



GOVERNMENT OF KHYBER PUKHTUNKHWA



BIDDING DOCUMENT

FOR THE WORK;

**SUPPLY OF FURNITURE & FURNISHING ARRANGEMENT ZONE-A WSSP
PESHAWAR**

FEBRURAY 2021

**OFFICE OF THE ZONAL MANAGER ZONE -A
WATER & SANITATION SERVICES PESHAWAR, WSSP
HOUSE # 11-A, SADIQUE COLONY, PESHAWAR,
KHYBER PAKHTUNKHWA. PH #: 091-2245161-62**

Disclaimer

Though adequate care has been taken while preparing this document and information provided therein, but it is advised that the bidder must satisfy himself for the corrections and sufficiency of the Data. Information on any discrepancy should be intimated to this office immediately. If no information is received from any of the bidders within the time of submission date, it shall be presumed that this document is correct and complete in all respects. If considered necessary in the interest of work / public, Water & Sanitation Services Peshawar (WSSP) reserves the rights to modify, amend or supplement this document.

TERMS & CONDITIONS

The firms/companies (hereinafter called the “Service Provider”) having relevant experience in the field are hereby invited to submit their tender for **SUPPLY OF FURNITURE & FURNISHING ARRANGEMENT ZONE-A WSSP PESHAWAR** (hereinafter called the “Services”) subject to following terms and conditions: -

1. The contractor should have a well-maintained workshop.
2. The supply of furniture & furnishing arrangement provided should be of standard quality as mentioned in the BOQ.
3. The contractor/firm should have at least 05 years of experience in the stated subject.
4. The contractor is bound to complete the work as required and as per desired specifications within 30 days.
5. After awarding of work order the contractor should start his work immediately and at feasible location to the Zone A WSSP office.
6. No machinery or equipment will be given to the contractor. All machinery tools equipment’s labor etc. will be the responsibility of the bidder.
7. Each and every work carried out will be dealt and monitored strictly and inspection will also be done by WSSP team for checking the quality and quantity of the mentioned/done work.
8. A visit will be done by WSSP inspection team for inspection of workshop if Required.
9. All works will be carried out in the presence of WSSP representative as per detailed specifications.
10. If the contract cost was exhausted before the completion of work, 15% variation under KPPRA rules shall be enforced after approval.
11. Where no prices are entered against any item(s), the price of that item shall be deemed to be free of charge, and no separate payment shall be made for that item(s).
12. The rates should be valid till the contract expiration date. Contract shall be entered with the bidder on least cost basis and no increase, due to any reason, in the rates shall be acceptable during the validity of the contract period.
13. Tenders will be received only along with bidding documents duly signed and stamped by Chief Executive/authorized person of the firm.
14. Black listed service providers should not apply.
15. Services should be according to the client’s requirement. No amendment in tender form (in specification) will be accepted and such forms shall be rejected.
16. The payment shall be made after work Completion and inspection by WSSP team within 30 days.
17. In case of delay in completion of work, the penalty up to 0.5% per day of the bid cost can be imposed.
18. A rate contract (copy attached) shall be signed by the successful bidder and WSSP and all terms and conditions would be binding on both parties.
19. Bidders are required to Submit their sealed bids under Single Stage Single Envelop method at the place, date and time mentioned in NIT.
20. The bidder / Supplier should be a registered entity with taxation authorities & KPRA Registered. The bidder should have sufficient experience in the field.
21. The quoted rates should be inclusive of all applicable taxes and other relevant charges. Nothing over and above the bid cost shall be paid.

22. The company will deduct taxes, duties (Including Stamp duties) and other relevant charges as prescribed and amended from time to time by National & Provincial tax authorities / Government including KPRA taxes (if any) on Services rendered.
23. Competent Authority reserves the right to reject the tenders at any stage with cogent reason as per KPPRA rules and regulations.
24. No Advance payment shall be made to the Successful bidder.
25. In case of providing poor Performance, the client has the right to cancel the contract and impose ban for participating in the next bidding process of WSSP, and penalty will be imposed on bidders as per terms and conditions, which include forfeiture of bid security.
26. Any disfiguring / over writing, manipulation in the tender shall be liable to rejection or Incomplete / conditional bids shall not be acceptable.
27. Any deviation from above mentioned conditions will automatically lead to cancellation of the Contract.
28. The bid validity period is (Two Months) from the last date for submission of the bid.
29. The Bid Security shall be forfeited by the WSSP, on the occurrence of any / all of the following conditions:
 - If the Tenderer withdraws the Tender during the period of the Tender validity specified by the Tenderer on the Tender Form; or
 - If the Tenderer does not accept the corrections of his Total Tender Price;
 - or
 - If the Tenderer, having been notified of the acceptance of the Tender by the Purchaser, fails or refuses to deliver the required subject work.
 - In case of unsatisfied performance/ completion of work.
 - In case information provided by bidder found to be fake or misleading at any stage.
30. Completion of the work is 01 month otherwise penalty will be charged at per day rate of 0.5 percent of the total cost on per day delay.

