



Government of Pakistan  
Ministry of National Food Security & Research  
(National Veterinary Laboratory)

# **TENDER DOCUMENTS FOR FURNITURE AND FIXTURE**

**2021-2022**



**National Veterinary Laboratories,  
Park Road, NARC Gate # 2, Chak Shahzad,  
Islamabad.**

Tender document of NVL

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Government of Pakistan  
Ministry of National Food Security & Research  
(National Veterinary Laboratory)

**TENDER DOCUMENT FOR PURCHASE & SUPPLY OF ITEMS**

Bids [Single stage, one envelope] shall be opened on **30-04-2022 at 11:30 A.M** in the Committee Room of National Veterinary Laboratory, Islamabad.

Name of Firm/Contractor/Company: \_\_\_\_\_

(Block Letter)

Address (Block Letter): \_\_\_\_\_

Telephone No: \_\_\_\_\_

Fax No: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Signature & Seal**

Tender Fee of Rs. 500/-Cash (Non-Refundable) vide Demand Draft/Pay Order

No: \_\_\_\_\_ date: \_\_\_\_\_

Earnest Money of (Refundable) vide DD Order No: \_\_\_\_\_ Date: \_\_\_\_\_

**Date of Bid Submission:**

Tender document of NVL

  
Administrative Officer  
National Veterinary Laboratories  
HARC Gate # 2, Park Road,  
Chak Shalazad, Islamabad  
Tel: 051-9255104/9255070/9255105  
Fax: 051-9255105



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Ministry of National Food Security & Research  
(National Veterinary Laboratory)

**INVITATION TO BID**

Subject: **Tender Notice (Single Stage, one envelope)**


The National Veterinary Laboratory (NVL) invites sealed bids/quotations/proposals for the **Furniture & Fixture items as mentioned in the Annexure-I** from reputed firms/companies (Local/Non-Local, Registered with FBR). The subject tender shall be processed in accordance with Public Procurement Rules 2004 [36-b (I ix)] of PPRA.

**TERMS & CONDITIONS:**

1. The detailed specifications along with terms & conditions have been set forth in Tender Document, which is available in the **DDO, National Veterinary Laboratory (NVL)**. The subject document shall be obtained on cash payment of Rs.500/-Cash Non-Refundable (Tender Fee).
2. The tender documents are also uploaded on the Public Procurement Regulatory Authority PPRA website (<https://www.ppra.org.pk/>). **No bid shall be accepted** without tender fee.
3. The Bid Security @ 2% (**refundable**) of total bid price shall be submitted in the form of **Demand Draft (DD)** in favor of DDO/Account Officer-NVL.
4. The bidding documents completed in all respect should reach **Administrator Office, National Veterinary Laboratory (NVL)** latest by **30-04-2022 at 11:00 A.M.** Bids will be opened on same date at 11:30 am in the Meeting Room of NVL.
5. Bid must be submitted through Courier/Postal Service/By hand. **No Bid will be received after due date & time.**

**Administrator Office,  
National Veterinary Laboratory  
Park Road, NARC Gate # 2, Chak Shahzad, Islamabad  
Office Ph # 051-9255104 Ext... 203/205/216: 051-9255108**

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**Administrative Officer**  
National Veterinary Laboratories  
NARC Gate # 2, Park Road,  
Chak Shahzad, Islamabad  
Tel: 051-9255104/9255070/9255101-3  
Fax: 051-9255105



