

BIDDING DOCUMENT

Disposal of used Furniture Fixtures, Tyres & IT Equipment

Bid Submission

ISGS Head Office

Date: June 06th 2023 (03:00 p.m.)

Bid Opening

Venue: ISGS Head Office

Date: June 06th 2023 (03:30 p.m.)



Inter State Gas Systems (Pvt) Limited

Petroleum House, 8th Floor, Ataturk Avenue, G-5/2, Islamabad

Tel: 051-9217667- 9

Fax: 051-9217671

Website: www.isgs.com.pk

TABLE OF CONTENTS

1. INTRODUCTION OF THE COMPANY..... 3

2. INVITATION TO BID 3

3. INSTRUCTIONS TO BIDDERS 3

4. GENERAL OR SPECIAL CONDITIONS..... 4

5. CLARIFICATIONS 5

List of Annexure

Annex-I: Form OF BID 6

Annex-II: DRAFT Sales AGREEMENT 8

Annex-III: LIST of ITEMS 9

1. INTRODUCTION OF THE COMPANY

Inter State Gas Systems (Pvt) Limited (ISGS) was incorporated as a private limited company and working under the umbrella of Ministry of Energy (Petroleum Division), Government of Pakistan.

2. INVITATION TO BID

ISGS invites sealed bids from interested persons/parties for disposal of Company Assets comprising of Furniture & Fixtures, Tyres and IT Equipment. on ‘**As is Where Is Basis**’ in accordance with Bidding Documents. The list of items available for auction is enclosed at Annex-III.

3. INSTRUCTIONS TO BIDDERS

The objective of “instructions to bidders” is to provide bidders the information to submit their bids in response to this invitation to bid, according to the requirements defined in this bidding documents and in the same order/sequence as set forth in this document. Bidders must follow the following requirements for their proposals/bids:

- 3.1 Interested parties can inspect the items available for auction till 2nd June 2023 between 10:00 a.m. to 04:00 p.m. By the act of bidding the bidder(s) shall be deemed to have inspected the auction items purchased and to have accepted the same in its then condition in all respects including all its faults and defects of whatever nature (if any). Any express or implied condition or warranty whether arising by custom, law or by reason of the provisions of any statute regarding the description of suitability or fitness for purpose, merchantable quality of these auction items is expressly excluded.
- 3.2 Bid document can be obtained from head office of ISGS from May 22nd, 2023, to June 06th, 2023 before 11:00 am without cost or downloaded from ISGS website www.isgs.com.pk. The advertisement is also available on PPRA website.
- 3.3 The items available for auction are categorised based on their types and shall be auctioned on lot basis.
- 3.4 The bidders shall provide proposals for each lot to qualify for the auction of lot(s). The individual items shall not be auctioned independently.
- 3.5 The bidders are required to submit their bids in single package containing Form of bid attached as Annexure-I and a Pay Order in the name of Inter State Gas Systems (Private) Limited. Pay Order shall be of 25% of the quoted price issued by a Scheduled Bank in Pakistan as deposit for each lot. No Bid shall be entertained without earnest money.
- 3.6 The bid shall be clearly marked as “**Bid for Disposal of Lots Classified at Annex-III**” in bold and legible letters. The envelopes shall be labelled with the name, address and contact number of the Bidder.
- 3.7 The bidders are encouraged to attend the bid opening meeting personally or through authorized representative(s).

