



Tender Documents
Tender No. 9/2024

Procurement of Furniture for Head Office Islamabad and Regional Office Lahore

Ataturk Avenue (East), G-5/1, Islamabad
Ph: +92 51 2013 200 Fax: +92 51 9210 215

Tender for the Procurement of Furniture for Head Office Islamabad and Regional Office Lahore

Name of Firm to whom tender is issued: _____

SIGNATURE
OF TENDER ISSUING OFFICER

Enclosures:

1. NEPRA Advertisement
2. General Instructions to Bidders
3. Special Instructions to Bidders
4. General / Special Conditions of Contract
5. Technical Bid Evaluation Criteria
6. Technical Specifications
7. Financial Proposals



**NATIONAL ELECTRIC POWER REGULATORY AUTHORITY
(NEPRA)**

NEPRA Tender No. 9/2024

INVITATION TO BIDS

Procurement of Furniture for Head Office Islamabad and Regional Office Lahore

National Electric Power Regulatory Authority (NEPRA), a statutory body constituted under Act of Parliament (XL of 1997) to regulate the provisions of electric power sector, invites applications from the firms/ Companies for the **Provision of Furniture for Head Office Islamabad and Regional Office Lahore**, having a office at Rawalpindi/Islamabad and are:-

- i)- Registered with Income Tax /Sales Tax Departments;
- ii)- In active taxpayers' list of the FBR;
- iii)- Having Minimum five years of relevant experience

2. Single stage two envelop bidding process will be followed. However, tender documents, containing detailed terms and conditions are available for the interested parties at the office of the Assistant Director (Administration), NEPRA Tower, G-5/1 Islamabad.

3. Bids, prepared in accordance with the instructions in the tender documents, must be submitted through E-Pak acquisition and Disposal System i.e. e-PAD on or before 25th day of November, 2024 @ 1400 hours. Technical proposals will be opened on the same day at 1430 hours. This advertisement and the tender documents are also available on NEPRA & PPRa websites at www.nepra.org.pk/tenders and www.ppra.org.pk respectively and may be downloaded free of cost.

Director General (Administration/HR)

NEPRA Tower, Ataturk Avenue (East)

G-5/1, Islamabad

Ph: 051-2013200, Fax: 051-9210215

www.nepra.org.pk, info@nepra.org.pk

SECTION – I

General Instructions to Bidders

Sr. #	Description	Details
1	Name of Purchaser	National Electric Power Regulatory Authority (NEPRA)
2	Purchaser's Address	Ataturk Avenue (East), G-5/1, Islamabad
3	Collection of Bidding Documents from	Office of the Assistant Director Administration), NEPRA Tower, Ataturk Avenue (East), G-5/1, Islamabad.
4	Communication/Correspondence	To be addressed to the Director General (Administration).
5	Bid Submission Format	The bids and prices must be submitted on the formats set out in this bidding document under cover letter provided at Performa 01. The bids submitted on different formats may be considered non-responsive and may be rejected.
6	Submission of Bids	Bids are to be submitted through E-pak acquisition and Disposal System i.e. e-PADS. However the bid security in hard form must be submitted with AD(Admin) in sealed envelope on or before the date of opening of technical bids by-hand or through courier addressed as under: Director General (Administration), National Electric Power Regulatory Authority, Ataturk Avenue (East), G-5/1, Islamabad.
7	Non-Eligible Bidders	This Invitation for Bids is open to all eligible bidders, except as provided hereinafter. Bidders shall not be under a declaration of ineligibility for corrupt and fraudulent practices.
8	The Price Quoted shall be	Delivered Duty Paid (DDP) in Pak Rupees i.e., inclusive of all applicable taxes & transportation charges, if any. If there is no mention of taxes, the offered/quoted price(s) will be considered as inclusive of all prevailing taxes/duties.
9	Amount of Bid Security	Rs. 75,000/- (Rupees Seventy Five Thousand Only) in favor of "National Electric Power Regulatory Authority (NEPRA), Islamabad".

