

FEDERAL PUBLIC SERVICE COMMISSION

Aga Khan Road, Sector F-5/1

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NO.F.2-1/2024-2025/LOG-III

**E-Tender Notice**

**INVITATION OF BIDS FOR REPAIR OF FURNITURE AND FIXTURES OF  
FPSC, ISLAMABAD FOR FY 2024-25.**

Federal Public Service Commission (FPSC) intends to invite bids for repair of furniture and fixtures of FPSC HQ's Islamabad through PPRA E-Pak Acquisition and Disposal System (EPADS). The firms should be Islamabad/Rawalpindi based and duly registered with Income Tax /Sales Tax Departments in terms of Rule 15 and Rule 16 of PPRA Rules 2004 read with PPRA S.R.O. 296(I)/2023 dated 27th February 2023 title "E-Pak- Procurement Regulations, 2023",

2. Bidding documents containing detailed Terms & Conditions, procedure for submission of application, bid security, conditions of eligibility, certificates of experiences and evaluation criteria, etc., can be downloaded from PPRA EPADS ([eprocure.gov.pk](http://eprocure.gov.pk)) free of cost.

3. Applications should be submitted electronically **ONLY** through EPADS. Manual submission of bidding documents is **NOT** allowed. For registration and training on EPADS, prospective firm/workshop may contact Mr. Rizwan Mahmood, Director MIS, PPRA Room No. 109, 1<sup>st</sup> Floor, FBC building sector G-5/2, Islamabad, Contact No. 051-111-137-237.

4. The bidding documents, must be filled/uploaded/submitted on EPADS as per the following schedule: -

<b>Submission Closing Date &amp; Time</b>	Friday, 3 <sup>rd</sup> January 2025. 11.00 AM
<b>Opening Date &amp; Time</b>	Friday, 3 <sup>rd</sup> January 2025. 11.30 AM

5. FPSC reserves the right to reject all proposals at any time prior to acceptance as provided under Rule 33 of Public Procurement Rules, 2004.

**Note:**

1. All interested firms/workshops must register themselves at EPADS at: <https://eprocure.gov.pk/#/supplier/registration>. No physical submission shall be entertained.
2. Original Bid Security instrument **MUST BE** submitted to the undersigned office before the online submission deadline of the pre-qualification documents.

2 FPSC 1812-31-P25

  
(M. Zubair Hayat)  
Director (Logistics)  
Ph: 051-9210782  
Room # 01



## **BIDDING DOCUMENT**

**For Repair of Furniture and Fixtures at FPSC HQ  
Federal Public Service Commission (FPSC)**

**Issued By:** Federal Public Service Commission (FPSC), Islamabad

**Compliance:** As per **PPRA Rules** and **EPADS** (E-Pak Acquisition and Disposal System)

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## 1. Invitation to Bid

The Federal Public Service Commission (FPSC) invites sealed bids from eligible and qualified firms for the **repair and maintenance of furniture and fixtures** at FPSC Headquarters, Islamabad. This bidding process will be conducted through the **EPADS** platform to ensure transparency and compliance with **PPRA Rules**.

## 2. Scope of Work

The scope of work includes, but is not limited to:

S.no	Furniture Item	Repair/Replacement Details	Approx. Quantity
1	Office Chairs	Upholstery, base repair, wheel fixing	100
2	Office Tables	Drawer handle replacement, surface polish	100
3	Computer Desks	Leg reinforcement, surface alignment	40
4	Visitor Chairs	Tightening screws, base repair, Re-canning	100
5	Window Blinds	Repair/replacement of roller blinds	1000 Sq Ft

Detailed quantity of requirements of furniture to be repaired are provided in **Annexure A**.

## 3. Eligibility Criteria

To participate in the bidding process, bidders must fulfill the following criteria:

1. Registered with FBR and listed on the **Active Taxpayers List (ATL)**.
2. Registered on the **EPADS platform**.
3. Minimum **three (3) years'** experience in furniture/fixture repair and maintenance.
4. Financially sound with audited accounts or bank statements for the last **two years**.
5. Not blacklisted by any government or private organization (affidavit required).

## 4. Instructions to Bidders

### 4.1 Bid Submission via EPADS

1. All bids must be submitted electronically through the **EPADS platform via uploading**.
2. Bidders must register/login on the platform at [www.eprocure.gov.pk].
3. Follow the EPADS bidding instructions and upload the required documents in PDF format.

### 4.2 Bid Components

- **Technical Proposal:**
  - Company profile, list of completed projects, technical capacity, and workforce details.
  - Proof of experience to undertake repair of furniture (Annexure A).
- **Financial Proposal:**
  - Itemized cost of repairs (as per Annexure A format).
  - Bid price inclusive of all applicable taxes.