- 3.8 Bidders are required to state, in their bids, the **name, title and contact details** of the bidder's authorized representative through whom all communication shall be directed until the process has been completed or terminated.
- 3.9 The Bidders shall bear all costs/expenses associated with the preparation and submission of the bids and ISGS shall in no case be responsible/liable for those costs/expenses.
- 3.10 Bidders can submit bids for single /multiple or all Lots simultaneously.**
- 3.11 Each bidder shall submit one bid for each lot clearly mentioning the title of auction items and Lot(s).
- 3.12 ISGS may, at any time prior to the deadline for submission of the bids, on its own initiative or in response to a clarification requested by the Bidder(s), amend the bidding documents, on any account, for any reason. All amendment(s) shall be part of the bidding document(s) and binding on the Bidder(s). ISGS shall notify the amendment(s) in writing within reasonable time prior to the Bid submission date.
- 3.13 ISGS may, at its exclusive discretion extend the deadline for the submission of the bids in which case all rights and obligations of the ISGS and the Bidders previously subject to the deadline shall thereafter be subject to the deadline as extended.
- 3.14 ISGS may, at its exclusive discretion, terminate this bidding at any stage of tendering process without incurring any liability whatsoever and without assigning any reason or having to owe any explanation whatsoever.
- 3.15 ISGS shall be at liberty to postpone, call off or adjourn the disposal of used Furniture & Fixtures, Tyres and IT Equipment at any material time without having to provide any reason or ground whatsoever and such decision shall not be questioned in any court of law.
- 3.16 The language of the bids shall be English.
- 3.17 The Bid(s) shall be rejected if:
- a. earnest money is not submitted as per the requirements; or
 - b. incomplete, un-sealed, un-signed, partial, conditional, alternative, late.
- 3.18 Bids are to be submitted in sealed envelopes at ISGS's Head Office on or before, 6th June 2023 by 03:00 p.m. Any bid received by ISGS after the deadline for submission of bids shall be returned unopened to such bidder. Delays in the mail/courier, delays of person in transit, or delivery of a bid to the wrong office shall not be accepted as an excuse for failure to deliver a bid at the proper place and time. It shall be the bidder's responsibility to determine the manner in which timely delivery of his bid will be accomplished either in person, by messenger or by mail / courier.
- 3.19 Bids will be opened on same day at 03:30 p.m in the presence of bidders or authorised representative(s).

4. GENERAL OR SPECIAL CONDITIONS

Following terms & conditions shall apply to this bidding:

- 4.1 The decisions of the Auction Committee will be binding on all bidders.

- 4.2 ISGS is not bound to accept any bid in this regard and reserves the right to annul the disposal process and reject all bids without assigning any reason or having to owe any explanation whatsoever.
- 4.3 During the examination, evaluation, and comparison of the bids, ISGS at its sole discretion may ask any bidder for clarifications of its bid.
- 4.4 The amount submitted as earnest money shall be refunded to the unsuccessful bidders after signing of agreement. Whereas the earnest money of the successful bidder shall be adjusted in the quoted amount.
- 4.5 If there is a discrepancy between the words and figures, the amount in words shall prevail.
- 4.6 In the event the successful bidder(s) fails to comply with any of these conditions herein stated, the earnest money shall be forfeited.
- 4.7 The payments of disposed items shall be made through Pay Order in the name of Inter State Gas Systems (Private) Limited issued by a scheduled bank of Pakistan.
- 4.8 The 75% balance of the quoted amount shall be paid in full by the successful bidder(s) within five (5) working days from the date of the issuance of letter to successful bidder.
- 4.9 Successful bidder shall have to sign an agreement with ISGS for respective lot as per Draft Agreement format at Annex-II.
- 4.10 The successful bidder(s) after the payment of the balance quoted amount in full and after successful execution of Agreement shall at his/their own cost and expense take possession of the respective lot(s).
- 4.11 All prevailing Govt. Taxes will be applicable and recovered in addition to the bid amount. 10% Advance Tax for bidder appearing on Active Taxpayer List otherwise 20% Advance Tax will also be paid by the successful bidder(s) on total amount of lot(s) purchased. If any tax/taxes etc. levied by the GOP on disposal of such lots, the same will be charged to successful bidder(s) as per government rules and regulations. Moreover, all government tax(es) payable towards the disposed lots shall be borne by the successful bidder(s). In case, any extra tax or duty is imposed by law, the same shall also be paid by the successful bidder(s).

5. CLARIFICATIONS

For queries and clarification, if any, please contact on the following address:

Chief Manager (IT)

Inter State Gas Systems (Private) Limited,
Petroleum House, 8th Floor, Ataturk Avenue,
G-5/2, Islamabad.

Phone No. 051-9217667-9

E-mail: isgs.it@isgs.com.pk

ANNEX-I: FORM OF BID

The Chairman Auction Committee
 (Used Furniture Fixtures, Tyres & IT Equipment)
 Inter State Gas Systems (Private) Limited,
 8th Floor, Petroleum House, G-5/2,
 Islamabad, Pakistan
 Telephone: 92-51-9217667-9
 Fax: 92-51-9217671
 Website: www.isgs.com.pk