Sr. #	Description	Details
10	Form of Bid Security	<p>a. The bid security shall be in the form of irrevocable, encashable Call-Deposit / Bank Draft / Pay Order in the name of the Purchaser.</p> <p>b. No personal cheque will be acceptable at any cost.</p> <p>c. The previous bid security (if any) will not be considered or carried forward.</p> <p>d. The bidding documents found deficient of the amount as bid security compared to total bid price will not be considered.</p> <p>e. The bid security must be attached with the Financial Proposal. However, a confirmation letter in this respect must be attached with the technical bid.</p> <p>f. The bid security of un-successful bidders will be released / returned as promptly as possible.</p> <p>g. The successful bidder's bid security will be released upon receipt of performance security.</p>
11	Bid Validity Period	Bid should remain valid for 120 days from the closing date
12	Criteria for Financial Bid Evaluation	<p>a. Delivered Duty Paid (inclusive of all applicable taxes & transportation charges, if any) price only.</p> <p>b. Moreover, bidders cannot bid for selective items and (or) partial quantities of an item.</p> <p>c. The bidder has to quote only one rate for each item as per tender specifications, no separate accessories will be accepted.</p> <p>d. The lowest evaluated bidder shall be awarded the contract.</p>
13	Technical Bids Evaluation	The Purchases & Disposal (P&D) Committee of NEPRA shall carry out the evaluation as per the criteria given in the tender documents.
14	Percentage of Quantity Increase or Decrease	The quantity can be increased up to maximum of 15% as per purchaser's requirements for first order.
15	Amount of Performance Security	10% of financial proposal in favor of "National Electric Power Regulatory Authority (NEPRA), Islamabad" to be submitted by the successful bidder only.

Sr. #	Description	Details
16	Form of Performance Security	<p>a. The performance security shall be in the form of irrevocable, encashable Call-Deposit / Bank Draft / Pay Order in the name of the Purchaser.</p> <p>b. No personal cheque will be acceptable at any cost.</p> <p>c. The bid security will not be considered or carried forward.</p> <p>d. The performance security must be attached with the acceptance of Purchase Order.</p>
17	Execution	The Purchase Order (as per attached format) will be issued to the supplier, who shall sign for its acceptance. The formal contract may be signed with mutual consent.
18	Arbitration	The contract shall be construed according to the laws of Pakistan. Any difference of opinion or disputes arising between the parties in relation to this contract shall be settled amicably by the parties. In case of any difference/dispute arising between the parties the matter shall be referred to the Chairman NEPRA Islamabad as arbitrator whose decision shall be final and binding upon both the parties. No dispute once decided by the arbitrator shall be agitated in any Court of Law.
19	Liquidated Damages	1% of the cost of entire order of such items as remained not supplied for every day up to maximum of 10 days. If supply is not made even after penalty for 10 consecutive days, the Authority has the right to cancel Purchase Order and get it done from next lowest bidder on risk and expense of the firm.
20	Any Other Condition	Any other condition specific to this procurement/service order not included in this tender document can be included or communicated through purchase order (to be served before concluding the contract), the format for which is given in bidding document.

SECTION – II

Special Instructions to Bidders

Sr. #	Attribute	Details
1	Name of the Project	Procurement of Furniture for Head Office Islamabad and Regional Office Lahore
2	Tender Published on	03.11.2024
3	Medium	PPRA / E-Pads/NEPRA websites and Daily newspapers
4	Source of Funds	NEPRA's Revenue
5	Deadline for proposal Submission	25.11.2024 at 1400 hrs
6	Time, Date and Place for Proposals Opening	25.11.2024 at 1430 hrs. Only Technical Proposals will be opened for technical scrutiny. On receipt of Technical Evaluation Report from the Purchase & Disposal Committee of NEPRA, Financial Proposal(s) of short listed firm(s) will be opened. Date and time of Financial Proposal opening will be intimated through letter/phone. The Proposals will be opened in the Office of the Director General (Administration), NEPRA Tower G-5/1, Islamabad.
7	Bidding Procedure	Single Stage-Two Envelop Bidding Procedure shall apply.
8	Qualification of Bidders	The bidder must meet the following minimum criteria and also submit documentary evidence wherever applicable, failing which its bid will not be considered for further evaluation (technical/financial): - a. At least five years of experience as a contractor/supplying of office furniture in private/government sector organization. b. Must have capability of technical infrastructure/setup comprising of technical staff, machines and other associated facilities. c. The bidder must submit National Tax, Sales Tax Registration Certificates and shall be on active taxpayer list of FBR.

Sr. #	Attribute	Details
9	Acceptance of Goods	The Purchases & Disposal Committee of NEPRA shall inspect the goods delivered. The committee may use any sources, tool or technique to test the goods delivered by the supplier. Payment would be made on production of acceptance certificate issued by the committee / end user. The start of warranty period shall be reckoned as the date of delivery and which will be one year for all types of furniture items.
10	Pre-bid Meeting	While preparing bids, interested parties may visit NEPRA any time before the closing date for bid submission, to seek any further information. Authority is open till 1630 hrs each day except Saturday/Sunday or public holidays.

