

BENAZIR INCOME SUPPORT PROGRAMME

INVITATION FOR BIDS

Procurement of Chair & Headphones

Benazir Income Support Programme (BISP) hereby invites sealed bids from the original manufacturers or reputed suppliers/dealers located in Islamabad/Rawalpindi, registered with Income Tax & Sales Tax Departments, for supply of following items to BISP Headquarter at Islamabad:-

Sr. No.	Item Descriptions	Quantity
1.	Computer Chairs with arms	75
2.	Headphones with microphone (Branded)	30

2. Items' specifications alongwith bidding "Terms & Conditions" have been detailed in the "Bidding Document" which is available herein under as well as on BISP's (www.bisp.gov.pk) website. "Bids" on the prescribed form, must be delivered at the address and to the representative, provided in the bidding document on or before **1100 hours** on **27th January 2015** and must be accompanied by an "Earnest Money" in the shape of a **Bank Draft/Call Deposit** in the name of Director (Procurement), BISP, Islamabad.

3. Bids shall be opened on the same date at **1130 hours** in the presence of the bidders or their authorized representatives, who may choose to be present. A Sealed Bid Box is placed at the reception counter of BISP's premises for submission of Bids.

4. Single stage-one envelope procedure shall apply. The bidders are requested to give their best and final prices inclusive of all taxes, freight etc. as no negotiations on the prices are allowed. BISP may reject all bids at any time prior to the acceptance of a bid by invoking rule 33 of Public Procurement Rule (PPR), 2004.

5. Bidders are eligible to bid for the complete package or for a single item, however, contract shall be offered/awarded on itemize basis.

6. **Submittals.** The following should be submitted as part of the Bid:

- A duly completed "Bid Submission Form" on company/firm/supplier's letterhead, as per prescribed format;
- A duly completed "Schedule of Prices" on company/firm/supplier's letterhead, as per prescribed format;
- "Earnest Money" @ of 2% of the total Bid value;
- "National Income Tax" & "General Sales Tax" Registrations;
- Technical Brochures/Catalogue, if any.

Director (Procurement)
Benazir Income Support Programme,
F-Block, Pak. Secretariat,
Islamabad.
Tel: 051- 9246403.

BIDDING DOCUMENT

Procurement of Goods For Smaller Contracts (Less than one million rupees)



BENAZIR INCOME SUPPORT PROGRAMME GOVERNMENT OF PAKISTAN

January 2015

Instructions to Bidders

1. Definitions and Interpretations

- 1.1** In this bidding document (as hereinafter defined) the following words and expressions shall have the meaning hereby assigned to them except where the bidding document requires otherwise:
- i.** **BISP** means the Benazir Income Support Programme and all its associated offices/departments established under the Benazir Income Support Programme Act, 2010 (Act No. XVIII of 2010) or its successors, legal representatives and permitted assignees.
 - ii.** **Bidding Document** shall mean the terms and conditions on which BISP solicits Bids for the supply of goods.
 - iii.** **Bid** shall mean the offer tendered by the Bidder for the supply of goods in accordance with the terms and conditions specified by BISP.
 - iv.** **Bidder** shall mean any person, firm or company that submits a bid for the supply of goods or services on the terms and conditions specified by BISP.
 - v.** **Bond** shall mean performance bond and/or any other instrument(s) of security furnished by the Bidder as surety for its obligation to comply with the terms and conditions of the bidding document or the Contract Agreement, as the case may be.

