p>10.1 The Bidder is required to submit a Bid Proposal using the Standard Forms and templates provided in Section 6 of the ITB.</p> <p>10.2 Samples of items, when required, shall be provided within the time specified by the Purchaser, at no expense to the PAF: IAST. If not destroyed by testing, samples will be returned at Bidder's request and expense.</p>
11. Price Schedule	<p>11.1 The Price Schedule shall be prepared using the Form provided in Section 6 of the ITB and taking into consideration the requirements in the ITB.</p> <p>11.2 Any requirement described in this ITB but not priced in the Price Schedule, shall be assumed to have been included in the prices of other activities or items, as well as in the final total price.</p>
12. Bid Security	<p>12.1 A Bid Security shall be provided in the amount and form indicated in the BDS. The Bid Security shall be valid for the duration as referred in BDS.</p> <p>12.2 The Bid Security shall be included along with the Bid. If Bid Security not found in the Bid, the Bid shall be rejected.</p> <p>12.3 If the Bid Security amount or its validity period is found to be less than</p>

	<p>what is required, PAF: IAST shall reject the Bid.</p> <p>12.4 In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their bid and the original of the Bid Security must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>12.5 The Bid Security will be forfeited by PAF: IAST, and the Bid rejected, in the event of any, or combination, of the following conditions:</p> <p>a) If the Bidder withdraws its offer during the period of the Bid Validity specified in</p> <p>b) the BDS, or;</p> <p>c) In the event the successful Bidder fails:</p> <p>i. to sign the Contract after PAF: IAST has issued an award; or</p> <p>ii. to furnish the Performance Security, insurances, or other documents that PAF: IAST may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.</p>
13. Currencies	All prices shall be quoted in Pak Rupee:
14. Joint Venture, Consortium or Association	<p>14.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by an intent letter or an Agreement among the legal entities duly notarized, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between PAF: IAST and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>14.2 After the Deadline for Submission of Bid, the lead entity identified to represent the JV, Consortium or Association Or any change in the constitution of the JV, Consortium or Association shall not be altered without the prior written consent of PAF: IAST/ Procurement Committee.</p> <p>14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 15 herein in respect of submitting only one Bid.</p> <p>14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entities in the joint venture in delivering the requirements of the ITB, both in the Bid and the JV, Consortium or Association Agreement or Intent Letter. All entities that comprise the JV, Consortium or Association shall be cumulatively subject to the eligibility and technical qualification assessment by PAF: IAST as defined in Section 4: Evaluation Criteria.</p> <p>14.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <p>a) Those that were undertaken together by the JV, Consortium or Association; and</p> <p>b) Those that were undertaken by the individual entities of the JV, Consortium or Association.</p> <p>14.6 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the</p>

	<p>member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p>
15. Only One Bid	<p>15.1 The Bidder (including the individual members of any Joint Venture) shall submit only one Bid, either in its own name or as part of a Joint Venture.</p> <p>15.2 Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or c) they have the same legal representative for purposes of this ITB; or d) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this ITB process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.
16. Bid Validity Period	<p>16.1 Bids shall remain valid for one year from the day of opening the bid. A Bid valid for a shorter period may be rejected by PAF: IAST and rendered non-responsive.</p> <p>16.2 During the Bid validity period, the Bidder shall maintain its original Bid without any change, including the availability of the Key Personnel.</p>
17. Extension of Bid Validity Period	<p>17.1 In exceptional circumstances, prior to the expiration of the Bid validity period, PAF: IAST may request Bidders to extend the period of validity of their Bids. The request and the responses shall be made in writing and shall be considered integral to the Bid.</p> <p>17.2 If the Bidder agrees to extend the validity of its Bid, it shall be done without any change to the original Bid/cost.</p> <p>17.3 The Bidder has the right to refuse to extend the validity of its Bid, in which case, the Bid shall not be further evaluated.</p>
18. Clarification on ITB (from the Bidders)	<p>18.1 Bidders may request clarifications on any of the ITB documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a PAF: IAST staff member, PAF: IAST shall have no obligation to respond or confirm that the query was officially received.</p> <p>18.2 PAF: IAST will provide the responses to clarifications through the method specified in the BDS.</p> <p>18.3 PAF: IAST shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of PAF: IAST to extend the submission date of the Bids, unless PAF: IAST deems that such an extension is justified and necessary.</p>

19. Amendment in ITB	<p>19.1 At any time prior to the deadline of Bid submission, PAF: IAST may for any reason, such as in response to a clarification requested by a Bidder, modify the ITB in the form of an amendment to the ITB. Amendments will be made available to all prospective bidders.</p> <p>19.2 If the amendment is substantial, PAF: IAST may extend the Deadline for submission of Bid to give the Bidders reasonable time to incorporate the amendment into their Bids.</p>
20. Alternative Bids	<p>20.1 Unless otherwise specified in the BDS, alternative Bids shall not be considered. If submission of alternative Bid is allowed by BDS, a Bidder may submit an alternative Bid, but only if it also submits a Bid conforming to the ITB requirements. Where the conditions for its acceptance are met, or justifications are clearly established, PAF: IAST reserves the right to award a contract based on an alternative Bid.</p> <p>20.2 If multiple/ alternative bids are being submitted, they must be clearly marked as “Main Bid” and “Alternative Bid”</p>
21. Pre-Bid Conference	The Institute may arrange pre-bid meeting if deem necessary.