Section III

General / Special Conditions of Contract

1. The supplier should be a registered GST/Sales tax firm for the supply of office furniture.
2. The supplier should follow all the procedural rules and regulations as per PPRA Rules, Government of Pakistan.
3. The bidder shall mandatorily submit the bid through E-Pads, non-compliance will disqualify them from the process. Initially, only the “TECHNICAL PROPOSAL” shall be opened, whereas, the “FINANCIAL PROPOSAL” of only pre-qualified bidder shall be opened later.
4. NEPRA shall evaluate the Technical Proposal in a manner prescribed in advance, without reference to the price, and reject any Proposal which doesn't conform to the specified requirements.
5. Procuring body shall evaluate the bids in the manner of prescribed data so that only fully technically qualified bidders shall be qualified for the opening of financial proposals, and, the bidder who has quoted the lowest rate would be awarded the contract. If two or more bidders quoted the same price in Financial Proposals, the bidder/firm which has obtained highest marks in the Technical Proposal among same will be awarded the contract.
6. The supplier will provide routine maintenance and repair services for no additional fee during 1 year warranty period.
7. Service will be furnished to the NEPRA between 9:00 a.m. to 5:00 p.m., Monday through Friday.
8. The payment would be made after complete supply and installation of requisite furniture with the entire satisfaction of Purchases & Disposal Committee of NEPRA / end user.
9. The supplier(s) may visit NEPRA's Head Office/Regional Office i.e. wherever the required furniture is to be supplied, at his own expense, to ensure proper setting / fitting of furniture as per actual requirement of end user and space available in light of BoQs.
10. Final selection of furniture's color will be done by the Purchases & Disposal Committee of NEPRA after award / signing of the contract.
11. The supplier(s) shall submit sample of each item to be supplied in light of technical specification(s) for inspection / approval by the Purchases & Disposal Committee of NEPRA, within one week of the signing of contract.
12. 1 Year Comprehensive Warranty/Guarantee with on-site service without any additional cost during warranty period is the responsibility of the Supplier. The Supplier warrants that the Goods supplied under this order are new, unused and also further warrants that all Goods supplied under this purchase order shall have no defect, arising from design, materials, or workmanship.
13. The supplier would be liable to supply/deliver the furniture items at NEPRA Head Office and Regional Office Lahore. No additional delivery and installation charges shall be made to the bidder.
14. The supplier is bound to follow all the safety precautions while delivery/supply of the furniture items. Any wear and tear resulted during the transportation shall be borne by the supplier itself.
15. The supplier shall make sure that there is no substitution/alteration in the furniture item as prescribed/agreed initially in the bidding process/approved by the P&D Committee of NEPRA.

SECTION – IV

Technical Bid Evaluation Criteria


The bid will be evaluated by the NEPRA's Purchase & Disposal Committee in the light of prescribed conditions listed in this document and the bidders securing 70% score as per technical evaluation sheet, will be qualified for financial bid, rest will be disqualified on technical grounds and their sealed/unopened financial proposal shall be returned back to them.


Sr. #	Attributes	Score	Score Distribution	Requirements
1.	Company Profile, Income Tax / Sales Tax Registration	5	5	Detailed profile of company and copy of registration certificates.
Company Office(s):				
2.	Company Offices / Showrooms in Islamabad / Rawalpindi	5	5	Documentary proof / like tenancy agreement etc.
Relevant experience:				
3.	Past performance / similar projects, worth Rs. 3 million or more, completed in the last five years.	15	Three marks for each completed project.	Purchase orders and successful completion certificate.
	Similar projects, worth Rs. 3 million or more, in hand.	10	Two marks for each project in hand.	Purchase orders.
4.	Technical Brochures / Literature of the Quoted Product	5	5	All supporting documents / brochures / literature of the requisite products.
Capabilities w.r.t. Personnel (Technical Professionals):				
5.	15 or more	5	5	CVs of the incumbents must be attached.
	7 or more		3	
	5 or more		2	
Compliance of Technical Specification(s):				
6.	100% Compliance	20	20	Response of the bidder is required on the technical specification forms provided in the tender document as 'Yes / No'. Bidder shall also submit its proposed furniture with specification on Performa – 02.
	75% or more Compliance		15	
	50% or more Compliance		7	
	Less than 50% Compliance		0	