2. General

- 2.1** Bids' prices submitted by the Bidders must be firm & final, mentioning separately all applicable government taxes, duties and other levies as of the date of Bid Opening. If there is no mention of taxes, the offered/quoted price(s) shall be considered as inclusive of all prevailing taxes / duties. In case of any change in rates due to imposition of new taxes by the federal or provincial government, change in existing tax rates on the Contract Goods, the rate differential shall be payable by BISP to the Bidder or refunded to BISP by the Bidder.
- 2.2 National Tax Number (NTN) and General Sales Tax (GST) Number with documentary proof shall have to be provided by each bidder with their bid. No bid shall be accepted/ entertained, otherwise.**

- 2.3** Bidder may choose to submit on their bid on itemized or complete package basis, however, the bids shall be compared and awarded on itemized basis. Further, the quantities of Goods should be quoted in the same unit.
- 2.4** The estimated quantities of items have been mentioned at Annex-II. However, the quantity of any item may be increased or decreased depending on the quoted price(s) by BISP before and/or after award of contract.
- 2.5** Commercial terms, if any, in addition to the ones stipulated by BISP, must be clearly mentioned in the bid(s) by respective bidder(s).
- 2.9** The name, brand, make and country of origin of Goods must be precisely stated in the Bid, failing which a Bid may be rejected at BISP's sole discretion.
- 2.10** The bidder must note that standards for material and equipment and references to brand names or catalogue numbers, designed by BISP in Technical Provisions, if any, are intended to be descriptive only and not restrictive.
- 2.11** Bid shall be rejected and Bidder may be penalized if documents and/or literature submitted by the Bidder is found to be tampered at any stage.
- 2.12** Discount/incentive, if any, offered by Bidder, shall not be considered.
- 2.13** A Bid and all subsequent correspondence shall be in **English** language.
- 2.14** Payments on account of a Contract Agreement to successful Bidders shall only be made in Pakistani Rupees. Therefore, the rates quoted by Bidders should be offered in Pakistani Rupees and shall be written in figures as well as words in the Bid Submission Form & Price Schedule, provided at **Appendix-A & Appendix-B**, respectively.
- 2.15** Contract shall be awarded to the lowest evaluated and responsive bidder(s).
- 2.16** Bidder(s) engaged in corrupt or fraudulent practices (including collusion / polling) shall be declared ineligible either indefinitely or for a stated period of time.
- 2.17** The bidder(s) is advised to obtain for himself at his own cost and responsibility all information that may be necessary for preparing the Bids and entering into a Contract for execution of the bidding.

3. Bid Submission Requirements

- 3.1 Bid shall be submitted in separate, sealed, opaque envelope, clearly mentioning the Bid title and Bidder's name and address.
- 3.2 The bidder is required to offer/quote rate(s) in the format prescribed at **Appendix-B**. "Bid Submission Form" (**Appendix-A**) is to be filled-in very carefully, preferably all documentation shall be either printed or written in permanent ink. Any alteration/correction must be initialed and stamped by an authorized representative of the Bidder, otherwise, the quoted rate(s) shall stand non-responsive. Every page is to be signed and stamped at the bottom. Serial number of the quoted item may be marked with red marker.
- 3.3 Entries with lead pencil are not acceptable.
- 3.4 The Bid shall include without limitation a specifications and technical details of the Goods to be supplied, and supporting documents, brochures, leaflets, if any. If required, BISP may ask Bidder(s) to arrange sample without incurring any cost towards BISP.
- 3.5 A Bid must be submitted strictly in accordance with the format, currency and the specifications specified by BISP in the bidding document. Failure to submit Bid on BISP's specified documentation or format may result in rejection of the Bid and BISP's decision in this regard shall be final.
- 3.6 The bidders are requested to give their best and final prices as no negotiations are allowed.
- 3.7 Bid shall be dropped on or before the due date and time mentioned by BISP in the "Invitation for Bids (IFB)" (but not later than 1100 hours), on a working day in Sealed Bid Box, placed at the reception counter in BSIP premise at following address:

Attention: Director (Procurement)
Benazir Income Support Programme (BISP)
BISP Headquarter,
F - Block, Pak. Secretariat,
Islamabad.
Telephone: 0092-51-9246302
Facsimile: 0092-51-9246319

- 3.8** Bid submitted after prescribed time shall not be entertained.
- 3.9** Each bidder shall satisfy himself before bidding as to the correctness and sufficiency of this Invitation for Bids, bidding document, the rates and prices entered in the Price Schedule, which rates and prices shall except in so far as it is otherwise expressly provided in the contract, cover all his obligations under the contract and all matters and things necessary for the proper completion of the resulting contract agreement.

