



Tender Number: TSE-232407341501

Published Dated:

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Gwadar Development Authority

**BIDDING DOCUMENT FOR**  
**SUPPLY OF FURNITURE FOR GDA OFFICE**  
**COMPLEX GWADAR**

**(TECHNICAL PROPOSAL)**

TSE-232407341501

**NAME OF BIDDER:**

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(To be filled-in by the Bidder)

**Letter of invitation for Bids:**

Sealed Tenders are invited under the Balochistan Public Procurement Rules (BPPR) - 2014 by the **Gwadar Development Authority** from "Eligible Bidders" dealing in Sales and after - sale services(as applicable) of **Furniture & Fixtures** as per details contained here - under:...

Bidding Information	Particulars
Designation of Procurement Officer	Director General
Postal Address of the Procuring Agency	Ms
Phone Number & Fax Number	8649201010 ,
E-Mail Address & Website (If Available)	info@gda.gov.pk
Bidding Procedure	Single Stage Two Envelope Bidding Procedure
Issuance of Bidding Documents	<p>From <b>Ms Gwadar Development Authority, Marine Drive Gwadar</b> during working hours up-to one working day prior to the opening of bids and from BPPRA Website <a href="http://www.bppra.gov.pk">www.bppra.gov.pk</a> <b>TSE-232407341501</b></p> <p><b>Note: Downloaded Bidding document DOES NOT REQUIRE signature and stamp of the procurement officer and can freely be downloaded and used from BPPRA website</b></p>
Deadline for Submission of Bids	Date <b>July 18, 2023</b> & Time <b>12:00 PM</b> through courier or may be dropped in the <b>Tender Box</b> at the office of the Procuring Agency or the place of <b>Bid Opening</b>
Opening Of Technical Bids	Date <b>July 18, 2023</b> & Time <b>12:30 PM</b> at the location of the <b>Ms Assistant Director Admin, Gwadar Development Authority, Marine Drive Gwadar</b>
Tentative Opening Of Financial Bids	Date <b>July 18, 2023</b> & Time <b>01:00 PM</b> at the location of the <b>Ms Assistant Director Admin, Gwadar Development Authority, Marine Drive Gwadar</b>
Bidding Document Fee	<p>Amount: 1,000 PKR. In the form of: Green Challan</p> <p><b>Submission of Bidding Document fee is not a requirement for issuance of the Bidding Document. It will be checked during the eligibility evaluation</b></p> <p>Account Title: GDA Accumulated or Collection Fund BAML</p> <p>Account Number: 30020081008366012</p>
Bid Security	<p>Amount: 2.00 % of the Bid Value</p> <p>Manner of Payment: Deposit at Call</p> <p>in favor of : Gwadar Development Authority</p>
Performance Security	No
Bid Validity Period (Days)	90 Days.

**Eligibility Criteria for Bidders:**

S.No.	Bidders Eligibility Factor	Requirement	Document Required
1	Experience	2 Assignments of Similar Nature and Complexity 1,000,000 in Previous1	Copy's of Supply Order's with relevant completion certificate's or Inspection Report's or delivery challan (items must cross-verify with supply order)
2	Financial Capacity	Turn over of at least 500,000 PKR in 1 Subsequent Previous Years	Supporting Bank Certificate of Company's Bank Account
3	Status As Active Tax Payer	Presence in Active Tax Payer List	NTN Certificate and proof of Presence in ATL
4	Sales Tax Registration	Sales Tax Certificate	GST Registration Certificate or NTN Certificate with highlighted GST Number
5	Non Blacklisted Certificate	The bidding firm must not be currently blacklisted by any procuring agency of Pakistan	Duly signed & stamped declaration of non blacklisting on company's Letter head by the bidder verifiable from all PPPRAs web portals
6	Joint Venture	JV is not permissible	EPPS generated confirmation for applying as sole-bidder

7	Bid Security	Submission of the required Bid Security In case Bid Security is not found as required during financial evaluation the bidding firm shall be declared as in-eligible and non-responsive	In case the Bid Security is a fixed amount or is required as percentage of the estimated budget, (non-confidential), please attach clear scan of the Bid Security In case the Bid Security is required as percentage of the offered cost (confidential), please attach declaration of submission of the Bid Security on bidders Letter head
8	Bidding document Fee	Submission of the required Bidding document Fee	Receipt of payment of Bidding document Fee
9	BRA	BRA Registration	Valid BRA Certificate