SUBJECT: DISPOSAL OF USED FURNITURE FIXTURES, TYRES AND IT EQUIPMENT

Sir

1. Reference your advertisement dated 21st May 2023 for disposal of used Furniture and Fixtures, Tyres and IT Equipment.
2. I/we have carefully read, understood, and accepted the terms and conditions contained in Bidding Documents for conducting disposal of used Furniture & Fixtures.
3. I/we have inspected the Furniture & Fixture and have accepted the Furniture & Fixtures in its then condition in all respects including all its faults and defects of whatever nature (if any).
4. I/we have submitted a Pay Order of 25% of purchase price, issued by _____ under PO # _____ alongwith this bid.
5. The decision of the Committee shall be final and binding on me/us.
6. If my/our bid is accepted and I/we is/are declared successful bidder, we will, at my/our own expense fulfil all activities/formalities within due time.
7. I/we agree to abide by all terms and conditions contained in Bidding Documents and it shall remain binding upon me/us.
8. I/we have quoted below final price against the following Furniture & Fixtures:

Description of Lot	Final Quoted Amount
Lot-1 Furniture & Fixtures	
Lot-2 Tyres	
Lot-3A Servers	
Lot-3B Desktop & Laptop Computers with Accessories	
Lot-3C Printers, Scanners and Data Backup Autoloader	
Lot-3D Networking Equipment, Multimedia Projectors & UPS	
Lot-3E Plotter and Scanner	
Lot-3F Miscellaneous	

9. I/we submit herewith our bid as one original.
10. I/we hereby undertake that I/we have not approached or influenced any employee of ISGS or used any corrupt business practice for obtaining undue advantage/benefit whatsoever.
11. I/we undertake that all the information submitted by us is correct and true to the best of our knowledge and belief and nothing has been concealed and misstated by me/us in the bid. In case any information is found to be wrong, mis-leading or misstated in this bid, the same may lead to rejection of my/our bid and my/our disqualification.
12. I/we declare that my/our bid is my/our only and final offer, and no unsolicited offer of any description shall be made for consideration for the ISGS.

Authorized Signature: _____

Signatory Full Name: _____

CNIC Number: _____

Mobile Number: _____

ANNEX-II: DRAFT SALES AGREEMENT

This Lot (_____) Sales Agreement is made on this _____ day of _____, 2023 by and between Inter State Gas Systems (Private) Limited (hereinafter known as “Seller”) and [name of successful bidder] (hereinafter known as “Buyer”). Buyer and Seller are individually referred herein to as Party and collectively as Parties.

WHEREAS, the Seller intends to sell the Lot (_____) described below subject to terms and conditions set forth herein and includes in the Auction Documents;

WHEREAS, the Buyer desires to purchase the Lot (_____) and has been qualified through an auction procedure and declared the highest bidder by the Committee.

NOW THEREFORE, in consideration of the mutual promises and other valuable considerations exchanged between the Parties set forth here and in Bidding Documents, the Parties hereby agreed subject to all the terms and conditions of Bidding Documents as follows:

1. Description of Lot

The following is the description of Lots

- i. Lot-1 Furniture & Fixtures
- ii. Lot-2 Tyres
- iii. Lot-3A Servers
- iv. Lot-3B Desktop & Laptop Computers with Accessories
- v. Lot-3C Printers, Scanners and Data Backup Autoloader
- vi. Lot-3D Networking Equipment, Multimedia Projectors & UPS
- vii. Lot-3E Plotter and Scanner
- viii. Lot-3F Miscellaneous

2. Price and Payment

The Buyer shall pay the full purchase price of Lot (_____) to the Seller which is Rs. _____/- (_____) consisting of the following components:

- i. Earnest Money Deposit: Rs. _____/- (_____)
- ii. Balance of Full Purchase Price: Rs. _____/- (_____)

3. Delivery of Lot (_____)

The Seller shall deliver the possession of Lot (_____) thereof to the Buyer and the Buyer shall take possession of the same subject to the terms and conditions contained herein and in Bidding Documents on or before _____.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed on the day, month and year first before written in accordance with laws of Pakistan.

