

NATIONAL INSTITUTE OF PUBLIC ADMINISTRATION KARACHI



STANDARD BID DOCUMENT

Upgradation of Library of NIPA Karachi

Tender # Works/Library/2025/III

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INVITATION TO BID

The National Institute of Public Administration, Karachi, a constituent unit of the National School of Public Policy, Government of Pakistan, invites electronic bids from original manufacturers, authorized distributors, suppliers, contractors, and service providers registered with the Income Tax and Sales Tax Departments for the “**Upgradation of Library of NIPA Karachi.**”.

1. Bidding Documents

E-bidding documents containing detailed terms and conditions, specifications, and requirements are available for registered bidders on the EPADS portal (www.eprocure.gov.pk).

2. Submission of Bids

Electronic bids must be submitted using EPADS on or before 25.07.2025 at 11:00 AM. Manual bids will not be accepted. Electronic bids will be opened on the same day at 11:30 AM.

Note: Notification of the Grievance Redressal Committee (GRC) constituted under Rule-48 of PPRA Rules, 2004, is available on EPADS (www.eprocure.gov.pk) and on the NIPA Karachi website.

Nadeem Nizami

Deputy Director (A&F)

National Institute of Public Administration

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TERMS AND CONDITIONS

National Institute of Public Administration, Karachi (*hereinafter referred to as "NIPA Karachi" or Client'*) invites bids from eligible and experienced income tax/ sales tax/ PRA registered sole proprietor / firms / companies/ authorized distributor/ supplier (*hereinafter referred to as "Bidder"*) for Upgradation of Library of NIPA Karachi for its office located at University Road, Block-11 Gulshan-e-Iqbal, Karachi, as per Annex-A (*hereinafter referred to as "goods"*).

Public Procurement Rules, 2004 will be strictly followed, these may be obtained from PPRA website <https://ppra.org.pk/>.

In this document, unless otherwise mentioned to the contrary, "Rule" means a Rule under the Public Procurement Rules, 2004.

1.0 GENERAL:

- 1.1 Any offer not received as per terms & conditions of the tender enquiry is liable to be ignored. No offer shall be considered if:
 - a. received without bid security
 - b. received after the time and date fixed for its receipt
 - c. the offer is ambiguous
 - d. the offer is incomplete
 - e. the offer is received by fax or e-mail
 - f. the offer is from a black listed firm
 - g. offer received with shorter validity than required
 - h. the offer is not conforming to the specifications mentioned in the tender document
 - i. there is any conditional offer
 - j. bids not compliant with any of the terms and conditions listed in the tender document will be liable to be rejected.
- 1.2 Bid will remain valid for a period of 120 days from the date of opening the tender. All the prices will be quoted in Pak Rupees (inclusive of all applicable taxes) and no change in price will be made in any case. No additional amount over and above the quoted price will be paid.
- 1.3 Technical and Financial Proposals will be opened online on EPADS (eprocure.gov.pk)
- 1.4 Purchase Order(s) will be issued in favour of technically responsive "most advantageous bid" evaluated as per details laid down at Annex-A after the approval of the competent authority.
- 1.5 NIPA Karachi may increase or decrease the ordered quantities under Public Procurement Rules, 2004.
- 1.6 NIPA Karachi has the right to ask for demonstration of the equipment/material quoted by the vendor.

2.0 TIME PERIOD

Requisite items are required to be delivered/installed within 25 days after issuance of Purchase Order.

3.0 EXTENSION OF DELIVERY PERIOD:

In special circumstances, request for extension of delivery period may be considered by the competent authority on the written request of the firm before the target date, which will be authorized to either accept or reject as per bid rejection clause 33(1), of PPRA, 2004 rules.

4.0 PENALTY OF DELAY / CANCELLATION:

- 4.1. The goods will be inspected by the NIPA Karachi through authorized committee/personnel and will be rejected if not found according to the given specifications as mentioned at Annex- A.
- 4.2. If the bidder fails / delays in performance of any of the obligations, under the contract / violates any of the provisions of the contract / commits breach of any of the terms and conditions of the contract the purchaser may, without prejudice to any other right of action / remedy it may have, deduct from the contract price against undelivered portion, as liquidated damages, a sum of money @0.25% of the total contract price which is attributable to such part of the goods / the services / the works, in consequence of the failure/delay, be put to the intended use, for every day between the scheduled delivery date(s), with any extension of time thereof granted by the purchaser, and the actual delivery date(s). Provided that the amount so deducted shall not exceed, in the aggregate 10% of the Contract Price.

5.0 PAYMENT TO THE SUPPLIER

- 5.1. Payment will be made through treasury cheque to the bidder against invoice after 100% completion of delivery and inspection by the authorized person/committee etc.
- 5.2. No payment will be made as advance.
- 5.3. Payment against partial delivery will not be made.

