



TENDER DOCUMENT

FOR
“SUPPLY OF MACHINERY AND
EQUIPMENTS
ALONG WITH ELECTRONIC APPLIANCES,
STATIONARY AND ACCESSORIES”

Women Chamber of Commerce and Industry
Peshawar Division

Sonia Afsheen
Secretary General
Women Chamber of Commerce and Industry Peshawar Division

Women Chamber House GT Road Peshawar
Tel: 091-9225417-8

TENDER NOTICE

Procurement of Machinery and Equipment along with accessories

Women Chamber of Commerce and Industry Peshawar (WCCI), invites sealed bids from the original manufacturers / authorized distributors / suppliers/ contractors etc, registered with Income Tax and Sales Tax Departments for **“Procurement of Machinery and Equipment along with electronic appliances ,stationary and accessories”**.

2. Bidding documents, containing detailed terms and conditions along with the list of items required are available for the interested bidders at the address given below upon the payment of Rs.1000/- (Non-Refundable) through pay order in favor of Accounts Officer WCCIPD. Bidding document may also be downloaded from www.wcci.org.pk.

3. Bid Security equivalent to 2% of total bid value in the form of Pay Order/ Demand Draft in favor of Accounts Officer WCCIPD, Peshawar shall be submitted with the sealed proposal. Bids without the Bid Security will be rejected.

4. The sealed bids, prepared in accordance with the instructions in the bidding documents, and complete in all respects must reach at the address given below on or before August, 6th 2020 at 11.00 am. Bids will be opened the same day at 11.30 am. This advertisement is also available on PPRA website at www.ppra.org.pk.

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1. BACKGROUND: -

Women Chamber of Commerce and Industry Peshawar Division (WCCIPD) is established in 2010 to look after and safeguard the interest of the women entrepreneurs for the promotion of trade as well as industry in Khyber Pakhtoonkhwa. WCCIPD is establishing women entrepreneurs training center in Peshawar, which is funded by Export Development Fund (EDF), Ministry of Commerce, Govt of Pakistan.

Sealed bids are invited from Sales Tax Registered and experienced persons/companies for the supply, installation and commissioning of the following Training Equipment, IT equipment and Electronics appliances as per details and specification given in “Bill of Quantity”.

2. SCOPE OF SERVICES

The successful bidder(s) will be required to provide **SEWING MACHINE, PICO MACHINE, EMBROIDERY MACHINE, LAPTOP, COMPUTERS, PHOTOCOPIER, SPLIT AIR CONDITIONER, MULTIMEDIA, DIGITAL CAMERA, STATIONARY** along with accessories as per specifications and requirement detailed in BOQs at the premises of Women Chamber of Commerce Industry Peshawar Division, Peshawar.

3. INSTRUCTIONS TO THE BIDDER: -

The bids may be submitted along with the following documents:

- i) The bidder(s) will submit the bids along with tender application form as per Annex-I.
- ii) The bidder(s) will submit their profile containing name of firm, its status, address, telephone number(s), fax number and other relevant information as per Annex-II.
- iii) The bids will be considered as non-responsive in case of non-completion or misdeclaration.
- iv) Bidder(s) will furnish the information regarding experience of similar work over last one year with major clients.
- v) An affidavit to the effect that the firm is not blacklisted and is not in litigation with any organization / department, private or public may also be furnished.
- vi) Copy of STN & NTN Certificates may be enclosed with the bid.
- vii) The list of Clients both from public and private sectors may be attached.
- viii) Undertaking on company letterhead duly attested, that the items supplied will be in OEM packing and no tempering have been made.
- ix) Proof of Authorization/Dealership with OEM.
- x) “Bill of Quantity” duly filled and attested may be attached.

