

# **Tender Document**

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# **PROCUREMENT OF FURNITURE**

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**PUNJAB THERMAL POWER (PVT.) LTD.**

First Floor, 7-C-1, Gulberg III, Lahore.

Ph# 042-35750936 – 7 Fax: 042-35750939



# PUNJAB THERMAL POWER (PVT.) LTD.

First Floor, 7-C-1, Gulberg III, Lahore.

## Tender Form

**Note:**

- a. Firm/vender must fill in all the details as required in the form.
- b. Use Capital letters.

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

Date of Registration: \_\_\_\_\_

Name(s) of Owner(s): \_\_\_\_\_

NTN: \_\_\_\_\_ Sales Tax Registration No: \_\_\_\_\_

Business Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Cell No: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature/Stamp

Date \_\_\_\_\_



## PUNJAB THERMAL POWER (PVT.) LTD.

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### **Attachments:**

Please tick the documents attached with Bid. If any of the Mandatory documents is found missing, then competent authority reserve the right to reject the Bid of that Firm/Supplier.

- Financial bids for the Furniture items Annexure- B (Mandatory).
- Copy of Sales Tax Registration Certificate (Mandatory).
- Copy of NTN Certificate (Mandatory).
- CDR Rs. 29000 of bid amount as Earnest Money (Mandatory).
- Description of Furniture (if not provided in Financial Bid).
- Previous detail of supplies of same nature in Govt. Departments.
- Certificate for being not black listed ever (Mandatory).

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### **Finance:**

**Tender Submission Date:** \_\_\_\_\_

**Bank Draft Amount:** \_\_\_\_\_

**Bank Draft No. & Date:** \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature/Stamp

Date \_\_\_\_\_



## PUNJAB THERMAL POWER (PVT.) LTD.

First Floor, 7-C-1, Gulberg III, Lahore.

### **Terms & Conditions:**

1. Punjab Thermal Power Private Limited, (hereinafter referred to as “the Purchaser”) invites / requests Proposals (hereinafter referred to as “the Tenders”) for design, supply, installation of furniture including soft partitions (hereinafter referred to as “the Goods”) on turnkey basis.
2. The execution will be carried out at 1<sup>st</sup> Floor of Malik Plaza, Plot No. 7-C-1 Gulberg-III Lahore.
3. The firm will design, manufacture / assemble, supply, and deploy furniture at the identified office space and also give after sales services for any repair and maintenance support. In case of failure, their earnest money will be forfeited and PO may be given to 2nd lowest bidder subject to the approval of Competent Authority
4. If you have doubt to the meaning of any portion of the tender documents, you may seek clarification of the same from the following Primary & Secondary Contact of Punjab Thermal Power Private Limited.

#### **Primary Contact:**

Muhammad Shah Farid Mitru  
Assistant Manager Administration  
Email: [am.admin@qathermal.com](mailto:am.admin@qathermal.com)  
Punjab Thermal Power Private Limited,  
First Floor, 7-C-1, Gulberg-III, Lahore.

#### **Secondary Contact:**

Usman Saeed  
Manager Administration  
Email: [mgr.admin@qathermal.com](mailto:mgr.admin@qathermal.com)  
Punjab Thermal Power Private Limited,  
First Floor, 7-C-1, Gulberg-III, Lahore.



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Bidders should note that all queries should be communicated via the Primary Contact and in writing (e-mail) only. In the case of an urgent situation where the Primary Contact cannot be contacted, the bidder may alternatively direct their enquiries through the Secondary Contact.

5. Selection criteria will be item wise lowest cost / total lowest. Each participating firm / supplier will be bound to submit sample of Furniture offered, if required, for selecting best offered ones with lowest cost. Each type of furniture item may be evaluated separately or as a whole, for purchase order, in better interest of PTPL.
6. The physical samples of each required furniture item is available with the purchaser in its office and can be seen on demand. Making quality, structural material and finishing must be as per samples.
7. Warranty offered must be clearly mentioned on the bids.
8. Delivery Period of all furniture items must not exceed from 15 days after issuance of purchase order. Otherwise the bid security will be forfeited and purchase order will be issued to second lowest bidder.
9. Delivered Furniture will be inspected by the store officer before processing of bills.
10. Demand Draft / CDR of Rs. 29,000/- as earnest money (refundable CDR) in favor of “Punjab Thermal Power Private Limited” should accompany the bid. Bidders with less CDR may be rejected for evaluation if objected by the tender board. CDR of all bidders will be retained till announcement of evaluation report and CDR of selected supplier will be retained until supplies are successfully completed & accepted
11. The procurement procedure shall be Single Stage Single Envelope as per Punjab Procurement Rules 2014. This procurement will be governed by the Punjab Procurement Rules, 2014 which may be downloaded from the website [www.ppra.punjab.gov.pk](http://www.ppra.punjab.gov.pk).
12. The bids along with CDR, GST Registered Certificate, Income Tax Certificate, etc., must be delivered at Punjab Thermal Power Private Limited, First Floor, 7-C-1, Gulberg-III, Lahore, on or before 07.09.2017 till 02:00 pm.
13. Tenders will be opened on 07.09.2017 at 02:30 pm in the presence of bidders’ representatives who choose to attend, at the address above. Late tenders will be rejected and returned unopened to the bidders.



