

Government of Pakistan

FINANCE DIVISION

(Services-I Section)

TENDER NOTICE

Finance Division invites proposals/bidding documents online through e-PADS portal of PPRA in Single Stage 'Two Envelope procedure. The Annual tender for supply of Furniture and Fixture on need basis to the Finance Division for the Current Financial Year 2024-25 are invited from the reputed firms located in Islamabad / Rawalpindi having Vender Numbers, and names in the Active Tax Payers list of NTN and General Sales Tax (GST) as well as the facilities of telephones/fax numbers.

2. Detailed Terms & Conditions and list of Furniture Items to be required for participating in the tender can be obtained from the undersigned on any working day. Terms & Conditions and list of required Furniture Items can also be downloaded from the website of the PPRA www.ppra.org.pk and website of Ministry of Finance www.finance.gov.pk

3. RFP documents must be carefully prepared and applied on e-PADS (Federal) as per provided instructions by closing date **28.04.2025** The Bids will be opened on the same day at **11.00am** in Room No 501 Block 'Q', Pak Secretariat, Islamabad, in the presence (physical/online) of the applied bidders. The advertisement is also available on PPRA website at www.ppra.org.pk. In case of holiday, the next working day will be considered as the closing date after 15 days of this advertisement/ publication.

4. Only e-PADS (Federal) registered bidders can apply for the tender. Applications other than EPADS will not be considered and entertained. Unregistered bidders shall register on e-PADS (Federal) first and then apply for the tender through e-PADS.

(Syed Muhammad Zuhair Jafar)
Section Officer (Services-I)

MF 144-284

TERMS & CONDITIONS FOR PURCHASE OF FURNITURE AND FIXTURE

F.No 1(5) S-I/2024-25 (F). Sealed tenders are invited from the firms/Authorized Dealers having proper offices and telephone facility, duly registered with sales tax authorities along with vendor number /NTN Number and also having Sale/Service Center in Islamabad /Rawalpindi for supply of Furniture. Tender can also be downloaded from the websites of Ministry of Finance www.finance.gov.pk and Public Procurement Regulatory Authority www.ppra.gov.pk as well as EPADS.

- i. Rates to be quoted shall be inclusive of GST and all taxes and shall be valid upto balance period of 2024-25 and 2025-26.
- ii. Samples of items, where possible, should be attached/displayed (at their own expenses) in Q Block Ground Floor two days prior to opening the Tender otherwise offer will not be entertained.
- iii. The firms shall be liable to supply the requisite items at Q Block, Pak secretariat, Islamabad, at their own expenses and even at short notice if needed failing which the security deposit of the firm shall be forfeited and the firms shall be blacklisted.
- iv. The offered product must be compliant with the required specification,
- v. Earnest/Security Money Deposit amounting to Rs. 500,000/- in the shape of Pay order for purchase of Furniture is required to be deposited in favour of Drawing & Disbursing Officer/Section Officer (Budget & Accounts), Ministry of Finance. Security/Earnest money will be returned to successful bidder after completion of Warranty period.
- vi. For Purchase of Furniture Single stage-two envelope procedure is required. The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal. The envelopes shall be marked as 'FINANCIAL PROPOSAL' and 'TECHNICAL PROPOSAL' in bold and legible letters to avoid confusion.
- vii. Proof of Pervious working in public sector for last one year may be provided (work order/Supply order if any).
- viii. The Tender Documents must accompany the following certificates:
 - Firms registration Certificates.
 - National Tax Number.
 - Sales Tax Registration Certificate.
 - Vendor Number.
 - Bank Account No/IBAN No.
 - Provision of Bank statement for the last six month.
- ix. Only typed quotation will be accepted. Use of white fluid or over writing will not be accepted. All firms are directed to quote their rates on online e- procurement Portal EPADS as well as original bid/rates must be submitted in hard form (hard copy) in the office of undersigned by the bidders.
- x. The Suppliers are requested to furnish an affidavit on stamp paper valuing Rs.100/- that the firm is not blacklisted and has no dispute with any Government Organization(s). The Competent Authority reserves the right to accept or reject any tender by whole or partially without assigning any reason. The decision of Finance Division will be binding in this regard.
- xi. List of required Furniture items can be downloaded from the websites of Ministry of Finance www.finance.gov.pk and Public Procurement Regulatory Authority www.ppra.gov.pk.
- xii. The Competent Authority also reserves the right to cancel the contract entirely during the current financial year if items are found sub-standard and also not supplied timely. The security amount will be forfeited and the firm will be blacklisted.
- xiii. Sealed Tenders Complete in all respect may reach the Section Officer (S-I), Ministry of Finance, Room # 506, 5 Floor 'Q' Block Pak. Sectt, Islamabad on or before **28.04.2025**. Tenders/ bids will be opened on the same day i.e. **April 28,2025 Room # 501, 5th Floor, Q-Block.**