4. Validity of Bid

- 4.1** Bid shall remain valid for a period of sixty (60) days from the date of opening of the Bid. If the last date falls on a holiday, the validity shall be stand extended to the first working day of BISP thereafter. The Bidder, at its sole discretion, may allow any exception beyond validity period.

5. Earnest Money

- 5.1** Bids are required to be supported with a Bank Draft/Pay Order/Call Deposit not less than 2% of the total bid value (refundable) in the name of Director (Procurement), BISP as Earnest Money from any scheduled Bank of Islamic Republic of Pakistan.
- 5.2** The Bank Draft/Pay Order/Call Deposit shall be valid for a period of one hundred and eighty (180) days from the date of opening of the Bids. The successful Bidder's Earnest Money shall be retained by BISP until supply of Goods is completed as described by BISP.
- 5.3** If none of the items quoted by the bidder is approved, the Earnest Money of the bidder shall be returned within 30-60 working days with approval of competent authority.
- 5.4** In the event that the successful Bidder refuses or fails to honor its Bid, BISP shall be at liberty to forfeit the Earnest Money. An Earnest Money submitted by Bidder against any previous Bid shall not be adjusted against current IFB.
- 5.5** The Bids found deficient of the Earnest Money shall not be considered. No personal cheques shall be acceptable at any cost.

6. Responsiveness of Bids

- 6.1** The bidder must have at least three years of experience in manufacturing or supplying of similar items as requisitioned in the bid.
- 6.2** The bidder must submit copies of National Tax No. & Sales Tax No. Certificates.
- 6.3** The bidder must have successfully completed atleast three (03) contracts of similar nature and size as requisitioned under the bidding document, during last two (02) years. Documentary evidence to this effect must be provided with the Bid which may include copy of contracts/purchase orders, certificate from clients for successful completion of contracts etc.
- 6.4** An affidavit on legal stamp paper of Rs. 100/- certifying that the bidder has not been blacklisted by any of the Federal/Provincial Government Department/Organization.

7. Criteria for Bid Evaluation

- 7.1** Itemize Lowest evaluated responsive bidder(s) shall be offered/awarded the contract on the basis of Delivered Duty Paid (DDP) Prices.

8. Rights of BISP

- 8.1** BISP reserves the right to increase, decrease, delete or modify quantities of any item or Goods to be delivered under the Contract Agreement.
- 8.2** BISP reserves the right to reject any or all Bid without assigning any reason. However, BISP shall upon request communicate, to any supplier or contractor who submitted a bid, the grounds for its rejection of all Bids, but is not required to justify those grounds. BISP also reserves the right to accept whole or part of a Bid and is not bound to accept the lowest Bid.
- 8.3** BISP may ask the bidder to submit samples of the quoted items at the expense of the bidder.

CONTRACT AGREEMENT

This contract is entered into and executed at Islamabad on this ____ day of the month of ____ 2012;

By & between

BENAZIR INCOME SUPPORT PROGRAMME (BISP), Government of Pakistan, having its principal place of business at BISP Headquarter, F – Block, Pak. Secretariat, Islamabad, (hereinafter referred to as the “**BISP**”, which expression shall, where the context so permits, include its successors, legal, representatives and permitted assignees of the one part);

And

(name of the firm), a firm registered under Partnership Act 1932, having its head office at **(complete address)** (hereinafter referred to as “**Supplier**”, which expression shall, where the context so permits, include its successors, legal, representatives and permitted assignees of the other part);

WHEREAS the Supplier is engaged into the business of selling and supplying of “**Headphones/Office Chairs**”, who has been qualified and has stood successful in bidding executed by BISP, for purchase of “**Headphones/Office Chairs**”, through “Invitation for Bids”, hence BISP is willing to purchase the “**Headphones/Office Chairs**” through this agreement by way of Price Schedule, Technical Specifications & Schedule of Requirements appended with this agreement, as part and parcel thereof as Appendices “B”, “C” & “D”, respectively; and the supplier is willing to sell and undertake the supply of the “**Headphones/Office Chairs**” according to the Technical Specifications appended with this agreement as Annexure “C” as integral part of this agreement.