- xi) WCCIPD reserves the right to accept or reject any bid or to annul the bidding process and reject all bids at any time prior to Contract award as per PPRA rules, without thereby incurring any liability to the Bidders or reduce the quantity according to the budget of the organization.
- xii) The Bidders are hereby informed that the WCCIPD shall deduct Income Tax & Sales Tax at the rate prescribed under the tax laws of Pakistan, from all payments of successful Bidder.
- xiii) The price quoted should be in Pak Rupees inclusive of all applicable taxes. The price quoted in this tender will be treated as final and must be valid for sixty (60) days. The rates should be quoted on the FCS basis (Free delivery at Consignee's Store).
- xiv) In case of supply of sub-standard / expired items / goods. The performance guarantees along with items supplied will be confiscated.
- xv) Women Chamber of commerce & industry Peshawar will not be responsible for any costs or expenses incurred by bidders in connection with the preparation or delivery of bids.
- xvi) If the Contractor is found to have engaged in corrupt or fraudulent practices in competing for the award of the contract or during the execution of the contract, Women Chamber of commerce & industry Peshawar may, at any time, without prejudice to any other right of action / remedy it may have, blacklist the Contractor, either indefinitely or for a stated period, for future tenders.
- xvii) All prices quoted must include all Taxes applicable, such as GST, Income Tax, etc. If not specifically mentioned in the Quotation, it will be presumed that the prices include all the taxes.
- xviii) Failure to complete the task within the stipulated time period will invoke a penalty as specified in this document. In addition to that, 02% Call Deposit amount will be forfeited and the company will not be allowed to participate in future tenders as well.
- xix) Women Chamber of commerce & industry Peshawar reserves the right to increase/ decrease number of machines/ equipment and/or any other items mentioned in this tender document.
- xx) Women Chamber of commerce & industry Peshawar reserves the rights to claim compensation for the loss caused by the delay in execution of tasks.

3. Procedure of Competitive Bidding

Single Stage – two envelope procedure, as per rule no. 36 (b) of Public Procurement Rules, 2004, will be followed as per following:

- I. The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal.
- II. The envelopes shall be marked as “FINANCIAL PROPOSAL” and “TECHNICAL PROPOSAL” in bold and legible letters to avoid confusion;
- III. Initially, only the envelope marked “TECHNICAL PROPOSAL” shall be opened;
- IV. The envelope marked as “FINANCIAL PROPOSAL” shall be retained in the custody of the Women Chamber of Peshawar;
- V. Women Chamber Peshawar shall evaluate the technical proposal in a manner prescribed in advance, without reference to the price and reject any proposal which does not conform to the specified requirements.
- VI. During the technical evaluation no amendments in the technical proposal shall be permitted;
- VII. The financial proposals of bids, who qualify technical evaluation, shall be opened publicly at a time, date and venue announced and communicated to the bidders in advance;
- VIII. The financial bid found to be the lowest evaluated bid shall be accepted.

4. Submission and opening of Bids

Bidding Document duly filled and complete in all respect along with all the requisite document and information can be submitted on August, 6th 2020 at 11.00 am. The bids will be opened on the same date at 11.30 am on the address given in the tender notice as per Rule No. 28 (2) of PPRA 2004.

5. Bid Security

All the Bidders are required to submit 2% bid amount of the actual bid in form of Pay Order/ Demand Draft and in favor of Accounts Officer Women Chamber of Peshawar, with the sealed proposal as per Rule No. 25, Public Procurement Rules, 2004. Bids without bid security will be rejected.

7. Evaluation Procedure

The bids will be evaluated on the basis of criteria, quantity and specifications mentioned in BOQs against each items as per technical evaluation criteria stipulated herein the bidding document. The unit price may be quoted in Pakistan Rupees and should be inclusive of all the taxes applicable.

8. Delivery of items:

The successful bidder will be liable to supply the requisite items within one (01) week from the issuance of date of purchase order.

9. Performance Guarantee

The Successful bidders will be required to furnish a performance guarantee of 10% of contract amount. The performance guarantee will be confiscated if the successful bidder (s) fails to provide the goods/ items as per BOQs and timelines.

10. Payment Schedule

The successful bidder (s) will be required to supply the items for which the work order has been issued as per rates and specification of quotes. After acceptance of the goods/items by the Authority and issuance of Work Completion Certificate/ Delivery Challan, the supplier can process his case for payments. The supplier would submit his bill containing the details about Invoice number, date, list of items supplied, rates per unit inclusive of GST/any applicable taxes and total payment due. The payment will be made on actual basis after successful completion of work/ supply of items as assigned and the case regarding partial payment will not be accepted.