C. SUBMISSION AND OPENING OF BIDS

22. Bid Proposal Submission	<p>22.1 The Bidder shall submit a duly signed and numbered all pages of the complete Bid in an Envelope sealed and marked as per ITB 22.6, and in accordance with KPPRA Rule 6 (2)(a).</p> <p>22.2 The Bid Security as referred in BDS must be placed in the Bid Proposal in an envelope and marked as “Bid Security”.</p> <p>22.3 Bid shall be delivered by courier service only.</p> <p>22.4 The Bid shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Bid. There should not be errors and/ or over-writings. Corrections (if any) should be made clearly and initialed with dates.</p> <p>22.5 Bidders must be aware that the mere act of submission of a Bid, in and of itself, implies that the Bidder fully accepts the General Contract Terms and Conditions.</p> <p>22.6 Hard copy submission by courier shall be governed as follows:</p> <p style="margin-left: 40px;">a) The signed Bid shall be marked “Original”, and its copies marked “Copy” as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail.</p> <p style="margin-left: 40px;">(b) The Bid Proposals must be sealed and submitted in an envelope, which shall:</p> <ol style="list-style-type: none"> i. Bear the name of the Bidder; ii. Be addressed to PAF: IAST as specified in the BDS; and iii. Bear a warning not to open before the time and date for Bid opening as specified in the BDS. <p style="margin-left: 40px;">If the envelope with the Bid is not sealed and marked as required, PAF: IAST shall assume no responsibility for the misplacement, loss, or premature opening of the Bid.</p>
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23. Deadline for Submission of Bids and Late Bids	<p>23.1 Complete Bids must be received by PAF: IAST in the manner, and no later than the date and time, specified in the BDS. PAF: IAST shall only recognize the actual date and time that the bid was received by PAF: IAST.</p> <p>23.2 PAF: IAST shall not consider any Bid that is received after the deadline for the submission of Bids.</p>
24. Withdrawal, Substitution, and Modification of Bids	<p>24.1 A Bidder may withdraw, substitute or modify its Bid after it has been submitted at any time prior to the deadline for submission.</p> <p>24.2 A bidder may withdraw, substitute or modify its Bid by sending a written notice to PAF: IAST, duly signed by an authorized representative, including a Power of Attorney. The corresponding substitution or modification of the Bid, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of Bids, by clearly marking them as “WITHDRAWAL” “SUBSTITUTION,” or “MODIFICATION”</p> <p>24.3 Bids requested to be withdrawn shall be returned unopened to the Bidders, no bid is withdrawn after the bid has been opened.</p>
25. Bid Opening	<p>25.1 The Procurement Committee of PAF: IAST will open the Bid in the presence of Bidders’ representative(s) who choose to attend.</p> <p>25.2 The Bidders’ names, modifications, withdrawals, the condition of the envelope labels/ seals, the number of folders/ files and all other such other details as PAF: IAST may consider appropriate, will be announced at the opening.</p> <p>25.3 In case of public holiday on bid opening day, bids will be opened on next working day however the time for receipt of bids and opening will be the same as mentioned in the tender notice.</p>
D. EVALUATION OF BIDS	
26. Confidentiality	<p>26.1 Information relating to the examination, evaluation, and comparison of Bids, and the recommendation of contract award, shall not be disclosed to Bidders, even after publication of the contract award.</p> <p>26.2 Any effort by a Bidder to influence PAF: IAST in the examination, evaluation and comparison of the Bids or contract award decisions may, at PAF: IAST’s decision, result in the rejection of its Bid and may subsequently be subject to consequences.</p>
27. Preliminary Examination	<p>27.1 PAF: IAST shall examine the Bids to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Bids are generally in order, among other indicators that may be used at this stage. PAF: IAST reserves the right to reject any Bid at this stage.</p>
28. Evaluation of Eligibility and Technical Qualification	<p>28.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/ Qualification requirements specified in the Section D: Evaluation Criteria.</p> <p>28.2 In general terms, Bidders that meet the following criteria may be considered qualified:</p> <ul style="list-style-type: none"> a) They are not included in the list of blacklisted or barred companies published on KPPRA website by any federal or provincial government department; b) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments,

	<ul style="list-style-type: none"> c) They have the necessary experience, expertise, production capacity, quality certifications, quality assurance procedures and other resources applicable to the supply of goods and/ or services required; d) They are able to comply fully with the PAF: IAST General Terms and Conditions of Contract; e) They do not have a consistent history of court/ arbitral award decisions against the Bidder; and f) They have a record of timely and satisfactory performance with their clients.
29. Evaluation of Bid Proposals	<p>The evaluation team shall review and evaluate the Bids on the basis of their responsiveness to the Schedule of Requirements and Technical Specifications and other documentation provided, applying the procedure indicated in the BDS and other ITB documents. When necessary, and if stated in the BDS, PAF: IAST may invite technically responsive bidders for a presentation related to their Bids. The conditions for the presentation shall be provided in the bid document where required.</p>
30. Due diligence	<p>30.1 PAF: IAST reserves the right to undertake a due diligence exercise, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <ul style="list-style-type: none"> a) Verification of accuracy, correctness and authenticity of information provided by the Bidder; b) Validation of extent of compliance to the ITB requirements and evaluation criteria based on what has so far been found by the evaluation team; c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder; d) Inquiry and reference checking with previous clients on the performance on on-going or completed contracts, including physical inspections of previous works, as deemed necessary; e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder; f) Other means that PAF: IAST may deem appropriate, at any stage within the selection process, prior to declaring the Bidder as Qualified.
31. Clarification of Bids	<p>31.1 To assist in the examination, evaluation and comparison of Bids, PAF: IAST may, at its discretion, ask any Bidder for a clarification of its Bid.</p> <p>31.2 PAF: IAST will ask for clarification and the response shall be in writing and no change in the prices or substance of the Bid shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by PAF: IAST in the evaluation of the Bids in accordance with the ITB.</p> <p>31.3 Any unsolicited clarification submitted by a Bidder in respect to its Bid, which is not a response to a request by PAF: IAST, may not be considered during the review and evaluation of the Bids.</p>

32. Responsiveness of Bid	<p>32.1 PAF: IAST’s determination of a Bid’s responsiveness will be based on the contents of the bid itself. A substantially responsive Bid is one that conforms to all the terms, conditions, specifications and other requirements of the ITB without material deviation, reservation, or omission.</p> <p>32.2 If a bid is not substantially responsive, it shall be rejected by PAF: IAST and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.</p>
33. Right to Accept, Reject, Any or All Bids	<p>33.1 PAF: IAST reserves the right to accept or reject any proposal in response to the ITB, to render any or all of the proposals as non-responsive, and to reject all Proposals in response to the ITB at any time prior to award of contract, while assigning the reason(s) thereof.</p> <p>33.2 PAF: IAST shall not be obliged to award the contract to the lowest priced offer.</p>
34. Nonconformities, Repairable Errors and Omissions	<p>34.1 Provided that a Bid is substantially responsive, PAF: IAST may waive any nonconformities or omissions in the Bid that, in the opinion of PAF: IAST, do not constitute a material deviation.</p> <p>34.2 PAF: IAST may ask the Bidder to submit the necessary information or documentation, within a reasonable period, to rectify nonmaterial nonconformities or omissions in the Bid related to documentation requirements. Such omission shall not be related to any aspect of the price. Failure of the Bidder to comply with the request may result in the rejection of its Bid.</p> <p>34.3 For the Price Schedule that are submitted, PAF: IAST shall check and correct arithmetical errors as follows:</p> <p>a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of PAF: IAST there is an obvious misplacement of the decimal point in the unit price; in which case, the line item total as quoted shall govern and the unit price shall be corrected;</p> <p>b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and</p> <p>c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.</p> <p>34.4 If the Bidder does not accept the correction of errors made by PAF: IAST, its Bid shall be rejected.</p>
35. Bidder Grievance	<p>35.1 In case a Bidder believes that he was not treated fairly, the Bidder may send a written complaint to Project Director, PAF: IAST’ elaborating all facts. The Project Director will consider his request. The decision of the Project Director shall be final and will be notified to the Bidder.</p>