Sr. #	Attributes	Score	Score Distribution	Requirements
	Visit of Bidders' workshop / manufacturing facility / warehouse to ensure capabilities to deliver the quality, material, dimension and other asked / required technical specifications	20	To be awarded by the NEPRA.	NEPRA's P&D Committee or their nominated person(s) shall visit the bidders' facility and assign the marks as per his findings.
	Financial Health (monthly average) of the Bidder in past 3 Years:			
7.	2 Million or above	10	10	Marks will not be given if the proof is not provided. Bank statement/ Audit report of last two year must be attached
	1 Million or above		5	
8.	Affidavit	5	5	An affidavit of "Non-Black listed Company from any semi or Government department. If company is found black listed after winning the tender, Authority will have the right to disqualify the said firm and cancel the contract at any stage.
	Total Score	100		


SECTION – V

Technical Specifications


Type of Item: Advisor/Dy. Director Table		Picture of product	Bidder's Response (Yes / No)
			
		Picture/Specs of table are for reference, the Contractor may also submit equivalent	
Dimension/size			
a	Length, width/breadth and height	L=5'(front),W=5'(including side rack),H=2'-6"	
b	Type of Top Sheet/modesty panel	Laminate finish on 1" MDF board with pvc lipping on all edges	
c	Type of Item Legs	Laminate finish over 1" MDF board with pvc edging	
d	Material for table drawer unit	Laminate over 3/4" MDF board	
e	Hardware for table	Brass/stainless steel	
f	Hardware for drawer unit	Powder coated/Brass/stainless steel, central locking, ball bearing channels for drawers	
Color of:			
g	Wood/Top	Color – as per end user choice	
h	Metal	Powder coated mild steel/brass/stainless steel	
i	Spacer/ cable hole	Chrome/PVC	
Fitness for use:			
j	Durability	8-10 years	
k	Safety & strength	As per international standards	
l	Warranty/guarantee (time/period)	1 year warranty of manufacturing faults (replacement)	
m	Repair & maintenance	Free life time services including labor & installation at door step (parts' cost will charged by customer after 1 year)	
Any other information:			
Note: in case of repair & maintenance, product/object/article, should include pick and return or onsite repairs.			

Type of Item: Assistant Director Table		Picture of product	Bidder's Response (Yes / No)
		 <p>Picture/Specs of table are for reference, the Contractor may also submit equivalent</p>	
Dimension/size			
a	Length, width/breadth and height	L=5'(front),W=5'-4(including side rack),H=2'-6"	
b	Type of Top Sheet/modesty panel	Laminate finish on 1" MDF board with pvc lipping on all edges	
c	Type of Item Legs	Mild steel powder coated	
d	Material for table drawer unit	Laminate over 3/4" MDF board	
e	Hardware for table	Brass/stainless steel	
f	Hardware for drawer unit	Powder coated/Brass/stainless steel, central locking, ball bearing channels for drawers	
Color of:			
g	Wood/Top	Color – as per end user choice	
h	Metal	Powder coated mild steel/brass/stainless steel	
i	Spacer/ cable hole	Chrome/PVC	
Fitness for use:			
j	Durability	8-10 years	
k	Safety & strength	As per international standards	
l	Warranty/guarantee (time/period)	1 year warranty of manufacturing faults (replacement)	
m	Repair & maintenance	Free life time services including labor & installation at door step (parts' cost will charged by customer after 1 year)	
Any other information:			
Note: in case of repair & maintenance, product/object/article, should include pick and return or onsite repairs.			


Technical Specifications of Furniture Item			
Type of Item: Sofa Seats		Picture of product  Picture/Specs of sofa are for reference, the Contractor may also submit equivalent	Bidders response (Yes / No)
Dimension/size			
a	Length, width/breadth and height	Single seat W=2'-9",D=2'-10",H=2'-7"	
b	Type of frame	Shisham/Kikar wood (should be seasoned)	
c	Type of Items Base	Stainless steel Spring with belts	
d	Type/color of Fabric	Jute (Imported) as of approved color/Leatherette	
e	Sofa base/back	A class molty/Diamond foam seat with best quality springs and belts	
f	Sofa legs	Polished solid teak/Oak/Ash wood	
Fitness for use:			
g	Durability	8-10 years	
h	Safety & strength	As international standard	
i	Warranty/guarantee (time/period)	1 year warranty of manufacturing faults (replacement)	
Any other information:			
Note: in case of repair & maintenance, product/object/article, should include pick and return or onsite repairs.			