**NOTE: It is mandatory for the bidders to meet all the above-mentioned requirements of eligibility. In-case of not meeting any single requirement, the Bid shall be declared as "NON-RESPONSIVE"**

**Scope Of Work:**

Supply of Furniture

### Data-Sheet of the Assignment

The objective of the below given Data-Sheet / Schedule of Requirements is to provide sufficient information to bidders to understand complete scope of this procurement such that no requirement of the Procuring Agency is left un-mentioned hereunder, so as to enable the bidders to prepare their bids accordingly:

S. No.	Item Name	**Qty	Item Details / Specification	Mandatory
1	56101722-Executive Table	1	● <b>Glass Top:</b> Glass Top	Yes
2	56101720-Office or work/ Revolving chair	2	● <b>Revolving chair:</b> Leather Top	Yes
3	56101719-Side table	2	● <b>Side table:</b> Glass Top	Yes
4	56121704-Cupboard for Staff Room/Class Room	1	● <b>CUPBOARD:</b> 4X6 FT	Yes
5	56101742-Steel Almirah	1	● <b>Steel Almirah:</b> 6x4	Yes
6	56101726-Office Table	1	● <b>Office Table:</b> Wodden Table with	Yes

\* Brand names & model numbers (if any) referred-to in this tender document are only for reference purpose in the light of BPPRA Rules - 2014 # 13(1), however **ALL** offers in conformity with the generic specification shall be evaluated as equal.

### Delivery Schedule & Requirements:

**Place of Delivery of Goods:** Ms Gwadar Development Authority, Marine Drive Gwadar

**Last Date & Time of Delivery:** Aug 07, 2023

Partial delivery is **Not Allowed**

**Instructions for Bidders:**

For more details please see the relevant section

**Evaluation Criteria:**

Selection of the successful bidder shall be based on

**"Least-Cost Selection Method"**

on Item wise which means ,Eligible Bidder quoting Technically Responsive items at the lowest financial cost.  
The procedure shall be applied on knock-down basis as follows: -

1. **Bidders Eligibility Assessment.**

Initial evaluation of the proposals shall be carried-out by the **PROCUREMENT COMMITTEE** subsequent upon fulfilment of requirements of the eligibility criteria laid down under the heading of "Letter of Invitation for Bids - Eligibility Criteria for Bidders" in the following manner:

S.NO	Eligibility Factor	Requirement	Bidder 1 Yes/No	Bidder 2 Yes/No	Bidder 3 Yes/No
1	Experience	2 Assignments of Similar Nature and Complexity 1,000,000 in Previous1			
2	Financial Capacity	Turn over of at least 500,000 PKR in 1 Subsequent Previous Years			
3	Status As Active Tax Payer	Presence in Active Tax Payer List			
4	Sales Tax Registration	Sales Tax Certificate			
5	Non Blacklisted Certificate	The bidding firm must not be currently blacklisted by any procuring agency of Pakistan			
6	Joint Venture	JV is not permissible			
7	Bid Security	Submission of the required Bid Security In case Bid Security is not found as required during financial evaluation the bidding firm shall be declared as in-eligible and non-responsive			
8	Bidding document Fee	Submission of the required Bidding document Fee			
9	BRA	BRA Registration			

- i. Firm must score “YES” in all requirements of the eligibility criteria to be categorized as Eligible. “NO” to any requirement of the eligibility criteria, by any bidder shall render the Firm as Ineligible.
- ii. Subsequent upon said assessment, Bidders shall be categorized as:
  1. Eligible Bidders
  2. Ineligible Bidders

## **2. Return of Financial Proposals to Ineligible Bidders.**

Proposals from Ineligible Bidders shall be declared “Non-Responsive”, consequently shall NOT be accepted for any further evaluation:

1. Their Financial Proposals shall be returned without being opened.
2. Their Bid security shall be released upon their written request.



