

**GOVERNMENT OF PAKISTAN
MINISTRY OF INFORMATION & BROADCASTING**

*As per post
this on the
Information website
Director CW*

*A.D.
30/1/11*



**Tender/ Bidding Documents
for
RENOVATION/MAINTENANCE/ OFFICE
EQUIPMENT AND PROVIDING OF VEHICLES ON
RENTAL BASIS FOR FIELD WORK**

No. 3(34)/2011/MIB/PPC
Government of Pakistan
Ministry of Information & Broadcasting

Tender/ Bidding Documents

The tendering / bidding process will be undertaken in accordance with the Public Procurement Rules, 2004.

2. As provided under Rule 36(d) - two envelop bidding procedure will be adopted. Accordingly, the following steps will be carried out:
- (i) The dead line for submission of bids will be as per tender.
 - (ii) The bids shall comprise a single package containing two separate envelopes
 - (iii) The envelopes shall be marked as "Financial Proposal" and "Technical Proposal" in bold and legible letters to avoid confusion.
 - (iv) Initially, only the envelopes marked "Technical Proposal" shall be opened in the procedure of members of tender committer and representatives of participating bidders in the Ministry of Information and Broadcasting, 4th Floor, Cabinet Block, Islamabad.
 - (v) The envelop marked as "Financial Proposal" shall be retained in the custody of M/o I&B without being opened.
 - (vi) Ministry of Information and Broadcasting shall evaluate the Technical Proposals received with due course of time, as per evaluation criteria detailed at annex-I
 - (vii) After evaluation of Technical proposals of participating bidders, the qualifying bidders will be invited to participate in the process of opening of financial proposals, at the date and time to be conveyed by the M/o I&B.

(viii) The "Financial Proposal" of disqualified bidders (as a result of evaluation of Technical Proposal as per criteria) will be returned back to the bidders unopened.

3. Technical Specifications of work are enclosed at Annex-II.
4. The Financial Bids/costing of the work i.e. for each item/assignment shall clearly mention the amount separately as per format give below:

(i) Format given below:

S.No	Item	Unit/ Quantity	Rate offered per unit/Quantity	Cost including Taxes
1.				
2.				
3.				
4.				
5.				
6.				

Total = _____

(ii) The quoted price should include all applicable taxes

(iii) Payment terms shall be given Financial offer should clearly mention the validity of the offer. A minimum of 90 days valid offer is required.

6. For each offer, 2% Bid Security in shape of Bank Draft/Pay Order in favour of M/o Information & Broadcasting Islamabad must be submitted with the offer.

7. Bidding firms/companies shall prepare the bids/ proposals; they intend to offer, at their own cost and expense.

The Companies/firms shall be evaluated based on the following criteria as well as the requirements of the M/o I&B.