<p>Type of Item: High Back Executive Chair</p>	<p>Picture of product</p>  <p>Picture/Specs of Chair are for reference, the Contractor may also submit equivalent</p>	<p>Bidder's Response (Yes / No)</p>	
<p>Dimension/size</p>			
a	Length, width/breadth and height	L=19"; W=19"; H=51"	
b	Type of Item Legs	5-Prong Nylon with reinforced fibre glass base for added seating support. Twin wheel castors, which meet requirements of BIFMA and DIN standards.	
c	Wood/Ply Type	Multi veneer compressed plywood	
d	Wood/Ply Quality	Compressed plywood (imported). This S-shape bracket is designed according to the counter of human spine to provide optimum lumber support and encourage proper seating posture.	
e	Wood/Ply Thickness	15mm	
f	Termite treated	No need fumigation, need drying case	
g	Type of fabric/leather	Master Fabric/ Leatherette (or equivalent as approved)	
h	Quality of fabric/leather	Master scotch guard fabric (or equivalent as approved)	
i	Type of plastic/PVC/etc.	Ergonomically designed polypropylene armrests/nylon base	
j	Type of metal/steel/MS/etc.	Mild steel powder coated	
k	Fixing/Binding material used	Fixing with bolts/fire proof glue for foam pasting	
l	Mechanism	Unique "permanent contact mechanism" provides constant support that is synchronized with the natural seating movement. Fixed position angle control at three positions.	


Type of fitting:			
m	Number of springs, nuts, screws, channels & locks used/etc.	18 bolts used	
n	Type of springs, nuts, screws, channels & locks used	6*25, 6*20, 6*10	
Under structure:			
o	Type of foam	Moulded foam/guaranteed PU Master Molty-Excel foam seat and back-resting (or equivalent as approved)	
p	Thickness of seat foam	55mm	
Color of:			
q	Metal	Black powder coated	
r	Plastic	Black	
s	Fabric	Master fabric (Color – as per end user choice)	
Fitness for use:			
t	Durability	5-7 years	
u	Safety & strength	As international standard	
v	Warranty/guarantee (time/period)	1 year warranty of manufacturing faults (replacement)	
w	Repair & maintenance	Free life time services including labour & installation at door step (parts' cost will charged by customer after 1 year)	
Any other information:			
Note: in case of repair & maintenance, product/object/article, should include pick and return or onsite repairs.			

Type of Item: Low/Medium Back Chair		Picture of product  Picture/Specs of Chair are for reference, the Contractor may also submit equivalent	Bidder's Response (Yes / No)
Dimension/size			
a	Length, width/breadth and height	L=19"; W=19"; H=41"	
b	Type of Item Legs	5-Prong Nylon with reinforced fibre glass base for added seating support. Twin wheel castors which meet requirements of BIFMA and DIN standards.	
c	Wood/Ply Type	Multi veneer compressed plywood	
d	Wood/Ply Quality	Compressed plywood (imported). This S-shape bracket is designed according to the counter of human spine to provide optimum lumber support and encourage proper seating posture.	
e	Wood/Ply Thickness	15mm	
f	Termite treated	Doesn't need fumigation, needs drying case	
g	Type of fabric/leather	Master Fabric/ Leatherette (or equivalent as approved)	
h	Quality of fabric/leather	Master scotch guard fabric (or equivalent as approved)	
i	Type of plastic/PVC/etc.	Ergonomically designed polypropylene armrests/nylon base	
j	Type of metal/steel/MS/etc.	Mild steel powder coated	
k	Fixing/Binding material used	Fixing with bolts/fire proof glue for foam pasting	
l	Mechanism	Unique "permanent contact mechanism" provides constant support that is synchronized with the natural seating movement. Fixed position angle control at three positions.	
Type of fitting:			
m	Number of springs, nuts, screws, channels & locks used/etc.	18 bolts used	
n	Type of springs, nuts, screws, channels & locks used	6*25, 6*20, 6*10	

Under structure:			
o	Type of foam	Molded foam/guaranteed PU Master Molty-Excel foam seat and back-resting	
p	Thickness of seat foam	55mm	
Color of:			
q	Metal	Black powder coated	
r	Plastic	Black	
s	Fabric	Master fabric (Colour – as per end user choice)	
Fitness for use:			
t	Durability	5-7 years	
u	Safety & strength	As international standard	
v	Warranty/guarantee (time/period)	1 year warranty of manufacturing faults (replacement)	
w	Repair & maintenance	Free life time services including labour & installation at door step (parts' cost will charged by customer after 1 year)	
Any other information:			
Note: in case of repair & maintenance, product/object/article, should include pick and return or onsite repairs.			