**3. Item wise Evaluation:**

The Bids received from Eligible Bidders shall then be evaluated by the Technical Member / Committee or the Procurement Committee itself (If the required items are not technically complex) for conformance with the required technical qualification (which includes specification, schedule of requirements and all other administrative and legal requirements as stated in the Data-Sheet) on basis, in the following manner:

**Technical Evaluation of Bids**

S.NO	ITEM NAME	TECHNICAL REQUIREMENET	Mandatory	Eligibility Bidder 1 Fulfill Requirement YES / NO	Eligibility Bidder 2 Fulfill Requirement YES / NO	Eligibility Bidder 3 Fulfill Requirement YES / NO
1	56101722-Executive Table	<ul style="list-style-type: none"> <li>• <b>Glass Top:</b> Glass Top</li> </ul>	Yes			
2	56101720-Office or work/ Revolving chair	<ul style="list-style-type: none"> <li>• <b>Revolving chair:</b> Leather Top</li> </ul>	Yes			
3	56101719-Side table	<ul style="list-style-type: none"> <li>• <b>Side table:</b> Glass Top</li> </ul>	Yes			
4	56121704-Cupboard for Staff Room/Class Room	<ul style="list-style-type: none"> <li>• <b>CUPBOARD:</b> 4X6 FT</li> </ul>	Yes			
5	56101742-Steel Almirah	<ul style="list-style-type: none"> <li>• <b>Steel Almirah:</b> 6x4</li> </ul>	Yes			
6	56101726-Office Table	<ul style="list-style-type: none"> <li>• <b>Office Table:</b> Wodden Table with</li> </ul>	Yes			

\* List all requirements stated in the Data-sheet of the assignment & schedule of requirements, to evaluate the bid on all the required & mentioned technical characteristics.

- i. Bids conforming to the required technical qualification shall stand Responsive, hence will qualify for Financial Bid opening. All proposals shall be categorized as:
  1. Responsive Proposals
  2. Non-Responsive Proposals

#### **4. Return of Non-Responsive Proposals & preparation of Technical Evaluation**

##### **Report.**

Technical Proposals not conforming to the required technical, administrative or legal requirements shall be declared as “Non-Responsive” and consequently shall NOT be accepted for any further evaluation:

1. Their financial proposals shall be returned without being opened.
2. Their Bid security shall be released upon their written request.
3. If the work can be split among multiple vendors and evaluation is being done on item-wise basis, then a Firm shall only be Non-Responsive for specific item/s in which it does not meet the minimum technical qualification. And may be recommended for item/s in which it is technically responsive.
4. Technical Evaluation Report shall be prepared duly signed by all the members of the **Procurement Committee**, giving **REASONS** for;
  - i. Acceptance of the Eligible & Responsive Bid/s
  - ii. Rejection of the Ineligible &/OR Non-Responsive Bid/s
5. Technical Evaluation concludes at this stage.

#### **5. Financial Evaluation.**

Financial Proposals of the Responsive Technical Proposals shall be publicly opened as specified in this document under the heading of “Letter of Invitation for Bid”. Financial Comparative Statement / Evaluation Report of the “Responsive Proposals” shall be prepared by the **Procurement Committee** in the following manner:

#### **FINANCIAL EVALUATION OF BIDS**

S.NO	Item Name / Model & Description	Quantity	Responsive Bidder 1 Yes/ No		Responsive Bidder 2 Yes/ No		Responsive Bidder 3 Yes/ No	
			Unit Price Exclusive of TAX	Total Price	Unit Price Exclusive of TAX	Total Price	Unit Price Exclusive of TAX	Total Price
1	56101722-Executive Table	1						
2	56101720-Office or work/ Revolving chair	2						
3	56101719-Side table	2						
4	56121704-Cupboard for Staff Room/Class Room	1						
5	56101742-Steel Almirah	1						
6	56101726-Office Table	1						

#### **6. Recommendation of Procurement Committee & Uploading of Evaluation Report.**

After Technical and Financial Evaluation of the Bids, both the Technical & the Financial Evaluation Reports shall be combined, this Report shall be called the "Evaluation Report". The Evaluation Report must clearly state justification for acceptance of lowest evaluated Bid/s, and reason/s for non-acceptance of all other Bids. Consequently, lowest financial Bidder among the "Eligible and Responsive Bidders" shall be recommended for the Award of Contract/ Annual Rate Contracting Agreement by the **Procurement Committee**. The Procuring Agency shall upload this Bid Evaluation Report at the website of Balochistan Public Procurement Regulatory Authority under the relevant TSE number, at-least three days prior to the award of Contract. Copy of the same shall be provided to bidders upon their request.