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**BID EVALUATION CRITERIA FOR FURNITURE AND FIXTURE**

| Sr # | Description Remarks   | Remarks   |
|------|---|-----------|
| 1)   | Valid Company/Firm Registration Certificate/STN (under the laws of Pakistan).   | Mandatory |
| 2)   | Valid STRN and National Tax Number (NTN) certificate  | Mandatory |
| 3)   | Valid and active NTN and STRN status on day of proposal submission.   | Mandatory |
| 4)   | Submission of undertaking regarding blacklisting, genuine documents and fair pricing, on legally valid and attested stamp paper (Rs 100). | Mandatory |
| 5)   | Minimum one client in public or corporate sector (other than NVL)   | Mandatory |
| 6)   | Minimum one employee or service engineer.   | Mandatory |
| 7)   | Income Tax return and attested Bank Statement of past 02 years.   | Mandatory |
| 8)   | Bid/offer validity minimum 90 days.   | Mandatory |
| 9)   | Submission of bid security at a rate of 2% in the shape of CDR/PO in the name of DDO, National Veterinary Laboratory.                     | Mandatory |
| 10)  | Cost of quoted prices in PKR inclusive of all kinds of applicable taxes, duties and delivery charges.                                     | Mandatory |
| 11)  | Tender fee receipt and earnest money must be enclosed with bid.   | Mandatory |

**Note:** Documents regarding "Basic Eligibility Criteria" must be enclosed with the Bids. Any bid not qualifying anyone of the above criteria will be rejected straightaway. Bids of only eligible firms shall be considered for further consideration. Incomplete documents shall not be entertained.

  
Administrative Officer  
National Veterinary Laboratory  
HARC Gate # 2, Park Road,  
Chak Shetrad, Islamabad  
Tel: 051-9255104/9255070/9255105  
Fax: 051-9255105

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(National Veterinary Laboratory)

## GENERAL INSTRUCTIONS TO BIDDERS (GITB)

Bidders should read these conditions carefully and comply strictly while sending their tenders. If the bidder finds any discrepancy, error, or omission in the tender documents he may intimate it to the **Admin Officer** in writing before the closing date for Tender.

### 1. Introduction

- 1.1. **Name and Address of Procuring Agency (PA):** National Veterinary Laboratory (NVL)  
Park Road, NARC Gate # 2, Chak Shahzad, Islamabad.
- 1.2. **Eligible Bidders:** General sales tax registered. National tax number registered. Bidders shall not be under a declaration of ineligibility for corrupt and fraudulent practices issued by the Government of Pakistan

### 2. Clarification of Bidding Documents:

A prospective Bidder requiring any clarification of the bidding documents may notify the PA in writing at its address. The PA will response in writing to any request for clarification of the bidding documents which it receives no later than five (05) days prior to the deadline for the submission of bids prescribed in the Bid Data Sheet. Written copies of the PA's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective bidders that have received the bidding documents directly from the PA.

### 3. Preparation of Bids and Bidding Procedure

- 3.1. The bid prepared by the Bidder, as well as all correspondences and documents relating to the bid exchange by the Bidder and the PA shall be written in English language.
- 3.2. Bid (single stage, one envelope) with the tender fee and 2% bid security must be attached  
**Bidding Procedure: Single Stage One Envelop Bidding Procedure shall be followed.**

### 4. General Instructions to Bidders (GITB)

- 4.1 All bids should reach the PA within due date and time as specified in the advertisement through registered post.
- 4.2. Tenders must be enclosed in a properly sealed envelope, properly marked and signed. No cutting/ handmade correction in bid.
- 4.3. Rates shall be written both in words and figures. There should not be errors and / or over-writings. Corrections if any should be made clearly and initiated with dates.
- 4.4. In case of quoting alternate prices, must be on separate document.
- 4.5. The bidder shall mention validity of offer, terms of payment, guarantee/warranty period and schedule of delivery.
- 4.6. The evaluation will be based on the comparison of specification as described in the Annexure-I.