Type of Item: Visitor Chair		Picture of product  Picture/Specs of Chair are for reference, the Contractor may also submit equivalent	Bidder's Response (Yes / No)
Dimension/size			
a	Length, width/breadth and height	L=19"; W=19"; H=37"	
b	Type of Item Legs	Mild steel powder coated	
c	Wood/Ply Type	Multi veneer compressed plywood	
d	Wood/Ply Quality	Compressed plywood (imported). This S-shape bracket is designed according to the counter of human spine to provide optimum lumbar support and encourage proper seating posture.	
e	Wood/Ply Thickness	15mm	
f	Termite treated	No need fumigation, need drying case	
g	Type of fabric/leather	Master Fabric/ Leatherette (or equivalent as approved)	
h	Quality of fabric/leather	Master scotch guard fabric (or equivalent as approved)	
i	Type of plastic/PVC/etc.	polypropylene armrests	
j	Type of metal/steel/MS/etc.	Mild steel with powder coated	
k	Fixing/Binding material used	Fixing with bolts/fire proof glue for foam pasting	
Type of fitting:			
l	Type of springs, nuts, screws, channels & locks used	6*25, 6*20, 6*10	
Understructure:			
m	Type of foam	Molded Excel foam seat and back-resting	
n	Thickness of seat foam	55mm	
Color of:			
o	Metal	Black powder coated	
p	Plastic	Black	
q	Fabric	Master fabric (Color – as per end user choice)	

Fitness for use:			
r	Durability	5-7 years	
s	Safety & strength	As per international standards	
t	Warranty/guarantee (time/period)	1 year warranty of manufacturing faults (replacement)	
u	Repair & maintenance	Free life time services including labor & installation at door step (parts' cost will charged by customer after 1 year)	
Any other information:			
Note: in case of repair & maintenance, product/object/article, should include pick and return or onsite repairs.			

Type of Item: Filling Cabinet		Picture of product	Bidder's Response (Yes / No)
			
		Picture/Specs of table are for reference, the Contractor may also submit equivalent	
Dimension/size			
a	Length, width/breadth and height	L=3'-6", W=12", H=7'	
b	Type of Sheet	Lamination sheet 3/4" thick/ glass 8mm for shutter as per picture/design/end user requirement	
c	Type of Items Base (4" high)	Lamination sheet 3/4" thick	
d	Hardware type (handle, catcher, screw, locks)	Brass/ stainless steel (pvc capes should also fixed over screws)	
e	Hinges for shutter	Piano/hydraulic hinges	
f	Lamination sheet color	Color – as per end user choice	
g	Division of storage box	Vertical both sides and center support, horizontal as per box file height	
Fitness for use:			
h	Durability	8-10 years	
i	Safety & strength	As per international standards	
j	Warranty/guarantee (time/period)	1 year warranty of manufacturing faults (replacement)	
Any other information:			
Note: in case of repair & maintenance, product/object/article, should include pick and return or onsite repairs.			

Bill of Quantities

Section - VI
Financial Bid Performa
Furniture Items

S. No.	Description	Units	Qty.	Rate	Amount
Furniture for Regional Office-Lahore					
1	Provision of Executive Manager Table Set (minimum 60"x30"x30), Table top thickness 1" Laminate Finish on MDF with PVC Lipping on all Edges, Front Modesty panel 1" thick Laminate Finish on MDF Board with PVC Lipping. Legs/ vertical member and front curtsy panel made of same laminate, attached/separate side rack (36"x18"x30"), drawer Unit (minimum 3 drawers) in laminate finish on ¾" thick chipboard with PVC Lipping, Central Lock, Ball Bearing Channels and Stainless steel Handles (Decent, Interwood, Master Offisys made or approved equivalent) (for Assistant Director)	Set	1		
2	Provision of Manager Table Set (minimum 60"x30"x30), Table top thickness 1" Laminate Finish on MDF with PVC Lipping on all Edges, Front Modesty panel 1" thick Laminate Finish on MDF Board with PVC Lipping. SS/aluminum/laminate/powder coated pole leg, front curtsy panel of same laminate, with attached/separate side rack (36"x18"x30"), drawer Unit (minimum 3 drawers) in same laminate finish on ¾" thick chipboard with PVC Lipping, Central Lock Ball Bearing Channels and Stainless steel Handles (Decent, Interwood, Master Offisys made or approved equivalent) (for Advisor/Dy. Director)	Set	1		
3	Executive Low/Medium back revolving chair with solid polyurethane/polypropylene frame, should ergonomically designed polypropylene armrests, best quality foam seat and backrest. Upholstery with best quality fabric and Nylon with reinforced fiber glass base for added seating support. Twin wheel castors, which meet requirements of BIFMA and DIN Standard, hydraulic action, best quality fabric in approved colour, arm rest at sides complete. (Decent, Interwood, Master Offisys made or approved equivalent)	No.	2		
4	Visitor Chairs steel/powder coated legs and frame, arms steel covered with multi layered veneer /polypropylene shell, base with Leatherette/fabric finish, seat with best quality fabric and Nylon with reinforced fiber glass base for added seating support, in approved fabric colour complete in all respects. (Decent, Interwood, Master Offisys made or approved equivalent).	No.	17		
5	Provision of Single seat sofa , Cushion base made with master/diamond foam seats (A quality) and stainless steel springs, best quality jute/ fabric/leatherette (of approved colour) cushioning, frame made of seasoned shesham/kikar wood, wooden legs (ash/teak/oak) in approved coloured polish complete in all respect. (Decent, Interwood, Master Offisys made or approved equivalent)	No.	2		