NOW, THEREFORE, in consideration of the mutual representations and covenants hereinafter set forth and for other good and valuable consideration the adequacy of which is hereby acknowledged by the parties and the mutual benefits to be derived there from, the representations and warranties, covenants, conditions and promises contained herein below and intending to be legally bound, the parties agree as follows:

1. Delivery

- 1.1** BISP shall accept delivery of Goods only in the presence of supplier or its authorized representative(s).
- 1.2** The Bidder shall deliver the Goods strictly according to the prescribed

specification and schedule of delivery according to the Contract Agreement.

- 1.3 The successful Bidder/Supplier shall be liable for safe delivery of items at BISP's premises and if, in this regard, successful Bidder/Supplier has to insure its consignment/items, he may arrange the same himself and bear all the respective costs without charging them to BISP.
- 1.4 Delivery of Goods shall be made to BISP's authorized representative at the following location specified for the purpose in the Contract Agreement.

BISP: Attention: Director (Administration)

Benazir Income Support Programme (BISP)

BISP Headquarter,

F - Block, Pak. Secretariat,

Islamabad.

Telephone: 0092-51-9246302

Facsimile: 0092-51-9246319

- 1.5 A prior written notice specifying the exact time and date of delivery shall be given to the BISP's authorized representative. BISP may refuse any Goods delivered without prior notice. Any manual or mechanical labor required to affect the delivery shall be arranged by the Supplier at its own cost.

2. Inspection

- 2.1 BISP shall only accept the Goods after they have been duly inspected by BISP's representative in presence of the Bidder.
- 2.2 BISP reserves the right to reject Goods that do not conform to the specifications provided by BISP. In the event of rejection of all or any item, the Bidder shall collect such rejected items within one (1) week from date of inspection, failing which, BISP shall be entitled to dispose of these items. The Bidder shall be liable for any costs that BISP may incur on storing or disposing the rejected items.
- 2.3 The Bidder shall provide an undertaking on their letterhead that it has pre-inspected the entire lot of Goods for compliance with BISP's quality standards and that they are fully compliant.
- 2.4 In case of any dispute/difference of opinion about rejection of all or any item, the decision BISP shall be final and shall not be challengeable in any court of

law.

3. Warrantee/Guarantee

- 3.1** At the time of delivery of Goods, the Bidder shall furnish a warrantee/guarantee certificate, certifying that Goods supplied are brand new and conform exactly to the specification laid down in the Contract Agreement and the technical data provided by the Bidder. If Goods are found defective or non-conforming to the technical specifications within a period of one (1) year from date of delivery of the last item under the Contract Agreement, the Bidder shall be liable for all losses and cost of replacement of defective Goods.

4. Submission of Invoices

- 4.1** The Bidder shall submit the original "Invoice" along with all supporting documents to BISP's Director (Administration) as mentioned in the Contract Agreement within thirty (30) days of the delivery of Goods, failing which, the invoice may not be entertained.

5. Payment for Goods

- 5.1** Hundred (100) percent payment of the Contract Price against the supplies delivered and received, shall be made within thirty (30) days of submission of claim supported by the acceptance certificate issued by BISP.
- 5.2** A copy of the General Sales Tax ('GST') invoice showing the amount of sales tax must be submitted along with the invoice besides receipt of original delivery challan(s), in duplicate duly completed in all respect. In case GST is not applicable on the Goods to be procured, the Bidder shall provide the documentary evidence to the said effect.
- 5.3** Income/withholding tax shall be deducted at source as per applicable taxation laws, while making the payments.