Signature of the Seller

Signature of the Buyer

Signed, sealed and delivered in the presence of

Witness

Witness

(Name, Title and Address)

(Name, Title and Address)

ANNEX-III: LIST OF ITEMS**Lot-1 Furniture and Fixture**

S. No.	Description	Quantity
1.	Executive Chair	16
2.	Executive Table	18
3.	Side racks	12
4.	Wooden cabinets	04
5.	Printer cabinet	01
6.	Revolving chair simple	03
7.	Visitor chair	01
8.	Single seater sofa	02

Lot-2 Tyres

S. No.	Description	Quantity
1.	Used General 86/84	8
2.	Used General 155/80	16
3.	Used Euro 165/65	12
4.	Used Euro star 195/65	6
5.	Used Bridgestone 185/80	4
6.	Used Yokohama 196/65	2
7.	Used Dunlop 195/65	4
Total		52

Lot-3A Servers

Description /Specification	Qty.
HP ProLiant ML350 G5 Processor: 1x Intel Xeon 5130 @ 2.00 GHz; RAM: 4GB; SAS Hard Disk: 2x 72GB and 3x 146GB; RAID Controller: Hardware	01
HP ProLiant ML350 G5 Processor: 2x Intel Xeon 5130 @ 2.00 GHz; RAM: 4GB; SAS Hard Disk: 2x 72GB and 3x 146GB; RAID Controller: Hardware	01
HP ProLiant DL 380 G5 Processor: Inter Xeon E5420 2.5Ghz; RAM: 4GB; Hard Disk: Nil; RAID Controller: Hardware	01
HP ProLiant DL380G7 X5690 Processor: 2x Intel Xeon X5690 3.47 GHZ; RAM:48 GB RAM; Hard Disk: Nil; RAID Controller: HP Smart Array P410i	01

Lot-3B Desktop & Laptop Computers with Accessories

Description /Specification	Qty.
Desktop Computers	
HP D380MX	02
Dell OptiPlex GX280 Processor: Pentium4 3.00Ghz; RAM: 1GB; Hard Disk: 80GB	02
IBM M/T 8123-CTO Processor: Pentium4 3.20GHz; RAM:1GB; Hard Disk: 80GB	03
Dell OptiPlex GX520 Processor: Intel Pentium D 2.80 GHz; RAM: 1GB; Hard Disk: 160GB	15
IBM Lenovo MT-M 8985-7WG Processor: Intel Core2 Duo 1.86GHz; RAM:1GB; Hard Disk: 80GB	10
HP DX 7400 MT Processor: Intel Core2 Duo E4500 2.20GHz; RAM: 2GB; Hard Disk: 80GB	03
HP Z400 Workstation Processor: Intel Xeon w3520 2.66GHZ; RAM: 24GB ECC; Hard Disk: 300 GB; NVIDIA Graphic Card Quadro 600	01
HP 8200 Elite MT PC Processor: Intel Core i5-2400 3.10GHz; RAM: 4GB; Hard Disk: 500GB	25
HP pro 3300 MT	01

Processor: Intel Core i3-2100 3.10GHz; RAM: 2GB; Hard Disk: 300GB	
LCD - 15 Inches	02
LCD - 17 Inches	28
LCD - 19 Inches	25
Aten CL1200 LCD KVM Console Integrated KVM console 15" LCD monitor in Slide away housing	01
Keyboards	62
Mouse	42
Laptop Computers	
HP Compaq nx9010	02
Dell Latitude D600	01
HP Compaq nx8420 Processor: Core 2 DUO 1.83GHz.; RAM: 1GB; Hard Disk: 80GB	03
HP Compaq 8510p	01
HP Compaq 6710b	03
HP EliteBook 8440p Processor: Intel Core i5-540M 2.53GHz.; RAM: 2GB; HDD: 320GB	02
HP EliteBook 8460p Processor: Intel Core i7 2670QM 2.20GHz; RAM: 4GB; HDD: 320GB	14
HP EliteBook 8760w Mobile Workstation Processor: Intel Core i7 2960XM 2.7GHz; RAM: 8GB; HDD: Nil	02
HP EliteBook 840 G1 Processor: Intel Core i5 4200U 1.6GHz; RAM: 8/4GB; HDD: Nil	04
MAC Book Air 11.2 A1370 Model 2012, Processor: Intel Core i5; RAM: 8GB; Storage: 128GB SSD	01
Docking Stations	
HP HSTNN-IX01 Docking Station	07
HP Advance Docking Station (NZ222AA)	14
HP UltraSlim Docking Station (D9Y32AA)	04

Lot-3C Printers, Scanners and Data Backup Autoloader

Description /Specification	Qty.
Printers	
HP Color Laser Jet 2600N	01
HP A3 Color Laser Jet 5500DN	01