#### **7. Award of Contract.**

Annual rate Contracting Agreement/ Contract shall be executed with the lowest evaluated bidder after three days of uploading of the Evaluation Report at B-PPRA Website.



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Gwadar Development Authority

**BIDDING DOCUMENT FOR THE PURCHASE OF**

**SUPPLY OF FURNITURE FOR GDA OFFICE COMPLEX GWADAR**

**(FINANCIAL PROPOSAL)**

**TSE-232407341501**

**NAME OF BIDDER:**

\_\_\_\_\_

(To be filled-in by the Bidder)

**Designation of the Procurement Officer:** \_\_\_\_\_

**Procuring Agency's Address:** \_\_\_\_\_

**Procuring Agency's Phone:** \_\_\_\_\_ **Fax No:** \_\_\_\_\_

**Procuring Agency's Website: (If Any)** \_\_\_\_\_

**1. Financial Evaluation.** Financial Proposals of the Responsive Technical Proposals shall be publicly opened as specified in this document under the heading of “Letter of Invitation for Bid”.

2. Financial Comparative Statement / Evaluation Report of the “Responsive Proposals” shall be prepared by the **Procurement Committee** in the following manner:

**FINANCIAL EVALUATION OF BIDS**

S.No	Item Name / Model & Description	Quantity	Responsive Bidder 1 Yes/No		Responsive Bidder 2 Yes/No		Responsive Bidder 3 Yes/No	
			Unit Price Exclusive of TAX	Total Price	Unit Price Exclusive of TAX	Total Price	Unit Price Exclusive of TAX	Total Price
1	56101722-Executive Table ( <b>Glass Top</b> : Glass Top)	1						
2	56101720-Office or work/ Revolving chair ( <b>Revolving chair</b> : Leather Top)	2						
3	56101719-Side table ( <b>Side table</b> : Glass Top)	2						
4	56121704-Cupboard for Staff Room/Class Room ( <b>CUPBOARD</b> : 4X6 FT)	1						
5	56101742-Steel Almirah ( <b>Steel Almirah</b> : 6x4)	1						
6	56101726-Office Table ( <b>Office Table</b> : Wodden Table with)	1						

Subsequently, the prepared Financial Evaluation Report shall duly be signed by all the members of the Procurement Committee.

**INSTRUCTIONS FOR PREPARING FINANCIAL PROPOSAL**

These Instruction are being given for strict compliance by the Bidders. **Failure to fulfill any instruction given here-under may result in dis-qualification of the Bid/s.**

Financial Proposals shall be prepared on following lines: -

1. Sealed Envelope containing the Financial Proposal should clearly state:
  - a. **“Name of Bidder ”**
  - b. **“Name of Tender”**
  - c. **“Financial Proposal”**
2. The portion of Financial Proposal of this bidding document duly filled, supported with Bidder’s covering Letter be attached as the Financial Proposal of the bidder
3. Following information should be attached/contained in the Financial proposal:-
  - a. Original Bid Security (If required by the Procuring Agency)
  - b. Taxes must be included along-with the price of each item
  - c. Financial Bid shall be prepared on the Bidders Letter Head in the following format:

A	B	C	D	E	F
S.No	Item Name	Quantity	Unit Price	Income Tax + GST	Total Price (Including Taxes)
A	B	C	C	E	(C x D) + E = F
1					
2					
3					
4					
5					

4. Serial Numbers of items must be quoted as mentioned in the “Bidding Document” (in-case of difference in serial numbers between “Bidding Documents” and “Financial Bid” the bid may qualify for rejection.
5. No technical detail / specification may be mentioned in the financial bid. In-case of multiple offers/ items quoted against a single item, each item may be distinguished as option # a, b, c etc. against the respective Serial No.
6. Offer must be quoted on TCA (Total Cost of Acquisition) basis at the risk & cost of the bidder. This means:
  - i. ALL costs (including duties, taxes & other Govt. payables) incurred up-to delivery at the designated location of the Procuring Agency
  - ii. Loading, unloading and other labor charges
  - iii. Complete services as required in the schedule of requirements of this bidding document
  - iv. Cost including fixation, assembling, dismantling etc. (As & where applicable)
7. Taxes must be included along-with the price of each item
8. In-case of any Tax exemptions, exemption certificate from the concerned Tax Office / Regional Tax Office pertaining particularly to this case may be provided; otherwise taxes shall be deducted as per Government Policy / Rules

# CONTRACT AGREEMENT

THIS CONTRACT AGREEMENT (hereinafter called the "Agreement") made on the \_\_\_\_ day of \_\_\_\_\_  
200 \_\_\_\_ between \_\_\_\_\_ (hereinafter called the "Procuring Agency") of the one part and  
\_\_\_\_\_ (hereinafter called the "Contractor") of the other part.