S. No.	Description	Units	Qty.	Rate	Amount
6	Provision of Filling cabinet 3'-6"x7', made lamination sheet 3/4" thick with PVC tapes on all edges, division of storage made as per box file height and width same sheet shutter with stainless steel handles, catchers and locking arrangement and 4" high base made of same colour lamination sheet.	No.	2		
Furniture for Head Office, Islamabad					
7	Executive high back revolving chair with solid polyurethane/polypropylene frame, should ergonomically designed polypropylene armrests, best quality foam seat and backrest. Upholstery with best quality fabric and Nylon with reinforced fiber glass base for added seating support. Twin wheel castors, which meet requirements of BIFMA and DIN Standard, hydraulic action, best quality fabric in approved colour, arm rest at sides complete. (Decent, Interwood, Master Offisys made or approved equivalent).	No.	10		
8	Executive Low/Medium back revolving chair with solid polyurethane/polypropylene frame, should ergonomically designed polypropylene armrests, best quality foam seat and backrest. Upholstery with best quality fabric and Nylon with reinforced fiber glass base for added seating support. Twin wheel castors, which meet requirements of BIFMA and DIN Standard, hydraulic action, best quality fabric in approved colour, arm rest at sides complete. (Decent, Interwood, Master Offisys made or approved equivalent)	No.	10		
9	Visitor Chairs steel/powder coated legs and frame, arms steel covered with multi layered veneer /polypropylene shell, base with Leatherette/fabric finish, seat with best quality fabric and Nylon with reinforced fiber glass base for added seating support, in approved fabric colour complete in all respects. (Decent, Interwood, Master Offisys made or approved equivalent).	No.	20		
	Total				

Section – VII

Proformas

Covering letter for submission of bid by the bidder

The Director General (Administration),
NEPRA Tower, Ataturk Avenue (East),
G-5/1, Islamabad

Subject: **Submission of Bid vide Tender Captioned “Procurement of Furniture for Head Office Islamabad and Regional Office Lahore”**

Having examined the bidding documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver furniture items in conformity with the said bidding documents for the sum as provided in our financial proposal.

2. We undertake, if our bid is accepted, to deliver the services in accordance with the delivery schedule specified in the tender document.
3. If our bid is accepted, we hereby agree to submit Performance Security (10% of the total contract price) with the acceptance of Purchase Order (Performa 03) and get our bid security released.
4. We also agree to abide by this bid for a period of (120) days from the date fixed for bid opening, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
5. Until a formal contract is prepared and executed, this bid, together with your written acceptance thereof and your notification of award, shall constitute a binding contract between us.

We understand that you are not bound to accept the lowest or any bid you may receive.

Dated this _____ day of 2024

(Signature)

(in the capacity of)

Duly authorized to sign Bid for and on behalf of _____

Bidder's Proposed Furniture with Specifications

Sr. #	Furniture Item	Specifications of the Bidder's offered Item	Recommended Make	Picture

Name of Bidder/Firm Signature Date:		Seal
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Contract/Work/Supply Order

No.

Date:

M/s _____,

_____.

Ph:

Fax:

Subject: **Purchase Order for the Procurement of Furniture for Head Office Islamabad and Regional Office Lahore**

Ref: Your quotation No. _____ dated _____ 2024.

