



Government of Pakistan

PAKISTAN TELECOMMUNICATION AUTHORITY

Headquarters F-5/1, Islamabad

[http:// www.pta.gov.pk](http://www.pta.gov.pk)

"SAY NO TO CORRUPTION"

Invitation to Bids

Tender Notice No.

10/II/2015

For supply of Machinery, Equipment and Furniture & Fixture items for Zonal Office Multan and Gilgit

Pakistan Telecommunication Authority a Government Telecom Regulator invites sealed bids from reputable suppliers/ firms/ contractors etc., registered with Income Tax and Sales Tax Departments, for supply of Machinery, Equipment and Furniture & Fixture items etc.

Bidding documents which are containing detailed terms and conditions method of procurement, procedure for submission of bids, bid security, bid validity, opening of bid, evaluation criteria, clarification/rejection of bids, performance guarantee etc. are available for the interested bidders at Room No. 214, 2nd Floor PTA H/Q, Islamabad. Price of the bidding documents is Rs.200/- (Cash). Bidding documents can also be downloaded from PPRA and PTA websites free of cost.

The bids, prepared in accordance with the instructions in the bidding documents must reach at Room No. 214, 2nd Floor, PTA H/Q on or before **23rd May, 2016** up till **1030 hours**. Bids will be opened the same day at **1100 hrs**. This advertisement is also available on PPRA website at www.ppra.org.pk and PTA website at www.pta.gov.pk.

Deputy Director (Admin/CW)

PTA H/Q, F-5/1, Islamabad

Tel: 051-9225352, Fax: 051-2878149

asifsaeed@pta.gov.pk

”کریشن سے انکار کریں“

ٹینڈر نوٹس نمبر

10/II/2015

زؤل آفس ملتان اور گلگت کیلئے مشینری، ایکوپمنٹ اور فرنیچر و فیکچر آئٹمز کی خریداری کیلئے

پیشکشیں مطلوب ہیں

پاکستان ٹیلی کمیونیکیشن اتھارٹی (گورنمنٹ ٹیلی کام ریگولیٹر) کو انکم فیکس اور سیل ٹیکس ڈیپارٹمنٹس کے ساتھ رجسٹرڈ معروف سپلائرز/فرمز/کنٹریکٹرز سے زؤل آفس ملتان اور گلگت کیلئے مشینری، ایکوپمنٹ اور فرنیچر و فیکچر آئٹمز وغیرہ کی خریداری کیلئے سربمہر پیشکشیں مطلوب ہیں۔

دلچسپی کے حامل بڈرز کیلئے بڈنگ دستاویزات جن میں مفصل شرائط و ضوابط، پروکیورمنٹ کا طریق کار، پیشکش جمع کروانے کا طریقہ، بڈ سیکورٹی، بڈ ویلڈیٹی، بڈز کا کھلنا، جانچ پڑتال کا معیار و ضابطے/پیشکشوں کا دستہ دہونا، کارکردگی گارنٹی وغیرہ شامل ہیں کمرہ نمبر 214 سیکنڈ فلور، پی ٹی اے ہیڈ کوارٹرز، اسلام آباد سے دستیاب ہیں، پیشکش دستاویزات کی قیمت -200 روپے نقد ہے۔ پیشکش دستاویزات پی ٹی آے اور پی ٹی اے کی ویب سائٹس سے مفت ڈاؤن لوڈ بھی کی جاسکتی ہیں۔

بڈنگ دستاویزات میں دی گئی ہدایات کے مطابق تیار کی گئی پیشکشیں کمرہ نمبر 214، سیکنڈ فلور، پی ٹی اے ہیڈ کوارٹرز میں مورخہ 23 مئی 2016 کو 10:30 بجے یا اس سے قبل لازماً پہنچ جانی چاہئیں۔ پیشکشیں اسی دن 11:00 بجے کھولی جائیں گی۔ یہ اشتہار پی ٹی آے کی ویب سائٹ www.ppra.org.pk اور پی ٹی اے کی ویب سائٹ www.pta.gov.pk پر بھی موجود ہے۔

ڈپٹی ڈائریکٹر (ایڈمن/سی ڈبلیو)

پی ٹی اے ہیڈ کوارٹرز، F-5/1، اسلام آباد، فون: 051-9225352، فیکس: 051-2878149

ای میل: asifsaeed@pta.gov.pk



Government of Pakistan
PAKISTAN TELECOMMUNICATION AUTHORITY
HEADQUARTERS, F-5/1, ISLAMABAD

<http://www.pta.gov.pk>
“Say No To Corruption”

**BIDDING DOCUMENT FOR SUPPLY OF MACHINERY & EQUIPMENT AND
FURNITURE & FIXTURE**

The bids will be received on or before **23rd May, 2016** up till 1030 hours in the office of the undersigned at PTA Headquarters, Islamabad, and will be **opened on the same day at 1100 hours in PTA Auditorium.**

1. Name of Firm/Supplier/Contractor : _____
2. Address: _____
3. Contact Person: _____
4. Telephone No: _____
5. Fax No: _____
6. GST Reg. No: _____
7. National Tax Number: _____
8. Attachments
 - a. Copy of NTN & GST certificate.
 - b. Demand Draft/Pay order as earnest money Rs.75,000/- (Refundable) for Machinery & Equipment and Rs.60,000/- (Refundable) for Furniture & Fixture.
 - c. Affidavit on stamp paper (original) that firm is not black listed. Stamp paper should be issued after advertisement date.

Terms & Conditions:

1. Tender Notice issued on the websites of PPRA/PTA as well as print media is part of this bidding document.
2. Single Stage – one envelope procedure will be followed.
3. Bid should be addressed to the Director (Administration), Pakistan Telecommunication Authority, F-5/1, Islamabad.
4. The bidder should quote item rates clearly in the Bid Performa. Over writing/Cutting will not be accepted and bid shall be rejected forthwith.
5. Bid price should be inclusive of GST.
6. The rates quoted shall remain valid for 120 days.

7. Earnest money (bid security) in the shape of pay order / bank draft from any scheduled bank of Pakistan in favour of Pakistan Telecommunication Authority Islamabad, equal to Rs.75,000/- (Refundable) for Machinery & Equipment and Rs.60,000/- (Refundable) for Furniture & Fixture for each Annexure separately, should be attached with the bid (Cheque will not be accepted). Bids without required earnest money (in the shape of pay order) shall be rejected forthwith.
8. Bid for Machinery & Equipment and Furniture & Fixture should be separately submitted. If potential bidder wants to participate in both bids then earnest money of Rs.75,000/- for Machinery & Equipment and Rs.60,000/- for Furniture & Fixture (i.e. Rs.135,000/- for both bids) has to be submitted.
9. Earnest money of unsuccessful bidder shall be returned within 30 days of issuance of supply order.
10. Retention money shall be equivalent to 6% of total bid price of successful bidder. Earnest money of successful bidder shall be retained as retention money and amount (if any) exceeding the earnest money shall be deducted from the payment.
11. Warranty period shall be of one year or as provided by the manufacturer whichever is higher. Retention money shall be released after completion of warranty period subject to no fault.
12. The successful bidder shall be responsible to correct any fault occurring during the warranty period of supply at his own cost. Otherwise the amount spent on correcting the fault shall be deducted against the retention money with held by PTA.
13. The bids shall be evaluated on the basis of total cost of each Bid Performa separately (Machinery & Equipment and Furniture & Fixture). The work shall be awarded to the bidder submitting the lowest bid against each Bid Performa.
14. Rates for items mentioned in bidding documents with brand/model may be quoted for same model/brand or equivalent standard items. Sample or brochures/snaps of quoted items should be attached with bid.
15. The item supplied should be according to quality, quantity and specification as mentioned in Annex-A and Annex-B.
16. Items must be delivered at Multan and Gilgit Offices as per Annex-A and Annex-B within 30 days after issuance of supply order. If items not delivered within time limit then 1% of total bid price as penalty per week will be imposed upto maximum of 10% of the total supply cost.
17. No transportation / carriage charges will be paid by PTA for delivery of items.
18. Bid security will be forfeited and supply order will be awarded to next lowest bidder if successful bidder does not supply / install the equipment in accordance within time limit.

19. Successful bidder will sign a contract /agreement. A tentative draft agreement also placed in bidding document; subject to further modification/addition by PTA, if required.
20. Taxes will be deducted as per Government rules.
21. If any clause of bid document not accepted by bidder, then bid will be rejected.
22. Pakistan Telecommunication Authority, Islamabad reserves the right to accept or reject whole or partially the tender as per PPRA Rules.

Note:

- **Machinery & Equipment list attached as Annex-A.**
- **Furniture/Fixture items list attached as Annex-B.**
- For any further clarification may contact the undersigned on Tel: 051 –9225352.

(Engineer Asif Saeed)
Deputy Director (CW/Admin)

LIST OF MACHINERY AND EQUIPMENT ITEMS

| S. No. | Description of item | Quantity as per Zonal Offices | | Total Quantity |
|--------|--|-------------------------------|--------|----------------|
| | | Gilgit | Multan | |
| 1. | Supplying of UPS- 2KVA (Local Made) with two hours backup with batteries. Complete in all respect | 1 | 1 | 2 |
| 2. | Supply of Photocopier capable of making photo state of size A-3 make Canon model IR2525 or equivalent or higher model with stabilizer having time delay. Complete in all respect with 1 year parts warranty. | 1 | 1 | 2 |
| 3. | Supply of Fax Machine make Panasonic Model No. KXTF-983 or equivalent or higher specs. | 1 | 1 | 2 |
| 4. | Supply of 8 cu.ft Refrigerator make Dawlance model 9144 or eq. or higher specs. Double door with handle complete in all respect with compressor warranty. | 1 | 1 | 2 |
| 5. | Supply and installation of Reversible Air Conditioner (Split) 1.5 ton-supply and installation make Acson / Mitsubishi or equivalent with auto restart function with standard piping of 10 feet and wiring. | 2 | 3 | 5 |
| 6. | Providing of LED-32" make Samsung 4 series with USB slots, HDMI cables. Latest Model with stand. | 1 | 1 | 2 |
| 7. | Supplying of Steno Telephone Set make NTC or equivalent complete in all respect. | 1 | 1 | 2 |
| 8. | Supplying of Telephone Set (Plain) make NTC or equivalent as approved by the engineering in charge and compatible with Panasonic exchange. | 4 | 5 | 9 |
| 9. | Providing oil heater of make Black & Decker model OR09 9-Fin radiator type and of 2000 Watts or equivalent. | 3 | 0 | 3 |
| 10. | Providing Gas Heater of NAs Gas model DG 791 or eq. | 3 | 3 | 6 |
| 11. | Providing of water Dispenser Local make as approved by the engineering in charge. | 1 | 1 | 2 |

| S. No. | Description of item | Quantity as per Zonal Offices | | Total Quantity |
|--------|--|-------------------------------|--------|----------------|
| | | Gilgit | Multan | |
| 12. | Supply of 15 “Wall Clock make Champion design as approved by the engineering in charge. | 2 | 2 | 4 |
| 13. | Diesel Generator set of capacity of 16.5kKVA prime (minimum) 1500RPM, 400Volts, 0.8PowerFactor, 50Hz Packaged with radiator50°Ccompletewithstandardaccessoriesandtools. Cummins Engine Water cooled Coupled with MECCALTE Alternator. (Country of Origin ITALY/Euorope) or equivalent with Sound proof canopy 75Db @ 1 m , ATS/AMF panel, including 4 Core cable for power supply, Control cable and Earthing cable with complete foundation pad, earthing and installation including testing. Payment will be made after installation and successful testing. | 1 | 1 | 2 |

LIST OF FURNITURE & FIXTURE ITEMS

| S. No. | Description of item | Quantity as per Zonal Offices | | Total Quantity |
|--------|---|-------------------------------|--------|----------------|
| | | Gilgit | Multan | |
| 1 | Supplying of Steel Cabinet/Elmirah for office use (Size: 3'6" x 6') powder coating 20 Gauge complete with locking arrangement system as approved by the engineering incharge. | 2 | 1 | 3 |
| 2 | Supply of Executive Chair Taiwan /Thailand / Malaysia make of wooden handles in leather cover as approved by the engineering incharge | 2 | 2 | 4 |
| 3 | Supply of Revolving Chair Taiwan Thailand / Malaysia make of wooden Handle as approved by the engineering incharge. | 4 | 4 | 8 |
| 4 | Supply of visitor chair local made of Sheesham wood, back and sitting seat foam with cloth as approved by engineering incharge. | 10 | 10 | 20 |
| 5 | Supply of 5 x Five Seater Sofa Set of Molty foam filling in hard wood frame of cloth poshes as approved by the engineering incharge. | 1 | 1 | 2 |
| 7 | Supplying of Office Executive Table (Size 6' x 4') with 2side drawers rack in sheesham wood, design as approved by the engineering incharge. | 2 | 2 | 4 |
| 8 | Supply of Office Table (size 4'x2'.5") Made in veener board. Formica finish. 3 fixed drawer. Drawer on rails. Side strip lock for 3 drawer as approved by the engineering incharge. | 2 | 2 | 4 |
| 9 | Supply of Center Table (size 4'x2') in in veener board in sheesham design with complete polishing as specified as approved by the engineering incharge. | 1 | 1 | 2 |
| 10 | Supply of side table (size 2'x2') in in veener board in sheeshsm design with complete polishing as specified as approved by the engineering incharge. | 2 | 2 | 4 |
| 11 | Supply of Computer Table (size 3'x1'.5") in veener board in sheesham design with complete polishing as specified as approved by the engineering incharge. | 4 | 4 | 8 |

| | | | | |
|----|--|----------------------------|----------------------------|----|
| 12 | Supply of Side Rack(size 4'x1',25") in veneer board in sheeham diesigne with complete polishing as specified as approved by the engineering incharge. | 5 | 5 | 10 |
| 13 | Conference Room Table Providing and made in veneer board. Overall formica finish. Rectangular shape. Thick wooden base. Polished, wood lipping on the centre. Size : 14 ft Long, 4 ft Wide & 2.5 ft High Seating for 14 Person | 1 | 0 | 1 |
| 14 | Conference Room Executive Chair Providing and all around back support. Thick seam-sewn, double cushion (leather pillow look). Low Back. Swival reclining. Gas lift for height adjustment. Ply core with separate foam cushion seat & back. Imported base, span, armrests and gas lift unit.Made in Thailand / Malaysia or equivalent | 1 | 1 | 2 |
| 15 | Conference Room Visitor Chairs Providing and all around back support. Thick seam-sewn, double cushion (leather pillow look). Low Back. Swival reclining. Gas lift for height adjustment. Ply core with separate foam cushion seat & back. Imported base, span, armrests and gas lift unit. Made in Thailand / Malaysia or equivalent | 10 | 10 | 20 |
| 16 | Reception Table Reception counter. Designer shape. For 1 persons. Double top. Working counter at 30" height. Public dealing counter at 40" height. Overall formica finish (with plain steel sheet to be pasted on the dark portion of the reception). 2 pencil drawers under the top. Mat. : Lamination Board. Formica Veneer Board. Wood, etc. Size : 5'L x 3'D x 3.5'H. | 1 | 1 | 2 |
| 17 | Coat Hanger Wood made single | 1 | 1 | 2 |
| 18 | Vertical Blind | As per actual requirements | As per actual requirements | |