WHEREAS the Procuring Agency is desirous that certain Works, viz \_\_\_\_\_ should be executed by the Contractor and has accepted a Bid by the Contractor for the execution and completion of such Works and the remedying of any defects therein.

NOW this Agreement witnesseth as follows:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to.
2. The following documents after incorporating addenda, if any except those parts relating to Instructions to Bidders, shall be deemed to form and be read and construed as part of this Agreement, viz:
  - (a) The Letter of Acceptance;
  - (b) The completed Form of Bid along with Schedules to Bid;
  - (c) Conditions of Contract & Contract Data;
  - (d) The priced Schedule of Prices;
  - (e) The Specifications; and
  - (f) The Drawings
3. In consideration of the payments to be made by the Procuring Agency to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Procuring Agency to execute and complete the Works and remedy defects therein in conformity and in all respects within the provisions of the Contract.
4. The Procuring Agency hereby covenants to pay the Contractor, in consideration of the execution and completion of the Works as per provisions of the Contract, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS WHEREOF the parties hereto have caused this Contract Agreement to be executed on the day, month and year first before written in accordance with their respective laws.

Signature of the Contactor      Signature of the Procuring Agency

\_\_\_\_\_  
(Seal) (Seal)

Signed, Sealed and Delivered in the presence of:

Witness:      Witness:

\_\_\_\_\_  
(Name, Title and Address)      (Name, Title and Address)



# INTEGRITY PACT

Contract No. \_\_\_\_\_ Dated \_\_\_\_\_

Contract Value: \_\_\_\_\_

Contract Title: \_\_\_\_\_

..... (name of Supplier) hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Balochistan (GoB) or any administrative department or agency thereof or any other entity owned or controlled by GoB through any corrupt business practice.

Without limiting the generality of the foregoing, (name of Supplier) represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and sen or agreed to give and sen or agreed to give and sen or agreed to give and sen or agreed to give and sen or agreed to give and shall not give or agree to give to anyone within or outside Balochistan either directly or indirectly through any natural 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 consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoB, except that which has been expressly declared pursuant hereto.

(name of Supplier) 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 GoB and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

(name of Supplier) accepts 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 rights and remedies available to GoB under any law, contract or other instrument, be voidable at the option of GoB.

Notwithstanding any rights and remedies exercised by GoB in this regard, (name of Supplier) agrees to indemnify GoB for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoB in an amount equivalent to ten time the sum of any commission, gratification, bribe, finder's fee or kickback given by (name of Supplier) 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 GoB.

Name of Buyer: ..... Name of Seller/Supplier: .....

Signature: ..... Signature: .....

(Seal) (Seal)



**BIDDING DOCUMENT FOR THE SUPPLY OF OFFICE FURNITURE FOR  
GDA OFFICE COMPLEX, GWADAR**

(a) **Letter of invitation for Bids**

Sealed Tenders are invited under the Balochistan Public Procurement Rules (BPPR) - 2014 by the Gwadar Development Authority from “Eligible Bidders” (as detailed below), dealing in Sales and after-sale services of Supply of Office Furniture for GDA Office Complex, Gwadar as per details contained here-under:

Eligibility Criteria for Bidders:

