



Sindh HealthCare Commission

Sindh Healthcare Commission

Tender Documents

For

SHCC/BS/1577/2018

PROCUREMENT OF OFFICE FURNITURE

**AT BLOCK-C, 2ND FLOOR FTC BUILDING
SHAHRAH-E- FAISAL KARACHI**



Table of Contents

Contents

1.	Invitation for Bid	3
2.	Eligibility Criteria	4
3.	Terms & Conditions	5-7
4.	Technical Proposal	8
5.	Financial Proposal	9
6.	Evaluation Criteria	10
7.	Vendor Details	11
8.	Delivery Schedule	12
9.	Specifications for Executive Chairs	13-14
10.	Specifications for Executive Table	15
11.	Specifications for Officer Chair	16
12.	Specifications for Officer Table	17
13.	Specifications for Computer Table	18
14.	Specifications for Visitors Chair	19
15.	Specifications for Steel Almirah	20
16.	Documents Checklist	21



INVITATION FOR BID

Bid Reference No.: SHCC/BS/1577/2018

1. The Employer, Sindh Healthcare Commission invites sealed bids from eligible firms registered under the laws of Pakistan in the appropriate category and duly qualified with the Employer for the purchase of **Office Furniture**, which will be completed in 30 days after the award of tender.
2. A complete set of Bidding Documents may be purchased by an interested eligible bidder on submission of a written application to the office given below and upon payment of a non-refundable fee of Rupees 1000/-. Bidders may acquire the Bidding Documents from the Office of the Employer, at 2ND Floor, FTC Building, Sharah e Faisal, Karachi.
3. All bids must be accompanied by a **Bid Security of 2%** for Cost of Bid Amount and must be delivered to Sindh HealthCare Commission, 2nd Floor, FTC Building, Sharah e Faisal, Karachi at or **before 2:00 p.m, by 27.11.2018**. Bids will be opened at **3:00 p.m** on the same day in the presence of bidders' representatives who choose to attend, at the same address.



ELIGIBILITY CRITERIA

The bidders must fulfill the following criteria in order to be eligible for the bidding process:

1. Registration of firm / company under the laws of Pakistan
2. National Tax Number
3. Sales Tax Registration Number
4. Proof of financial soundness of the firm and bank statement for the last two years.



TERMS & CONDITIONS

1. The interested bidders should submit the relevant documents like Company Profile and Company annual turnover etc.
2. Procurement shall be governed under the Sindh Procurement Rules, 2013.
3. Single Stage, Two Envelopes method will be adopted for Bidding Process.
4. The bid shall comprise of a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal.
5. The envelopes shall be marked as **"FINANCIAL PROPOSAL"** and **"TECHNICAL PROPOSAL"** in bold and legible letters to avoid confusion.
6. The bidders must separately mention the Item Price and Sales Tax (Where Applicable) on prescribed Bid Form.
7. The total quoted price must be inclusive of all other taxes or duties.
8. The bidders must submit bid security of **2%** in the favor of undersigned in the shape of pay order from any scheduled Bank otherwise tender will be rejected.



9. Sealed bids are required to be brought in person by the authorized representatives of the interested bidders by **27.11.2018** at **2:00 p.m** positively. The bids received till the stipulated date and time shall be opened on the same day at **3:00 p.m** in the presence of bidders or their authorized representatives by the Procurement Committee.
10. Incomplete Bid Forms or Bid Forms with overwriting will not be accepted.
11. Technical Proposal must include the pictures of products as well.
12. The interested bidders may visit the site if they want.
13. All bids should be submitted in tape or ring binding. Bids with loose papers shall be rejected. All documents should contain an index and proper page numbers attached in sequence as indicated for evaluation in the bidding documents and signatures of authorized person.
14. An Undertaking on judicial paper that the firm/company has not been blacklisted by any Government, Semi Government, Autonomous Body or Organization. In case of submission of false undertaking, criminal as well as civil action shall be taken against the bidder.
15. An undertaking on judicial paper for adherence to time line should also accompany the bid.



16. The successful bidder must submit **Performance Guarantee of 5%** of total quoted amount in the favor of undersigned in the shape of Pay order from any scheduled Bank otherwise tender award will be rejected.
17. The procuring agency may reject all bids at any time prior to the acceptance of a bid.
18. The successful bidder must supply the goods within 30 days from the issuance date of Contract.
19. It will be the responsibility of the successful bidder to supply all the goods within the stipulated time at the Sindh Healthcare Commission Office (2nd Floor, FTC Building, Sharah e Faisal, Karachi). The Procuring Agency will not bear any type of transportation cost.
20. The furniture at the desired location will be the responsibility of successful bidder. They might visit the location prior to quoting to verify the sizes and dimension of corridors and doors to avoid any future inconvenience.
21. The goods must be new and refurbished goods or broken/damaged goods will not be accepted.
22. The successful bidder will ensure the timely warranty claims if/when required by Procuring Agency.



TECHNICAL PROPOSAL

Sr. No	Name of Article	QT'Y	Specifications Technical	Picture
1.	Executive Chairs	4 Nos.		
2.	Executive Tables having 03 (Drawers) along with Side Racks	4 Nos.		
3.	Visitor Chairs	12 Nos.		
4.	Wood Almirah with Glass Door	4 Nos.		

