

**TENDER DOCUMENTS FOR MANUFACTURES
HAVING FACILITY/CAPACITY OF
DESIGNING &MANUFACTURING FURNITURE**

FOR

PITAD AT H-8/4, ISLAMABAD

Issued to: M/s

(Name of Firm/Contractor)

Mr./Ms/Mrs

(Name/Designation of Firm/Contractor's representative)

Ref No.

(Ref.No of Firm/Contractor's request)

Issued By:

(Signature) _____

(Date) _____

Contents

- 1. Scope of Work.....3
- 2. Submission of Application.....3
- 3. Technical Qualification.....3
- 4. General Requirements5
- 5. Evaluation Criteria.....6
- Annex – 1 Letter of Application7
 - Application form – 1 (General Information)9
 - Application Form – 2 (Experience Record, Details of Contracts of similar nature and complexity)..... 10
 - Application Form – 3 (Ongoing Contracts/Work in Progress) 11
 - Application Form – 4 (Manufacturing Capabilities) 12
 - Application Form – 5 (Financial Capability) 13
 - Check List 14

1. Scope of Work

- 1.1. Pakistan Institute of Trade and Development, here in after called PITAD, intends execution of the work, Designing/Manufacturing of Office and Hostel Furniture for PITAD Project at H-8/4 Islamabad.
- 1.2. The Work mainly comprises manufacturing and supply of hostel and office furniture including Executive office tables, chairs, sofa sets, centre tables, bed room sets (beds, side tables, bedroom chairs, study tables, computer tables & chairs, reception counter, book-shelves, cabinets, and miscellaneous office furniture items etc. for PITAD Building at Sector H-8/4 Islamabad.

2. Submission of Application

- 2.1. Bid shall be based on single stage two envelopes procedure. The sealed envelopes should be clearly marked as "Technical Proposal" and "Financial Proposal" in bold letters.
- 2.2. The name and address of the Applicant should be clearly mentioned on the envelope.
- 2.3. Each page of the Document must be signed and stamped by the authorized representative of the applicant firm
- 2.4. The bids must be received in sealed envelope on or before 11:00 hours on 06 March 2017, at the following address:

Project Director, Pakistan Institute of Trade and Development, 82 Pitras Bukhari Road, H-8/4, Islamabad

- 2.5. The applicant must respond to all questions and provide complete information as advised in this document. The failure to provide complete information may result in dis-qualification of the applicant.

3. Technical Qualification

Technical qualification shall be based on the criteria given in the succeeding paras regarding the applicant's Experience, Financial Soundness and Manufacturing Capabilities etc. as demonstrated by the applicants' response in the forms attached to this document.

PITAD reserves the right to waive off minor deviations, if they do not materially affect the capability of an Applicant to perform the Contract.

In addition to the fulfillment of below mentioned mandatory requirements, the applicant must secure at least 50% score in each category, in order to qualify. The mandatory requirements and other criteria are described here under:

3.1. Mandatory Documents/Information to Attached with Tender Document:

- i. Legal Status, Place of Registration and Principal Place of business of the Company, firm or partnership etc.
- ii. Affidavit of non- blacklisting and non-litigation prepared within the current month of submission of the document.
- iii. Registration with income tax department (Valid NTN) and Sales tax Department.
- iv. Audit sheet verified by Chartered Accountant.
- v. Letter of awards & performance certificate.
- vi. List of projects, where manufacturing, designing of furniture has beenmade.
- vii. Bank Draft/pay order @ 3 % of the bid money as bid Security in favour of Pakistan Institute of Trade and Development, Islamabad

3.2. Detailed Evaluation

Only the applications, meeting the above mentioned mandatory requirements will be selected for detailed evaluation. The detailed evaluation shall be carried out on the basis of the criteria for the different categories:

Sr. No	Category	Maximum Marks
1	Experience Record	10
2	Manufacturing Capabilities	10
3	Financial Soundness	
3.1	Annual Turn over	5
3.2	Liquidity	5
	Total	30

The applications shall be evaluated as per following sub-criteria, if mandatory requirements are fulfilled:

3.2.1. Experience:

Marks for work/experience will be given on the basis of the following criteria:

Sr. No	Description	Minimum Requirement	Maximum Marks
1	Successful experience for furnishing works of similar nature (i.e Designing Manufacturing& providingfurniture) completedduringlast five years. Each project must have a minimum worth of Rs. 5 million	5 projects	10
Total			10

Note: The applicant must provide Completion Certificates of completed projects. No marks will be given to project against which referred certificate is not provided.

