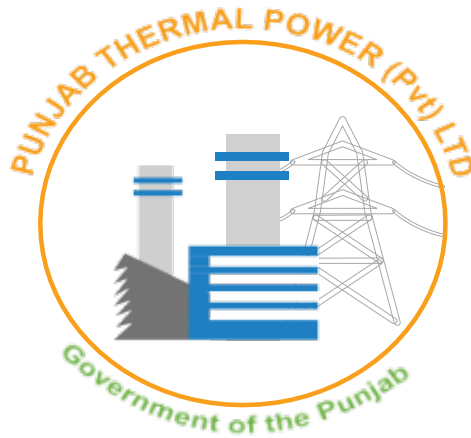


# Tender Document

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# PROCUREMENT OF FURNITURE

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**Punjab Thermal Power (Pvt) Ltd**  
**( PTPL )**

First Floor, 7-C-I, Gulberg-III, Lahore.  
Tel: +92-42-35750936-7, Fax: +92-42-35750939

# Punjab Thermal Power (Pvt) Ltd

First Floor, 7-C-I, 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

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

## **Attachments:**

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

- Financial bids for the Furniture items (Mandatory).
- Copy of Sales Tax Registration Certificate (Mandatory).
- Copy of NTN Certificate (Mandatory).
- CDR Rs. 17000/- 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-I, Gulberg-III, Lahore.

## Terms & Conditions:

1. Punjab Thermal Power (Pvt) Ltd (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 First Floor, 7-C-I, Gulberg-III, Lahore.
3. The firm will design, manufacture / assemble, supply, and deploy furniture for said floor consisting of Executive Offices and other working areas etc. as per the details given in Annexure-A 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 officer:

Name: Usman Saeed  
Designation: Manager Administration, QATPL  
Email: [mgr.admin@qathermal.com](mailto:mgr.admin@qathermal.com)  
Contact: 0321-8880122

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.

Name: Muhammad Waqas  
Designation: Assistant Manager Administration  
Email: [am.admin@punjabthermal.com](mailto:am.admin@punjabthermal.com)  
Contact: 03464366553

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

# Punjab Thermal Power (Pvt) Ltd

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

lowest cost. Each type of furniture item may be evaluated separately or as a whole, for purchase order, in better interest of PTPL.

6. Warranty offered if any, must be clearly mentioned on the bids. Making quality, structural material and finishing must be as per sample or specification provided in the tender documents.
7. Delivery Period from purchase order must be clearly specified on the bid submitted not exceeding 10 days.
8. Delivered Furniture will be inspected by the Assistant Manager Admin before processing of bills.
9. Demand Draft equivalent to Rs. 17000/- of bid value as earnest money (refundable CDR) in favor of "Punjab Thermal Power (Pvt) Ltd" should accompany the bid. Bidders with less CDR may be rejected for evaluation if objected by the tender Committee. 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.
10. Tenders will be opened on **06-02-2018** 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.
11. 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.
12. The Purchaser will not be responsible for any costs or expenses incurred by bidders in connection with the preparation or delivery of bids.
13. The validity of the bid must not be less than 60 days from the date of opening.
14. The rates quoted should be inclusive all type of taxes, duties, freight charges etc., however sales tax if applicable be shown separately.
15. Bills must be supported with sales tax invoice indicating invoice No. and sales tax registration number.
16. The competent authority reserves the right to reject 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.

# **Punjab Thermal Power (Pvt) Ltd**

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

## **Annexure-A**

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

- Execution of work will carried out on First Floor, 7-C-I, Gulberg-III, Lahore
- The firm will design, manufacture / assemble, supply, and deploy furniture for said floor consisting of Executive Offices and other working areas etc.
- 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 with specifications and draft design images are as below. However all the given specifications are at minimum and the prospective bidder may bid with higher specifications.
- 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.

## Punjab Thermal Power (Pvt) Ltd

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

<b>BOQ Along with Specifications</b>			
<b>Sr#</b>	<b>Item Description</b>	<b>Specification</b>	<b>QTY</b>
1	Office Chairs (Normal)	High back Airwave design on high quality leatherite with mono texture with 1st quality seat and back foam, heavy duty Semi synchronized Knee tile mechanism, back curve for posture case, Aluminum diecast base with Class 4 standard hydraulic. Polycurethane wheel castors. Solid Aluminum Arm rest with Foam and leatherite padding.	12
2	Workstations 4 Unit Island	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	2
3	Office Cabinets	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.	4
4	Conference Table	Classical design large meeting table. Material made up of medium density fireboard(MDF), covered with decorated walnut veneer laminated surfaces, which pick strictly with clear texture, in order to make sure the consistency in color and texture, it can reach the natural smooth appearance at junctions & ends. Machine painted & coated in lacquer	1

## Punjab Thermal Power (Pvt) Ltd

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

		environmental friendly paint. Leatherite padded top. High quality accessories. Having capacity of 18 persons to be seated. Size <b>3660L*1830W*760 MM</b>	
5	Conference Room Chairs	Size : 585 W x 450 D x 950 H Upholstered with best quality foam & leatherite /fabric, M.S pipe base with chrome finish + arms in solid wood with Jacobean Finish	12



# Punjab Thermal Power (Pvt) Ltd

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

## 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 Chairs (Normal)	High back Airwave design on high quality leatherite with mono texture with 1st quality seat and back foam, heavy duty Semi synchronized Knee tile mechanism, back curve for posture case, Aluminum diecast base with Class 4 standard hydraulic. Polycurethane wheel castors. Solid Aluminum Arm rest with Foam and leatherite padding.	12				
2	Workstations 4 Unit Island	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	2				

## Punjab Thermal Power (Pvt) Ltd

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

		finish. Side fixed 3 drawer unit with SS Spacers & Legs, Size: 4.1/4 ft x 4.1/4 ft					
3	Office Cabinets	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.	4				
4	Conference Table	Classical design large meeting table. Material made up of medium density fireboard(MDF), covered with decorated walnut veneer laminated surfaces, which pick strictly with clear texture, in order to make sure the consistency in color and texture, it can reach the natural smooth appearance at junctions & ends. Machine painted &	1				

# Punjab Thermal Power (Pvt) Ltd

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

		coated in lacquer environmental friendly paint. Leatherite padded top. High quality accessories. Having capacity of 18 persons to be seated. Size <b>3660L*1830W*760 MM</b>					
5	Conference Room Chairs	Size : 585 W x 450 D x 950 H Upholstered with best quality foam & leatherite /fabric, M.S pipe base with chrome finish + arms in solid wood with Jacobean Finish	12				
<b>Total Bid Cost</b>							

Date \_\_\_\_\_

Receipt No: \_\_\_\_\_ C.D.R

\_\_\_\_\_

Signature of authorized person

## Note:

- 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 delivery date of the 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).**

# **Punjab Thermal Power (Pvt) Ltd**

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

## **Annexure-C**

### **UNDERTAKING**

It is certified that the information furnished here in and as per the document submitted is true and correct and nothing has been concealed or tampered with. We have gone through all the conditions of tender and is liable to any punitive action for furnishing false information / documents.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

Signature

(Company Seal)

\_\_\_\_\_

In the capacity of

Duly authorized to sign bids for and on behalf of: