

SHORT TENDER NOTICE # 19/2008

Sealed bids are invited from the firms registered with the Sales Tax and Income Tax departments for supply & installation (at Lahore) of eight (08) 1.5 Ton split type ACs on **MOST URGENT BASIS**. Detail Tender Documents may be obtained from the office of undersigned (during working hours) or download from www.ppra.org.pk or www.pral.com.pk from 03/07/2008 to 19/07/2008. Last date for submission of the bids is 19/07/2008 on or before 1100 hours. Bids shall be opened on 19/07/2008 at 1130 hours.

Manager (Administration)
House # 15, Street # 19, F-6/2, Islamabad.
Ph:051-9208687

TENDER DOCUMENT
PAKISTAN REVENUE AUTOMATION (PVT.) LIMITED

Ref. Proc-ACs/PRAL/ILHR/08

July 03, 2008

Subject: TENDER NO.19/2008 DATED 03/07/2008 FOR THE SUPPLY AND INSTALLATION OF SPLIT TYPE AIRCONDITIONERS:

1. Pakistan Revenue Automation (Pvt.) Ltd. (hereinafter called PRAL/Purchaser) invites sealed bids for supply & installation of AC's at PRAL office located at 83/1, Block-D, Model Town, Lahore as per specifications described in "Annexure-A" enclosed
2. If you have doubt as to the meaning of any portion of the specifications or other terms and conditions you may seek clarification of the same from Mr. Mohsin Rauf, Admin Officer, PRAL, Lahore, Ph: 051-9231206-7 and Cell # 0321-4774729.
3. The successful vendor will be responsible to deliver and also install the AC's. Quoted prices must be inclusive of installation charges. The supplier will also be responsible for any electrical work require for proper installation and thereafter proper functioning of the AC's. It is therefore advisable that prior to the submission of bids thorough survey of the site must be made in coordination with Mr. Mohsin Rauf. Any charges to be incurred on the above arrangements must clearly be mentioned separately (if require / desire). For visit of the site kindly contact to PRAL Official as advised vide clause "2" of the tender documents.
4. PRAL reserves the right to increase or decrease the quantity or may cancel tender without assigning any reason therefore.
5. DELIVERY SCHEDULE:
The delivery/installation of AC's are required **Ex-Stock** Therefore, the successful bidder (s) may be in a position to supply and install the AC's immediately after receipt of the purchase order (s) against this Tender Inquiry.
6. PENALTY:
For failure to comply with the delivery schedule of Purchase Order (s), penalty will be imposed on defaulting Supplier as under:
 - 6.1 1% of the cost of entire purchase order or of such equipment as remains un-supplied/un-completed for every day up to maximum of 5% for 10 days exceeding the delivery period.
 - 6.2 If the equipment is not supplied even after payment of penalty for 10 consecutive days PRAL reserves the right to cancel the purchase order and to purchase required equipment from elsewhere at risk and cost of the defaulting Supplier.
07. Income Tax / Withholding Tax will be deducted in accordance with the law. Kindly note that the Sales Tax shall also be deducted in accordance with the law. The purchaser will deduct an amount equal to *one fifth* of the total Sales Tax shown in the Sales Tax Invoice and make payment of the balance amount to the supplier.

08. Price must be quoted including all charges like loading, unloading, transportation and Installation of the AC's at the location as mentioned above.
09. Quoted price shall be valid for six (6) months from the opening date of the bids. However, any subsequent change in taxes and duties as notified by Federal Board of Revenue will be given due consideration.
10. Bidding Form as per Annexure "B" must also be duly filled in, stamped and signed by authorized representative of the bidder.
11. **EARNEST MONEY:**
- 11.1 The Bidder shall furnish as part of his bid, a Call Deposit/Pay Order equivalent to 2% of the total bid value as Earnest Money crossed in favor of "Pakistan Revenue Automation (Pvt.) Ltd.". Any bid not accompanied by Earnest Money shall be rejected without any right of appeal.
- 11.2 Part earnest money or crossed Cheque/bank guarantee, as earnest money is not acceptable.
- 11.3 In case of cancellation of Purchase Order as default of the Supplier the earnest money shall be forfeited in favor of PRAL.
12. **PAYMENT:**
90% payment of the total value of the bill/purchase order will be released after supply and installation of AC's in accordance with the Purchase Order and remaining 10% shall be released after completion of one year after supply and installation of AC's or submission of Bank Guarantee, being 10% of the total bill value. The bank guarantee must be issued by renowned schedule bank. The bank guarantee shall be released after completion of one year.
13. Warranty card of the AC's must be provided along with the AC's.
14. **SEALING AND MARKING OF BIDS.**
- 14.1 The bids shall be submitted in sealed envelope marked as under:
- Manager (Administration)
Pakistan Revenue Automation (Pvt.) Limited
House # 15, Street # 19, F-6/2, Islamabad
- 14.2 The envelopes shall also bear the word "CONFIDENTIAL" and following identifications:-
- Bid No. 19/2008
For the supply & installation of split type AC's
- 14.3 If the envelope is not marked, as instructed above, the PRAL will assume no responsibility for the misplacement or premature opening of the bid.