E. AWARD OF CONTRACT

36. Evaluation	<p>36.1 PAF: IAST will conduct the evaluation solely on the basis of response to this tender received from the firms.</p> <p>36.2 Evaluation shall be undertaken in the following steps:</p> <p>a) Preliminary Examination including Technical Specifications and other compliances</p> <p>b) Arithmetical check and ranking of bidders who passed preliminary</p>
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	<p>examination by price.</p> <p>c) Evaluation of prices</p> <p>36.3 Price comparison shall be based on the landed price, including transportation, insurance, taxes and the total cost of ownership (including spare parts, consumption, installation, commissioning, training, special packaging, etc., where applicable)</p>
37. Integrity Pact	37.1 Bidders will also be required to submit a signed Integrity Pact on a stamp paper of appropriate value as part of their response. The text of Integrity Pact is available at Annex – I.
38. Award Criteria	<p>38.1 Prior to expiration of the period of Proposal validity, PAF: IAST shall award the contract to the Bidder that is found to be responsive to the requirements of the Technical Specifications and has offered the lowest price.</p> <p>38.2 PAF: IAST shall not be obliged to award the contract to the lowest priced offer, if the response is found deficient to the Technical Specifications and other compliances.</p>
39. Contract Signing	<p>39.1 After the approval of any Work Award, a Contract Agreement on the stamp paper of appropriate value, shall be executed by PAF: IAST with Selected Bidder (i.e. Contractor) within 07 days from the date of issuance of LoI (Letter of Intent)/ Work Order.</p> <p>39.2 Failure to signing of Contract Agreement by the selected Bidder Firm with PAF: IAST within the stipulated time may constitute sufficient grounds for the annulment of the award, and forfeiture of the Bid Security, if any, and on which event, PAF: IAST may offer to Contractors down in the line of lowest bidding or call for new Proposals.</p>
40. Right to Vary Requirements at the Time of Award	40.1 At the time of award of Contract, PAF: IAST reserves the right to vary the quantity of goods and/ or services, without any change in the unit price or other terms and conditions.
41. Sample draft Contract	41.1 A sample draft Contract to be signed, containing applicable General Terms and Conditions elaborated at Annex – II.
42. Performance Security	42.1 A performance security, if required in the BDS, shall be provided in the amount specified in BDS, within a maximum of fifteen (07) days of the Contract signing by both parties. Where a performance security is required, the receipt of the performance security by PAF: IAST shall be a condition for rendering the contract effective.
43. Bank Guarantee for Advanced Payment	43.1 No Payment will be released in advance.
44. Liquidated Damages	<p>44.1 PAF: IAST shall apply Liquidated Damages for the damages and/ or risks caused to PAF: IAST resulting from the Contractor's delays or breach of its obligations as per Contract.</p> <p>a) In case of delay the Procurement Committee, PAF: IAST reserves the right to impose a penalty not exceeding 10% of the total amount of the Contract Value at the rate as referred in the Sample Contract at Annexure – II.</p> <p>b) If the Contractor fails to complete work as per PAF: IAST requirement, the Project Director, PAF: IAST reserves the right to reject it altogether or impose a penalty not exceeding 50% of the total amount of the Contract.</p> <p>c) If the Contractor fails to provide supplies/ services as per PAF: IAST requirements, PAF: IAST may forfeit his earnest money as well as Performance Security, and the work will be done at the risk and cost of Bidder.</p> <p>d) In case of any dispute, matter will be referred to Project Director, PAF: IAST whose decision will be binding on both the parties.</p>

45. Force Majeure	45.1 “Force Majeure” means an event which is beyond the reasonable control of a party and which makes a party’s performance of its obligations under the Purchase Order/ Work Order/ Contract impossible or so impractical as to be considered impossible under the circumstances, and includes, but is not limited to, War, Riots, Storm, Flood or other industrial actions (except where such strikes, lockouts or other industrial issues are within the power of the party invoking Force Majeure), confiscation or any other action by Government agencies. In all disputes between the parties as to matters arising pursuant to this Purchase Order/ Work Order/ Contract, the dispute will be referred to Project Director, PAF: IAST whose decision will be final.
46. Delivery of Goods	46.1 Contractor will be required to deliver the goods without claiming any additional cost to the PAF: IAST at the designated site(s) and in quantities as referred in the Contract.
47. Payment Provisions	<p>47.1 Payment will be made only upon PAF: IAST's acceptance of the goods and/ or services performed. The terms of payment shall be within thirty (30) days, after certification of acceptance of goods and/ or services issued by the proper authority in PAF: IAST with direct supervision of the Contractor. Payment will be affected by cross cheque in Pak Rupee only.</p> <p>47.2 The Contractor shall provide all necessary supporting documents along with GST invoice, delivery challan and other relevant documents as required by the PAF: IAST.</p>

Section 3. Bid Data Sheet (BDS)

The following data for the goods and/ or services to be procured shall complement, supplement, or amend the provisions in the Invitation to Bid. In the case of a conflict between the Instructions to Bidders, the Bid Data Sheet, and other annexes or references attached to the Bid Data Sheet, the provisions in the Bid Data Sheet shall prevail.

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1.		Background of the Project	Pak-Austria Fachhochschule: Institute of Applied Sciences and Technology (PAF: IAST) is novel in its content and holistic in approach. The project concept is based on the slogan of “Skilling Pakistan” to create a high-quality technical education infrastructure. This unique educational institution in Pakistan will closely collaborate with several institutions in Austria and award multiple foreign degrees. This is a historic and visionary initiative as it is probably the first time that an institution will be established in Pakistan with many foreign universities giving degrees to students who study in it.
2.		Objective	The main objective of this Tender is to equip Offices and facilities of PAF: IAST with the necessary Furniture & Fixture, enabling the staff and administrators to perform their work in a conducive and productive environment and deliver beyond the expectations.
3.		Scope of Work	<p>Supply of Furniture & Fixture The required items as referred in Section – 5 have been sought by PAF: IAST from a reputed Firms/ Companies. The supplier is expected to supply high quality products meeting the specification as stipulated in this ITB, which conforms to the international quality standards. The time specified for delivery in the tender form shall be deemed to be the essence of the contract and the Successful Bidder shall arrange supplies within the specified period.</p> <p>Post-Delivery Warranty and Support Services It is required that Manufacturer’s Warranty and Post-Delivery Bidder’s Support Services for at least One (01) year from the date of delivery to PAF: IAST be provided by the Supplier within the quoted cost of items.</p> <p>Moreover, additional Warranty and Support Services for next Two (02) years should be quoted by the Bidder on annual payment basis. However, it will be sole discretion of PAF: IAST to avail additional Warranty and Support Services in subsequent year(s) or otherwise.</p>
4.	7	Language of the Bid	English
5.	22, 23, 27	Submitting Bids for Parts or subparts of the Schedule of Requirements (partial bids)	The Procurement Committee reserves the right to consider a total package deal for all or group of some equipment with a total lowest quoted price for the package or lowest prices for

