



INVITATION TO BIDS

Bureau of Emigration and Overseas Employment

Supply of Standees

Bureau of Emigration & Overseas Employment invites sealed bids from the reputed firms/dealers/resellers having NTN, Sales Tax, and Vender Numbers who are on Active Tax Payer List (ATL) of FBR for the supply of standees containing information about Protector Registration. Interested parties may download the tender document from the website of the Bureau (www.beoe.gov.pk) w.e.f. the publication of advertisement.

Lot	Items	Quantity
1	Standees	200

1. Sealed bids should be submitted after release of this advertisement latest by **27-05-2019** by 11:00 hours and will be opened on the same day in the presence of the bidders or their authorized representatives in the Committee Room, 9th Floor, Emigration Tower, Mauve Area, G-8/1, Islamabad at 11:30 hours.
2. Earnest money @ 5 % of the bid amount in mode of Pay Order/DAC should be enclosed in favor of Director General, Bureau of Emigration & Overseas Employment (BE & OE), Islamabad.
3. The quantity of items can be increased or decreased as per PPRA Rules.
4. Tax will be deducted as per Government Policy.
5. The Authority reserves the right to accept or reject any or all offers made in this regard as per PPRA Rules.
6. Payment will be made on successful supply of the standees.
7. Incomplete bids will not be entertained.

Director (Admin)

**Bureau of Emigration & Overseas Employment, HQs,
Emigration Tower, 7th Floor, Plot No. 10, Mauve Area, G-8/1, Islamabad.**

Tel: 051-9107264

Fax: 051-9107272

Website: www.beoe.gov.pk



GOVERNMENT OF PAKISTAN

BUREAU OF EMIGRATION & OVERSEAS EMPLOYMENT

Tender Document for

**FOR SUPPLY OF STANDEES WITH WRITTEN MATERIAL FOR AWARENESS OF
INTENDING EMIGRANTS**

Issued To: _____

Issued On: _____

Issuing Authority: _____

Last Date for Submission of Bids: 27th May, 2019 at 11:00 hours

Bid Opening Date: 27th May, 2019 at 11:30 hours

Director (Admin)

Emigration Tower, Plot # 10, Mauve Area,

Sector G-8/1, Islamabad, Pakistan

Phone: (+92) (51) (9107274), Fax: (+92) (51) (9107270)

Website: www.beoe.gov.pk

OBJECTIVE

Bureau of Emigration & Overseas Employment, Islamabad through this Invitation of Bids intends to purchase Standees containing approved material for awareness of intending emigrants as per sample available in the office of the Director (Admin), Bureau of Emigration and Overseas Employment, Islamabad.

INTRODUCTION OF ORGANIZATION

Details about the organization are available at <http://www.beoe.gov.pk>.

SCOPE OF WORK

1. The Selected Bidder will be responsible for the supply of standees as per specifications and approved sample available in the office of the Director (Admin) at Bureau of Emigration and Overseas Employment, Headquarters, Islamabad.
2. Selected Bidder must ensure that the supplied equipment/items are fully operational, new, and meet the Technical Specification as mentioned in Annex-II of this Tender Document.
3. Selected bidder shall be responsible for minimum one-year warranty of fading of colours indoors and will replace the same in such cases without any extra cost or hidden charges.

BIDS SUBMISSION INSTRUCTIONS / REQUIREMENTS

The objective of bid submission requirement is to provide bidders the information to submit their bid in response of this Tender according to the specifications defined in this Tender Document and in order/sequence as set forth in this document. Bidders must follow following requirements for their proposals/bids.

- i. The bid shall comprise single envelope containing, separately financial proposal and technical proposal. Bids received shall be opened and evaluated on the date and time specified in the tender document in accordance with the Public Procurement Rules, 2004. Financial bids of the bidders meeting the mandatory eligibility criteria and offering the items according to specification/ sample will be opened on the same day.
- ii. The financial bid must be quoted keeping in view the cost of designing.
- iii. The BE&OE shall reject any proposal which does not conform to the specified requirements/specifications.
- iv. The bid found to be the lowest evaluated bid shall be accepted.
- v. The supplier shall bring the samples of the standees at the time of opening of bids.
- vi. **Bidders shall submit a signed letter with official stamp affixed on it as per format given in Annex I as a covering letter to the Bid/Proposal. Bids/Proposals submitted without this cover letter will not be accepted and bids will likely be rejected straightaway.**
- vii. Income Tax/GST Registration and No Black list certificate.
- viii. Bidders are required to submit their financial proposals in PAK Rupees (PKR) inclusive of all taxes. If taxes are not mentioned in a financial proposal, it will be considered that the same are included in the proposal.
- ix. A bank draft equal to 5 % of the Total Bid Value should accompany the bid as part of financial proposal as earnest money drawn in favour of Director General, Bureau of

Emigration & Overseas Employment, Islamabad. The bid shall not be considered without earnest money.

- x. The Bureau of Emigration and Overseas Employment reserves the right to reject any or all proposals/bids in accordance with Public Procurement Rules, 2004.
- xi. The proposals received late after prescribed date/time due to any reason shall not be entertained.
- xii. Tender document is available on the website of the Bureau (www.beoe.gov.pk) from the date of advertisement.
- xiii. The bids will be opened in Committee Room, 9th Floor, Emigration Tower, G-8/1, Islamabad.

Mandatory Eligibility Criteria.

The bids of the bidders not qualifying any of the below mentioned criteria will be rejected.