15. DEADLINE FOR SUBMISSION OF BIDS:
All bids/Proposals must be delivered in the office of undersigned on or before the prescribed deadline of 1100 hours on 19/07/2008.
16. LATE PROPOSALS:
Any bid received by the PRAL after the prescribed deadline will be returned unopened to the Bidder.
17. OPENING OF BIDS:
The Purchaser will open the bids in the presence of bidders representatives who choose to attend at 1130 hours on 19/07/2008 at the office of undersigned.
18. EVALUATION:
 - 18.1. *After opening, PRAL will examine the bids for technical evaluation and completeness of the same as per tender requirements.*
 - 18.2. *Bidder (s) who does not qualify cannot challenge the findings of the evaluation or ask for reasons of disqualification.*
19. INSPECTION AND TESTS:
 - 19.1. PRAL's representative shall have the right to inspect and / or test the equipment to confirm their conformity to Purchase Order (s) specifications.
 - 19.2. Should any inspected or tested item fail to conform to the specifications, PRAL may reject it and the Supplier shall either replace the rejected equipment or make all alterations necessary to meet specification of PRAL. All costs incurred on such replacements / alterations shall be entirely borne by the Supplier. Failing to do so the Purchase Order (s) will be cancelled and all retained values of the defaulter will be forfeited in favor of PRAL.
20. WARRANTY:
 - 20.1 The Supplier shall warrant that all material supplied under the Contract (s) shall have no defect arising from design, materials or workmanship or from any act or omission of the Supplier, that may develop under normal use of the supplied items under the conditions prevailing at final destination.
 - 20.2 PRAL shall promptly notify the Supplier in writing of any claims arising under this Warranty. Upon receipt of such notice, the Supplier shall repair or replace the defective equipment or parts thereof, without cost to PRAL immediately.
 - 20.3 Period of comprehensive warranties and maintenance with labor and material cost shall be as offered by the Manufacturer. The supplier shall be responsible to provide "warranty card" of the AC's to be installed.

During the warranty period due to any reason, if the Supplier failed to rectify the problem, PRAL shall get repair the equipment or replace the defective parts thereof and forfeit the Bank Guarantee/retained values.
21. All bids should include:

- 21.1. Company's profile, list of clients with their telephone number and address.
 - 21.2. Copies of Income Tax and Sales Tax registration certificates.
 - 21.3. A call deposit being 2% of the total bid value as Earnest Money crossed in favor of "Pakistan Revenue Automation (Pvt.) Ltd."
 - 21.4. Technical documents / Brochures of the quoted ACs.
22. PRAL reserves the right to accept or reject any bid and to annul the bidding process and reject all bids at any time prior to award of Contract (s) without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or of the grounds for PRAL's action.
23. The supplier will be responsible to supply and thereafter installation of the AC's. The supplier will also be responsible for any electrical work require for proper installation and thereafter proper functioning of the AC's. The supplier will also be responsible for heat out put etc. Prior to the submission of bid thorough survey of the site must be carried out.

(SOHAIL AKHTAR)
Manager (Administration)
House No.15, Street No.19, F-6/2, Islamabad
Phone: 051-9208687

SCHEDULE OF REQUIREMENT
TENDER # 19/2008, DATED 03/07/2008

Type of Air Conditioner	Capacity	Qty
Split Type	1.5 Ton	08

Note: The supplier will also be responsible for installation of ACs, therefore the bidders are also required to quote rates for the following as well:

- Installation charges of ACs upto 10 Rft piping
- Rate of Iron Bracket for outer unit (if required)
- Rate of suitable Circuit Breaker (if required)
- Extra Copper Piping (if required) Rate for per Running Feet of copper pipe
- Electrical Wiring (Rate for Per Running Feet of Cable)
- PVC Drain Pipe (Rate for Per Running Feet of PVC Drain Pipe)
- Rate for PVC Duct

BIDDING FORM

Date:_____

Tender No.19/2008

Pakistan Revenue Automation (Pvt.) Limited, Islamabad.

Gentlemen,

1. Having examined the conditions to Tender and Specifications of Tender No.19/2008 dated 03/07/2008, the receipt of which is hereby acknowledged we, the undersigned, offer to install, supply and deliver in conformity with terms and conditions and specifications mentioned in Tender for the sum of Rs._____ (Rupees _____) or such other sums as may be ascertained in accordance with the said Conditions.
2. If our Bid is accepted we shall deliver the equipment specified in the Tender Documents within _____ from the date of receipt of your firm Purchase Order.
3. We agree to abide by the terms and conditions of the Tender for the period of _____ from the date fixed for receiving the same and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
4. Until a formal Purchase order(s) is placed, this Bid, together with your written acceptance thereof, shall constitute a binding contract between us.
5. We understand that you are not bound to accept the lowest or any proposal you may receive or to inform us of the rejection of our bid or to give any reasons therefore.

Dated this _____ day of _____ 2008_____.

Signature _____ in the capacity of _____ duly authorized to sign Tender for and on behalf of

(NAME OF FIRM IN BLOCK CAPITALS)

Complete address:_____

Fax No._____ Telephone No._____

(SIGNATURE)

Witness:-

1. _____

2. _____