

Bidding Document
Purchase of Air Conditioner's for
Establishment of IT Park Karachi

Bidding Document

Purchase of Furniture for Establishment of IT Park Karachi (A Project of Pakistan Software Export Board)

March 2025

A (01)/PSEB/2025-10

Pakistan Software Export Board

Office No 207 ,2nd Floor Evacuee Trust Complex ,Agha Khan Rd, F-5/1 Islamabad
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1. Pakistan Software Export Board, An Introduction

Pakistan Software Export Board (PSEB) is the entity within the Government charged with the task of accelerating growth in the Information Technology (IT), and Information Technology enabled Services (ITeS) Industry .

PSEB is a guaranteed limited company owned and funded by the Government of Pakistan. It is under the administrative control of the Federal Ministry of Information Technology and Telecommunications. It has a non-Executive Board of Directors chaired by the Federal Minister of IT and Telecommunication.

Through its many support programs, PSEB aims to help Pakistani IT Companies and IT Professionals obtain a more significant share of the global IT and ITeS Significance. PSEB invites sealed bids from eligible and qualified bidders for the supply and installation of air conditioners as per the specifications outlined in this document. The procurement will follow the Public Procurement Regulatory Authority (PPRA) rules.

2. Instructions for Bidders

The bidders shall supply and deliver the below listed items for the financial year 2024-2025 to Establishment of IT Park Karachi (A project of Pakistan Software Export Board (PSEB) after the signing of Purchase Order as per the specifications.

A. Eligible Goods:

- The Furniture must be brand new, unused, and conform to the specifications provided.

B. Mandatory Eligibility Criteria:

Bidders must submit the following:

1. Company profile, including physical presence in Islamabad & Karachi, Pakistan (compliance with presence in both cities might be difficult).
2. Items should be quoted with the required earnest money pay order/demand of Rs 150,000/- (instead of percentage use an estimated amount) and favor of Pakistan Software Export Board. The pricing should be quoted as per format given in the bidding documents. Proposals without the earnest money will be rejected.
3. Attach the valid sales tax and income tax registration certificates from FBR.
4. Proof of inclusion in the Active Taxpayer List (ATL) from FBR.
5. An affidavit on Rs. 100/- stamp paper stating the bidder has never been blacklisted by any provincial or federal government department, agency, organization or autonomous body from Islamabad.

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(Eligibility Response Check List)

Eligibility Check List			
Sr #	Eligibility Criteria Details	Evidence/Proof Required	Attached supporting Documents/Proofs and Mark Yes or NO
1.	Bidder company profile ,including physical presence of offices in Islamabad & Karachi		
2.	Items should be quoted with the required earnest money pay order/demand draft in favor of Pakistan Software Export Board. The pricing should be quoted as per format given in the bidding documents	The bidder must submit the bid security amounting to Rs.150,000/- in shape of demand draft/pay order from schedule banks in the favor of Pakistan Software Export Board	
3.	Attach the valid sales tax and income tax registration certificates from FBR	Registration certificates	
4.	Proof of inclusion in the Active Taxpayer List (ATL) from FBR	(Copies of 2023-24 tax Returns and Copy of FBR active payer list)	
5.	An affidavit on Rs. 100/- stamp paper stating the bidder has never been blacklisted by any provincial or federal government department, agency, organization or autonomous body anywhere in Pakistan.		

Note: Bidders unable to fulfill the above-mentioned mandatory criteria and failure to provide the supporting any documents shall be treated as disqualified and will not be considered for further evaluation.

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Non-responsive and incomplete bids will be rejected straight away of the respective bidders, the bidder with the lowest evaluated bids to meet the technical specification of the required product/products will be declared as most advantageous bid.

C. Bid Prices:

- All prices must be quoted in PKR, inclusive of all applicable taxes & all applicable taxes will be calculated as per government law.
- Prices should be valid for 90 days from the date of submission.

3. Rejection of Bids

Pakistan Software Export Board reserves the rights to accept or reject the bids at any time of the bidding procedure under the Public Procurement Regulatory Authority (PPRA) rule #33.

4. Delivery Schedule and Quantity

The successful bidder must deliver/ install the requisite items at the office of PSEB (Project Establishment of IT Park Karachi) situated at 10th Floor, Right Wing, NICL Building, Abbasi Shaheed Road, Karachi within **15** days after the issuance of the Purchase Order.

The quantities stated below are required quantities.

5. Submission and Opening of Bids:

Single Stage – one envelope procedure will be followed under the Public Procurement Regulatory Authority (PPRA).