- i. Bidder must have valid NTN / ATL & GST. (Copies of valid NTN/ATL and Income / Sales Tax registration certificates).
- ii. Two years experience (to be considered from Sales Tax Registration date)
- iii. Affidavit (on stamp paper) that the Company is neither blacklisted nor in litigation with any of its clients and if there is any litigation the bidder will be bound to disclose the same with nature thereof.
- iv. Provide a certificate on letter pad that equipment / items will be in compliance with the technical requirements/specifications as mentioned at Annex-II of this Tender Document. Equipment quoted must not be refurbished or used.
- v. Provide bank statement showing transactions of at least one million rupees during the financial year 2017-2018.
- vi. Copy of Bid Bond (Earnest Money) as mentioned in this Tender Document. Amount must be hidden.

Note: All documents should be properly signed and stamped.

TERMS OF PAYMENT

- 1. No payment shall be made in advance to the firm / company as mobilization advance.
- 2. Hundred percent (100%) cost of equipment /items shall be paid after successful supply of items.
- 3. Taxes will be deducted at source as per Government Rules at the time of payment.

PERFORMANCE WARRANTY

- 1. The earnest money of successful bidder shall not be refunded and will automatically be converted in the Performance Warranty / Security Deposit and will be retained till the expiry of the warranty period. All payments shall be made through cross cheque in the Pak Rupees.

LIQUIDATED DAMAGES / PANALTIES

- 1. In case of services delay or unsatisfactory service delivery, non-complying the terms of the comprehensive warranty services, delay in services etc, performance Bank Guarantee / Retention Money will be forfeited.

GENERAL TERMS AND CONDITIONS

Following General Terms & Conditions Apply to this Tender Document

1. Duration of warranty will be One year.
2. Validity period of the bids shall be 90 days.
3. The decisions of Bureau of Emigration and Overseas Employment will be binding on all concerned.
4. Bids are liable to be rejected if they are not conforming the terms, conditions and specifications stipulated in this Tender Document.
5. During the examination, evaluation and comparison of the bids, the Bureau of Emigration and Overseas Employment at its sole discretion may ask the bidder for clarifications of its bid. However, no change in the price or substance of the bid shall be sought, offered or permitted after bid submission.
6. The amount submitted as Earnest Money shall be refunded to the unsuccessful bidders on submission of a written request after finalization of tender.
7. Incomplete and conditional Bids will not be entertained.
8. In case of any dispute between the two parties of any matter arising after signing the contract agreement, the case shall be referred to the Director General, Bureau of Emigration and Overseas Employment whose decision shall be final and binding on both parties.
9. Bids submitted via email or fax will not be entertained.
10. In case of sudden public holiday, bids will be opened on the next working day.
11. The quantity of items can be increased or decreased as per Rules.

Delivery of itmes

1. Delivery of the items should be completed within 04 weeks after issuance of supply order.
2. The Selected Bidder will be responsible for the supply of the standees at the Bureau of Emigration and Overseas Employment HQs, Islamabad.

QUERIES/ CLARIFICATIONS

Queries regarding this Tender Document shall be submitted in writing to the Director (Admin), Bureau of Emigration and Overseas Employment Islamabad.

Annex I: Proposal Submission Form.

PROPOSAL SUBMISSION FORM

The Director / Chairman Committee
Bureau of Emigration & Overseas Employment,
G-8/1, Islamabad

Sir / Madam

We, the undersigned, offer to provide the standees which will be genuine and in accordance with your Tender Document. We are hereby submitting our Financial Proposal along with Technical compliance, sealed in envelope.

We have submitted a Bid Bond / Earnest Money in the amount of 5% of the Bid Value as required in the Tender Document along with our Financial Bid.

We understand you are not bound to accept any Proposal you receive and reserve the right to accept or reject any offer and to annul the bidding process and reject all proposals with assigning a reason.

The decision of evaluating committee shall be final and cannot be challenged on any ground at any forum and the evaluating committee will not be liable for any loss or damage to any party acting in reliance thereon.

We remain,

Yours' sincerely

Authorized Signature:
Name and Title of Signatory:
Name of Firm/Company:
Address:

ANNEX II: TECHNICAL REQUIREMENTS

TECHNICAL SPECIFICATIONS

<u>S.No</u>	<u>Component</u>	<u>Specifications</u>
i.	Material	Aluminium
ii.	Size	24 × 60 inches
iii.	Packing	Bag
iv.	Skin	Star Matte
v.	Printing	4 Colours
vi.	Folding/ Unfolding	Portable, easy assemble and de-assemble
	Note:	The material etc should be strictly according to sample available in the Bureau.

Government of Pakistan
Ministry of Overseas Pakistanis & Hrd

Overseas Employment Corporation

"OEC Serving The World Through Human Resource Of Pakistan"

Why OEC ?

- ✓ Entirely owned by Government of Pakistan
- ✓ Pakistan's only Public sector overseas employment promoter
- ✓ Provides cost effective overseas employment
- ✓ providing all facilities to overseas job seekers under one roof
- ✓ Ensure Exploitation free environment for job seekers
- ✓ Lowest Expenditure
- ✓ Nationwide presence in all major cities of Pakistan
- ✓ Providing manpower to 60 countries, across the Globe
- ✓ Placed over 142,000 professionals / workers, with overseas employers
- ✓ Dealing 100% secured overseas career certified by Foreign Mission
- ✓ www.oec.gov.pk provides facility to apply online
- ✓ Professionally assisted by its own Traveling Agency-OEC Travel
- ✓ Award Winner of Fastest Sending Agency
- ✓ Arrange discerte pre-departure training/workshops for selectees

PMI Auditorium Building, Zero Point Islamabad.
Ph. #: 051-9253245-57 Fax #: 051-9253244
www.oec.gov.pk

Note: It is only a sample. The written statement to be printed is different which will be provided to successful bidder.