#### 4.3 Bid Security

- A **bid security of 5%** of the total bid price must be submitted in the form of a bank guarantee or pay order. The original must be delivered to the FPSC office before the bid submission deadline.

#### 4.4 Key Dates

Activity	Date
Bid Issuance	Tuesday, 17 <sup>th</sup> December 2024
Bid Submission Deadline	Friday, 3 <sup>rd</sup> January 2025
Bid Opening	Friday, 3 <sup>rd</sup> January 2025

### 5. Evaluation Criteria

#### 5.1 Evaluation Method

The **Single Stage, Two Envelope Procedure** will be adopted as per **PPRA Rules**.

#### 5.2 Technical Evaluation (Qualifying Marks 70%)

Criteria	Weightage
Relevant Experience	30%
Technical Capacity	25%
Past Performance	20%
Compliance with Specifications	25%

#### 5.3 Financial Evaluation (30%)

The lowest evaluated bid (i.e. Grand Total amount inclusive of all taxes) among technically qualified bidders will be awarded the contract.

### 6. General Terms and Conditions

1. FPSC reserves the right to accept or reject any bid as per **PPRA Rule 33**.
2. Bidders shall bear all costs associated with the preparation and submission of bids.
3. The successful bidder must complete the repair work within **30 days** of contract signing.
4. Payment will be made after satisfactory completion of work and verification by FPSC.

## **7. Contact Information**

For clarification of bidding documents, contact:

### **Director Log**

Federal Public Service Commission (FPSC)

Islamabad

**Phone:** 051-9210782

## **Annexures**

**Annexure A: Financial Proposal Template**

**ANNEXTURE – A**  
(Detail of repair requirements)

S No	Item Description	Total Qty	Required Repairs/Actions	Qty	Rate per Unit	Total Cost
1	Executive Chair	40	Re-canning, Re-polish and minor repair including hydraulic system, wheel base etc.	20		
			Re-upholstery(Replacement of Foam (Master), belt and fabric) and minor repair including hydraulic system, wheel base etc.	20		
2	Low Back Chair	25	Re-upholstery (Replacement of Foam (Master), belt and fabric) and minor repair including base, wheels, Arm rest	25		
3	Revolving/ Computer Chair	50	Re-upholstery (Replacement of Foam (Master), belt and fabric) and minor repair including base, wheels, Arm rest	20		
			Repair of hydraulic system	15		
			Tighten screws, reinforce structure	15		
4	Visitor Canning Chair	80	Lacquer wood polish (Gloss Finish), ICI/Burger or equivalent and reinforce structure	40		
			Re-Canning, Lacquer wood polish (Gloss Finish), ICI/Burger or equivalent	40		
5	Cushioned Visitors Chair	80	Re-upholstery (Replacement of Foam (Master), belt and fabric), Lacquer wood polish, Tighten screws and reinforce structure	80		
6	Exam Chair	75	Re-upholstery (Replacement of Foam (Master), belt and fabric) and repaint of iron frame including minor repair	75		
7	Exam Table	75	Polish, repaint of iron frame including minor repair	75		
8	Office Table	100	Lacquer wood polish (Gloss Finish), ICI/Burger or equivalent and minor repair	30		
			Lacquer polish on table top, Repair of Drawers, locks and repaint of iron frame	70		
9	Computer Desk	60	Re-polish & minor repair including keyboard/ mouse slide	40		
			Repair/Replacement of Drawer Lock	20		
10	Sofa Set	20	Re-upholstery (Replacement of Foam (Master), belt and fabric)	20		
11	Steel Almirah	100	Repaint Deco ICI/Burger or equivalent) and minor repair including locks and handles	100		
12	Steel Cabinet	100	Repaint Deco ICI/Burger or equivalent) and minor repair including handles, locks	70		
			Repair/ replacement of Bearing/Slides of Each cabinet	30		
13	Steel racks	30	Repaint and minor repair	30		

S No	Item Description	Total Qty	Required Repairs/Actions	Qty	Rate per Unit	Total Cost
14	Window Blinds	150	Repair/Replacement of Roller Blinds	150 (Approx. 1000 Sqft)		
15	Book Shelves	20	Support/Base sheet repair	20		
16	Door Closer	20	Repair/Replacement of Door closer	20		
17	Wooden Almirah	5	lacquer wood polish (Gloss Finish), ICI/Burger or equivalent and Locks	5		
18	Wooden File Racks (Small)	20	Repair and re-polish	20		
19	Wooden Side Rack	20	lacquer wood polish and minor repair	20		
20	Teapoy	20	lacquer wood polish (Gloss Finish), ICI/Burger or equivalent	20		
21	Carpets	15	Washing of carpets	15 (approx. 5000 Sqft)		
<b>Grand Total Amount(Inclusive of All taxes)</b>						