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**Administrative Officer**  
National Veterinary Laboratories  
NARC Gate # 2, Park Road,  
Chak Shahzad, Islamabad  
051-9255104/9255070/9255114  
Fax: 051-9255105



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Ministry of National Food Security & Research  
(National Veterinary Laboratory)

- 4.7. Supply order/ contract will be issued subject to the availability of funds as well as subject to Transfer from Funding agency.
- 4.8. The contractor shall notify forth in written form to The National Veterinary Laboratory (NVL) with any change in the constitution of the firm, etc. and such change shall not relieve any former member of the firm, etc., from any liability under the contract.
- 4.9. The National Veterinary Laboratory (NVL) reserves the right to accept any tender not necessarily the lowest, reject any tender without assigning any reasons and accept tender for all or anyone or more of the articles for which bidder has been given or distribute items of stores to more than one firm/ supplier.
- 4.10. The contractor, in respect of the contract, shall accept no new partner/ partners in the firm unless he / they agree to abide by all its terms, conditions and deposits with the National Veterinary Laboratory (NVL) a written agreement to this affect. The contractor's receipt for acknowledgement or that of any partners subsequently accepted as above shall bind all of them.
- 4.11. The contractor shall not assign or sub-let his contract or any substantial part thereof to any other agency.
- 4.12. The National Veterinary Laboratory (NVL) shall not be responsible for any loss, shortage of documents and shall have the right to dispose of such bid as it thinks fit.

**5. BID Price and Validity**

- 5.1. The Bidder shall indicate price of his offer, list of items with specifications, standard accessories, make and origin, the unit price and total bid prices of the goods in Pakistan Rupees (PKR).
- 5.2. All kind of taxes must be included in the quoted prices.
- 5.3. Sales Tax and Income Tax will be deducted at source from the supplier's bill as per government rules. GST will be refunded subject to the provision of Sale Tax invoice.
- 5.4. The Bid will remain valid and open for acceptance for a period of 120 days from the specified date of opening or closing of financial year on the case may be.

**6. Bid Security**

- 6.1. The bid must be accompanied with a bid security of 2% of the total quoted prices in favor of "DDO National Veterinary Laboratory (NVL)" (refundable).
- 6.2. The bid security shall be denominated in Pakistani rupees and shall be in the form of DD receipt issued by Pakistani bank or branch of a foreign bank, operating in Pakistan,
- 6.3. Unsuccessful bidders' bid security will be discharged or returned as promptly as possible but not later than thirty (30) days after the expiration of the period of bid validity prescribed by the PA
- 6.4. The successful Bidder's bid security will be discharged upon the Bidder's successful supply of Goods duly acceptable to the PA.
- 6.5. The bid security may be forfeited in the following cases:

- 6.5.1. When bidder withdraws or modifies the offer, after opening of tender but before acceptance of tender

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Administrative Officer  
National Veterinary Laboratories  
PABO Gate # 2, Park Road,  
Chak Shertad, Islamabad  
Tel: 951-9255104/9255070/9255144  
Fax: 951-9255195



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- 6.5.2. When bidder does not execute the agreement if any, prescribed within the specified time.
- 6.5.3. When the bidder submitted fake or forged documents, company authorization or misinterpretation of facts or other acts comes under the category of fraudulent practices defined in Clause-14 sub-clause 14.2 of PPRA rules

## 7. Submission of Bids

### 7.1. Sealing and Marking of Bids:

The Bidder shall seal the original and each copy of the bid in separate envelopes, duly marking the envelopes as "ORIGINAL" and "COPY." The envelopes shall then be sealed in an outer envelope. The outer envelope should be clearly marked with Tender No and Tender title given on the title of this Document.

- 7.2 Bids must be received by the PA at the address specified in the Bid Data Sheet no later than the time and date specified in the Bid.
- 7.3 The PA may, at its discretion, extend this deadline for the submission of bids by amending the bidding documents, in which case all rights and obligations of the PA and bidders previously subject to the deadline will thereafter be subject to the deadline as extended
- 7.4 **Late Submission:** Any bid received by the PA after the deadline for submission of bids prescribed by the PA will be rejected and returned unopened to the Bidder.

