



Government of Pakistan  
**PAKISTAN TELECOMMUNICATION AUTHORITY**  
www.pta.gov.pk

Tender Notice No.1/2021-22/Admin/PTA

## Invitation to Bids

### For Supply/Installation of Furniture to PTA HQ

Pakistan Telecommunication Authority invites sealed bids from reputable Firms / Suppliers, registered with Income Tax and Sales Tax Departments and who are on active taxpayers list of the Federal Board of Revenue, for Supply of Furniture.

Bidding document, containing detailed terms and conditions, etc. are available at the office of the undersigned (Room No. 214, 2nd Floor). Price of the bidding document is **Rs. 1000/-** (in form of non-refundable cash). Bidding document can also be downloaded from PPRA and PTA websites ([www.ppra.org.pk](http://www.ppra.org.pk) and [www.pta.gov.pk](http://www.pta.gov.pk)) free of cost.

The bids, prepared in accordance with the instructions in the bidding document, must reach at the office of undersigned by **11:00 AM** on **25th January, 2022**. Only Technical Bids will be opened on the same date i.e. **25th January, 2022** at **11:30 AM**. This advertisement is also available at PTA and PPRA websites i.e. [www.pta.gov.pk](http://www.pta.gov.pk), [www.ppra.org.pk](http://www.ppra.org.pk)

**Muhammad Muneer**  
**Assistant Director (Admin)**

PTA H/Q, F-5/1, Islamabad

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**Bidding Document for Furniture to PTA HQ**

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Sealed bids are invited for Supply of Furniture. This bid will be received on or before **25<sup>th</sup> January, 2022** at **1100 hours** in the office of the undersigned at PTA Headquarters, Islamabad, and only technical bids will be opened on the same day at 1130 hours in PTA Auditorium.

**Terms & Conditions**

1. Invitation to bid issued in the Print Media, PPRA/PTA Websites is part of this bidding document.
2. The bidding process will be according to PPRA Single stage – two envelope procedure under Rule 36(b) of PP Rules 2004.
3. Bid shall be submitted in a single package containing two separate envelopes clearly marked as “TECHNICAL PROPOSAL” and “FINANCIAL PROPOSAL” alongwith Samples.
4. Bids without samples of the furniture will not be accepted and returned unopened.
5. Initially, only TECHNICAL PROPOSAL with sample of the furniture shall be opened.
6. The envelope marked as “FINANCIAL PROPOSAL” shall be retained in the custody of the PTA without being opened.
7. The PTA shall evaluate the technical proposal in a manner prescribed in advance, without reference to the price and reject any proposal which does not conform to the specified requirements of PTA as defined.
8. During the technical evaluation no amendments in the technical proposal shall be permitted.
9. Only technically qualified bidders shall be allowed to participate in the financial bid opening process. The financial bids alongwith samples of furniture of technically disqualified bidders shall be returned un-opened with Bid Security.
10. All pages of Bidding Document, Technical and Financial Proposal will be signed and stamped by the bidder. All documents except financial bid must be attached with technical proposal, otherwise bid will be rejected at the time of evaluation.
11. If any clause of bidding document is not accepted by bidder, then his bid will be rejected without any reason at the time of evaluation of technical and financial proposal.
12. The bidder should quote item rates clearly in the Financial Proposal on the Annexure – B as provided with Bidding Document. **Any other own generated/prepared form will not be considered and bid will be rejected.**
13. Financial Bid (Annexure-B) shall be evaluated and most advantageous bid i.e. lowest bidder shall be awarded the contract.