TECHNICAL EVALUATION CRITERIA

S.no	Parameters against which technical evaluation shall be done	Scoring brackets	Total points allocated
1	<u>Profile</u>		<u>30</u>
1.1	<u>Company Status:</u>		<u>15</u>
	Retailer of OEM	5	
	Dealer of OEM	10	
	Distributor of OEM	15	
1.2	<u>Similar type of Equipment Sold to Public Sector in year 2017</u>		<u>15</u>
	≥ 1 ≤ 100	05	
	≥ 101 ≤ 200	10	
	≥ 200	15	
2	<u>Relevant Experience of Technical Team</u>		<u>15</u>
	≥ 2 ≤ 4-year experience	05	
	≥ 5 ≤ 8-year experience	10	
	≥ 10 years' experience.	15	
3	<u>Financial Strength of the Firm</u>		<u>10</u>
	Bank statements showing cash flow between Rs. 1 Million and less than Rs. 10 million in the year 2017	5	
	Bank statements showing cash flow of more than Rs. 10 million in the year 2017	10	
	<u>Technical Specification of Machine quoted</u>		<u>30</u>
4.	Government / Public Sector Clients		15
	≥ 1 ≤ 25	05	
	≥ 26 ≤ 50	10	
	≥ 51 ≤ 100	15	
		Total	100

(Passing marks / score = 60% or more %)

(To be separately sealed along with Bid Security)

FINANCIAL BID Name of the firm:

All prices must be inclusive of all applicable taxes (i.e. GST, Income Tax etc.)

S.NO	Description	No of Qty
1.	<p><u>Sewing Machine</u></p> <ul style="list-style-type: none"> • Single Needle • SS Bobbin • Most suggested machine for sew learners • Pure mechanical but can be altered with pedestal motor to increase the speed and ease 	10
2.	<p><u>Pico Machine</u></p> <ul style="list-style-type: none"> ✓ 8 Built-in Stitches ✓ The right stitch: easier sewing with better results Includes: ✓ 6 Essential, 1 Decorative ✓ Automatic 1-Step Buttonhole. <ul style="list-style-type: none"> • Automatic 1-Step Buttonhole No guesswork, just professional-looking results. Buttonhole sewing is a simple one-step process, providing reliable results every time. Each side of the buttonhole is sewn in the same directions, creating beautifully balanced buttonholes. • Easy Threading Saves time • Simple Stitch Selection Change stitches in one easy step. • Adjustable Stitch Length & Width Sews strong seams on all types of fabric • Heavy Duty Metal Frame Machine remains still for skip-free sewing. This rigid support holds all the mechanism in perfect alignment for precise sewing and durability. • Free Arm Provides easy access to cuffs, collars, pant hems and other smaller or difficult-to-reach areas. • Free Accessories Included All Purpose Foot, Zipper Foot, Buttonhole Foot, Button Sewing Foot, Pack of Needles, Bobbins, Thread Spool Caps, Darning Plate, Screwdriver, Seam Guide, Seam Ripper/Lint Brush. 	02
3.	<p><u>Embroidery Machine</u></p> <ul style="list-style-type: none"> • Easy Threading with Automatic Needle Threader Simply follow the threading instructions printed right on the machine for easy threading! Automatic Needle Threader is sewing's biggest timesaver. • Heavy Duty Metal Frame The rigid interior support holds all the mechanisms in perfect alignment for skip-free sewing. • Extra-High Presser Foot Lifter The extra high presser foot lifter offers more clearance when placing multiple layers of bulky fabric under the presser foot. • Multiple Needle Positions 	03