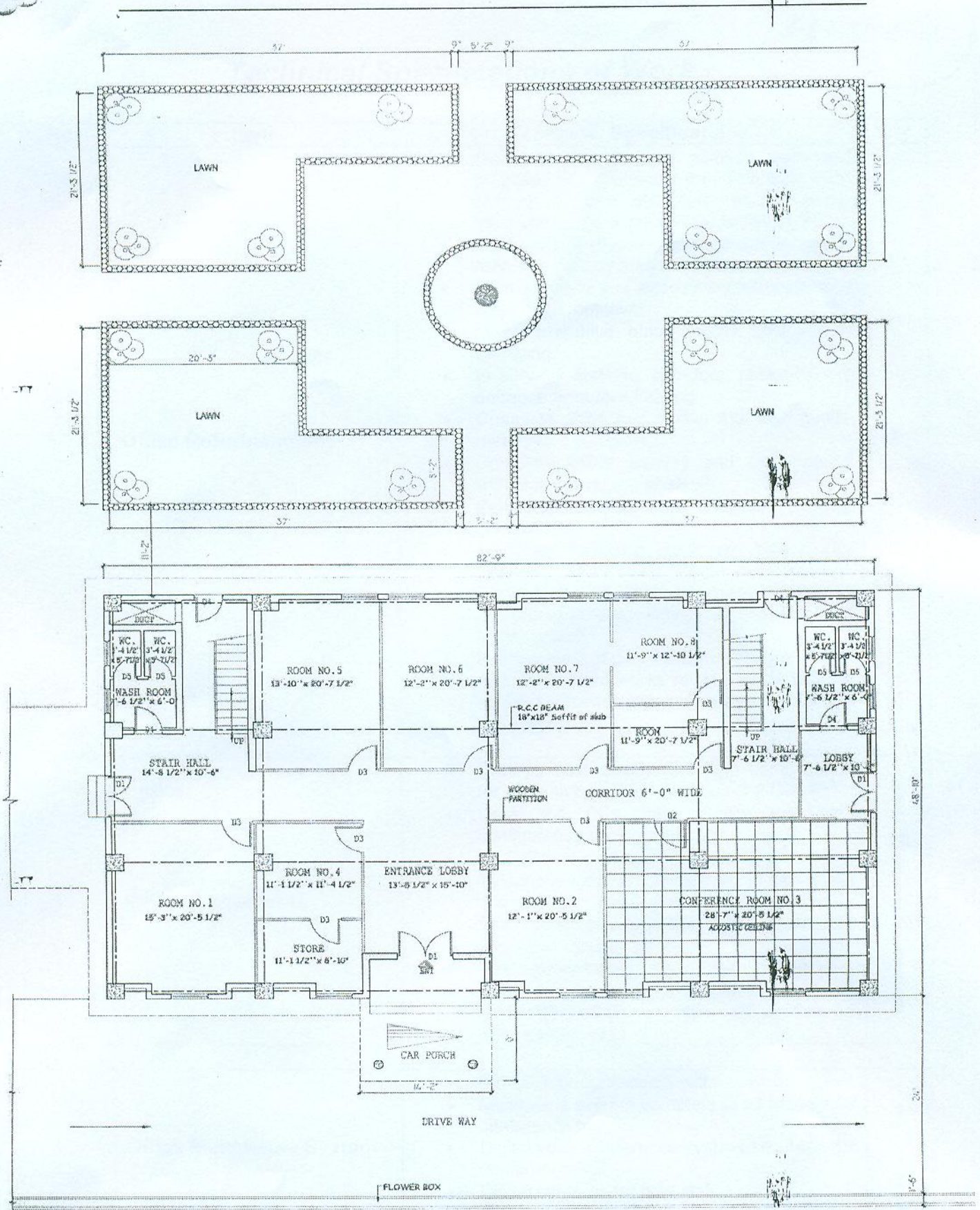
- (i) Company/firms details along with registered address
- (ii) Proof of registration of company/ firm along with Tax ID.
- (iii) Proof of registration in relevant categories with Pakistan Engineering Council or similar organization in Pakistan (In case of Civil work related offers)
- (iv) A Certificate/ Affidavit that the firm has not been black listed by any Govt/Semi-Govt entities/ Organization should be provided
- (v) (Detailed item-wise, unit-wise, quantity-wise, rate per unit, as explained in Tender Documents.
- (vi) Experience details of the firms / company in the relevant areas.

Annex-II

Technical Specifications of Work

S. No.	Item	Technical Specifications	Qty
1	Office Refurbishment	<ul style="list-style-type: none"> Dismantling of existing partition walls and proposed new aluminum frame partition walls with up to three feet solid wall and above sand blast blind glass wall up to seven feet. Improvement of entrance area and reception area with waiting area for visitors. Main partition and executive rooms partition walls up to roof level In all executive office rooms best quality carpeting. In all work stations, corridors, reception and entrance area tiles flooring. Complete office roof ceiling with best quality material. Complete office painting and distemping with high quality materials. Complete electric work with best quality fixtures. Complete Plumbing work with best quality fixtures. Developing of Kitchen area with all accessories and sitting arrangement of sporting staff. Improvement of land escaping of lawn. And other allied works related to the building as per approved proposed design complete in all respect. 	1
2	Office Equipments	<ul style="list-style-type: none"> Laptops best quality and high configuration for executive staff - <i>latest provisions</i> Desk top PCs best quality and high configuration for work stations. Wi-Fi/Broadband system for complete office Telephone/intercom system for all executives and staff with best quality exchange system. Fax machine Panasonic best quality for executive rooms Photocopier best quality A3 & A4 papers size Color and black & white printers for work station best quality and high configuration (A3 & A4 papers size). 	4 10 1 12 2 1 2
3	Office Multimedia System	<ul style="list-style-type: none"> 60" LCD for conference hall. Multimedia system complete in all respect for conference hall. Digital voice conference system 18 people for conference hall. Digital cameras for field staff. Digital movie cameras for recording. 	1 1 1 2 2

		<ul style="list-style-type: none"> • Digital Voice recorders • Complete I.T networking system of all office rooms, conference hall and work stations. • 32" LCD for executive rooms. 	<p>2</p> <p>1</p> <p>3</p>
4	Rental Vehicles including drivers, POL and maintenance	<ul style="list-style-type: none"> • Toyota Car 1300 cc model 2008-2009 on monthly bases. • Suzuki Car cultus 1000 cc model 2008-2009 on monthly bases. • Toyota Hi-Ace van 2800 cc 18 seater model 2008-2009 on monthly/daily bases. • Toyota Hilux double cab 3000 cc fully loaded model 2008-2009 on monthly/daily bases. • Toyota land cruiser five door fully loaded model 2008-2009 on monthly/daily bases. • Motor cycle 70 cc on monthly bases. 	<p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p>



Existing Plan of Office Block

(6)