S. No.	Bidders Eligibility Factor	Requirement	Document Required
1	Registration with Income Tax	Mandatory	Attach Copy of NTN
2	BRA Registration	Mandatory	Attach Copy of BRA Registration
3	Registration with Sales-Tax	Mandatory	Attach Copy GST registration Certificate
4	Relevant Experience	<b>For Self-experienced / Old Firms:</b> No. of successfully completed similar assignments in previous 3 year/s of at least 1.00 Million cumulatively	Attach copies of Supply Orders with relevant completion certificate or Inspection Report
		<b>For In-experienced / New Firms:</b> MoU / JV or Agreement with a Firm fulfilling the above mentioned criteria	Attach signed & stamped copy of original Agreement duly attested by Notary Public
5	Financial Capacity	Annually PKR.1. M for the past 3 years (To be specified by the Procuring Agency)	Attach supporting Bank Certificate of Company's Bank Account
6	Agreement with all the terms & conditions	Must unconditionally agree with all the instructions, terms & conditions specified in the bidding documents & contract agreement	Signature & company seal on every page of the bidding document.
7	Delivery time	Must agree to serve the Contract within the stipulated time period	Completion time must be clearly specified in the Technical Bid
8	Any other relevant factor	(To be specified by the Procuring Agency if required)	(To be specified by the Procuring Agency as required)

(b) **Data-Sheet of the Assignment**

S. No	Particular	Quantity
01	Executive Chair	01 No.
02	Office Revolving Chairs	02 Nos
03	Side Tables	02 Nos.
04	Cupboard	01No.
05	Steel Almirah	01 No.
06	Office Table	01 No.

Brand names & model numbers (if any) referred-to in this tender document are only for reference purpose in the light of BPPRA Rules - 2014 # 13(1), however **ALL** offers in conformity with the generic specification shall be evaluated as equal.

**Method of Procurement Used:** Procedure of bidding shall be **“Least cost selection bidding procedure”** as per Rule # 41(3) of the Balochistan Public Procurement Rules 2014.

1. **Financial Bid:** Sealed Envelope containing the Financial Bid should clearly state **“Name of Bidder AND Financial Bid”**. A set of this bidding document duly filled, supported with Bidder’s covering Letter be attached with the Financial Proposal. The Financial Bid should be quoted on the bidders letter head on the following format :-

S. No	Particular	Quantity	Unit Price	Total Price
01	Executive Chair	01 No.		
02	Office Revolving Chairs	02 Nos		
03	Side Tables	02 Nos.		
04	Cupboard	01No.		
05	Steel Almirah	01 No.		
06	Office Table	01 No.		
<b>Total Amount</b>				

- a. Serial Numbers of items must be quoted as mentioned in the “Bidding Document” (in-case of difference in serial numbers in “Bidding Documents” viz-a-viz “Financial Bid” the bid may qualify for rejection.
- b. No technical detail / specification may be mentioned in the financial bid. In-case of multiple offers/ items quoted against a single item, each item may be distinguished as option # 1, 2, 3 etc. against the respective Serial No.
- c. Offer must be quoted on TCA (Total Cost of Acquisition) basis at the risk & cost of the bidder. This means:

- i. ALL costs (including duties, taxes & other Govt. payables) incurred up-to delivery at Assistant Director Administration Office (Address: Marine Drive Road, Gwadar Development Authority Gwadar)
- ii. Completion time must be clearly mentioned
- iii. Loading, unloading and other labor charges.
- iv. Hardware and Software Installation/configuration/commissioning/training (where applicable)
- v. Cost including fixation, assembling, dismantling etc. (As & where applicable)
- d. Taxes must be included along-with the price of each item.
- e. In-case of any Tax exemptions, exemption certificate from the concerned Tax Office / Regional Tax Office pertaining particularly to this case may be provided; otherwise taxes shall be deducted as per Government Policy / Rules.
- f. Every page of the Bid must be numbered, signed & stamped by the authorized representative.

**(a) Bid Security:**

1. Financial Bids must be accompanied with Bid Security in the form of Bank Guarantee or Deposit at Call from a scheduled bank @ 2% of total bid value favoring the Assistant Director Administration (DDO Designation).

**(b) Submission of Bids:** Sealed Tenders (Single Envelope containing two separately sealed envelopes of Technical and Financial bids) must reach the office of the (Procurement Officer Designation, Assistant Director Administration) latest by Date & Time 18<sup>th</sup> July, 2023, at 12:00 PM through courier or may be dropped in the **Tender Box** at the office of the (Procurement Officer Assistant Director Administration)

**(c) Opening of bids:** The financial proposal will be opened on the same day for submission for bids @ **Time (01:00 pm)** sharp in the Office of (Assistant Director Administration) in presence who want to be present in the Bid opening session.