HP A3 Color Laser Jet CP5525DN	01
HP Color Portable Printer 470b	01
Xerox DocuPrint P8ex	01
Xerox Phaser 3500DN	01
Xerox Phaser 3428DN	02
HP P3015DN	02
HP Office Jet 6110 All in One	01
HP Desk Jet 400	01
HP Multifunction M1212nf	01
Panasonic KX-FLB756	01
Canon Multifunction IR3235	01
Dlink Print Server DP-301U	02
Scanners	
GenX Flatbed	01
HP ScanJet 4370	01
HP Scanjet N6010	01
HP Scanjet 5590	02
Mercury (Relisys)	01
Genius Color page HR6 V2	01
Data Backup Autoloader	
TANDBERG LTO-2 Tape Auto Loader	01

Lot-3D Networking Equipment, Multimedia Projectors & UPS

Description	Qty.
Networking Equipment	
Air Live AirMax5N-ESD (Air Live Wireless Outdoor CPE)	02
Unitech GSM Device	01
IPmux-2L/1E1 RAD	02
Huawei ONT Echo lifeHG8245	01
Alcatel ONT	02
Alcatel DSL Router Speed Touch	01
Microsoft Broadband Wireless MN-500	01
LinkSys WRT54G2V1 (Wireless Router)	01
Dlink Model Des-1008D Switch	01

Sunniwell TV Box Model S-Box7203	01
LinkSys SRW224G4 (24-port 10/100 + 4-port Gigabit Switch)	03
D-Link DES-1016D	02
Wireless Router WRT150N-SG	01
Zyxel Prestige 334 (DSL Router)	01
Aztech DSL Router	01
PABX Chines (3+12) (3 Lines and 12 Extensions)	01
PBX Chines (3+8) (3 Lines and 8 Extensions)	01
Biometric ANVIZ EP300 (Biometric Devices)	03
A-Ten KVM Switch CS9134 with Cables (4 Ports)	01
Universal Server Rack 42U (Local)	01
Multimedia Projectors	
EIKI LC-XG210	01
Panasonic PT-LB1EA	01
Panasonic PT-LB3EA	01
Panasonic PT-VW350	01
Multimedia Projector 6x6 Screen	01
Lucky Wall Mountable Screen 9.8x5.6	01
UPS	
Power Comm BNT-1000A	11
APC ES-500	10
APC BK500EI	10
APC BK650CH	10
APC SUA 2200i (2.2 KVA SUA2200I Line Interactive)	01
APC Smart SURT5000xli with Battery Pack (SURT192XLBP)	01

Lot-3E Plotter and Scanner

Description /Specification	Qty.
A0 Size Plotter Canon iPF825 plotter Print speed drawing: 27 sec/page on Drawing; Color Images: 549 ft/hr; Print resolution: Up to 2400 x 2400 optimized dpi; Technology: Thermal Inkjet	01
A0 Size Scanner Contex HD4230i Plus Scan Speed; Color: 2.9 in/sec; Black-&-White: 12 in/sec; Scan / Copy Resolution: Up to 9600 X 9600 dpi; Maximum scan Width: 42 in; Maximum Scan Thickness: 0.6 in	01

Lot-3F Miscellaneous

Description	Qty.
UPS Batteries	
12v, 7Ah Sealed	91
12v 5Ah	01
Empty Toners	
HP 55A	32
HP 26A	13
HP 650A	2
HP LaserJet CE516A Transfer Kit	1
Cables	
Network Cable Cat6 –STP (1016 Meter in pieces)	
50 Pair PVC Telephone Cable ((5+6+15) 26 Feet)	
10 Pair Telephone Cable (25 Meter)	
12 Fibre Optic Cable (19 Meter)	
4 Core 25mm Electrical Cable ((19+9+6+38+37+49) 158 Feet)	
Single Core Electrical Cable ((5+20+20) 45 Feet)	
10 Core electrical Cable 600/ 100 Volt (35 Feet)	
Computer Power Cables original	125
Laptop Adopter power Cables	52
Computer CPU Trolley	22
Electric Heaters	
Oil Heaters Black & Decker 13 plates	05
Refrigerator and Microwave Oven	
Refrigerator Waves	01
Microwave Oven Haier	01
Telephone Set	
Panasonic KX-TS500MXB	48
Panasonic KX-T7705X-B	03
Panasonic KX-7665X	01
Panasonic KX-DT343 with DSS Console	01