## 8. Opening, Clarification and Evaluation of Bids

- 8.1 The PA will open all bids in the presence of bidders' representatives who choose to attend, at the time, on the date and at the place specified in the Bid Data Sheet. The bidders' representatives who are present shall sign a register/attendance sheet evidencing their attendance
- 8.2. The bidders' names, bid modifications or withdrawals, bid prices, discounts, and the presence or absence of requisite bid security and such other details as the PA, at its discretion, may consider appropriate, will be announced at the opening. No bid shall be rejected at bid opening, except for late bids, which shall be returned unopened to the Bidder.
- 8.3. Bids that are not opened and read out at bid opening shall not be considered further for evaluation, irrespective of the circumstances. Withdrawn bids will be returned unopened to the bidder.

Tender document of NVL

  
Administrative Officer  
National Veterinary Laboratories  
NARC Gate # 2, Park Road,  
Chak Shetbad, Islamabad  
Tel: 104/9265070/9265100  
Fax: 951-9265104





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- 8.4 During evaluation of the bids, the PA may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the prices or substance of the bid shall be sought, offered, or permitted.
- 8.5 The PA will evaluate and compare the bids which have been determined to be substantially responsive.

**9. Award of Contract**

- 9.1 From the evaluation criteria, the PA of NVL will determine to its satisfaction the most advantageous Bidder.
- 9.2 The determination will take into account the Bidder's compliance with the qualification criteria defined in the bidding document.
- 9.3 The PA will award the contract to the most advantageous Bidder whose bid has been determined to be substantially responsive and has been determined according to the evaluation criteria.
- 9.4 PA's Right to Increase or Decrease Quantities of the items at the time of Award, without any change in unit price or other terms and conditions.

**10. Mode of Payment**

- 10.1. Payment shall be made in the form of cross cheque from AGPR in accordance with the stated specifications.
- 10.2. No advance payment will be made. Payments will be made subject to the clearance of account and audit cells.

  
**Administrative Officer**  
National Veterinary Laboratories  
RABC Gate # 2, Park Road,  
Chak Shazad, Islamabad  
Tel: 051-3268104/3265070/3255100  
Fax: 051-3255100

Tender document of NVL





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**FORM OF CONTRACT AGREEMENT**

THIS CONTRACT AGREEMENT (hereinafter called the "Agreement") made on the \_\_\_\_ day of \_\_\_\_ 2022 between \_\_\_\_ (hereafter called the "Employer") of the one part and \_\_\_\_ (hereafter called the "Contractor") of the other part.

WHEREAS the Employer is desirous that certain procurement, viz. \_\_\_\_ should be executed by the Contractor and has accepted a Tender by the Contractor for the execution and completion of such procurement and the remedying of any defects therein.

NOW this Agreement witnessed as follows:

1. The following documents after incorporating addenda, if any except those parts relating to Instructions to Tender shall be deemed to form and be read and construed as part of this Agreement, viz:

- a) The Letter of Acceptance
- b) Specifications

2. In consideration of the payments to be made by the Employer to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Employer to execute and complete the procurement process of different items and remedy defects therein in conformity and in all respects within the provisions of the Contract.

3. The Employer hereby covenants to pay the Contractor, in consideration of the execution and completion of the procurement process of items as per provisions of the Contract, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS WHEREOF the parties hereto have caused this Agreement to be executed the day and year first before written in accordance with their respective laws.

The Common Seal of \_\_\_\_ was hereunto affixed in the presence of: or

Signed, Sealed and Delivered by the said \_\_\_\_ in the presence of:

Binding Signature of Employer \_\_\_\_\_

Binding Signature of Contractor \_\_\_\_\_

Tender document of NVL

  
**Administrative Officer**  
National Veterinary Laboratories  
HARC Gate # 2, Park Road,  
Chak Shetted, Islamabad  
Tel: 951-9255104/9255070/9255196  
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**UNDERTAKING**

I have read the terms and conditions thoroughly regarding "Tender dated \_\_\_\_\_, I hereby undertake to abide by these terms & conditions in letter and spirit. In case of false, fake information or documents, I shall be liable to disqualification and subsequently my DD be forfeited by the Procuring Entity.