			the individual items.
6.	20	Alternative Bids	Allowed. In case of alternate prices, earnest money shall be based on the maximum quoted price of the same items. Moreover, prices of the optional accessories should be quoted separately and be included while calculating earnest money.
7.	21	Pre-Bid conference	-
8.	16	Bid Validity Period	one year (starting from the day, the bid is opened).
9.	13	Bid Security/ Earnest Money (Refundable)	<u>Required in the amount of: 2% of the Bid Value.</u> In case of alternate prices, earnest money shall be based on the maximum quoted price of the same items. <u>Acceptable Forms of Bid Security:</u> Denominated in Pak Rupees duly issued by a Pakistani Bank or branch of a Foreign Bank, in the form of Demand Draft/ Pay Order in favor of the Project Director, PAF-IAST Note: the BS/EM will not be refunded to the successful bidder against any guarantee till the completion of task
10.	42	Liquidated Damages	Will be imposed as follows: Percentage of contract price per day of delay: as referred in Draft Contract Sample in Annexure – II.
11.	40	Performance Security	Within one week of issuance of LoI/ Purchase Order and well prior to the signing of Contract, as 10% of the Contract value for the duration of Warranty period referred in RFP.
12.	12	Currency of Bid	Pakistani Rupees (PKR)
13.	31	Deadline for submitting requests for clarifications/ questions	5 days before the submission deadline
14.	31	Contact Details for submitting clarifications/ questions	Focal Person in PAF: IAST: (Mr.Shoukat Hussain Joint Director/Finance 0995-645113
15.	18, 19, and 21	Manner of Disseminating Supplemental Information to the ITB and responses/ clarifications to queries	Direct communication to prospective Bidders by email/written letter and/ or Posting on the PAF: IAST website: http://www.paf-iast.edu.pk/
16.	23	Deadline for Submission	Tuesday the August 13, 2019 on or before 11:00 AM (PST)
17.	22	Number of Set(s) of Bid	Bid Proposal(s) - One (01) Original

			- One (01) Copy
18.	22	Allowable Manner of Submitting Bids	<input checked="" type="checkbox"/> Courier Delivery only
19.	22	Bid Submission Address	<input checked="" type="checkbox"/> <u>By Courier</u> Project Director PAF: IAST, Khanpur road, Mang, Haripur Tel. No. 0995-645115
20.	22	Electronic submission (email) requirements	Not Allowed
21.	25	Date, time and venue for the opening of bid	Date and Time: Tuesday the August 13, 2019 at 11:30 AM Venue: PAF: IAST, Mang, Haripur
22.	27, 36	Evaluation Method	Eligible and qualified bids meeting the PAF: IAST requirements and technical responsive as stipulated in this ITB
23.		Evaluation Method for the Award of Contract	Lowest priced technically responsive.
24.		Expected date for commencement of Contract	September 2019
25.		Maximum expected duration of Contract	36 months
26.	35	PAF: IAST will award the contract to:	One Bidder Only in response to each RFP call by PAF: IAST
27.	39	Type and Contract Terms and Conditions that will apply	PAF: IAST General Terms and Conditions for Contracts for Goods and/ or Services as per Sample at Annex – II.

Section 4. Evaluation Criteria

Preliminary Examination Criteria

Bids will be examined to determine whether they are complete and submitted in accordance with ITB requirements as per below criteria on a Yes/ No basis:

- Appropriate signatures
- Power of Attorney
- Minimum Bid documents provided
- Bid Validity
- Bid Security submitted as per ITB requirements with compliant validity period



Minimum Eligibility and Technical Qualification Criteria





Eligibility will be evaluated on a Pass/ Fail basis. If the Bid is submitted as a Joint Venture/ Consortium/ Association, each member should meet the minimum criteria, unless otherwise specified.




ELIGIBILITY			
S. #	Subject	Criteria	Reference Returnable Form(s)
1.	Bidder's Status	Participating as <input type="checkbox"/> Individual Company <input type="checkbox"/> JV/ Consortium/ Association	Form B: Joint Venture/ Consortium/ Association Information Form
2.	Legal Status	Bidder is a legally registered entity in Pakistan. Bidder is/ are also registered with FBR for Income Tax and Sales Tax	Form C: Bidder Information Form
3.	Location of Offices	Bidder (Lead Bidder) has declared offices in Islamabad/ Rawalpindi/ Peshawar/ Lahore	Form C: Bidder Information Form
4.	Principal's Authorization	Bidder or at least one member of JV/ Consortium/ Association must be Authorized Partner/ Reseller/ Dealer for the supply and services of quoted goods/ services.	Form C: Bidder Information Form
5.	Company in Operation	Bidder (Lead Bidder) is in operation for at least Five (05) years.	Form C: Bidder Information Form
6.	Financial Strength	Minimum average annual turnover of Rs. 50 million for any of the last 3 years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form C: Bidder Information Form
7.	Relevant Experience	Minimum Three (03) Projects of similar value/ complexity in last 3 years <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form C: Bidder Information Form
8.	Eligibility	Bidder is not suspended, nor debarred, nor otherwise identified as ineligible by any Government/ Semi-government/ Autonomous organization in Pakistan, in accordance with ITB clause 3. Non-Blacklisting certificate will be required.	Form A: Bid Submission Form
9.	Bankruptcy	Bidder has not declared bankruptcy, is not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form A: Bid Submission Form






<p>10.</p>	<p>Certificates and Licenses</p>	<p>Bidder related:</p> <ul style="list-style-type: none"> i Certificate of Registration of the business ii A proofing document confirms the offered Warranty & Post-delivery Support and Services for at least One (01) year within the quoted Unit Price(s). iii Supporting photos of the proposed items. 	<p>Form C: Bidder Information Form</p>
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Section 5a: Technical Specifications for the Required Goods




S. No.	Items	Specifications	Required Qty
For Administration and Faculty			
1	Executive Table (8x5) 	1.Melamine veneer of Grade E1 is used in the board, which has strong abrasion and high temperature resistance. The base material is medium density fiberboard, and the vertical boards on both sides are embossed 25mm sheet. The rest are relief 18mm plates. After high temperature and controlled water treatment, it is not easy to deform, so it has high reliability in use. National standard plate, odorless, fire-proof, in line with environmental protection requirements. 2.The sealing edge is straight and smooth, without degumming and warping; 3. After the product is spliced with hardware connectors, the whole product appears close, the gap is small and even; the whole product is spliced well, the seams are neat, the drawer slideways are three double silence slideways, and the closet of cabinet door adopts spring hinges. Kirsite. Spring hinge is equipped with adjusting screw and movable chassis frame for easy push and pull.	01
2	Executive Table (7x4) 	1.Melamine veneer of Grade E1 is used in the board, which has strong abrasion and high temperature resistance. The base material is medium density fiberboard, and the vertical boards on both sides are embossed 25mm sheet. The rest are relief 18mm plates. After high temperature and controlled water treatment, it is not easy to deform, so it has high reliability in use. National standard plate, odorless, fire-proof, in line with environmental protection requirements. 2.The sealing edge is straight and smooth, without degumming and warping; 3. After the product is spliced with hardware connectors, the whole product appears close, the gap is small and even; the whole product is spliced well, the seams are neat, the drawer slideways are three double silence slideways, and the closet of cabinet door adopts spring hinges. Kirsite. Spring hinge is equipped with adjusting screw and movable chassis frame for easy push and pull.	10
3	Executive Table (5x3)	1.Melamine veneer of Grade E1 is used in the board, which has strong abrasion and high temperature resistance. The base material is medium density fiberboard, and the vertical boards on both sides are embossed 25mm sheet. The rest are relief 18mm plates. After high temperature and controlled water treatment, it is not easy to deform, so it has	65