6.0 BID SECURITY

- 6.1. Bid security (Earnest money) **Rs.150,000/-** shall have to be attached along with (Financial Proposal) of the bidding document. It should be in the form of Pay Order / Bank Draft / CDR from a scheduled bank in favor of Director General, NIPA Karachi.
- 6.2. Bid security of unsuccessful bidders shall be returned on the finalization of the tender whereas the bid security of successful bidder shall be returned upon submission of Performance Guarantee.
- 6.3. The bid security shall be forfeited if
 - 6.3.1. The offer is withdrawn, amended or revised after submission time.
 - 6.3.2. The bidder fails to execute the contract strictly in accordance with terms and conditions of tender document

7.0 DEDUCTION OF TAXES

All the applicable taxes will be deducted while making payment as per Government Rules Instructions/ Notifications. Bidder will be responsible for the payment of

duties, levies and clearance from customs authorities etc. Any exemption from any taxes are to be substantiated with applicable policy document/tax rules/SRO etc.

8.0 DISPUTE

Any dispute will be settled by following the procedure prescribed by PPRA, 2004 Rule 48.

9.0 ELIGIBILITY CRITERIA:

Category	Description	Document
Legal (Mandatory)	Valid Income Tax Registration (Status = Active with FBR)	Required
	Valid General Sales Tax Registration (Status = Active with FBR/SBR)	Required
	Single Undertaking covering following aspects: <ol style="list-style-type: none"> Submission of undertaking that the firm is not blacklisted by any of Provincial or Federal Government Department anywhere in Pakistan. In full compliance of the Execution Schedule and Delivery Period mentioned in tender document. Compliance to the technical specifications of "Upgradation of Library of NIPA Karachi" (including all items) to be done mentioned vide Annex-A of this document. 	Required
Past Experience Mandatory	<ol style="list-style-type: none"> Worth of project similar in nature. (Verifiable through relevant purchase orders/contracts) Must have annual turnover of 50% of the bidding amount. Minimum 3 years of experience 	Required

Note: Bidders must attach copies of required documents with proper annex along with tender document.

Submission of all above documents is mandatory.

10.0 BID / TENDER OPENING PROCEDURE:

As per Public Procurement Rules 2004, single stage two envelope bidding procedure shall be adopted online through EPADS (eprocure.gov.pk).

- 10.1 The bid shall comprise the financial proposal and the technical proposals separately.
- 10.2 The electronic bids, must be submitted by using EPADS on or before 25th July 2025 at 11:00am. Electronic Bids will be opened on the same day at 11:30am.
- 10.3 Manual bids, shall not be accepted.

- 10.4 In case the last date of submission of bid coincide with any holiday or with unforeseen event, the last date for submission of the bids shall be the next working/normal day.
- 10.5 Initially, only “**TECHNICAL PROPOSAL**” shall be opened;
- 10.6 The technical proposal shall be evaluated in a manner prescribed in bidding documents. Proposal is liable to be rejected if it does not conform to the specified requirements / specifications. Any proposal (technical) having any reference to the price is also liable to be rejected.
- 10.7 During the technical evaluation no amendments in the technical proposal shall be permitted;
- 10.8 The **FINANCIAL PROPOSALS** of bids meeting the technical specifications shall be opened on EPADS on 31st July 2025. However, NIPA Karachi reserves the right to change the date of opening the financial bids if required. Any such change will be communicated to the bidders accordingly.

11.0 PERFORMANCE GUARANTEE

A provisional Offer Letter will be issued in favour of the successful bidder(s). Performance guarantee against the item (Service, Parts & Labour) in the shape of bank guarantee from any scheduled bank or Pay Order equivalent to **3%** of the total purchase order(s) amount will have to be furnished within 7 days of receipt of Provisional Offer Letter along with acceptance of the offer. The bank guarantee will be furnished as per the format attached at Annex-C. Issuance of purchase order is subject to the submission of bank guarantee. In case the bank guarantee is not furnished within the stipulated time period the bid will be rejected and Provisional Offer Letter will be issued in favour of next in line bidder. Performance guarantee will be returned after successful completion of the warranty period.

Deputy Director (A&F)
National Institute of Public Administration,
Karachi.

SPECIFICATIONS AND DETAIL OF WORK

Sr. No.	Item	Qty
1.	Books Display Shelves Specification: (Height 7ft x Width 3ft) Shelving spacing 13inch	2
2.	Sofa Set Specification: 16 Seater (2 Seater Each x 8) Seat: 18 Inch Height Back: 36 Inch Height Width: 5 Ft.	16 Seater
3.	Air Conditioners Units Floor Standing AC Specification: 4-ton Inverter ACs Gree / Haier or equivalent Wall Mounted AC Specification: 1.5-ton Inverter ACs Gree / Haier or equivalent	2 2
4.	Inverter Ceiling Fans 18 Inch Inverter Fan , 14mm, 13RPM	10
5.	Furniture <ul style="list-style-type: none"> Shesham Wood Table 8x4 Ft 30 Inch Height Sheesham Wood Chairs 34 Inch Height 3 Inch Wide Wood for Hand rest and legs 	3 24
6.	Reception Counter <ul style="list-style-type: none"> Size 24ftx24ft Main Frame Sheesham 12mm Lasani Sheet Plywood 3mm 4 Drawers of 24x24inch 	1
7.	False Ceiling <ul style="list-style-type: none"> Supply of 2x2 false ceiling with aluminum frame of 3mm thickness (D & E Channel) Dismantling of existing False Ceiling and Installation of new False Ceiling. 	6676 Sq Ft