- Bids must be submitted through PPRA's EPADS portal.
- The deadline for submission is **08 April, 2025 at 03:00PM** and bids will be opened on the same day at **3:30PM**.

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Bid Form

(On Letter Head of Company)

Name of the Bidder			
Address of Office/shop			
Year of Establishment			
Experience	More than 10 Years ○	More than 7 Years ○	More than 5 Year ○
Registration No of Registrar Firms(If applicable)			
Registration Date			
NTN No.			
FBR Registration Date			
Sales Tax Number			
Sales Tax Registration Date			
AGPR Vendor No.			
Bank Account No.			
Bank Name and Branch			
Name of the Proprietors with CNIC Nos.			
Bid Security (Yes/No)			

(Name, Signature, Stamp and Date)

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Pricing Format for Financial Proposal

(On Letter Head of Company)

Sr.	Particulars	Quantity	Unit	Unit price (PKR)	Applicable Sales Tax (PKR)	Total Price incl. Sales Tax (PKR)
1	Executive revolving chair	12	Nos.			
2	Director Table	01	Nos.			
3	Side Rack	01	Nos			
4	Manager Office Table	08	Nos			
5	Staff Office Table	03	Nos			
6	Conference/meeting chairs	08	Nos.			
7	Sofa 04 seater	02	Sets			
8	Conference/meeting table	01	No.			
9	Visitor Chairs	15	Nos.			
10	Lassani Partition Wall	785	Sqft.			
11	Painting and emulsion (After installation of AC work)	2,000	Sqft.			
	Total					

6. General Terms and Conditions

- Firm will be bound to supply/deliver/installation of wood partition and assembling of furniture the equipment/goods to PSEB office using its own transport.
- The Financial Proposal/ bid shall not have any over writings or cutting.
- It will be the discretion of the management to award the contract to a single or multiple selected bidders in respect of quoted item/items.
- The Bid Validity period shall be 90 days.
- The successful firm(s) will have to provide performance bond equal to **10%** of the contract value against the items after receiving the Purchase Order which returned after successful period of warranty.
- The earnest money of unsuccessful bidders will be refunded after completion of all the procedural requirements.

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- g. In case the Bidder intends to withdraw its Proposal / Bid before opening of the Bids, the Bidder can do so through written application addressed to PSEB, PSEB shall allow the withdrawal of Bid without any consequences to the Bidder. However, after the Due Date and within the Bid Validity period, if the Bidder intends to withdraw from the procurement process the bid security shall stand forfeited in favor of PSEB.
- h. Any quoted bid received after the closing time for submission of bids shall not be entertained.
- i. Supply should be made in proper packing.
- j. The successful vendor will provide a sample of each item quoted which if approved by the procuring agency will deliver as per stipulated terms
- k. Single stage one envelope procedure will be followed.
- l. Vendor will be responsible for the delivering of items/goods on the said date within working hours.
- m. Unit price will be taken up to 2 decimal points. The total cost will be round-off. No advance payment will be made.
- n. If the delivered goods/ equipment's are not according to the required quality, standards / specifications, the same shall be liable to be rejected after inspection. The vendor would be required to replace the same as per specifications mentioned in BoQ, otherwise the purchase order will be cancelled.
- o. Lowest financial bid conforming all technical specifications (100% compliance to the technical specifications) will be considered for the awarding of purchase order/ Contract.
- p. The PSEB reserve the right to increase or decrease the quantities of listed items
- q. Bidder can quote in one or more items and purchase orders will be given to the lowest bidder accordingly conforming technical specifications.
- r. **Bids should be submitted electronically ONLY through EPADS(PPRA). For registration and training on EAPDS or in case of any technical difficulty in using EPADS, prospective bidders may contact PPRA Team, Director MIS Room No.109, 1st Floor, FBC building Sector G-5/2, Islamabad. Contact Number 051-111-137-237.**
- s. **The bids, prepared in accordance with the instructions in the bidding documents along with bid security instrument (Copy) & Proof of Eligibility documents as specified in bid documents in favor of the undersigned must be submitted through EPADS by 08 April, 2025 at 03:00PM. Bids will be opened in the presence of bidders or their authorized representatives on the same date at 03:30 PM**
- t. **Note: Original Bid Security instrument MUST BE submitted to the under signed before closing hours of the bid submission time.**
Note: Only those bids will be entertained who applied through EPADS <https://eprocure.gov.pk> . There is no prescribed bidding document fee.