6. Liquidated Damages

- 6.1** If Bidder fails to deliver the Goods, either wholly or partially, within the

specified delivery period or delivery of Goods that do not comply with the prescribed specifications, BISP may take any or all of the following actions at its sole discretion:

- i) Impose liquidated damages on the Bidder at the rate of half a percentage point (0.5%) for each week of the default up to a maximum limit of ten percent (10%) of the Contract Price. Liquidated damages shall be recovered only for Goods delivered late.
- ii) Recover up to a ten percent (10%) value of Goods ordered or short supplied towards the penalty from the Bidder's due amounts.
- iii) Without prejudice to the foregoing provisions, terminate/cancel the Contract Agreement at Bidder's risk and cost and purchase either the Goods or substitute goods, as the case may be, either from open market or by inviting Bids.

7. Force Majeure

7.1 'Force Majeure Event' shall mean the occurrence of any of the following events or circumstances, or any combination thereof, which are (i) beyond the reasonable control of the affected party, (ii) could not have been foreseen or prevented by the use of or by the exercise of reasonable skill and care, and (iii) have a material adverse effect upon the performance by the affected party of its obligations under the Contract Agreement including but not limited to:

- i) Strikes, lock-outs or other industrial action or labor disputes involving the affected party or its respective sub-contractors, employees or agents.
- ii) Invasion, act of war (whether declared or undeclared), armed conflict or act of foreign enemy, blockade, civil war, rebellion, riots, insurrection or civil commotion.
- iii) Sabotage, kidnapping, terrorism or credible threat of such acts.
- iv) Epidemics
- v) Explosions, chemical or radioactive contamination or ionizing radiation or other radioactive contamination risks in the common form that are not covered by the Supplier's approved insurance policies.
- vi) Unusual or extreme adverse weather or environmental conditions or action of the elements, meteorites, aircraft or object falling from aircraft or other aerial devices, the account of pressure waves caused by aircraft or other aerial devices traveling at supersonic speed or other natural disasters.
- vii) Act of God

- viii) Any event or circumstances of a nature analogous to the foregoing, provided that each of the events described shall constitute a Force Majeure Event to the extent that such events or circumstances are caused by an event or circumstance that is itself a Force Majeure Event, experienced directly by the Bidder.

7.2 Force Majeure Events shall not include the following:

- i) Late delivery or interruption in the delivery of Goods
- ii) Delay in the performance of the Contract Agreement by the Bidder.
- iii) Breakdown in machinery or equipment
- iv) Normal wear and tear or random flaws in materials, machinery or equipment.

7.3 If, by reason of a Force Majeure Event, a party is wholly or partially unable to carry out its obligations under this agreement, the affected party shall:

- i) give the other party notice of the Force Majeure Event(s) as soon as practicable, but in no event later than the later of forty-eight (48) hours after the affected party becomes aware of the occurrence of the Force Majeure Event(s), or six (6) hours after the resumption of any means of providing notice to the other party.
- ii) provide, wherever appropriate or when reasonably requested to do so by the other party, further information to the other party fully describing the Force Majeure Event(s) and its cause(s), and providing or updating information relating to the efforts of the affected party to avoid and/or to mitigate the effect(s) thereof; and estimates, to the extent practicable, of the time for which the affected party reasonably expects it shall be unable to carry out any of its affected obligations due to the Force Majeure Event(s).

7.4 The affected party shall notify to the other party of the cessation of the Force Majeure Event and of its ability to recommence performance of its obligations under the Contract Agreement as soon as possible and in any event not later than seven (7) days after the cessation of the events described above.

7.5 BISP shall examine the pros and cons of the case and all reasonable alternative means for completion of contract agreement and shall submit its recommendations to the Competent Authority for final decision. However unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the Contract as far as is reasonably practical and shall seek reasonable alternative means for performance not prevented by the Force Majeure event.