Signature: \_\_\_\_\_

Name of Authorize Person: \_\_\_\_\_

Company/Firm Name: \_\_\_\_\_

Seal: \_\_\_\_\_

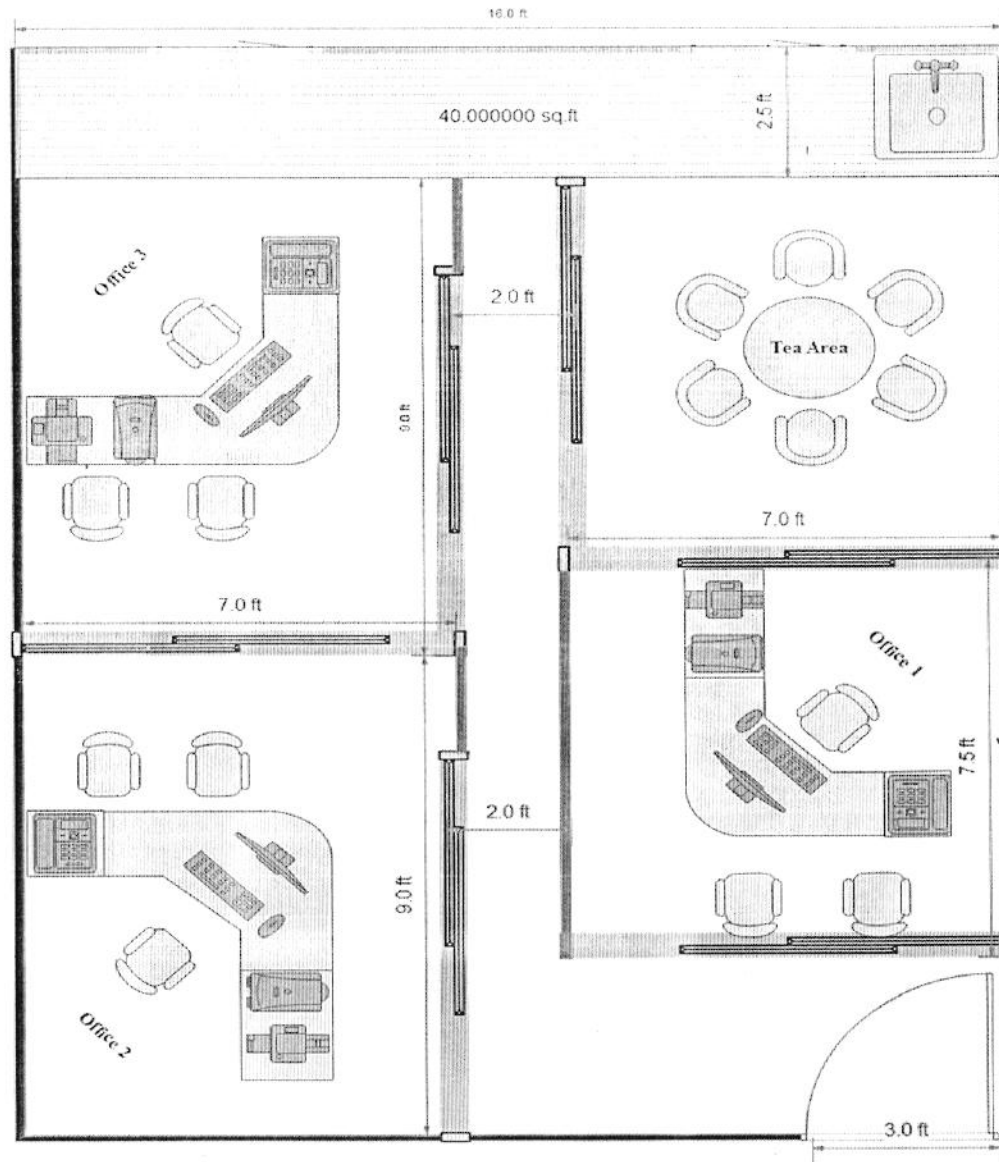
  
**Administrative Officer**  
National Veterinary Laboratories  
NARC Gate # 2, Park Road,  
Ferozabad, Islamabad  
04/9266070/9265107  
041-9265105