7. MAILING ADDRESS:

Project Director Establishment of IT Park-Karachi
Pakistan Software Export Board (G) Limited,
Office No 207 ,2nd Floor Evacuee Trust Complex
Agha Khan Rd, F-5/1 Islamabad
Phone # +92 51 9204074

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List of Specification

Sr.	specifications/Description
1	<p><u>EXECUTIVE REVOLVING CHAIR</u> Mesh Back (With Headrest) Mesh Padded Seat Adjustable Armrest Support Adjustable Lumbar Back Support Tilt Locking at 4 Levels Nylon Base Seat Sliding Height & Angle Adjustable Mesh Padded Headset Torsion Bar Synchronized Tilting Mechanism Height Adjustable (Gas Lift) 360 Rotation 25 W x 25 D x 47 H (Inches)</p>
2	<p><u>DIRECTOR TABLE</u> Modern Executive MD Desk Patex Laminated Top 16mm with machine edging Black powder coated bottom structure, FP 2" & MP 1.5", Keyboard tray, cable cover, moveable 3 drawers trolley. Complete in all respect and as per approved sample. Imported Cable covers in silver finish Size :- 6' W x 3' X D x 2'- 6" H</p>
3	<p><u>SIDE RACK</u> Patex Laminated Top 16mm Back Frame with 16" H partition, Black powder coated bottom structure Complete in all respect (Lock & Keys) and as per approved sample. Size:- 3'-6" W x 1' -9" D x 2'-6" H.</p>
4	<p><u>Manager Office Table</u> Modern Executive Table/Desk Patex Laminated Top 16mm with machine edging Black powder coated bottom structure, Cable covers in silver finish Powder Coated black bottom structure, moveable 3 drawers trolley. FP 2" & MP 1.5" Size :- 5'-0" W x 2'- 6" D x 2'- 6" H Keyboard tray & imported cable cover, Complete in all respect.</p>
5	<p><u>Staff Office Table</u> Modern Executive Table/Desk Patex Laminated Top 16mm with machine edging Black powder coated bottom structure, Cable covers in silver finish Powder Coated black bottom structure, moveable 3 drawers trolley. FP 2" & MP 1.5" Size :- 3'-0" W x 2'- 6" D x 2'- 6" H Keyboard tray & imported cable cover, Complete in all respect.</p>
6	<p><u>CONFERENCE/MEETING CHAIRS</u> Colors: Black, Upholstery: Rexine / Leatherette/ Mesh Tilt Back Revolving 360 Steel Base</p>
7	<p><u>SOFA 04 SEATERS</u> Fabric: Gray Valvet / rexine Structure: Plywood Foam: Molty 2 inches Legs: Wooden</p>
8	<p><u>CONFERENCE / MEETING TABLE</u> Patex Laminated top 16mm with machine edging, Black powder Coated Structure, FP 2"x MP 1.5" Imported cable covers includes HDMI, USB, POWER and complete all respects. Size: 8'Wx3'-6"Dx2'-6"H</p>
9	<p><u>VISITOR CHAIRS</u> PP Black Frame With Normal Mesh PP Black Armrest With ABS Cover Plywood + Moulded Foam Chromed base With Plug, Size : 23 W x 23 D x 36 H (Inches)</p>
10	<p><u>LASSANI PARTITION WALL:</u> Supply and fixing of Lassani partition Wall on both sides as front with 3" x3" wood sections for frame 2.5'x2.5' grid vertically and horizontally wood frame, covered with 12mm thick lassani sheets on each exposed side .The width of each panel not less than</p>

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	<p>4', Including all items for complete finishing and charges to complete the work as per specification in building as per Engineer description. Wood 10AI-Noor Lasani/ZRK Lasani or equivalent.</p>
<p>11</p>	<p><u>PREPARING SURFACE AND PAINTING WITH EMULSION PAINT</u> Similar shade to the existing shade on walls also including painting on both sides of partition walls and require portion. After installation of AC. water-based acrylic latex composition with a matte, eggshell, satin, or semi-gloss finish. The density ranges between 1.2 – 1.4 g/cm³, with a low VOC content of ≤ 50 g/L for indoor air quality. It should have 35-50% solids by volume for better coverage, providing a spread rate of 10-14 m²/L per coat. The paint must have a scrub resistance of ≥ 1000 scrubs (ASTM D2486), an adhesion strength of ≥ 1 MPa (ASTM D3359), and stain resistance as per ASTM D3450. It should also be water-resistant with absorption < 5% (ISO 7783) and a pH value between 7-9 to resist alkali effects from drywall compounds.</p>

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