Name of Firm

(Signature & Stamp)



FINANCIAL PROPOSAL

Sr. No	Name of Article	Units/ Qty	Unit Price	GST	Total Price
1.	Executive Chairs	04			
2.	Executive Tables having 03 (Drawers) along with Side Racks	04			
3.	Visitor Chairs	12			
4.	Wood Almirah with glass Door	04			
Grand Total					

Name of Firm

(Signature & Stamp)



BIDDERS' ELIGIBILITY CRITERIA

Sr. No	Criteria	Description	MARKS
01	Company Profile	Years in Specific Services / Business, Postal Address, email, Cell & Fax No. (20 marks for 10 years & plus experience, 10 marks for 5-6 years.	20
02	Firm Registration	Must have valid NTN and all relevant Tax Certificates	20
03	Firm/ Company has never been blacklisted	Undertaking on non-Judicial Stamp Paper of Rs. 100 certifying that firm /contractor is not black Listed by any government, semi government or autonomous body.	20
04	Specific Experience	5 Nos. Specific Experience (20 marks for 5 Specific Projects, 10 marks for Less than 5 Specific Projects.	20
05	Clientele list	Clientele list with telephone numbers of contact persons (20Marks for 10 Clients, 15 marks for 7-9 clients, 10 marks for 4-6 clients	20
	Total:		100
	Passing Marks:		70

The supplier will be selected on the following Eligibility Criteria:



VENDOR DETAILS

Name of Vendor _____

Office Address _____

Authorized Person _____

GST No. _____

NTN _____

Telephone No. _____

Mobile No. _____

Fax No. _____

Email _____



DELIVERY SCHEDULE

I, _____ (Name of Company
Owner/Authorized Person) hereby undertake to provide the full
consignment of quoted items on _____ (Date of Delivery).

Name of Authorized Person

Signature and Stamp



OFFICE FURNITURE SPECIFICATION

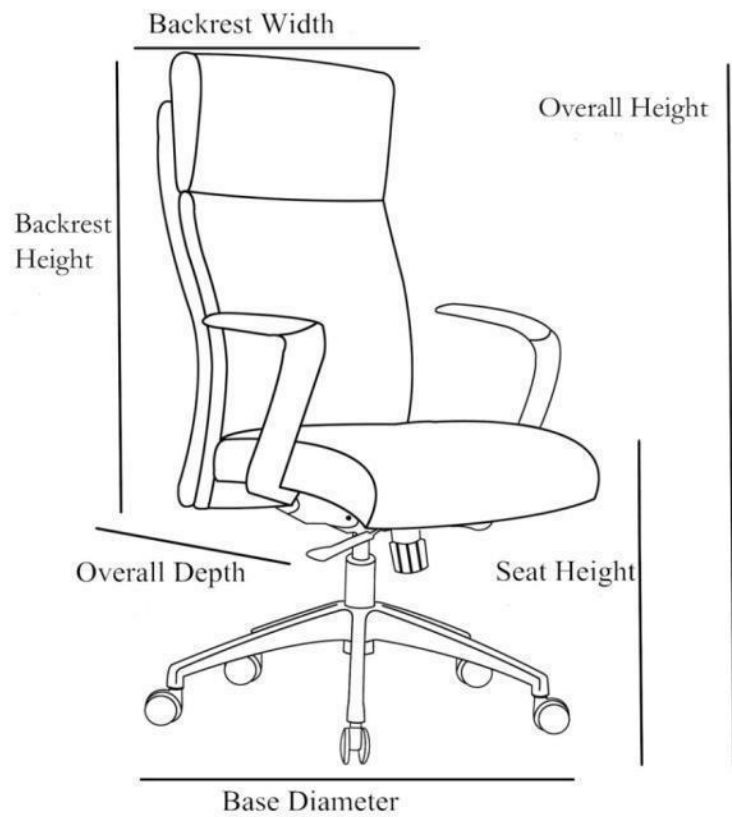
Executive Chair

- Revolving Chairs
- Adjustable lumbar support and instant seat height adjustment.
- Metal 5-prong base
- Height/Width adjustable arms with soft and durable urethane pads.
- Best quality leader cushioning
- Back Rest
- Color Black / Brown



- Minimum Dimensions:
 - Seat Height 18-22 inches
 - Overall Height 45-48 inches
 - Backrest Width 18-20 inches
 - Backrest Height 24-26 inches
 - Overall Depth 20-24 inches
 - Base Diameter 25-27 inches

Below diagram for your reference:



OFFICE FURNITURE SPECIFICATION

Executive Tables

Table size	Length 72 inches, Width 36 inches, Height 30 inches
Made	Wood (Shesham)
Color	Brown Mahogany Wood
Drawers/Cabinet	3 drawers with locks on one side while one drawer and cabinet on other side
Side racks Dimension	Length 36 inches, Width 18 inches, Height 30 inches, 1 with keyboard tray
Dimensions	Please follow the below diagram for design:





OFFICE FURNITURE SPECIFICATION

Visitor Chairs

- Best quality cushioning
- Color Brown Mahogany Wood
- Dimensions:
 - Seat Height 18 inches
 - Overall Height 36 inches
 - Backrest Width 20 inches
 - Overall Depth 18 inches
 - Base Diameter 25 inches

Please refer to the below picture for design:





Documents Checklist for Vendor

S #	Documents	Attached (Please tick)
1	Request Letter for Documents	
2	Tender Fee	
3	Company Profile	
4	Company Turnover/Bank Statement 2 years	
5	Bid Security	
6	Technical Proposal	
7	Financial Proposal	
8	Legal Status Undertaking (Company is not blacklisted)	
9	Delivery Schedule Undertaking	
10	Vendor Details (NTN, GST certificates etc)	