14. In case of failure of supply by the lowest bidder, the supply order shall be awarded to 2<sup>nd</sup> lowest bidder as per PPRA Rules subject to compliance of PPRA Clarification dated 15<sup>th</sup> February 2021.
15. Bid price should be inclusive of GST.
16. Financial Bid should be valid for 120 days from date of opening of technical proposals and extendable as per PPRA Rules 2004.
17. Bid security equal to 100,000 of bid price (Refundable) in shape of pay order / Bank draft (Cheque will not be accepted) **in favor of Pakistan Telecommunication Authority, Islamabad** and it should be attached with the **Technical Proposal**.
18. Bid Security alongwith samples of unsuccessful bidders will be released after issuance of work / supply order to successful bidder. However bid security and samples of successful bidder will be released after completion of physical inspection of delivered items.
19. The item supplied should be according to quality, quantity and sample / specification.
20. Furniture must be delivered at PTA HQ as per supply order after approval of sample within 30 days after issuance of supply order. In case of delay in delivery of items, penalty @1% of contract price against items mentioned in supply order shall be charged per week (maximum upto four weeks).
21. Supply order shall stand cancelled if successful financial bidder does not supply the furniture in accordance with Sr. 20 above. Bid security will be forfeited in favor of PTA, the vender/supplier will be blacklisted as per PPRA Rules.
22. Retention money will be equal to 10% of successful contract price and it will be deducted from Invoice of the vender at the time of payment.
23. Successful supplier / bidder furniture must be delivered to PTA HQ within 30 days.
24. Lowest supplier / bidder will sign an agreement that during use of warranty period of mentioned items any fault occurs, the vender must immediately repair/replace the items free of cost. Draft agreement is attached.
25. If the faulty items are not repaired/replaced, new items will be purchased by PTA, amount will be deducted from retention money which was withheld by PTA and the vender/supplier will be blacklisted as per PPRA Rules.
26. No transportation / carriage charges will be paid by PTA for delivery of furniture.
27. The payment shall be made after physical inspection by concerned procurement committee will physically verify the delivered items as per supply order.
28. Taxes will be deducted at source as per Government rules. Further penalty (if any) as referred at S# 20 above shall also be deducted from the payment.
29. Pakistan Telecommunication Authority, Islamabad reserves the right to accept or reject whole or partially the tender as per PPRA Rules.
30. Bid Form for Financial Proposal for **Furniture items list attached as Annex-B**.

For any further clarification may contact the undersigned on Tel: 051 –2878131.

(Muhammad Muneer)  
Assistant Director (Admin)

**Technical Proposal**

A form for technical proposal must be filled by bidder.

**General Information**

1. Name of Firm/Bidder/Company: \_\_\_\_\_
2. Address: \_\_\_\_\_
3. Contact Person: \_\_\_\_\_
4. Landline Telephone No: \_\_\_\_\_
5. Fax No: \_\_\_\_\_

### **Mandatory Requirements for Technical Proposal**

The following mandatory requirements must be fulfilled by bidder. If any mandatory requirement is not full filled by bidder, the bid will be rejected.

- i. Bidder must be registered in FBR as Manufacture or Supplier for Furniture
- ii. Bidder must be on Active Tax Payer list of FBR. GST & NTN registration date must be before of invitation to bid.
- iii. Bid Security amounting to Rs.100,000 (Refundable) in shape of pay order / Bank draft (Cheque will not be accepted) **in favor of Pakistan Telecommunication Authority, Islamabad, should be attached with the Technical Proposal.**
- iv. The bidder would submit an undertaking on non-Judicial (Original) Stamp paper amounting to Rs.100/- bearing the bidder/company/firm is not blacklisted by any government department. Stamp paper should be issued after date of invitation to bid.
- v. Submission of atleast 03 x Supply order alongwith delivery challans (supply of minimum of 5 tables/chairs in single order).
- vi. Bidder shall submit samples as per specification as mentioned in financial bid form (Annex-B) on opening of technical bid date. Quality of samples (Table & Chair) will be checked by Technical Committee, Any sample rejected, the bidder will be disqualified.