Bid Performa for Machinery and Equipments

| S. No. | Description of item | Quantity | Rate per Unit (including GST) | Total Amount |
|--------|--|----------|-------------------------------|--------------|
| | | | | |
| 1. | Supplying of UPS- 2KVA (Local Made) with two hours backup with batteries. Complete in all respect | 2 | | |
| 2. | Supply of Photocopier capable of making photo state of size A-3 make Canon model IR2525 or equivalent or higher model with stabilizer having time delay. Complete in all respect with 1 year parts warranty. | 2 | | |
| 3. | Supply of Fax Machine make Panasonic Model No. KXTF-983 or equivalent or higher specs. | 2 | | |
| 4. | Supply of 8 cu.ft Refrigerator make Dawlance model 9144 or eq. or higher specs. Double door with handle complete in all respect with compressor warranty. | 2 | | |
| 5. | Supply and installation of Reversible Air Conditioner (Split) 1.5 ton-supply and installation make Acson / Mitsbushi or equivalent with auto restart function with standard piping of 10 feet and wiring. | 5 | | |
| 6. | Providing of LED-32" make Samsung 4 series with USB slots, HDMI cables. Latest Model with stand. | 2 | | |
| 7. | Supplying of Steno Telephone Set make NTC or equivalent complete in all respect. | 2 | | |
| 8. | Supplying of Telephone Set (Plain) make NTC or equivalent as approved by the engineering in charge and compatible with Panasonic exchange. | 9 | | |
| 9. | Providing oil heater of make Black & Decker model OR09 9-Fin radiator type and of 2000 Watts or equivalent. | 3 | | |
| 10. | Providing Gas Heater of NAs Gas model DG 791 or eq. | 6 | | |
| 11. | Providing of water Dispenser Local make as approved by the engineering in charge. | 2 | | |
| 12. | Supply of 15 "Wall Clock make Champion design as approved by the | 4 | | |

| S. No. | Description of item | Quantity | Rate per Unit (including GST) | Total Amount |
|-----------|--|----------|--|-----------------|
| | engineering in charge. | | | |
| 13. | Diesel Generator set of capacity of 16.5kKVA prime (minimum) 1500RPM, 400Volts, 0.8PowerFactor, 50Hz Packaged with radiator50°Ccompletewithstandardaccessoriesandtools. Cummins Engine Water cooled Coupled with MECCALTE Alternator. (Country of Origin ITALY/Euorope) or equivalent with Sound proof canopy 75Db @ 1 m , ATS/AMF panel, including 4 Core cable for power supply, Control cable and Earthing cable with complete foundation pad, earthing and installation including testing. Payment will be made after installation and successful testing. | 2 | | |

Bid Performa for Furniture and Fixture

| S. No. | Description of item | Quantity | Rate per Unit (including GST) | Total Amount |
|---------------|---|-----------------|--------------------------------------|---------------------|
| 1 | Supplying of Steel Cabinet/Elmirah for office use (Size: 3'6" x 6') powder coating 20 Gauge complete with locking arrangement system as approved by the engineering incharge. | 3 | | |
| 2 | Supply of Executive Chair Taiwan /Thailand / Malaysia make of wooden handles in leather cover as approved by the engineering incharge | 4 | | |
| 3 | Supply of Revolving Chair Taiwan Thailand / Malaysia make of wooden Handle as approved by the engineering incharge. | 8 | | |
| 4 | Supply of visitor chair local made of Sheesham wood, back and sitting seat foam with cloth as approved by engineering incharge. | 20 | | |
| 5 | Supply of 5 x Five Seater Sofa Set of Molty foam filling in hard wood frame of cloth poshes as approved by the engineering incharge. | 2 | | |
| 7 | Supplying of Office Executive Table (Size 6' x 4') with 2side drawers rack in sheesham wood, design as approved by the engineering incharge. | 4 | | |
| 8 | Supply of Office Table (size 4'x2'.5") Made in veener board. Formica finish. 3 fixed drawer. Drawer on rails. Side strip lock for 3 drawer as approved by the engineering incharge. | 4 | | |
| 9 | Supply of Center Table (size 4'x2') in in veener board in sheesham design with complete polishing as specified as approved by the engineering incharge. | 2 | | |
| 10 | Supply of side table (size 2'x2') in in veener board in sheeshsm design with complete polishing as specified as approved by the engineering incharge. | 4 | | |
| 11 | Supply of Computer Table (size 3'x1',5") in veener board in sheesham design with complete polishing as specified as approved by the engineering incharge. | 8 | | |
| 12 | Supply of Side Rack(size 4'x1',25") in veener board in sheeham diesigne with | 10 | | |

| | | | | |
|----|--|----------------------------|--|--|
| | complete polishing as specified as approved by the engineering incharge. | | | |
| 13 | Conference Room Table Providing and made in veener board. Overall formica finish. Rectangular shape. Thick wooden base. Polished, wood lipping on the centre. Size : 14 ft Long, 4 ft Wide & 2.5 ft High Seating for 14 Person | 1 | | |
| 14 | Conference Room Executive Chair Providing and all around back support. Thick seam-sewn, double cushion (leather pillow look). Low Back. Swival reclining. Gas lift for height adjustment. Ply core with separate foam cushion seat & back. Imported base, span, armrests and gas lift unit. Made in Thailand / Malaysia or equivalent | 2 | | |
| 15 | Conference Room Visitor Chairs Providing and all around back support. Thick seam-sewn, double cushion (leather pillow look). Low Back. Swival reclining. Gas lift for height adjustment. Ply core with separate foam cushion seat & back. Imported base, span, armrests and gas lift unit. Made in Thailand / Malaysia or equivalent | 20 | | |
| 16 | Reception Table Reception counter. Designer shape. For 1 persons. Double top. Working counter at 30" height. Public dealing counter at 40" height. Overall formica finish (with plain steel sheet to be pasted on the dark portion of the reception). 2 pencil drawers under the top. Mat. : Lamination Board. Formica Veener Board. Wood, etc. Size : 5'L x 3'D x 3.5'H. | 2 | | |
| 17 | Coat Hanger Wood made single | 2 | | |
| 18 | Vertical Blind | As per actual requirements | | |

**CONTRACT FOR SUPPLY OF MACHINERY & EQUIPMENT AND
FURNITURE & FIXTURE FOR ZONAL OFFICE MULTAN AND GILGIT**

This agreement for provision and supply of Machinery & Equipment and Furniture & Fixture is made out as of _____, 2016 by and between **FIRST PARTY** _____ (hereinafter referred to as the “**Supplier/Contractor**”) Islamabad

AND

SECOND PARTY Pakistan Telecommunication Authority “PTA” Headquarters, Islamabad (hereinafter referred to as the “**Client**”).

The Agreement between _____ “**Supplier/Contractor**” and PTA “**Client**” is comprised on following underneath terms and conditions:-

- i. Subject to terms and conditions of this agreement and bidding documents the 1st Party agrees to provide / supply and install Machinery & Equipment and Furniture & Fixture as mentioned in bidding documents at Zonal Office Multan and Gilgit
- ii. The Contract can be terminated if the supply of Machinery & Equipment and Furniture & Fixture does not meet the specifications, terms & conditions mentioned in bidding documents.
- iii. The 1st Party shall supply/install of Machinery & Equipment and Furniture & Fixture as per supply order/terms & conditions mentioned in bidding documents and 2nd Party will not be responsible to provide any support/other items during supply/installation of machinery & equipment and Furniture & Fixture at Zonal Office Multan and Gilgit.
- iv. During warranty period as mentioned bidding document, if machinery & equipment and furniture & fixture out of order/damage/broken furniture and fixture then 1st Party will be responsible to repair or the damaged /out of order machinery & equipment and furniture & fixture on urgent basis and no additional cost will be paid by 2nd Party.
- v. In case of any dispute or difference, the case will be referred to Purchase Committee (PC-I) of the Client for amicable settlement /resolution of the dispute at first stage.
- vi. At the 2nd stage the case will be referred to Authority of the 2nd Party through Director (Administration). The decision of the Authority to

settle the issue amicably will be final and will not be challenged in any court of Law.

- vii. In the event of failure of amicable settlement of dispute as above, either party of this contract may refer the matter of dispute to arbitration under the provision of Arbitration Act, 1940 and the rules issued thereunder, at Islamabad, Pakistan.
- viii. The performance of 1st Party as per terms and conditions given in this agreement and bidding documents (as an integral part of the contract). Zonal Committee will inspect the machinery and equipment and furniture & fixture as per supply order/terms & conditions as mentioned in bidding documents and issue inspection report.
- ix. No variation in or modification to the terms of this Contract shall be made, except be a written amendment/modification duly agreed and signed by both the parties hereto.

This Agreement shall be governed by the Laws of the Land.

SIGNATURES:-The agreement must be read and understood as it is a binding legal document once signed by both the parties.

SIGNED ON BEHALF OF

For and on behalf of 1st Party
Supplier/Contractor

For and on behalf of 2nd Party
Pakistan Telecom Authority

Witnesses:

1. _____

2. _____