		<p>high reliability in use. National standard plate, odorless, fire-proof, in line with environmental protection requirements.</p> <p>2.The sealing edge is straight and smooth, without degumming and warping;</p> <p>3. After the product is spliced with hardware connectors, the whole product appears close, the gap is small and even; the whole product is spliced well, the seams are neat, the drawer slideways are three double silence slideways, and the closet of cabinet door adopts spring hinges. Kirsite. Spring hinge is equipped with adjusting screw and movable chassis frame for easy push and pull.</p>	
4	<p>Executive Chair</p> 	<p>1.The fabric is mesh cloth and environment-friendly leather. It has strong air permeability, soft and resilient, moderate thickness, and has the effect of warm winter and cool summer.</p> <p>2.Supported by steel frame and electroplated.</p> <p>3.Sponge is made of PU foam with high resilience. It is stamped at one time with moderate hardness and softness. It has good resilience and no distortion. It is designed according to ergonomics and has comfortable sitting. Electroplated universal wheel.</p>	65
5	<p>Office Sofa (5 seater)</p> 	<p>1.imported environmental protection leather, with good gloss, strong air permeability, soft and resilient, moderate thickness and ideal effect of warm winter and cool summer.</p> <p>2.Using high density foamed sponge and high resilience sponge, the soft and hard are moderate, the resilience can not be well deformed; it conforms to ergonomic principles and is comfortable to sit.</p> <p>3.Solid wooden handrails withstand pressure of 300KG and are treated with moisture-proof, anti-corrosion and insect-proof. The imported splint is used as the base material. Hardness is large and clear, showing the elegance of log texture.</p> <p>4.The frame is made of superior wood. The material is hard and rigid. The moisture content is less than 9%. It meets the GB/T3324 international standard. 5. Adopt high strength snake spring imported from Germany with strong toughness and good elasticity.</p>	30
6	<p>White Board For faculty office (3x 5)</p>	<p>As per sample</p>	30
7	<p>Visiting Chair</p> 	<p>1.Decoration: adopt high-quality Yida OA or the same grade or above brand type professional office net decoration.</p> <p>2.Cushion sponge: high elastic polyurethane sponge, moderate hard and soft, good resilience, no change in shape. The shape of sponge not only has modern aesthetic feeling, but also conforms to ergonomic principle and comfortable sitting feeling. 3. Metal arch</p>	100


		scaffolding, maximum load-bearing up to 250KG.	
8	Office Table (5x3) with 3 drawers	As per sample	50
9	Staff Chairs 	1.Design according to ergonomics principle, with reticulated fabrics, PU handrails, moderate hardness and softness, good resilience; 2.Use high-quality bars, silent when lifting and lowering, and can withstand no less than 250KG pressure; 3. Metal adopts stainless steel five-star scaffolding, arc design, and force bearing. Uniform, maximum load-bearing not less than 250KG; universal wheelchair, free movement.	50
10	Wooden Office cabinet 6 ½ x 2 ½ x 1 	1.The laminates are laminated with E1 grade melamine, which has strong abrasion and high temperature resistance. The base material is medium density fiberboard, and the vertical plates on both sides are relief 25mm. The rest are relief 18mm plates. After high temperature and controlled water treatment, it is not easy to deform, so it has high reliability in use. National standard plate, odorless, fire-proof, in line with environmental protection requirements. 2.The sealing edge is straight and smooth, without degumming and warping; 3.After the product is spliced with hardware connectors, the whole product appears close, the gap is small and even; the whole product is spliced well, the seams are neat, the drawer slideways are three double silence slideways, and the closet of cabinet door adopts spring hinges. Kirsite.	50
11	Steel Cabinet (4 Drawer)	as per sample	50
12	Steel Lockers/ Safe (4 ft)	as per sample	4
13	Meeting table (20x7) 	1.Melamine veneer grade E1 is used in the board, which has strong abrasion and high temperature resistance. Medium density fiberboard is used as the base material, and relief 25mm plate is used on both sides. The rest are relief 18mm plates. After high temperature and controlled water treatment, it is not easy to deform, so it has high reliability in use. National standard plate, odorless, fire-proof, in line with environmental protection requirements. 2.The sealing edge is straight and smooth, without degumming and warping. 3.After the product is spliced with hardware connectors, the whole is tight, the gap is small and even. The whole product is well spliced and the seams are neat.	01
14	Meeting Room chairs	1.imported environmental leather, strong air	40

		<p>permeability, soft and resilient, moderate thickness with the ideal effect of warm winter and cool summer.</p> <p>2. Use a sponge with density above 30 # and Gabonese sponge with moderate hardness and softness, good resilience and no distortion.</p> <p>3. Supported by 2.0 thick Guangdong high-quality steel frame, the bearing capacity reaches more than 300 KG</p>	
15	Blind for Offices (sft)	As per sample	1000
16	Coffee Tables 	<p>1. Melamine veneers of Grade E1 are used for laminates with strong wear resistance and high temperature resistance. Medium density fiberboard is used as the base material, and relief 25mm plates are used on both sides. The rest are relief 18mm plates. After high temperature and controlled water treatment, it is not easy to deform, so it has high reliability in use. National standard plate, odorless, fire-proof, in line with environmental protection requirements.</p> <p>2. The sealing edge is straight and smooth without degumming or warping.</p> <p>3. Electroplating table foot</p>	05
17	Coffee Chairs 	white wax frame, centered sponge Backpack Size	25
18	Tea table 	white wax frame, centered sponge Backpack Size	02
Central Library			
19	Reception Table (semi circle)	As per Sample	01
20	Racks with stacking space (double side) (8x7) 10" 	<p>1. The steel structure is made of first-grade cold-rolled steel plate, which is bent by numerical control, sprayed by static electricity and Phosphated by pickling. The column is 1.2mm, the side plate is 1.0mm, the top plate is 0.8mm, the hanging plate and the partition plate are 0.8mm, the average load-bearing capacity of each layer is 60KG, and the height can be adjusted according to the demand.</p> <p>2. Nobel Aksu powder is used for spraying part of steel. It is environmentally friendly and pollution-free. Its surface is uniform and</p>	30