### **Checklist for Technical Proposal Form for Furniture**



S.No.	Description	Yes/No.
1.	Bidder must be registered in FBR as Manufacture or Supplier for Furniture.	
2.	Bidder must be on Active Tax Payer list of FBR. GST & NTN registration date must be before date of invitation to bid.	
3.	Bid Security amounting to Rs.100,000 (Refundable) in shape of pay order / Bank draft (Cheque will not be accepted) <b><u>in favor of Pakistan Telecommunication Authority, Islamabad, should be attached with the Technical Proposal.</u></b>	
4.	The bidder would submit an undertaking on non-Judicial (Original) Stamp paper amounting to Rs.100/- bearing the bidder/company/firm is not blacklisted by any government department. Stamp paper should be issued after date of invitation to bid.	
5	Submission of atleast 03 x Supply order alongwith delivery challans (minimum of 5 tables/chairs in single order).	
6.	Bidder shall submit samples as per specification as mentioned in financial bid (Annex-B) form on opening of technical bid date. Quality of samples (Table & Chair) will be checked by Technical Committee, Any sample rejected, the bidder will be disqualified.	

Date \_\_\_\_\_

Signature & Stamp \_\_\_\_\_

Name \_\_\_\_\_

**Bid form for Financial Proposal****Annexure-B**

S. No.	Picture	Description of item	Qty	Price including GST	Total Amount including GST
1.		Supply of Office Table with moveable Drawer. Following Table Specification or equivalent. Work Top: Laminate Natural Veneer #S002, TH25-mm with PVC Edging, Lower Top & Sides: Laminate Natural Veneer #S002, TH25-MM with PVC Edging. Vanity Panel: Solid Color Charcoal Grey # 2010, TH 17-MMwith PVC Edging, Size (1300 x 685 x 760 mm). Following Moveable Drawer or equivalent Front: Laminate Natural Veneer # S002, TH17-mm with PVC Edging. Carcass: Laminate Solid Color Charcoal Grey # 2010, TH 17-mm with PVC Edging. Handle:GS-01-1072H with Charcoal Grey Powder Coat. Base: Base: Wheel Caster Breakable and w/o Breakable. Size :(350 x 450 x 600-mm).	20		
8.		Supply of Revolving Chair made by Taiwan Thailand / Malaysia, Interwood or equivalent. Upholstered with best quality foam & leather, revolving & reclining gas lifter mechanism with aluminum pedestal and wheel caster + arm rest black and silver.	20		
GRAND TOTAL					
Grand Total In Words:					

## **CONTRACT FOR SUPPLY OF FURNITURE & FIXTURE**

This Service Agreement (the "Agreement") for supply of Furniture is made at ----- on this day of \_\_\_\_\_, 2021

By and Between

**Pakistan Telecommunication Authority**, a statutory body established under Pakistan Telecommunication (Re-organization) Act, 1996, having its principle office at PTA H/Q, F-5/1, Islamabad and its Zonal Office at .....(hereinafter referred to as "PTA" which expression shall where the context admits include its administrators and permitted assigns) of the One Part;

**AND**

\_\_\_\_\_ through Mr. .... bearing CNIC ..... having registered place of business at ..... (hereinafter referred to as the "**Supplier**" which expression shall where the context so allows include his/its successors-in-interest, executors, administrators, heirs and permitted assigns) of the **Other Part**.

(If when and where applicable the Party of the One Part and Party of Other Part shall hereinafter be collectively referred to as 'Parties' and individually as 'Party' as the context of this Agreement requires).

### **WHEREAS**

1. PTA is desirous of procuring the services of the Supplier for **Supply of furniture** (Hereinafter referred to as "**Services**") in **PTA HQ** .....
2. The Supplier is a \_\_\_\_\_ (*details of incorporation*) which represents to PTA that it has the requisite expertise and resources to provide top quality of requisite services as per Annex-B of Bid document and in accordance with highest industry standards and satisfaction of the PTA. The Supplier undertakes that the Services shall be provided only through the staff/ labour/ workforce that has the requisite expertise and experience in this regard.
3. Upon the basis of the representations and warranties of the Supplier contained herein, PTA wishes to appoint the Supplier to provide the **Services**;

**NOW THEREFORE**, for the consideration provided herein, the representation and warranties, covenants, conditions and promises contained herein below and intending to be legally bound, the PTA and Supplier hereby agree as follows:

### **4. Scope of Agreement**

4.1 Subject to terms and conditions of this Agreement the Supplier agrees to provide **Services to PTA HQ** as per mandatory requirements under the Bid document and description of items as prescribed under Annex-B of Bid Documents.