8.	Carpet <ul style="list-style-type: none">• 12 mm thick High Quality Imported Carpet• 12 mm Diamond Foam	6676 Sq Ft
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BIDDER INFORMATION	
Name of Firm/Company	
Complete Postal Address	
Phone	
Contact Person / Designation	
Cell Number	
E-Mail	
Fax Number	
National Tax Number	
GST Number	

NATIONAL INSTITUTE OF PUBLIC ADMINISTRATION KARACHI



BID DOCUMENT

Upgradation of Library of NIPA Karachi

FINANCIAL PROPOSAL

Tender # Works/Library/2025/II

PRICE SCHEDULE/ FINANCIAL COST SHEET/ QUOTATION
(FOR EACH ITEM SEPARATELY)

Sr. No.	Item	Qty	Rate	Amount
1.	Books Display Shelves Specification: (Height 7ft x Width 3ft) Shelving spacing 13inch	2		
2.	Sofa Set Specification: 16 Seater (2 Seater Each x 8) Seat: 18 Inch Height Back: 36 Inch Height Width: 5 Ft.	16 Seater		
3.	Air Conditioners Units Floor Standing AC Specification: 4-ton Inverter ACs Gree / Haier or equivalent Wall Mounted AC Specification: 1.5-ton Inverter ACs Gree / Haier or equivalent	2 2		
4.	Inverter Ceiling Fans 18 Inch Inverter Fan , 14mm, 13RPM	10		
5.	Furniture <ul style="list-style-type: none"> • Shesham Wood Table 8x4 Ft 30 Inch Height • Sheesham Wood Chairs 34 Inch Height 3 Inch Wide Wood for Hand rest and legs	3 24		

6.	Reception Counter <ul style="list-style-type: none"> • Size 24ftx24ft • Main Frame Sheesham • 12mm Lasani Sheet • Plywood 3mm • 4 Drawers of 24x24inch 	1		
7.	False Ceiling <ul style="list-style-type: none"> • Supply of 2x2 false ceiling with aluminum frame of 3mm thickness (D & E Channel) • Dismantling of existing False Ceiling and Installation of new False Ceiling. 	6676 Sq Ft		
8.	Carpet <ul style="list-style-type: none"> • 12 mm thick High Quality Imported Carpet • 12 mm Diamond Foam 	6676 Sq Ft		
Total Amount				
Tax				
Amount with Tax				

Total Cost (in numbers) PKR (without taxes) _____

Total Cost (in words) PKR (without taxes) _____

Total Cost (in numbers) PKR (with taxes) _____

Total Cost (in words) PKR (with taxes) _____

Date _____

Signature of authorized person

Name:

(Company Seal)

Note: No cutting or overwriting is allowed. Any cutting or overwriting will lead to rejection of the financial proposal.

BIDDER INFORMATION	
Name of Firm/ Company	
Complete Postal Address	
Phone	
Contact Person / Designation	
Cell Number	
E-Mail	
Fax Number	
National Tax Number	
GST Number	

Performance Security (or Guarantee)

(BANK GUARANTEE)

[The Procuring Agency, as requested by the successful Bidder, shall fill in this form in accordance with the instructions indicated]

[Guarantor letterhead or SWIFT identifier code]

Beneficiary: *Director General, National Institute of Public Administration, Karachi*

Date: *[Insert date of issue]*

Performance Guarantee No.: *[Insert guarantee reference number]*

Guarantor: *[Insert name and address of place of issue, unless indicated in the letterhead]*

Framework Agreement No.: *[insert Procuring Agency's reference for the Framework Agreement]*

Call-off Contract No.: *[insert Procuring Agency's reference for the specific Call-off Contract]*

We have been informed that _ *[insert name of Supplier, which in the case of a joint venture shall be the name of the joint venture]* (hereinafter called "the Applicant") has entered into a Call-Off Contract No. *[insert reference number of the contract]* dated *[insert date]* with the Beneficiary, for the supply of _ *[insert name of contract and brief description of Goods and Related Services]* (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Call-off Contract, a performance guarantee is required.

At the request of the Applicant, we as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of *[insert amount in figures]*

(_____) *[insert amount in words]*, such sum being payable in the types and proportions of currencies in which the Contract Price is payable, upon receipt by us of the Beneficiary's complying demand supported by the Beneficiary's statement, whether in the demand itself or in a separate signed document accompanying or identifying the demand, stating that the Applicant is in breach of its obligation(s) under the Contract, without the Beneficiary needing to prove or to show grounds for your demand or the sum specified therein.

This guarantee shall expire, no later than the Day of, 2..., and any demand for payment under it must be received by us at this office indicated above on or before that date.

[signature(s)]