	<p>Needle positions can be changed for individual projects including inserting zippers, cording and topstitching.</p> <ul style="list-style-type: none"> • Adjustable Tension <p>This system ensures stable stitch quality, whatever type of fabric you use.</p>	
4.	<p>Laptop Computer Core i5-8250U, 8th Generation, 8 GB, 1 TB, LED 14" FHD Anti-Glare, WiFi, Giga Bit Ethernet (RJ-45 port), BT, HDMI port, Camera, keyboard backlit, Windows 10 Pro (Verifiable by Microsoft) along with Laptop Bag, One Year Local Warranty 04 2 All-In-One</p>	01
5.	<p>Photo copier 600 x 600 dots-per-inch (dpi) black text printing with REt 600 x 600 dpi color graphics printing with CREt Copy Smart copying technology 10 copies-per-minute (black) and 6 copies-per-minute (color) copy speed in draft mode Supported media types include letter-sized paper (8.5 by 11 inches), legal 8.5 by 14 inches), and European A4 (210 by 297 mm) Flatbed copying surface</p>	01
6.	<p>Projector Multimedia 2600 Lumens XGA Projector.</p>	01
7.	<p>Digital camera DSLR Camera - 24.2 MP 18-55- 16GB card- Bag BLK</p>	01
8.	<p>Split Inverter 2 tons cooling power Inverter Heat and cool function 3 year compressor and 1 year parts warranty Cooling Capacity (24000 (BTU) Auto Voltage Adaptation (150-260 V) Up to 60% energy efficient</p>	01
9.	<p>Stationary</p> <ul style="list-style-type: none"> • Paper Ream A4 Size • Gel Pens • Pencils • Staple Machine 26/6 • Paper Punch Machine • Pen Holder • Pencil Sharpener • Erasers • Box File • Fiber File No 675 	<p>70</p> <p>240</p> <p>240</p> <p>3</p> <p>3</p> <p>1</p> <p>30</p> <p>120</p> <p>15</p> <p>15</p>

	<ul style="list-style-type: none"> • Staple Pins 	6 boxes
	<ul style="list-style-type: none"> • Thumb Pin 	20 boxes
	<ul style="list-style-type: none"> • Scotch Tape (large) 	12
	<ul style="list-style-type: none"> • Scissor Small Size 	6
	<ul style="list-style-type: none"> • White Board Size 4X3 	4
	<ul style="list-style-type: none"> • White Board Marker 	50
	<ul style="list-style-type: none"> • Brown Paper Cover (Khaki) 	100
	<ul style="list-style-type: none"> • Attendance Register 	10
	<ul style="list-style-type: none"> • Notice Board 5x4 	2
	<ul style="list-style-type: none"> • Register 	6
	<ul style="list-style-type: none"> • Accounts Book 	2
	<ul style="list-style-type: none"> • Stock Register 	1
	<ul style="list-style-type: none"> • Steel Scale 1 Foot 	24
	<ul style="list-style-type: none"> • Glue Stick 	60
	<ul style="list-style-type: none"> • Common Pin 	24 boxes
	<ul style="list-style-type: none"> • Paper Cutter 	6

(Annex-I)

TENDER APPLICATION FORM

No.....
Dated.....

Sectary General
Women Chamber of
Commerce and Industry
Peshawar

Subject: - Tender for Supply of supply of machinery and equipment along with electronic
appliances, stationary and accessories

1. Name of Applicant / Firm.....
2. Address.....
3. Phone No..... Mobile No.....
4. Fax No.....
5. Past Experience.....
6. Income Tax Certificate..... (Copy attached)
6. GST Certificate.....(Copy attached)
7. Certificate of Authorized Vender / Sole Distributor.....
8. Bid Amount.....
9. Earnest Money @ 2% of the Bid Amount.....

Paid By Pay Order No..... Dated.....
Bank.....

10. Cost of Tender Application Form (Non Refundable) Rs.1000/- Paid by Pay Order

No.....Dated.....
Bank.....

----- **Signature of Applicant & Stamp**

TECHNICAL EVALUATION SHEET

1. Company Name: _____

2. Company Profile Establishment
 - I. Date Of Incorporation: _____
 - II. Location of Head Office:

 - III. Details of Branch Offices across Pakistan:

 - IV. Human Resource strength / Work Experience of Technical Staff: _____
(Provide Organogram & Resumes separately)

3. Supply of IT equipment Projects Detail
 - a. Number of projects so far completed with Public/ Private Organization:
 - Name
 - Year of completion (Most recent first): (with Contact Details)

 - b. Number of ongoing projects in hand with Public/ Private Organizations:
 - Name
 - Year of acquirement (Most recent first): (with Contact Details)

4. Industry Related Certification (Please Specify)

5. Proof of Distributor / Dealership with OEM

6. Annual turnover from Laptop / Desktop sale