### **5. Term**

5.1 Upon signing of this Agreement the Supplier shall be obligated to supply and install within projected time ***of Thirty days (30) calendar days***. In case of failure PTA will be entitled to deduct any amount payable to the Supplier and assign the work to any other Supplier at its discretion.

### **6. Termination**

6.1 Notwithstanding anything herein contained PTA shall be exclusively entitled to terminate this Agreement;

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- a. without advance notice, in case the Supplier is in breach of any of the terms of this Agreement, or in case PTA is not satisfied with the Services or quality as specified in bid document being provided by Supplier;
- b. Without cause, by giving three (03) days advance written notice to the Supplier.
- c. If the Services do not meet the specifications, quality, terms & conditions mentioned in bidding documents.
- d. In case of such termination, the Supplier shall only be paid for Services / supply of items actually rendered up to the date of termination, and any advance payment in respect of Services, not performed or in respect of period falling after the effective date of termination shall be refunded by the Supplier to PTA within seven (07) days.

6.2 PTA, shall not, because of expiration or termination of this Agreement, be liable to the Supplier for any compensation, reimbursement, or damages because of the loss or prospective profit or because of expenditures or commitments incurred in connection with the business of the Supplier.

6.3 The Supplier and its staff /employees shall be bound to obey safety rules and other regulations prescribed by PTA on its premises. Any losses/damages suffered by PTA due to omission on the part of the Supplier, his staff/employees to abide by this condition shall be the sole liability of the Supplier and it may result in termination of this Agreement by PTA at its sole discretion.

## **7. Deliverables**

7.1 The Services should be of best quality and as per description/specifications mentioned in the Annex-B of Bid document.

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## **8. Charges**

8.1 In consideration of rendition of the Services by Supplier, PTA shall pay the Supplier, charges as specified in **Annexure-B of Bidding Document** to the complete satisfaction of PTA.

8.2 Full and final payment will be made after successful completion of work/Supply Order, upon submission of invoice and after Physical Inspection.

8.3 All payments/amounts paid to the Supplier as per above clauses are inclusive of all taxes, levies, duties, and any other deduction related thereto etc. and are acknowledged by the Supplier to be adequate and sufficient consideration for the rendition of their Services provided to PTA.

8.4 All payments to be made by the PTA to the Supplier shall be subject to such deductions and withholding as are required by prevailing laws which shall be to the account of the Supplier.

## **9. Invoice**

9.1 The Supplier shall submit its Invoice in accordance with the rates/charges specified in **Annexure- B** of Bid document.

9.2. The Supplier shall be solely responsible for all payments, liabilities and all other obligations of whatsoever nature pertaining to its staff/workers who shall be deputed for the Services at the PTA's office location.

## **10. Confidentiality**

10.1 The Supplier, its/his staff, workers, employees, personnel, agents or any other person acting for him and/or on his behalf shall hold in confidence and complete confidentiality all documents and other information supplied to the Supplier and his Employees/workers, personnel, agents etc. by or behalf of PTA or which otherwise came/come into its/his/their knowledge and relates to the PTA or any of its project.



**11. Indemnification**

11.1 The Supplier shall indemnify and hold harmless the PTA, its Chairman, Member Offices, Employees and other Personnel against any and all claims, damages, liabilities, losses, and expenses, whether direct or indirect, or personal injury or death to persons or damage to property arising out of (i) any negligence or intentional act or omission by the Supplier or his employees, workers, personal, agents, etc. in connection with this Agreement, or (ii) arising out of or in connection with the performance of his obligations under this Agreement.

**12. Warranty certificate**

12.1 The Supplier hereby warrants that all Services provided are free from and against any and all defects, faults and issues and are under warranty. The Supplier shall provide warranty certificate on completion of work that services have been carried out in accordance with requirements/specifications of Annex-B of Bid document.