Tender document of NVL

## Bacteriology Lab



- Fixing of floor cabinets with aluminium boxes/ cabinets
- Aluminum based cabinets 36" height, 32" deep wide with adjustable storage cabinets
- Dimension 36" H x 32" D x 24 LCD
- Workbench mat is 32" deep with diamond tread pattern and prevents slippage on all counter tops from over aluminium cabinets with UPVC top finish with the epoxy paints/ melamine top.
- With fixing of floor tiles wherever is required.

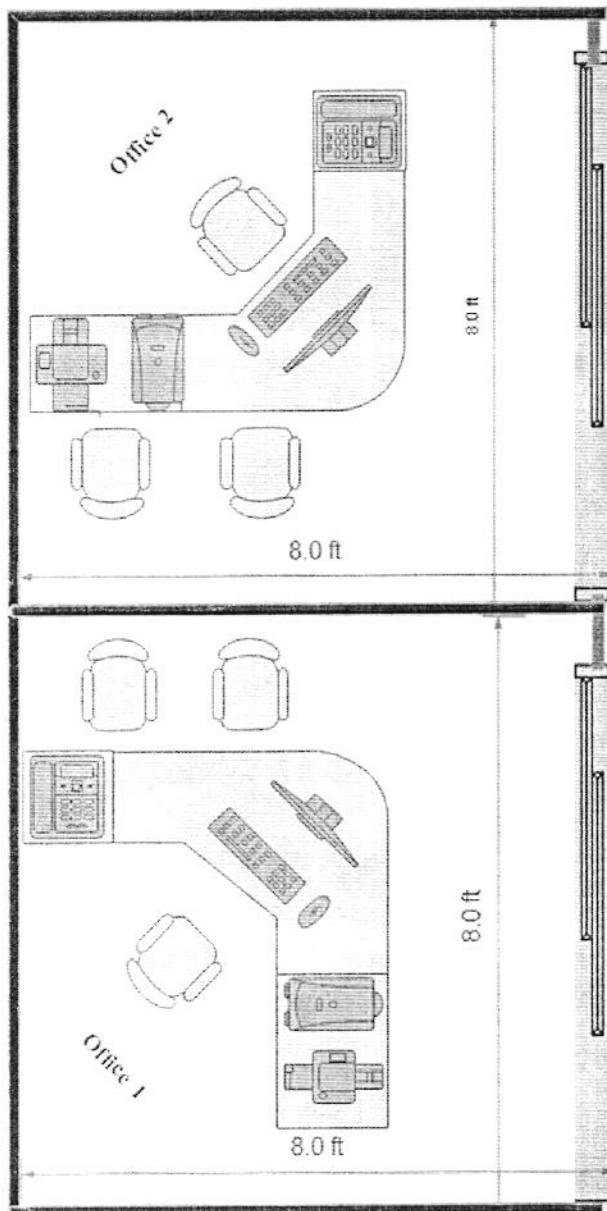


## Partitioning of Biotech Lab

Fixing of the aluminium partitions of 7 ft height with 5mm glass partition cutting and fixing of existing partition and fixing of new sliding doors if required.