		<p>bright with uniform color, tightness, smoothness and no scratches. It has no obvious flow marks, stains and bubbles.</p> <p>3. All joints are connected by high strength bolts and nuts. The maximum deflection of shelf is less than 3mm. After unloading at full load for 24 hours, there are no cracks and permanent deformation. After 24 hours of full load, the maximum deflection of the laminate is 2 mm, which will be automatically restored after unloading. After unloading, the shelf has no cracks and no deformation. Wood Protective Board Part: Fireproof Board</p>	
21	<p>Reading Table (4x6)</p> 	<p>1.Melamine laminates of grade E1 are used for laminates with strong abrasion and high temperature resistance. Medium density fibreboard is used as the base material, and relief 25mm plates are used on both sides. The rest are relief 18mm plates. After high temperature and controlled water treatment, it is not easy to deform, so it has high reliability in use. National standard plate, odorless, fire-proof, in line with environmental protection requirements.</p> <p>2.The sealing edge is straight and smooth, without degumming and warping.</p> <p>3. After the product is spliced with hardware connectors, the whole is tight, the gap is small and even. The whole product is well spliced and the seams are neat.</p>	30
22	Coffee Tables	as per serial 16	04
23	Circular sofa with light wooden frame in 04 pieces	as per sample	05
24	Student Chairs (blue/gray)	as per serial 31	200
25	Steel Racks	as per Sample	12
Boys Hostel			
26	Single Bed with foam Mattress (3x6.5)	as per sample	200
27	<p>Study Chairs</p> 	<p>1. Decoration: Use high-quality Yida OA or the same grade and above brand professional office network fabric decoration.</p> <p>2. Cushion sponge: high elastic polyurethane sponge, moderate hard and soft, good resilience, no change in shape. The shape of sponge not only has modern aesthetic feeling, but also conforms to ergonomic principle and comfortable sitting feeling.</p> <p>3. Metal arch scaffolding, maximum load-bearing up to 250KG.</p>	200
28	Dining Tables white laminated (8x5)	as per sample	10
29	Dining Chairs	as per sample	200
30	Sofa set for Common Room 5-seater steel based	as per sample	10 sets
Academic Blocks			

31	<p>Student Chairs with wooden desk for 4 students)</p> 	<p>1. Melamine laminates of Grade E1 are used for laminates, which have strong abrasion and high temperature resistance. Medium density fiberboard is used as the base material and 25 mm relief board is used on both sides. The rest are relief 18mm plates. After high temperature and controlled water treatment, it is not easy to deform, so it has high reliability in use. National standard plate, odorless, fire-proof, in line with environmental protection requirements.</p> <p>2. The sealing edge is straight and smooth, without degumming and warping.</p> <p>3. After the product is spliced with hardware connectors, the whole is tight, the gap is small and even. The whole product is well spliced and the seams are neat.</p>	200
32	<p>Rostrum</p> 	<p>1. Melamine veneer grade E1 is used in the board, which has strong abrasion and high temperature resistance. The base material is medium density fiberboard, and the two sides of the upright board are relief 25mm plate. The rest are relief 18mm plates. After high temperature and controlled water treatment, it is not easy to deform, so it has high reliability in use. National standard plate, odorless, fire-proof, in line with environmental protection requirements.</p> <p>2. The sealing edge is straight and smooth, without degumming and warping.</p> <p>3. After the product is spliced with hardware connectors, the whole is tight, the gap is small and even. The whole product is well spliced and the seams are neat.</p>	35
33	<p>Smart Board Table (6X2.5)</p>	<p>as per sample</p>	20
34	<p>Lecture Theatre Chair</p> 	<p>high density super soft PU with high efficiency flame retardant elements plus spring steel frame mechanism, cold solid foaming integrated forming. The shell is formed by injection moulding of multi-element composite materials. The handrails are coated with polyester paint for imported logs. The cushion is a gravity recovery mechanism, no noise and never fails. Station foot is cold rolled steel sheet hydroforming. High strength aluminium alloy desk.</p>	500
Foreign Faculty Hostel			
35	<p>Single Bed with foam Mattress (3.5x 6.5)</p>	<p>white wax frame, centering sponge Backpack</p>	72

			
36	<p>Double Bed with foam Mattress (6x6.5)</p> 	white wax frame, centering sponge Backpack	12
37	<p>Sofa set</p> 	electroplated hardware frame, solid wood frame. Fabric soft bag	36
38	<p>Centre Table</p> 	tempered glass panels, electroplated support	50
39	<p>Study Table</p> 	<p>1.Melamine laminates of grade E1 are used for laminates with strong abrasion and high temperature resistance. Medium density fibreboard is used as the base material, and relief 25mm plates are used on both sides. The rest are relief 18mm plates. After high temperature and controlled water treatment, it is not easy to deform, so it has high reliability in use. National standard plate, odorless, fire-proof, in line with environmental protection requirements.</p> <p>2.The sealing edge is straight and smooth, without degumming and warping.</p> <p>3. After the product is spliced with hardware connectors, the whole is tight, the gap is small and even. The whole product is well spliced and the seams are neat.</p>	50
40	<p>Study chairs</p>	<p>1.decoration: using high-quality Yida OA or the same grade and above brand professional office network fabric decoration.</p> <p>2.Cushion sponge: high elastic polyurethane sponge, moderate hard and soft, good resilience, no change in shape. The shape of sponge not only has modern aesthetic feeling,</p>	50

		but also conforms to ergonomic principle and comfortable sitting feeling. 3. Metal arch scaffolding, maximum load-bearing up to 250KG.	
41	Round dinning table with mirror for 4 persons	as per sample	36
Student Teacher Center			
42	Stretcher Bed	as per sample	02
43	Round Dining tables for 4 people	as per sample	30
44	Chairs	as per sample	120

Note: The Bidder shall indicate in their offer, i) detailed specifications of their offered product(s), ii) standard accessories, iii) make and origin, as part of confirming Compliance as referred in Form – D. Moreover, the Unit Price, Total Bid Price, and Additional Warranty Price of the quoted items shall be indicated as per the given format in Form – E.

Standard

- The goods supplied must be tropical zed and it must be capable of functioning properly under the climatic conditions of Haripur.
- There shall be no deviation from specification and country of make as provided with each item. In case of any ambiguity in specification/ accessories needed for the full functioning of the equipment, the firm must clear it with the Procurement Committee. However, the decision of the Procurement Committee shall be final.
- The goods with standard accessories supplied under this tender shall confirm to the standard maintenance in the technical specification.

Training

- The firm supplying the item/ equipment (s) will demonstrate the operation/ working of the supplied goods to the satisfaction of PAF: IAST and provide training, if needed on time to time without any extra cost and charges.

Calibration of item/equipment

- The approved firm will install the good(s) in the presence and satisfaction of the Procurement Committee. In case of any defect in the supplied good(s) or if it is not in accordance with the desired specification, the goods will be changed at the cost of the supplier.

Guarantee / Warranty

- The Selected Bidder would give comprehensive onsite warranty/ guarantee that the goods/stores/articles would continue to conform to the description and quality as specified for a period of at least One (01) year from the date of delivery of the said goods/stores/articles to be purchased and that notwithstanding the fact that the purchaser may have inspected and/ or approved the said goods/stores/article, if during the aforesaid period of one year, the said goods/stores/articles, be discovered not to conform to the description and quality aforesaid or have determined (and the decision of the Procurement Committee in that context will be final and conclusive), the PAF: IAST will be entitled to reject the said goods/stores/articles or such portion thereof as may be discovered not to conform to the said description and quality, on such rejection the goods/articles/stores will be at the seller's risk and all the provisions relating to rejection of goods etc. shall apply.
- The Selected Bidder shall, if so called upon to do, replace the goods etc., or such portion thereof as is rejection by Procurement Committee, otherwise the Selected Bidder shall pay such damage as may arise by the reason of the breach of the condition herein contained. Nothing herein contained shall prejudice any other right of the Procurement Committee in that behalf under this contract or otherwise.
- The Selected Bidder shall also replace machinery and equipment, in case it is found defective which cannot be put to operation due to manufacturing defect, etc. In case of machinery and equipment specified by the Procurement Committee, the tenderer shall be responsible from carrying out annual maintenance and repairs for at least one year from the date of delivery without any extra cost. The Selected Bidder shall also be responsible to ensure adequate regular supply of spare parts needed for a specific type of machinery and equipment whether under their annual maintenance and repairs rate contract or otherwise. In case of change of model he will give sufficient notice to the Procurement Committee who may like to purchase spare parts from them to maintain the machinery and equipment in perfect condition.