12.2 Any fault, damage, to furniture due to material, workmanship or structural faults or design flaws during warranty period as mentioned in bidding document then Supplier shall be responsible to repair or replace the faults, defects, design flaws and damaged /out of order furniture & fixture on urgent basis and no additional cost will be paid by PTA.

**13. Force Majeure Event**

13.1 Neither Party shall be held responsible for any loss or damage or failure to perform all or any of its obligations hereunder resulting from a Force Majeure event.

13.2 For the purpose of this Agreement a "Force Majeure Event" shall mean any cause(s) which render(s) a Party wholly or partly unable to perform its obligations under this Agreement and which are neither reasonably within the control of such Party nor the result of the fault or negligence of such Party, and which occur despite all reasonable attempts to avoid, mitigate or remedy, and shall include acts of God, war, riots, civil insurrections, cyclones, hurricanes, floods, fires, explosions, earthquakes, lightning, storms, chemical contamination, epidemics or plagues, acts or campaigns of terrorism or sabotage, blockades or acts of Governmental Authority after the date of this Agreement.

13.3 In case of the force majeure event the Supplier shall provide two weeks notice of such event and its inability as a result thereof.

**14. Resolution of Disputes**

14.1 All disputes arising under this Agreement, whether during the term of this Agreement or after the termination or expiry of this Agreement shall be referred to (i) Purchase Committee-I (PC-I) of the PTA for amicable settlement /resolution of the dispute at first stage.(ii)In case of failure in settlement, at the 2<sup>nd</sup> stage the case will be referred to Authority of the PTA through Director (Administration). The decision of the Authority to settle the issue amicably will be final and will not be challenged in any court of Law.(iii)In the event of failure of amicable settlement of dispute as above, either party of this Agreement may refer the dispute to arbitration under the provision of Arbitration Act, 1940 and the rules issued thereunder, at Islamabad, Pakistan.

**15. Governing Law**

15.1 The provisions of this Agreement and the rights and obligations hereunder shall be governed by and construed in accordance with the prevailing laws of Pakistan.

**16. Waiver**

16.1 A party's failure to exercise or delay in exercising any right, power or privilege under this Agreement shall not operate as a waiver; nor shall any single or partial exercise of any right, power or privilege preclude any other or further exercise thereof.

**17. Severability**

17.1 The invalidity or unenforceability of any provisions of this Agreement shall not affect the validity or enforceability of any other provision of this Agreement, which shall remain in full force and effect.

**18. Amendment**

18.1 All addition amendments and variations to this agreement shall be binding only if in writing and signed by the Parties or their duly authorized representatives.

**19. Assignment**

19.1 This Agreement may not be assigned by either party to other than by mutual agreement between the Parties in writing.

**20. Annexures**

**20.1 Annex-A** of Bid document pertaining to the mandatory requirements.

**20.2 Annex-B** Financial bid form including description of items, regarding Quantity and amount including GST, and all other terms and conditions and forms an integral part of this Agreement and has to be read and construed as such this Agreement.

**21. Miscellaneous**

21.1 Procurement Committee-I (PC-1) will inspect the Services/furniture as per supply order/terms & conditions as mentioned in bidding document and issue physical inspection report.

No transportation / carriage charges will be paid by PTA for delivery of furniture.

IN WITNESS WHEREOF, the parties hereto set their hands the day, month and year first above written.

**SIGNED ON BEHALF OF**

For and on behalf of PTA

For and on behalf of Supplier

By : \_\_\_\_\_  
Name: \_\_\_\_\_  
Title : \_\_\_\_\_  
Signature : \_\_\_\_\_  
Date : \_\_\_\_\_

By: \_\_\_\_\_  
Title : \_\_\_\_\_  
Name : \_\_\_\_\_  
Signature : \_\_\_\_\_  
Date : \_\_\_\_\_

Witnesses:

1. \_\_\_\_\_  
\_Name \_\_\_\_\_  
CNIC \_\_\_\_\_

2. \_\_\_\_\_  
Name \_\_\_\_\_  
CNIC \_\_\_\_\_