3.2.2. Financial Position:

- a. The Applicant firms shall submit copies of annual account/audit reports for the last three years duly certified by the Chartered Accounts/Bank, line(s) of credits and must indicate the soundness of the Applicant’s financial position.
- b. The minimum annual volume of work (Annual Turn-over) shall be Rs.20 million during any of the last three years.

Annual Turn Over	Marks
i. Rs.20 – 25 million	4
ii. Above Rs.25 million	5
iii. Less than 20 million	3
Maximum Marks	5

- c. The minimum amount of liquid assets&facilities shall be Rs.5 million. Firms shall submit copies of latest Bank statements and credit line facility.

Liquidity	Marks
i. Rs.5 –10 million	4
ii. Above Rs.10 million	5
iii. Less than 5 million	3
Maximum Marks	5

4. General Requirements

- 4.1. Litigation History: The Applicant should provide accurate information on any litigation or arbitration resulting from contracts completed or under execution by the firm over the last five years
- 4.2. Bid prices should be quoted including Sales Tax
- 4.3. The PITAD reserves the right to:-
 - 4.3.1. Amend the scope and value of the contract
 - 4.3.2. Increase or decrease the quantities
 - 4.3.3. Cancel the process and reject all applications.
 - 4.3.4. The PITAD shall neither be liable for any such actions nor be under any obligation to justify the grounds for rejection.
- 4.4. Approximate time to complete the work would be 6 to 8 weeks. Failure to complete the work within the stipulated time may result imposition of penalty equal to 5% of total project amount.

- 4.5. Responsibility for transportation of furniture to PITAD premises and loading/un-loading, labor, installation, etc. rests with the supplier.
- 4.6. Payment will be made within 30 days after successful delivery of items to PITAD
- 4.7. Warranty of one year period will be offered by the successful bidder after completion of the contract.
- 4.8. During manufacturing, minor modifications may be required to be made. However, selected vendor must facilitate without any financial implication.
- 4.9. In case tender is not opened due to unforeseen circumstances including public holiday, the same will be opened on the next working day at the same time.

5. Evaluation Criteria

Financial proposals of only the applicants meeting them and atory requirements and technically responsive bidders shall be considered. The financial proposal of technically non-responsive bidders as per evaluation criteria of the bidding documents will be returned unopened.

Annex – 1 Letter of Application

*{Letterhead paper of the Applicant
including full postal address, telephone no.,
fax no - mail address etc.}*

Date:.....

To:

Sir/Madam,

1. Being duly authorized to represent and act on behalf of.....(here in after "the Applicant") and having reviewed and fully understood all the information provided in bidding documents, the under signed here by apply to be a bidder for the works of "**Designing/Manufacturing of Office and hostel Furniture for PITAD at H-8/4 Islamabad**"

2. Attached to this letter are copies of original documents describing:

- a) Full name of the Applicant firm. Permanent Address, Telephone/Fax number, Principal place of business and detail of office in Islamabad/Rawalpindi.
- b) The legal status, date of establishment, place of incorporation/registration, Memorandum & Article of Association, Joint Venture Agreement/Partnership deed (where applicable).
- c) Copy of valid registration certificate, Sales Tax and NTN certificates issued by the concerned regulatory bodies of the government.
- d) Duly filled-in Application Forms along with required supporting documents.

3. Your office and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This Letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and requested by: yourselves or the authorized representative to verify statements and information provided in this application, or with regard to the resources, experience, and competence of the Applicant.

4. Your office and its authorized representative may contact the following persons for further information, if needed.

General and Managerial Inquiries	
Contact 1	Tel:
Contact 2	Tel:

Technical Inquiries	
Contact 1	Tel:
Contact 2	Tel:

Financial Inquiries	
Contact 1	Tel:
Contact 2	Tel:

5. This application is made with the full understanding that:

(a) Bids by the applicants will be subject to verification of all information submitted at the time of bidding;

(b) Your office reserves the rights to:

(i) Amend the scope and value of the contract under this project

(ii) Increase or decrease the quantities as the case may be

(iii) Reject or accept any application, cancel the process, and reject application without citing any reasons; and

(c) Your office shall not be liable for any such actions and shall be under no obligation to inform the applicant of the grounds for, actions taken under para 5(b) here above.