Fixing of eight (08) floor cabinets with aluminium and glass rolling doors 2.5 ft height x 6.5 ft length

*Verified*  
*Muhammad Ayoob*  
 Dr. Muhammad Ayoob  
 Scientific Officer  
 National Veterinary Laboratories  
 M/o National Food Security and Research  
 Islamabad



## Partitioning of PPR Project Office


Aluminium partition for  
seperation of two rooms  
1.6mm champagne color with  
the 5mm plain white glass and  
width 8 ft x 8 ft approximately  
and aluminium plain window  
with the sliding doors

*Verified*  
*Dr. Abdul Rahim*  
**Dr. Abdul Rahim**  
Project Manager  
National Peste des Petits Ruminants  
(PPR) Eradication Programme  
National Veterinary Laboratories  
Islamabad

### WINDOW BLINDS

- Window blind which is rich in color easy to coordinate with the style of office decoration and also easy to use minimum width 250mm (chain driven) 570mm motorized, minimum drop 300mm, maximum width 3000mm, maximum drop 3000mm
- Area as measured 400 sq.ft approx.

Verified

  
**Dr. Abdul Wahid**  
Project Manager  
National Peste des Petits Ruminants  
(PPR) Eradication Programme  
National Veterinary Laboratories  
Islamabad

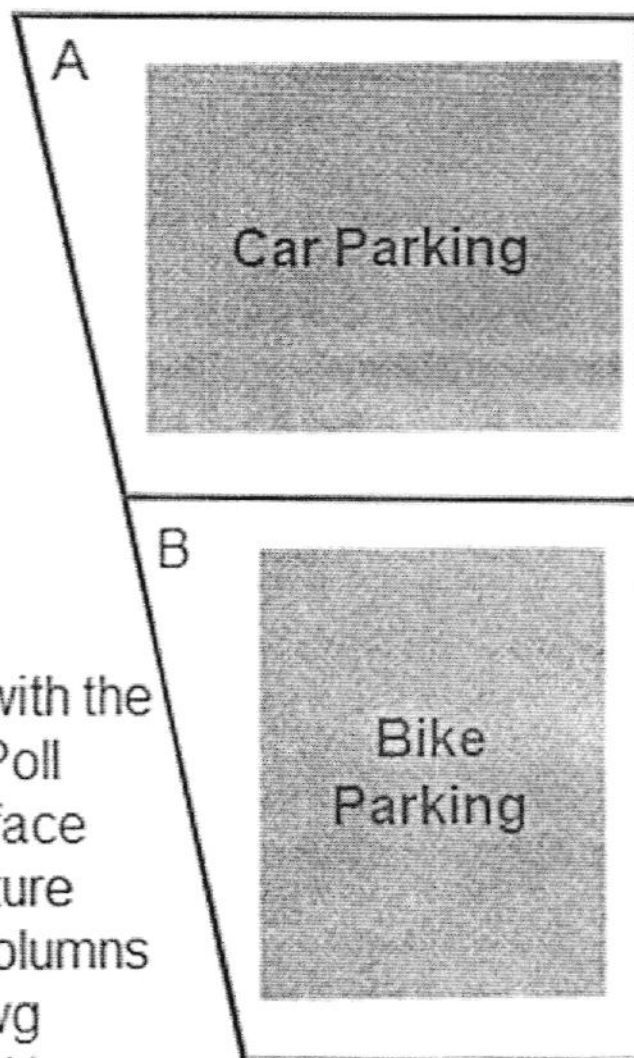
## Extension of Parking Shed

A. Car Parking  
Shade W x L x H  
15ft x 12ft x 10ft

B. Bike Parking  
Shade W x L x H  
13ft x 14ft x 10ft

Car parking shed with the supporting of MS Poll Height 8 ft with surface coated, steel structure frame fabricated columns of Height 4" x 14swg round, roof covered by galvanized roof sheets

18 swg, GI with the support of cross angle iron bar 1" x 1.5"