- 7.6** The supplier may not be liable for liquidated damages or termination/blacklisting for default, if and to the extent of delay in performance or other failure to perform its obligations under the Contract as the result of an event of Force Majeure.

8. Arbitration

- 8.1** In case of any dispute, difference or disagreement between BISP and the Bidder in connection with or arising out of the Contract Agreement, the same shall be referred to a joint resolution committee, comprising of two executive director level officers of both parties whereas the Secretary, BISP shall give the final decision on the dispute.
- 8.2** In case, no settlement can be reached within a period of thirty (30) days of commencement of the dispute, the parties agree that the dispute/s shall be settled by way of arbitration to be conducted in accordance with the Arbitration Act, 1940 or any re-enactment thereof.
- 8.3** Mediation/Arbitration proceedings shall be in English Language and held at Islamabad. The proceedings shall be governed by the laws of Islamic Republic of Pakistan.
- 8.4** The Bidder shall bear all costs with respect to the same.

9. Confidentiality

- 9.1** BISP and the Bidder, both shall maintain complete confidentiality of all information and data exchanged between the parties in whatever form whether electronic, written or verbal communication, for the purposes of the Contract Agreement or in respect of negotiation/preparation of the Contract Agreement. However information that is already in the public domain, or disclosed by a third party in a lawful manner to either of the parties hereto shall not deemed confidential.

10. Assignment

- 10.1** The Bidder shall not assign, in whole or in part, its obligations to any other party under the Contract Agreement.

11. Termination of Contract

11.1 BISP may terminate the Contract Agreement in whole or in part, upon giving fourteen (14) days prior written notice to the Supplier if:

- i) the Supplier fails to complete the supply of Goods within the time period(s) specified in the Contract Agreement or any extension thereof granted by BISP;
- ii) the Supplier fails to perform any other obligation(s) under the Contract Agreement;
- iii) BISP has reason to believe that the Supplier lacks the ability or the resources to fulfill its obligations under the Contract Agreement; or
- iv) becomes bankrupt or otherwise insolvent.

11.2 Prior to the exercising of any right by BISP to terminate the Contract Agreement for cause, BISP shall issue written notice to the Supplier specifying the default(s) and the Supplier shall remedy the default within seven (07) days of receipt of such notice. If the Supplier fails to remedy within the stipulated time the Contract Agreement may be terminated by BISP without incurring any liability on account of doing so towards the Supplier. Such termination shall not prejudice or affect any right of action or remedy which has accrued to BISP or available to it under law or equity.

12. Price Invariability

12.1 The price for the Goods to be delivered under the Contract Agreement shall remain fixed and firm as shall be specified in the Contract Agreement and shall not be subject to escalation for any reason whatsoever.

13. Governing Law

13.1 The Contract Agreement shall be governed by the laws of Islamic Republic of Pakistan. The courts at Islamabad, shall have jurisdiction over all matters pertaining to the Contract Agreement.

14 Correspondence

14.1 All correspondence under and/or in connection with this bidding shall be in

English and shall be delivered to BISP, as the case may be, at the following address:

BISP: Attention: Director (Administration)

Benazir Income Support Programme (BISP)

BISP Headquarter,

F - Block, Pak. Secretariat,

Islamabad.

Telephone: 0092-51-9246302

Facsimile: 0092-51-9246319

Supplier: Attention: _____

Telephone: _____

Facsimile: _____

- 14.2** Correspondence between the parties shall clearly and conspicuously state the Invitation for Bids (IFB)/Contract Agreement's number, Name of project (where applicable), and the address of the recipient.
- 14.3** All notices given, shall be sent through courier service, registered mail acknowledgment due, electronic mail or facsimile and shall be deemed effective as of the date of receipt by the party to whom it is addressed.

15. Notices

- 15.1** All notices given, shall be considered as given to BISP and to the successful Bidder/Supplier, respectively, if given in writing and delivered personally or sent by registered or certified mail or by facsimile, return receipt requested. Such notices shall be effective as from the date of receipt thereof.
- 15.2** The address of BISP and Supplier may be changed by either Party advising the other in writing of its new address at least fifteen (15) days in advance.