Section 6: Returnable Bidding Forms / Checklist

This section serves as a checklist for preparation of your Bid. Please complete the Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your Bid submission. No alteration to format of forms shall be permitted and no substitution shall be accepted.

Before submitting your Bid, please ensure compliance with the Bid Submission instructions of the BDS 22.

Technical Bid:

Have you duly completed all the Returnable Bidding Forms?	
▪ Form A: Bid Submission Form	<input type="checkbox"/>
▪ Form B: Joint Venture/Consortium/ Association Information Form	<input type="checkbox"/>
▪ Form C: Bidder Information Form	<input type="checkbox"/>
▪ Form D: Qualification Form	<input type="checkbox"/>
▪ Form E: Specifications Compliance Form	<input type="checkbox"/>
▪ Form E: Price Schedule Form	<input type="checkbox"/>
Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?	<input type="checkbox"/>

Form A: Bid Submission Form

(To be Submitted in an envelope duly sealed and marked as Technical Proposal)

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	PAF: IAST-F&F-ITB-101-19		

We, the undersigned, submit our Bid for the award of contract to supply the goods and related services required for [Insert Title of goods and services] in accordance with your Invitation to Bid No. [Insert ITB Reference Number]. We hereby submit our Bid, which includes this Bid proposal.

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/ Consortium/ Association members or subcontractors or suppliers for any part of the contract:

- a) is not under procurement prohibition by any of the Government/ Semi-government/ Autonomous organization;
- b) have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any Organization in Pakistan;
- c) have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against us that could impair our operations in the foreseeable future;
- d) undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the PAF: IAST, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the PAF: IAST.

We declare that all the information and statements made in this Bid are true and we accept that any misinterpretation or misrepresentation contained in this Bid may lead to our disqualification and/ or sanctioning by the PAF: IAST.

We offer to supply the goods and related services in conformity with the Bidding documents, including the PAF: IAST General Conditions of Contract and in accordance with the Schedule of Requirements and Specifications.

Our Bid shall be valid and remain binding upon us for the period specified in the Bid Data Sheet.

We understand and recognize that you are not bound to accept any Bid you receive.

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Bid and bind it should PAF: IAST accept this Bid.

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

Form B: Joint Venture/ Consortium/ Association Information Form

(To be Submitted in an envelope duly sealed and marked as Technical Proposal)

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	PAF: IAST-F&F-ITB-101-19		

To be completed and returned with your Bid if the Bid is submitted as a Joint Venture/Consortium/Association.

No	Name of Partner and contact information (address, telephone numbers, fax numbers, e-mail address)	Proposed proportion of responsibilities (in %) and type of goods and/or services to be performed
1	[Complete]	[Complete]
2	[Complete]	[Complete]
3	[Complete]	[Complete]

Name of leading partner (with authority to bind the JV, Consortium, Association during the ITB process and, in the event a Contract is awarded, during contract execution)	[Complete]
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We have attached a copy of the below referenced document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

Letter of intent to form a joint venture **OR** JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to PAF: IAST for the fulfillment of the provisions of the Contract.

Name of partner: _____

Name of partner:

Signature: _____ Signature: _____

Date: _____ Date: _____

Name of partner: _____

Name of partner:

Signature: _____ Signature: _____

Date: _____ Date: _____

Form C: Bidder Information Form

(To be Submitted in an envelope duly sealed and marked as Technical Proposal)

Legal name of Bidder	[Complete]
Legal address & Branch Offices	[Complete]
Year of registration	[Complete]
Bidder's Authorized Representative Information	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Are you a PAF: IAST registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert PAF: IAST vendor number]
Countries of operation	[Complete]
No. of full-time employees	[Complete]
No. of Technical Staff	
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	[Complete]
Does your organization demonstrates significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies, education, vocational trainings, social responsibility towards people with Special needs, or membership of trade institutions promoting such issues	[Complete]
Contact person that PAF: IAST may contact for requests for clarifications during Bid evaluation (Only Lead Bidder)	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]

Please attach the following documents:

1. Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods and/ or services being procured.
2. Proposed timetable for delivery plan for the required and quoted items to PAF: IAST after the award of Contract.
3. Certificate of Registration of the business.
4. Principal's Authorization Letter in favor of Bidder to participate in this Tender.
5. A proofing document confirms the offered warranty for One (01) year, excluding the part of normal deterioration, supported by the manufacturer's certificates.
6. A proofing document confirming supply of same or similar items of this magnitude to various clients/ customers in Pakistan.
7. Proven records of no less than 1 Project of similar value and complexity in which delivery and services are to be extended to an education institute.
8. Full detailed description of the specifications of the proposed items in addition to catalogues clearly showing the proposed specifications responding to the requirements.
9. Supporting photos of the proposed items.
10. Quality certifications: ISO 9001:2015 (if applicable)
11. Latest Audited Financial Statements (Income Statement and Balance Sheet) including Auditor's Report for the past (3 years).

Note: To be filled in by each partner in case Bid is submitted as a JV/ Consortium/ Association

Form D: Qualification Form

(To be submitted in an envelope duly sealed and marked as Technical Proposal)

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	PAF: IAST-F&F-ITB-101-19		

If JV/ Consortium/ Association, to be completed by each partner.

Previous Relevant Experience

Please list all Projects successfully completed in the last 3 years, covering following aspects;

- Previous similar projects/ assignments.
- Similar activities performed in different cities across Pakistan.
- Support Services Contracts in hand with SLA for the supplied goods.

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/ JV partners. Assignments completed by the Bidder's individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by PAF: IAST.

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value	Period of activity and status	Types of activities undertaken

Bidders may also attach their own Project Data Sheets with more details for assignments above.

History of Non-Performing Contracts

<input type="checkbox"/> Non-performing contracts did not occur during the last 3 years			
<input type="checkbox"/> Contract(s) not performed in the last 3 years			
Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Reason(s) for non-performance:	

Financial Standing

Annual Turnover for the last 3 years	Year	PKR
	Year	PKR
	Year	PKR
Latest Credit Rating (if any), indicate the source		

Financial information (in PKR equivalent)	Historic information for the last 3 years		
	Year 1	Year 2	Year 3
	<i>Information from Balance Sheet</i>		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
	<i>Information from Income Statement</i>		
Total / Gross Revenue (TR)			
Profits Before Taxes (PBT)			
Net Profit			
Current Ratio			

Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

- a) Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
- b) Historic financial statements must be audited by a certified public accountant;
- c) Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

Form E: Specifications Compliance Form

(To be submitted in an envelope duly sealed and marked as Technical Proposal)

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	PAF: IAST-F&F-ITB-101-19		

The Bidder’s Bid should be organized to follow this format of the Technical Bid Proposal. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same may be viewed as non-responsive.

