

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, 03:30 P.M. at Department of Human Resource & Support Services, 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 **04:00 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 equipment. 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 technical brochures. Bidder may attach documents that highlight the competitive edge and unique features of their proposal.
- ii. The bidders to ensure that the gym machines and miscellaneous equipments must be of the world class quality.

- iii. Manufacturer's Authorization Letter is to be submitted along with the tender.
- iv. 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. Gym Machines & Miscellaneous Equipments

- a. The machines and equipments delivered should be new and in no case used or refurbished. The component of the equipment should be assembled by the manufacturer.
- b. The equipment should be arranged through **legal channels** by providing all duties/taxes (if any) levied the government and towards this end, copies of the shipping documents will need to be deposited in NEECA.
- c. The successful bidder shall submit original **Bill of Entry** and Packing list at time of delivery of equipment.

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 support centre in Islamabad.

8. Delivery Period

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

9. Warranty

03 Years comprehensive warranty for Gym Machines and Miscellaneous Equipments from authorized manufacturer/dealer in Pakistan should be clearly specified.

10. Evaluation Criteria

Contract will be awarded on the basis of item-wise lowest cost to the party which meet 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 equipment. Bills of payment shall be submitted to NEECA after delivery of equipment 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 equipment or may withdraw the tender without assigning any reason thereof.

STANDARD BIDDING DOCUMENT
Items: Gym Machines and Miscellaneous Equipments

Detailed specification of Items		Qty.	Conformation to specification	
			Yes	No
1	Automatic Treadmill with LCD Screen	3.00		
2	Gym bike	4.00		
3	Lat pull-down machine	2.00		
4	Dumb Bells Wiegth	6.00		
5	Seating Bench of Gym for lifting Dumb Bells	6.00		
6	Incline Bench Press	1.00		

STANDARD BIDDING DOCUMENT

RENOVATION OF NATIONAL ENERGY EFFICIENCY & CONSERVATION AUTHORITY (NEECA), ISLAMABAD

BOQ

GYM ITEMS AND MISCELLANEOUS EQUIPMENTS

Sr. No.	Description of Item	Unit	Qty	Rate	Amount
1	Automatic Treadmill with LCD Screen	Each	3.00		
2	Gym bike	Each	4.00		
3	Lat pull-down machine	Each	2.00		
4	Dumb Bells Wiegth	Each	6.00		
5	Seating Bench of Gym for lifting Dumb Bells	Each	6.00		
6	Incline Bench Press	Each	1.00		

GRAND TOTAL (IN RUPEES)
INCLUDING ALL TAXES

RS.-----/-