6. The undersigned declares that the information provided and the statements made in the application are complete, true and correct in every detail.

For and on behalf of
Applicant

Signature

Name

Application form – 1 (General Information)

All firms applying for prequalification are requested to complete the information in this form.

1	Name of Firm	
2	Head Office Address	
3	Islamabad/Rawalpindi Office Address	
4	Telephone	Contact Person Name: Title
5	Fax	Telex
6	Place of incorporation/registration	Year of incorporation/registration
7	Registration #	Registration Validity

NOTE:

- i. Attach copy of valid Registration Certificate
- ii. Attach copy of Memorandum/Article of Association of Firm
- iii. Copy of NTN and Sales Tax Certificates

Application Form – 2 (Experience Record,Details of Contracts of similar nature and complexity)

Details of contracts of similar nature of a value equivalent to Rs05 Million, undertaken during last five (05) years

1.	Name of Project	
2.	Name/Address of Client	
3.	Location of Project	
4.	Nature & Description of work	
5.	Project Cost	
6.	Date of Award	
7.	Date of Completion	
8.	Actual Date of Completion Duration/In case of Delayed Completion, Reason for delay	
9.	Additional Information	

- Attach Taking Over certificate/completion certificate
- Use separate sheet for each project

Application Form – 3 (Ongoing Contracts/Work in Progress)

Applicants should provide information on their current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which substantial Completion Certificate has yet to be issued.

Name of Project	Contract Price	Value of outstanding work	Estimated Completion Date	Description of works

- Attach copies of Award letter issued by the client.

Application Form – 4 (Manufacturing Capabilities)

List of equipment available for use on the project

No	Description	Unit	Quantity	Ownership		Remarks/make/Available for the Project etc.
				Owned	Hired/Leased	
1	Edge Binding Machine					
2	Thickness Gauge Machine					
3	Sanding Machine					
4	Spindle Machine					
5	Joints Machine					
6	Leaping Machine					
7	Finishing Machine					
8	Router					
9	Veneer Cutter					
10	Vacuum Dryer for wood seasoning					
11	Panel Saw					
12	Planner					
13	Gauged Cutter					
14	Chisels Set					
15	Any other					

Note: further details regarding Description of Units (model, make and year of purchase), capacity, condition, etc. to be furnished by the applicant on separate sheets.

Application Form – 5 (Financial Capability)

All applicant firms are requested to provide the information about their annual turnover, in terms of the amounts billed to clients for each year for work in progress or completed over the past three year.

Year		Annual Turnover
1.	2013-2014	
2.	2014-2015	
3.	2015-2016	

Figures duly verified by auditing chartered accountant/firm.

Applicants should also provide financial information to demonstrate that they meet the requirement stated in the instructions to the Applicants. Each Applicant must fill in this form. Use separate sheets if necessary. A copy of the audited balance sheets for last three years should be attached.

Name of banker	
Address of banker	
Telephone	Contact name and title
fax	Email

- Use separate sheet for each account

Check List

Yes	No	Check list
<input type="checkbox"/>	<input type="checkbox"/>	Valid registration certificate(s)
<input type="checkbox"/>	<input type="checkbox"/>	Affidavit that the firm has not been black listed
<input type="checkbox"/>	<input type="checkbox"/>	Registration with income tax and Sales Tax departments (valid NTN)
<input type="checkbox"/>	<input type="checkbox"/>	Application form(1), General Information
<input type="checkbox"/>	<input type="checkbox"/>	Application form(2), Details of Contracts of similar nature and complexity
<input type="checkbox"/>	<input type="checkbox"/>	Application form(3), Ongoing contracts/work in progress
<input type="checkbox"/>	<input type="checkbox"/>	Application form(4), Manufacturing Capabilities
<input type="checkbox"/>	<input type="checkbox"/>	Application form(5), Financial capability
<input type="checkbox"/>	<input type="checkbox"/>	Bank line of credit letter/Reference letter plus bank statement
<input type="checkbox"/>	<input type="checkbox"/>	Litigation history or Affidavit that the firm has never involved in litigation with any Government, Semi Government agency.
<input type="checkbox"/>	<input type="checkbox"/>	Applicants legal status
<input type="checkbox"/>	<input type="checkbox"/>	Principal place of Business
<input type="checkbox"/>	<input type="checkbox"/>	Place of incorporation or registration
<input type="checkbox"/>	<input type="checkbox"/>	Any other Information