Goods and services to be Supplied and Technical Specifications <i>(based on the information provided in Section 5a)</i>		Your response Compliance with specifications		
		Comply (Yes/ No) <i>(If No, indicate discrepancies)</i>	Quoted Specifications	Type no. & Country of Origin
Required Items		Offered Items		
For Administration and Faculty				
1	Executive Table (8x5)			
2	Executive Table (7x4)			
3	Executive Table (5x3)			
4	Executive Chair			
5	Office Sofa (5 seater)			
6	White Board For faculty office (3x 5 ft)			
7	Visiting Chair			
8	Office Table (5x3) with 3 drawers			
9	Staff Chairs			
10	Wooden Office cabinet 6 ½ x 2 ½ x1 ft			
11	Steel Cabinet (4 Drawer)			
12	Steel Lockers/ Safe (4 ft)			
13	Meeting table (20x7)			
14	Meeting Room chairs			
15	Blind for Offices (sft)			
16	Coffee Tables			
17	Coffee Chairs			
18	Tea table			
Central Library				
19	Reception Table (semi-circle)			
20	Racks with stacking space (double side) (8x7) 10”			
21	Reading Table (4x6)			
22	Coffee Tables			
23	Circular sofa with light wooden frame in 04 pieces			

24	Student Chairs (blue/gray)			
25	Steel Racks			
Boys Hostel				
26	Single Bed with foam Mattress (3x6.5)			
27	Study Chairs			
28	Dining Tables white laminated (8x5)			
29	Dining Chairs			
30	Sofa set for Common Room 5-seater steel based			
Academic Blocks				
31	Student Chairs with wooden desk for 4 students)			
32	Rostrum			
33	Smart Board Table (6X2.5)			
34	Lecture Theatre Chair			
Foreign Faculty Hostel				
35	Single Bed with foam Mattress (3.5x 6.5)			
36	Double Bed with foam Mattress (6x6.5)			
37	Sofa set			
38	Centre Table			
39	Study Table			
40	Study chairs			
41	Round dining table with mirror for 4 persons			
Student Teacher Center				
42	Stretcher Bed			
43	Round Dining tables for 4 people			
44	Chairs			

Form F: Price Schedule Form

(To be Submitted in a separate and sealed envelope duly marked as Financial Proposal)

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	PAF: IAST-F&F-ITB-101-19		

[The Bidder is required to prepare the Price Schedule following the below format. The Price Schedule must include a detailed cost breakdown of all goods and related services to be provided.]

We, the <<Name of Bidder>>, hereby submit our Financial Bid for the Supply of Items as below. We assure you of our full compliance to the required specifications, delivery schedule and other terms without any deviation and/ or reservations. We reiterate our acceptance to the terms and conditions of the RFP. Our Financial proposal as below is submitted for your kind consideration;

Quoted Items in compliance to Specification as in Section – 5 with at least One (01) year Warranty within unit Price		Quantity (a)	Unit Price [in Rs.] (b)	GST [in Rs.] (c)	Total Price [in Rs.] d=a*[b+c]
For Administration and Faculty					
1	Executive Table (8x5)	01			
2	Executive Table (7x4)	10			
3	Executive Table (5x3)	65			
4	Executive Chair	65			
5	Office Sofa (5 seater)	30			
6	White Board For faculty office (3x 5 ft	30			
7	Visiting Chair	100			
8	Office Table (5x3) with 3 drawers	50			
9	Staff Chairs	50			
10	Wooden Office cabinet 6 ½ x 2 ½ x1 ft	50			
11	Steel Cabinet (4 Drawer)	50			
12	Steel Lockers/ Safe (4 ft)	4			
13	Meeting table (20x7)	01			
14	Meeting Room chairs	40			
15	Blind for Offices (sft)	1000			
16	Coffee Tables	05			
17	Coffee Chairs	25			
18	Tea table	02			
Central Library					
19	Reception Table (semi-circle)	01			
20	Racks with stacking space (double side) (8x7) 10”	30			
21	Reading Table (4x6)	30			
22	Coffee Tables	04			
23	Circular sofa with light wooden frame in 04 pieces	05			
24	Student Chairs (blue/gray)	200			
25	Steel Racks	12			
Boys Hostel					
26	Single Bed with foam Mattress (3x6.5)	200			
27	Study Chairs	200			
28	Dining Tables white laminated (8x5)	10			
29	Dining Chairs	200			
30	Sofa set for Common Room 5 seater steel based	10 sets			
Academic Blocks					
31	Student Chairs with wooden desk for 4 students)	200			
32	Rostrum	35			
33	Smart Board Table (6X2.5)	20			

34	Lecture Theatre Chair	500			
Foreign Faculty Hostel					
35	Single Bed with foam Mattress (3.5x 6.5)	72			
36	Double Bed with foam Mattress (6x6.5)	12			
37	Sofa set	36			
38	Centre Table	50			
39	Study Table	50			
40	Study chairs	50			
41	Round dining table with mirror for 4 persons	36			
Student Teacher Center					
42	Stretcher Bed	02			
43	Round Dining tables for 4 people	30			
44	Chairs	120			

(Note: all applicable taxes/duties will be paid by the bidder)

Extended Warranty Price (at discretion of PAF: IAST)

- i. Additional Warranty & Support Services for 2nd Year: Rs. _____
- ii. Additional Warranty & Support Services for 3rd Year: Rs. _____

Total price in words (including Extended Warranty Price): _____

Name & Designation of Authorized Person: _____

Signature: _____ (Please affix company stamp here)

Note: Quoted rates must be inclusive of all taxes and duties.

Annex – I: Integrity Pact

The Pre-Qualified Bidders will be required to submit the below text on stamp paper after filling in the details and duly signed as well as stamped, as part of their RFQ Proposal.

DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC
PAYABLE BY THE SUPPLIER OF GOODS, SERVICES & WORK IN CONTRACTS WORTH RS.
10.0 MILLION OR MORE

(To be filled by the bidder as a part of technical proposal)

Contract Number: _____ Dated: _____

Contract Value: _____

Contract Title: _____

_____ hereby declare that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoP) through any corrupt business partner.

Without limiting the generality of the forgoing, _____ represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any nature or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultant fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatever from GoP, except that which has been expressly declared pursuant hereto.

_____ certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoP and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

_____ accept full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to GoP under any law, contract or other instrument, be voidable at the option of GoP.

Notwithstanding any rights and remedies exercised by GoP in this regard, _____ agrees to identify GoP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoP in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by _____ as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever from GoP.

[Buyer] [Seller / Supplier]

Annex – II: Draft Contract Sample (to be drafted by the PAF-IAST)