**ZONAL MANAGER
ZONE A OFFICE, WSSP**

SUPPLY OF FURNITURE & FURNISHING ARRANGEMENT ZONE-A WSSP
PESHAWAR

BILL OF QUANTITIES

S/NO	Item Description	Qty/Unit	Unit Price	Total Price
1	Wooden Work Station In Ouk Laminated Vinboard Sheet 16mm 119"x30"x24"x32mm or above. All Edges Wooden Gola With Polish With All Respect (2No in Male Section & 2NO in Female Section)	4-NO		
2	Wooden Managers Table in Ouk Laminated Vinboard Sheet 46" x27"x30"x32mm or above. With Key Board Try & All Edges Wooden Gola With Polish With All Respect	01-NO		
3	Wooden Side Table 36x16x30 In Ouk Laminated Vinboard Sheet 16mm or above. With Drawer & Storage Shatter ,Lock & Polish Laker Complete with All Respect	01-NO		
4	Providing, fabricating, and fixing in position 3" thick wooden partition, consisting of partial wood frame of size 2-3/4"x1½" @ 2' c/c both ways and 10 mm thick imported MDF sheets, with 12" Glass 8mm & Polish Laker or above. Complete with All Respect	100-SFT		
5	Wooden Cupboard & Overhead In ouk Laminated vinboard Sheet 16mm or above With Lock & Handles & All Edges Wooden Gola With Polish With All Respect	24-SFT		
6	Revolving Chair For Coordinator (Imported Frame)	01-NO		
8	Wooden Center Table24x24x16	02-NO		
9	Wooden Visiting Chair for staff	10-NO		
10	Aluminum Front in 1.6 with 2 Door, complete with Frame, Handle and other accessories as per Site Requirements.	96-SFT		
Total				

Amount in Words: _____

Authorized Signature: _____

Name & Designation _____

Company Seal: _____

ZONAL MANAGER
ZONE A WSSP



Affidavit (For Service Provider)

As owner of M/s

I/We accept the terms and conditions as laid down in tender form and advertisement notice. I/We shall also observe all the rules/regulations framed by Government of the Khyber Pakhtunkhwa regarding the hired services mentioned in the attached list from time to time.

**SIGNATURE
WITH STAMP OF THE FIRM**

Date: _____

SERVICE PROVIDER PROFILE

Company	
Address of Office	
Telephone No	
NTN No	
Years of Experience	
No of Trained Staff	

Authorized Signature: _____

Name & Designation: _____

Company Seal : _____

TERMS AND CONDITIONS
FOR FILLING THE BIDDING DOCUMENTS
WATER AND SANITATION SERVICES PESHAWAR.

Please Carefully Read below instructions before filling the Bid Documents / BOQ.

The Incomplete BID shall not be considered and REJECTED.

Contract

1. The Purchaser shall, after receipt of the Performance Security if required from the successful Tenderer, send the Contract provided in the Tender Document, to the successful Tenderer. Within 07 working days of the receipt of such Contract, the Tenderer shall sign and date the Contract and return it to the Purchaser.

Contract Duration

2. The Contract duration shall be for the period 1 Month for this validity from the date of issuance of Letter of Acceptance Letter and subsequent issuance of first relevant Purchase Order to the Contractor.

Standards

3. The Goods / Items / Services provided under this Contract shall conform to the authoritative latest industry standards.

Payment

4. The Contractor shall provide all necessary supporting documents along with invoice.
5. The Contractor shall submit an Application for Payment, to the Purchaser. The Application for Payment shall: be accompanied by such invoices, receipts or other documentary evidence as the Purchaser may require; state the amount claimed; and set forth in detail, in the order of the Price Schedule, particulars of the Goods/Items supplied, the Services provided and the Works done, up to the date of the Application for Payment and subsequent to the period covered by the last preceding Payment, if any.
6. The Purchaser shall get verified the details of Goods/Items Supplies delivered against the invoice from the Admin Team of WSSP and Payment shall be made on complete delivery of Goods/Items Supplies after issuance of satisfactory certificate by concerned team, as per details given in relevant Letter of Acceptance.
7. The Purchaser shall pay the amount verified within thirty (30) days. Payment shall not be made in advance and against partial delivers. The Purchaser shall make payment for the, the Services provided, and the Works done as per, to the Contractor, as per Government policy, in Pak Rupees, through cross cheque on monthly basis.
8. All payments shall be subject to any and all taxes, duties and levies applicable under the laws of Pakistan.
9. The Bid documents all pages including BOQ must be **Stamped and signed** by an authorized person of the contractor/firm else the bid will not be considered.
10. In case, after evaluation, two or more bids are found equal, the lowest bidder shall be decided through Toss amongst them.
11. If the successful bidder failed to provide the required Bid Security or the Performance Security within the prescribed time or fails to sign the agreement for the work, his bid security shall be forfeited in favor of WSSP and the work will be awarded to the 2nd lowest bidder.

12. The Contractor Bid Security @ 2% shall be verified from the Concerned Bank, if found FAKE OR Expired, his enlistment with WSSP will be cancelled immediately and case shall be submitted to competent Authority for decision, where in the Contractor may be Blacklisted.
13. Bidding Document Fee shall be deposited in Bank of Khyber A/c #: 0742-3 in favor of CEO WSSP. The Bidding documents shall be issued against the submission of application along the BOK deposit slip (No cash Payment shall be entertained).
14. Bidding shall be done on least Cost Basis, and the work order shall be awarded to lowest successful and responsive bidder.
15. The bidders are required to quote their total bids costs both in "Figures and Word".
16. All Provincial/Federal taxes/stamp duty including KPPRA tax will be recoverable from the bidder as per directives of Govt. issued from time to time.
17. Any disfiguring/overwriting, manipulation in bids unless proper signing shall be liable to rejection.
18. Only filled BOQ shall not be sufficient, all the attached Annexures and appendixes must be filled in and signed by the contractor (Where applicable).
19. Incomplete/conditional and late receipt bids shall not be acceptable.
20. Tenders and copy of Call Deposits received through fax will not be acceptable.
21. Besides other duties & taxes etc., the successful bidder shall also to deposit or shall be deducted from his bill through the government prescribed amount of stamp duty.
22. The Competent Authority reserves the right to reject anyone or all the tenders, the reason / reasons for cancellation shall be shared with Contractor upon request.

Supplier/ Contractor Signature

Stamp.

CONTRACT

SUPPLY OF FURNITURE & FURNISHING ARRANGEMENT ZONE-A WSSP PESHAWAR

THIS CONTRACT is made and executed on this _____, 2021 by and between:

Water and Sanitation Services Peshawar, a company duly incorporated under the provisions of Companies Ordinance, 1984 having its registered office at Plot #33, Street 13, Local Government Governance School, Phase 7, Hayatabad, Peshawar through its Chief Executive Officer (CEO) on behalf of its Board of Directors (Hereinafter referred to as "**Client**" which expression shall, where the context permits, includes its successors-in-interest and permitted assigns)

AND

M/S _____ (Hereinafter referred to as "**Firm**" which expression shall, where the context permits, includes its successors-in-interest and permitted assigns)

WHEREAS;

The Client advertised a Tender Notice in the national press for **SUPPLY OF FURNITURE & FURNISHING ARRANGEMENT ZONE-A WSSP PESHAWAR.**

"hereinafter called the "Service Provider"

The Firm, being the lowest bidder, has been selected and is willing to provide the Supply / Services on the terms and conditions set forth in this Contract, NIT and Bidding Documents.

NOW, THEREFORE, the Client, represented by its Chief Executive Officer on behalf of its Board of Directors and the Firm, represented by its Zonal Manager (Zone B) WSSP, to synergize their efforts for achieving the intended results, have decided to enter into this Contract today on _____, 2021 on the terms and conditions agreed below.

1. The Firm shall complete the work as per details provided in the BOQ / NIT and as per requirement of the Client set forth.
2. That the payment to the firm shall be made after delivery and verification of bill (Payment shall be made for actual work) through cross Cheque within 30 days. No mobilization advance shall be granted to the winner bidder.
3. The Firms will complete the work as per approved Specifications desired, no deviation in this respect shall be accepted.
4. The approved rate under this Contract (as mention in BOQ submitted by Service Provider) shall remain the same during the approved time of this Contract (01 year). The Firm shall not demand for increase in approved rate during the period of this Contract.
5. The Firm shall be fully responsible for all payments like E.O.B.I., Social Security, Health Insurance, etc. for their employed staff/ labor.
6. Bids shall remain valid for the period of 90 days, in exceptional circumstances prior to expiry of the original bid validity period, the Employer may request that the bidders extend the period of validity for a specified additional period which shall in no case be more than the original bid validity period. The request and the responses thereto shall be made in writing. A bidder may refuse the request without forfeiting his Bid Security. A bidder agreeing to the request will not be required or permitted to modify his bid, but will be required to extend the validity of his Bid Security for the period of the extension.

7. The Client will deduct income tax and sales tax or any other duties and tax (if applicable) as per prescribed rates of the Government.
8. The Contract may be revoked by the Client at any time in case of unsatisfactory performance, failure to perform services, without serving any notice to Firm and all payments will be withheld by the Client, the Bid Security shall be forfeit and moreover, WSSP reserve the right to move the legal action against the firm.
9. The Client reserves the right to revoke the Contract at any time without assigning any reason thereof and there shall be no appeal before any court or authority against it.
10. That the completion period of this Contract shall be 1 month, commencing from the date of work order or as per Client's directions / Request.
11. The Firm shall complete the work as per Specification of the Client and in case of poor quality / substandard etc. other than the approved sample, the Client has the right to cancel the contract and impose ban for participating in to next bidding process of WSSP and as penalty the Bid security shall be forfeited in favor of WSSP.
12. All the terms and Conditions mentioned in Bidding Documents & NIT are the part of this contact agreement and Supplier is bound to adhere with.

IN WITNESS, WHEREOF; the authorized representatives of both the parties have executed and entered into

This Agreement on this _____, 2021 at Peshawar have signed and sealed or stamped as under

For WSSP, Peshawar

For and on Behalf of Firm

WITNESSES:
