

Government of Pakistan
Ministry of Energy (Power Division)
National Energy Efficiency and Conservation Authority (NEECA)

TERMS AND CONDITIONS OF TENDER

1. Tender Format

Single stage two envelope bidding procedure under Rule 36 (b) of PPRA Rules 2004 will be adopted. Bids must be accompanied by a bank draft/pay order/call deposit from any schedule bank in favour of National Energy Efficiency and Conservation Authority (NEECA), as earnest money of Rs. 100,000/-. Bids received without earnest money will be rejected. Conditional bids will also be rejected.

2. Date and Time of Receipt of Tender

Bid documents duly completed should reach **on or before 28-03-2022, 03:00 P.M. at Human Resource & Support Services Department, National Energy Efficiency and Conservation Authority(NEECA), Sector G-5/2, Islamabad.** Bids received after the closing date and time will not be entertained. No telegraphic or faxed bid will be accepted. Bids shall be opened on the same date at **03:30 P.M.** in presence of bidders or their authorized representatives in the **Committee Room, NEECA Building, Sector G-5/2, Islamabad.**

3. Earnest Money

The bidder will attach bank draft/pay order/call deposit from any schedule bank of Rs. 100,000/-, in favour of **National Energy Efficiency and Conservation Authority (NEECA)**, refundable on satisfactory completion of warranty period of furniture. Cheques will not be acceptable. Bids without valid earnest money shall not be entertained.

4. Prices

- i. Bidders will be required to quote on (Standard Bidding Document) all prices ex-Islamabad in Pak Rupees inclusive of government taxes, charges, octroi, GST, transportation etc. and at specified site in Islamabad. Items should be duties and tax paid.
- ii. The quotation should remain **valid for at least 90 days** from the date of opening the bid.

5. Technical Documents

- i. All information provided in bid should also be adequately supported by relevant documents and brochures. Bidder may attach documents that highlight the competitive edge and unique features of their proposal.

- ii. Manufacturer's Authorization Letter is to be submitted along with the tender.
- iii. Any specification or condition mentioned in tender document, if not found in bid document, shall give right to National Energy Efficiency and Conservation Authority (NEECA) to consider it as "condition not being met/fulfilled".

6. Furniture

- a. The furniture delivered should be new and in no case used or refurbished. The components of the furniture should be assembled by the manufacturer.
- b. The furniture should be arranged through **legal channels** by providing all duties/taxes (if any) levied the government and towards this end.
- c. The successful bidder shall submit original **Bill of Entry** and Packing list at time of delivery of furniture (if imported).

7. Office/Service Centre in Islamabad

The bidding firm having valid NTN and duly registered with FBR for Sales Tax must have proper office/showroom/service centre in Islamabad.

8. Delivery Period

The supplier will be required delivery of furniture at customer's premises within **One month** from the date of issue of Purchase Order.

9. Warranty

03 Years warranty for furniture and its accessories which should be clearly specified.

10. Evaluation Criteria

Contract will be awarded on the basis of lowest cost to the party which meets specifications given in the bidding proforma, instructions mentioned in this tender document and the advertisement.

11. Schedule of Payment

No advance payment shall be made against the purchase of furniture. Bills of payment shall be submitted to NEECA after delivery of furniture on site with necessary installation where required.

12. Disqualifications

Offers are liable to be rejected if, there is any deviation from the instructions as laid down in the bid document i.e.

- a. Technical details/brochures and literature pertaining to the offered items are not attached.
- b. Tenders are submitted without the required earnest money.
- c. Bids/Tenders are received after specified date and time of receipt.
- d. Specifications and other requirements are not properly adhered to or manufacturer's brochure shows specifications different from those given in tender.
- e. GST/NTN certificate is not attached.
- f. Shipping/documents demonstrating that the equipment arranged through legal channels.
- g. Service Centre/Showroom/Office is not in Islamabad and service response time exceeds 24hours.
- h. Any other major discrepancy found in the proposal.

13. Clarifications required if any

If further clarification is required regarding this tender, the intended bidder is advised to contact in writing to Director General (HR & SS), National Energy Efficiency and Conservation Authority (NEECA), NEECA Building, Sector G-5/2, Islamabad. The response to clarification will be sent to the bidder.

14. Rights reserved

National Energy Efficiency and Conservation Authority (NEECA) reserves the right to accept or reject any or all the bids under provisions of Rule 33 of PPRA Rules 2004. NEECA also reserves the right to increase/decrease the quantity of furniture or may withdraw the tender without assigning any reason thereof.

STANDARD BIDDING DOCUMENT

BOQ					
FURNITURE & ACCESSORIES					
Sr. No.	Description of Item	Unit	Qty	Conformation to Specification	
				Yes	No
1	Providing & placing Visitor Chair Interwood or equivalent or as per direction of Engineer/In-charge.	Each	471.00		
2	Providing & placing Staff Chair Interwood or equivalent or as per direction of Engineer/In-charge.	Each	156.00		
3	Providing & placing Executive Chair Interwood or equivalent or as per direction of Engineer/In-charge.	Each	36.00		
4	Providing & Installing/placing Meeting Table Interwood or equivalent with cable cover & bottom box for sockets complete in all respect as per direction of Engineer/In-charge.	Each	2.00		
5	Providing & Installing/placing Cabinet Interwood or equivalent or as per direction of Engineer/In-charge.	Each	68.00		
6	Providing and installing Work Station Table Interwood or equivalent complete in all respect as per drawings and direction by the Engineer Incharge.	Each	156.00		
7	Providing and installing Exuctive Table Interwood or equivalent complete in all respect as per drawings and direction by the Engineer Incharge.	Each	36.00		
8	Providing & placing Indoor concrete Planter complete in all respect as per drawing/ design & direction of Engineer/In-charge.	Each	100.00		
9	SOFA ALVA 2 SEATER	Each	16.00		
	Two Seater				
	Size: W1300 x D640 x H785-mm				
	Structure & Legs: Acacia Wood.				
	Inner Fabric: Leatherite (Colour upon selection)				
	Outer Fabric: Leatherite (Colour upon selection)				
	Polish: Hawana Walnut				
10	Visitors Waiting Seats 4 Seaters	Each	6.00		
11	Display Show case	Each	12.00		
12	Round Table for 4 Persons	Each	4.00		
13	Guest Sitting Area Side Table	Each	32.00		
14	Café Table for 4 Persons	Each	28.00		

STANDARD BIDDING DOCUMENT

FINANCIAL PROPOSAL FORMAT					
FURNITURE & ACCESSORIES					
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GRAND TOTAL (IN RUPEES) INCLUDING ALL TAXES	RS.-----/-
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