16. Amendment / Variation

- 16.1** All additions, amendments and variations to this agreement shall be binding

only if in writing and signed by the parties or their duly authorized representatives and could be made by means of exchange of correspondence.

17. Counterparts

17.1 This agreement is executed in two counterparts, each of which shall be deemed an original, but both of which together shall constitute one and the same instrument.

Signature and seal of the BISP:
FOR AND BEHALF OF

Signature and seal of the Supplier:
FOR AND BEHALF OF

Director (Administration)

Name of Authorized Representative

APPENDIX A

Bid Submission Form

(This Form must be submitted only using the Company/Firm/Supplier's Official Letterhead/Stationery)

Date: _____
RFQ N^o: _____

To: *[name and address of Purchaser]*

Having examined the bidding documents including Invitation for Bids No. *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver *[description of goods and services]* in conformity with the terms & conditions defined in the said bidding documents for the sum of *[total bid amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we will obtain the guarantee of a bank in a sum equivalent to ____ percent of the Contract Price for the due performance of the Contract, in the form prescribed by the Purchaser.

We agree to abide by this Bid for a period of *[number]* days from the date fixed for Bid opening under Clause 4 of the Instructions to Bidders, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any bid you may receive.

Authorized Signature: _____
Name and Title of Signatory _____

Name of Supplier: _____
Address : _____

Phone Number : _____
Fax Number, if any _____

APPENDIX B
SCHEDULE OF PRICES

(This Form must be submitted only using the Company/Firm/Supplier's Official Letterhead/Stationery and on complete package basis for respective package for which bid is being offered)

					Pak Rupees
Item No.	Description/ Specification of Goods	Quantity	Unit Price (without taxes)	Unit Price (with all taxes)	Total Price per Item
1.	Computer Chairs with arms	75			
2.	Headphones with microphone	30			
Total Final and All-Inclusive Price Quotation					

(Brand Names/Makes of offered items including models must be clearly mentioned)

Authorized Signature: _____
Name and Title of Signatory _____

Name of Supplier: _____
Address : _____

Phone Number : _____
Fax Number, if any _____

APPENDIX C

SPECIFICATIONS

Sr. No.	Item Descriptions	Specifications	Quantity
1.	Computer Chairs with arms	<ul style="list-style-type: none"> • Seat and back padded with Molty Foam or equivalent/better • Polished Aluminum Frame and Base • Mid back black eco leather rite/cloth seat and back • One touch pneumatic seat height adjustment • 2-to-1 synchro tilt control • Adjustable tilt tension and tilt lock • Heavy duty polished aluminum finish base with wheel caster • Straight back 	75
2.	Headphones with microphone	<ul style="list-style-type: none"> • Adjustable • Single earpiece • Soft ear cushions • Noise cancelling microphone • Tone/volume control • Impedance = 30 ohms or more • Frequency response = 20Hz ~20 KHz or equivalent • Cable Length = 3 M or more • Plug type = 3.5 mm or more • Max. Input Power = 25 MW or more • Branded with one year company warranty 	30

Note:

The successful bidder(s) may be asked to provide the samples of their quoted items without any extra/additional cost which shall be retained till completion of the delivery. Moreover, BISP reserves the right to reject the bid(s) of lowest evaluated response bidder(s) if the samples are not found upto the quality standards.

Appendix D

SCHEDULE OF REQUIREMENTS

The goods as per table below must be delivered within thirty (30) days from the date of award of contract on the following address

BISP: Attention: Director (Administration)

Benazir Income Support Programme (BISP)

BISP Headquarter,

F - Block, Pak. Secretariat,

Islamabad.

Telephone: 0092-51-9246302

Facsimile: 0092-51-9246319

Sr. No.	Items with specification	Quantity
1.	Computer Chairs with arms	75
2.	Headphones with microphone	30