**(i) Terms and Conditions:**

1. Completion time may be clearly specified. Where completion time shall mean; time consumed in delivery of the ordered items to the designated location of Procuring Agency Gwadar Development Authority also including but not limited to time required for installation, commissioning & training. **(Complete delivery including required services detailed in the Data-Sheet)**
2. Maximum completion time for the order is 90 days from the date of Supply Order (bids quoting greater lead times are likely to be rejected).
3. In case of late delivery, the supplier may be blacklisted and late delivery penalty (Liquidated Damages) shall be imposed at the rate of 0.1% (of the value of items delivered late) per day, upto a maximum of 10% of the Contract Value (As specified in the Contract).
4. The Consignment, as per the Supply Order, must be accompanied by the authorized representative (technical) at the time of delivery at procuring agency/ designated Office.
5. Partial delivery is **allowed/Not-allowed** – (Select 1)
6. Work may be split among multiple lowest evaluated bidders, on the basis of the evaluation criteria for independent / non-related items.
7. Provision of partial payment does not exist in this Tender; payment shall be made within one month from the date of successful inspection.
8. Payment release is subject to satisfactory inspection by the joint team comprising of:
  - i. The Purchase Committee of Procuring Agency
  - ii. Authorized representative of the Vendor (To be clearly specified in the Tender Document)
9. Bid Security of successful bidder/s shall be released upon submission of Performance Security.
10. Bid Security of unsuccessful bidder/s shall be released within thirty days from the date of award of contract to the successful bidder/s.
11. Performance security of the successful bidder/s shall be released within two months from the date of successful inspection. In case of unsatisfactory performance on part of the supplier, the “Performance Security” shall be forfeited or retained till satisfactory completion of task.

12. Any other terms or conditions deemed necessary by the Procuring Agency.

**ii. Tax Liability**

1. Complete Tax liability is to be borne by the Vendor.
2. Quoted prices shall be inclusive of all applicable Taxes, be filled item-wise as per the aforementioned format at Para-2 and may not be applied to the sub-total of the package.
3. In-case of any Tax exemptions, exemption certificate from the concerned Tax Office / Regional Tax Office pertaining particularly to this case may be provided; otherwise taxes shall be deducted as per Government Policy / Rules.

**(j) CURRENCY & BID VALIDITY**

1. Tenders must be quoted in Pakistani Rupees (PKR).
2. Validity of the bid would be at-least 90 days (to be specified by the procuring agency/ office) from the date of Tender opening

**(k) BIDDER'S INFORMATION:**

1. Name of company : \_\_\_\_\_

2. Complete Postal Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Tel No: \_\_\_\_\_ 4. Email address: \_\_\_\_\_

5. Fax No: \_\_\_\_\_ 6. Mobile No: \_\_\_\_\_

7. Authorized Representative's name & designation: \_\_\_\_\_

8. Type of Business:

(1) Sole Proprietorship  (2) Partnership

(3) Corporation (Private Ltd.)  (4) Corporation (Public Ltd)

9. National Tax Number: \_\_\_\_\_

10. Sales Tax Registration #: \_\_\_\_\_

11. Year of Establishment: \_\_\_\_\_

12. Work experience: (Please attach specimen i.e. similar Award of Contract)

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

13. Approx. turn-over for previous three years: (In millions)

2020: Rs. \_\_\_\_\_ 2021: Rs. \_\_\_\_\_ 2022: Rs. \_\_\_\_\_

14. Certificates / Awards (if any, please attach)

13. Company Profile: (Please attach)

**DECLARATION BY THE BIDDER**

I solemnly undertake that:

- a. Having read, understood & made myself aware of all the Terms & conditions mentioned in this Bidding Document & the Rules, Regulations & Policies of the Government of Balochistan, governing the procurement & financial matters, **AGREE, ACCEPT & UNDETAKE TO ABIDE BY THE SAME.**
- b. The information provided in this form is correct to the best of my knowledge & in the event of change; details will be provided as soon as possible

Name & Designation \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Company stamp.

Procuring Agency's Name **Gwadar Development Authority**  
Procuring Agency's Address **Marine Drive, GDA Office Complex Gwadar**  
Procuring Agency's Phone & Fax No. **086-9201010- 0864-210592**  
Procuring Agency's Website **www.gda.gov.pk**