(Syed Muhammad Zuhair Jafar)
Section Officer (Services-I)

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Finance Division
(Services Section)

LIST OF FURNITURE ITEMS

s.No	Name of items	Specification	Accounting Unit	Each item Rates inclusive GST/all taxes
1	Officer Revolving Chairs	High back executive Chair with heavy duty hydraulic system.	One	
2	Officer Revolving Chairs	High back Plastic Jali executive Chair with heavy duty hydraulic system steel base.	One	
3	Officer Revolving Chairs	Revolving Chair with wooden arms wooden base with high quality foam leather right.	One	
4	Officer Revolving Chairs	Revolving Chair made of sheesham wood with lacquer polish, cane knitting (seat & back).	One	
5	Steno Chairs/Computer chairs	Imported Mash back	One	
6	Steno Chairs/Computer chairs	Superior mash back	One	
7	Assistant Revolving Chair	Low back Plastic Jali Chair with heavy duty hydraulic system	One	
8	Assistant Revolving Chair	Wooden base High quality foam revolving chair	One	
9	Visitors Chairs	Visitor chairs Leather Steel frame Superior quality	One	
10	Visitors Chairs	Visitor Chairs Wooden leather seat Superior quality	One	
11	Visitors Chairs	Made of tali wood with Superior quality foam and lather right	One	
12	Meeting Table	Made of Seesham vim board or equivalent with lacquer brown polish best quality (size 48x6 sq.ft)	One	
13	Meeting Table	Made of Seesham vim board or equivalent with lacquer brown polish best quality (size 12x6 sq.ft)	One	
14	Off icers Table	Made of Seesham vim board or equivalent with lacquer brown polish best quality with three drawers on the right side with locks (size 3x5 sq.ft) with side draw	One	
15	Officers Table	Officer table with side rack Excutive (size 3x5)	One	
16	Assistant Table	Made of Seesham vim board or equivalent with lacquer brown polish best quality with three drawers on the right side with locks, tray & box (For Computer) front side (size 3x2 sq.ft)	One	
17	File Rack Wooden	Made of sheesham wood/ vim board lacquer polish, best quality. (size. H.2'6",D.1.8",L.3')	One	
18	Side rack	Superior quality	One	
19	Computer Table	Made of sheesham vim board or equivalent with glass top lacquer polish, one drawer with lock, CPU box and key board tray. (size 3x3 sq.ft)	One	
20	Computer Table	Computer table with extra printer tray /key board tray	One	
21	Centre Table/Coffee Table	Made of sheesham, dark brown lacquer polish with glass top .(size 4x2 sq.ft)	One	
22	Sofa (5/7) Seater cloth/leathrite, foam, spring (Best quality)	Best quality cloth/leatherite full cushion sofa with Moly foam/ equivalent or higher quality	One	
23	Wall hanging boxes /Fixed wall Almirah	Made of wood/lamination doors with catchers locks, and PVC gola. (Rates must be quoted on per sq ft basis)	One	
24	Steel Almirah	Made of Steel, 20 Gage, 6 Feet Hight,6 Shelves, Main Two Doors with quality lock	One	
25	Steel Cabinet	Made of Steel, 20 Gage, 4 Feet Hight,4 Drawers with quality lock	One	
26	AC ducting Cover	Wooden/lamination with PVC gola. Rate per. Sq.ft	One	
27	Foot Rest	Made with Wood sheets	One	
28	Coat Hanger	Sheesham/Tali wood with lacquer polish	One	