## PUNJAB THERMAL POWER (PVT.) LTD.

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14. Bidders are also required to state, in their proposals, the name, title, fax number and e-mail address of the bidder's authorized representative through whom all communications shall be directed until the process has been completed or terminated.
15. The Purchaser will not be responsible for any costs or expenses incurred by bidders in connection with the preparation or delivery of bids.
16. The validity of the offer must not be less than 60 days from the date of opening.
17. The rates quoted should be inclusive all type of taxes, duties, freight charges etc., however sales tax if applicable be shown separately.
18. Bills must be supported with sales tax invoice indicating invoice No. and sales tax registration number.
19. The competent authority reserves the right to reject any or all tenders totally or partially on the basis of assessment criteria or without assigning any reason. The competent authority also reserves the right to increase or decrease the quantity of Furniture in the purchase orders.
20. 10% payment will be held for warranty claim of the of the equipment, till the lapse of warranty period.
21. The rates must be quoted on the "Price Schedule / Financial Cost Sheet" attached as Annexure-B



## PUNJAB THERMAL POWER (PVT.) LTD.

First Floor, 7-C-1, Gulberg III, Lahore.

### Annexure-A

#### TECHNICAL SPECIFICATIONS SUPPLY AND INSTALATION OF FURNITURE ON TURNKEY BASIS

- The furniture items will be delivered to First Floor, 7-C-1, Gulberg III Lahore.
- The firm will design, manufacture / assemble, supply, and deploy furniture at identified office space.
- Bidders would have to submit detailed plan along with images, specifications, colors available for each furniture type and lead time for all items.
- The successful bidder will provide warranty and after sales services after the completion of the warranty period.
- Detailed Bill of Quantity (BoQ) along specifications and draft design images are as below.
- The Purchaser reserves the right to place order for some or all of the items and in a quantity less, equal to or more than the one listed in the table below, thus pricing and payment will be done as per the rate quoted per unit.

BOQ Along with Specifications			
Sr#	Item Description	Specification	QTY
1	Office Tables	RACK: 60" X 18" & DESK: 60" X " 30 Top made of Walnut wood veneer pressed on MDF, having leatherite panel on top + solid walnut wood Edging + polish finish Natural.	03
2	Office Chairs (Executive)	Lockable revolving and tilting mechanism pivoted at front for extra stability regardless of the degree of inclination. Using Original Mesh on Back, Seat and also on Armrest. Adjustable Armrest and a use of Foam and Original Mesh on it for making more Comfortable feel. Adjustable seat height- gas lift and	06



## PUNJAB THERMAL POWER (PVT.) LTD.

First Floor, 7-C-1, Gulberg III, Lahore.

		swivel. Adjustable Headrest. Stylish Base in Metallic and Nylon Fiber Unique curved shells for Complete Lumber support, Size : Back Shell Height 4' to 4'4", Size: Seat Shell 1'8"	
3	Office Chairs (Normal)	<p>Lockable revolving and tilting mechanism pivoted at front for extra stability regardless of the degree of inclination. Extra torsion adjustment control to provide the desired tilt mechanism.</p> <p>Complete Cold Rolled Steel Structure (Base, Armrest, Back etc). Metallic Armrest with Foam Poshish. Consistency of availability of items over years. Twin wheel castors</p> <p>Size: Back Shell Height 3'7" to 3'10" / Back Shell Width 1'6"</p> <p>Size: Seat Shell 1'8", Chromic Base, 6Months Warranty and Life time After sales Services.</p>	12
4	Visitor Chairs	<p>Visitors Chair with wooden Chromic Armrest and Chromic Base. Sleek and stylish integral armrest, High frequency compression process on multi-layered veneer shell, anatomically designed for posture care. Unique curved shells for Lumber support. Back Shell in Double Net. Ergonomic and eminently aesthetic. Guaranteed Excel Foam of Highest density seat and Backrest. One year Warranty and Life time After sales Services. Consistency of availability of items over years.</p> <p>Size : Back Shell Height 3'3" / Back Shell Width 1'6"</p> <p>Size : Seat Shell 1'7" to 1'8"</p> <p>Wooden Chromic Armrest Thickness 1' and width 2'2"</p> <p>Back shell in Double Net of Master Fabric</p> <p>Chromic Base</p> <p>Foam of Highest density seat and Backrest.</p>	15
5	Workstations	Made with high density laminated board. CPU cabinet	03





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		connected with SS spacers & Legs. L-Shaped single Top with Aluminum partition with high quality glass. Keyboard tray with imported tray slider. High quality soft board partition covered with imported fabric. Solid wood edging with high quality polish finish. Side fixed 3 drawer unit with SS Spacers & Legs, Size: 4.1/4 ft x 4.1/4 ft x (04 Quantity for one complete set).	
6	Office Cabinet	Size: W915mm x D430mm x H2060mm High Quality MDF Melamine in Matt finish Dura lime Laminate. Imported PVC edges. High quality Hardware and fixtures. High Quality Central locking system on drawers. Stainless chrome legs H2.5" & 2 wheel castors for moving. Zinc Alloy Brushed Furnished Handles. High Quality Imported Hydraulic Hinges. High quality imported ball bearing channels.	06



## PUNJAB THERMAL POWER (PVT.) LTD.

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### Annexure-B

### Price Schedule / Financial Cost Sheet

Sr #	Item Description	Specification	QTY	Price per Unit (Excl. all taxes)	Total Taxes	Unit Price (Incl. all taxes)	Total Cost (No. of Units x Unit Cost) (including all Taxes)
1	Office Tables	RACK: 60" X 18" & DESK: 60" X " 30 Top made of Walnut wood veneer pressed on MDF, having leatherite panel on top + solid walnut wood Edging + polish finish Natural.	03				
2	Office Chairs (Executive )	Lockable revolving and tilting mechanism pivoted at front for extra stability regardless of the degree of inclination. Using Original Mesh on Back, Seat and also on Armrest. Adjustable Armrest	06				



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		<p>and a use of Foam and Original Mesh on it for making more Comfortable feel. Adjustable seat height- gas lift and swivel. Adjustable Headrest. Stylish Base in Metallic and Nylon Fiber Unique curved shells for Complete Lumber support, Size : Back Shell Height 4' to 4'4", Size: Seat Shell 1'8"</p>					
3	Office Chairs (Normal)	<p>Lockable revolving and tilting mechanism pivoted at front for extra stability regardless of the degree of inclination. Extra torsion adjustment control to provide the desired tilt mechanism. Complete Cold</p>	12				



## PUNJAB THERMAL POWER (PVT.) LTD.

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		<p>Rolled Steel Structure (Base, Armrest, Back etc). Metallic Armrest with Foam Poshish. Consistency of availability of items over years. Twin wheel castors Size: Back Shell Height 3'7" to 3'10" / Back Shell Width 1'6" Size: Seat Shell 1'8", Chromic Base, 6Months Warranty and Life time After sales Services.</p>				
4	Visitor Chairs	<p>Visitors Chair with wooden Chromic Armrest and Chromic Base. Sleek and stylish integral armrest, High frequency compression process on multi-layered veneer shell, anatomically</p>	15			



## PUNJAB THERMAL POWER (PVT.) LTD.

First Floor, 7-C-1, Gulberg III, Lahore.

		<p>designed for posture care. Unique curved shells for Lumber support. Back Shell in Double Net. Ergonomic and eminently aesthetic. Guaranteed Excel Foam of Highest density seat and Backrest. One year Warranty and Life time After sales Services.</p> <p>Consistency of availability of items over years.</p> <p>Size : Back Shell Height 3'3" / Back Shell Width 1'6"</p> <p>Size : Seat Shell 1'7" to 1'8"</p> <p>Wooden Chromic Armrest Thickness 1' and width 2'2"</p> <p>Back shell in Double Net of Master Fabric Chromic Base</p>				
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## PUNJAB THERMAL POWER (PVT.) LTD.

First Floor, 7-C-1, Gulberg III, Lahore.

		Foam of Highest density seat and Backrest.					
5	Workstations	Made with high density laminated board. CPU cabinet connected with SS spacers & Legs. L-Shaped single Top with Aluminum partition with high quality glass. Keyboard tray with imported tray slider. High quality soft board partition covered with imported fabric. Solid wood edging with high quality polish finish. Side fixed 3 drawer unit with SS Spacers & Legs, Size: 4.1/4 ft x 4.1/4 ft x (04 Quantity for one complete set).	03				
6	Office Cabinets	Size: W915mm x D430mm x	6				



## PUNJAB THERMAL POWER (PVT.) LTD.

First Floor, 7-C-1, Gulberg III, Lahore.

		H2060mm High Quality MDF Melamine in Matt finish Dura lime Laminate. Imported PVC edges. High quality Hardware and fixtures. High Quality Central locking system on drawers. Stainless chrome legs H2.5" & 2 wheel castors for moving. Zinc Alloy Brushed Furnished Handles. High Quality Imported Hydraulic Hinges. High quality imported ball bearing channels.				
Total Bid Cost						

Date \_\_\_\_\_

Receipt No: \_\_\_\_\_

C.D.R \_\_\_\_\_

Signature of authorized person

**Note:**



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- 1. No cutting or overwriting is allowed. Any cutting or overwriting will lead to rejection of the financial bid**
- 2. Warranty period will start from the date of issuance of taking-over certificate by the purchaser upon successful delivery and installation of all furniture items.**
- 3. All government notified fees, charges (if any) incurred to offer the aforementioned good and services shall be included in the cost mentioned above. All the furniture items and numbers quoted above are hypothetical and in no way bind the Purchaser to purchase the said items in a no. less than, equal to or more than the one as quoted above. However all items shall be procured on the per unit rate (whether less than, higher than or even equal to the number as stated above).**