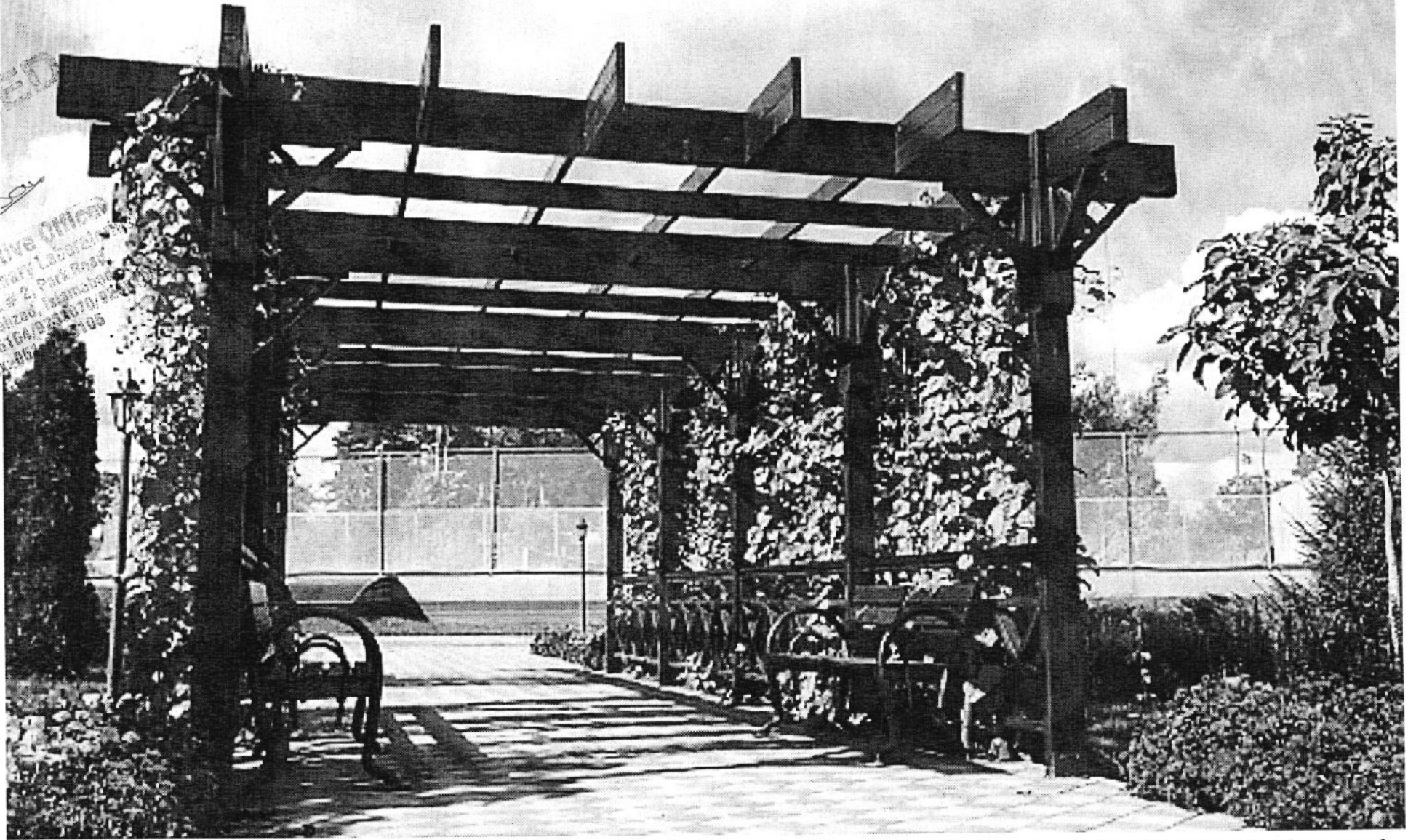


VERIFIED

Administrative Office  
National Veterinary Laboratories  
NARC Gate # 2, Park Road,  
Chak Shuhzad, Islamabad  
Tel: 051-9255104/9255070/9255198  
Fax: 051-9255105



Pergola (Galvanized Iron)



Design and Construction of Pergola (08'\*10') with 16 gauge Colum's, Rafters and Battens, Soil Compaction, 4-inch Concrete Foundation and Tough Tile Installation. Complete Job as Per Design.