We are pleased to inform you that your quotation No. _____ dated _____ 2024 has been accepted for the purchase of under mentioned furniture items by NEPRA with specifications and prices given therein accepted:

Description	Unit Rate (with all applicable taxes & transportation charges etc.)	Total Price Rs.
Furniture		

(Rupees _____)

2. Terms & Conditions are as under:

Completion of Work / Supply of Furniture Items: Within 60 days after issuance of purchase order. Partial / Part of completion not allowed.

Delay in Completion of Work / Supply of Furniture Items: The NEPRA shall charge a penalty for delay in completion of work / supply of furniture items beyond completion period. After expiry of completion period, the penalty (Liquidated Damages - LD) @ 1% of balance items per day upto 10 days maximum or 10%. In case the work is not completed after due date of said period, NEPRA has the right to cancel the purchase order at firm's risk and expense.

Specifications:

(i) All items are to be supplied in accordance with the specification listed in the quotation. Items procure should be brand new, genuine and should not be refurbished or repaired.

(ii) None of the terms and conditions set forth in the vender's quotation should be in conflict with the above condition.

Inspection: All the items / work will be inspected by the Purchases & Disposal Committee of NEPRA.

Rate: Rate quoted by your firm, shall be final, inclusive of all taxes and irrevocable, thus no escalation or changes whatsoever will be allowed.

Payment: 90% payment will be made on completion of job/work through crossed cheque in the name of M/s _____ within 30 days after completion of work. 10% retention will be held for 1 year which will be released on completion of defect liability period.

Tax Deduction: All taxes will be applicable as per the Government Rules.

Arbitration: The supplier / contractor shall be construed according to the laws of Pakistan. Any difference of opinion or dispute arising between the parties in relation to this purchase order shall be settled amicably by both the parties. In case of any difference/dispute arising between the parties, the matter shall be referred to Chairman NEPRA as arbitrator whose decision shall be final and binding upon both the parties. No dispute, once decided by the arbitrator shall be agitated in any Court of law.

Force Majeure:

(i) Neither the Purchaser nor the Supplier shall be responsible for each other in any manner whatsoever in the event of the performance of the contract being delayed by causes beyond his or its control like strikes, act of God, Civil commotions, restraints of ruler, flood, riots, fire, storms, war or similar occurrence. As soon as the supplier starts suffering a disruption of work or any delay, due to Force Majeure, he shall forthwith notify the Purchaser in writing of the cause of the delay and take possible steps to curtail it.

(ii) The supplier shall provide the purchaser with all the necessary proof of the occurrence of the events and its effects on the contract performance within 10 days from the start to Force Majeure event.

(iii) The purchaser shall be entitled to conduct investigation into the cause of delay reported by the Supplier.

(iv) Where the delay was due to genuine Force Majeure event it shall extend the delivery for a period equal to the period in which such Force Majeure remains operative.

(v) Such extension in delivery period, due to Force Majeure, shall not entitle the supplier any claim(s) of extra cost from the purchaser.

3. If the contents of this work order are acceptable to you then kindly return the enclosed duplicate copy duly signed and stamped as a token of your acceptance.

4. Prompt delivery will be appreciated.

Director General (Administration)

Copy to:

Addl. Director General (Finance), NEPRA

M/s _____ have read and understood the terms & conditions and we accept every aspect of the same.

Signature & stamp of the selected vendor

Conflict of Interest

Undertaking

I hereby certify that to my knowledge, there is no conflict of interest involving the vendor named below:

- i.* No NEPRA official or employee has an ownership interest in vendor’s company or is deriving personal financial gain from this contract.
- ii.* No NEPRA official’s or employee’s immediate family member has an ownership interest in vendor’s company or is deriving personal financial gain from this contract.
- iii.* No retired or separated NEPRA official or employee, who has been retired or separated from the organization for less than two (2) years has an ownership interest in vendor’s company.
- iv.* No NEPRA official or employee is contemporaneously employed or prospectively to be employed with the vendor.
- v.* Vendor hereby declares it has not and will not provide gifts or hospitality of any rupee value or any other tokens to any NEPRA official or employee to obtain or maintain a contract.
- vi.* Please note any exceptions below:

a. Vendor Name: _____

b. Vendor Phone No: _____

c. Conflict of Interest Disclosure:

- i.* Name and designation of NEPRA Official, employee or immediate family members with whom there may be a potential conflict of interest:

ii. Relationship to official:

iii. Interest in vendor’s company:

iv. Any other information:

4. I certify that the information provided is true and correct by my signature below:

Name & Signature of Vendor: _____

Date: _____

CNIC /NTN No: _____

Witness Information:

1. Name: _____

CNIC No.: _____

2. Name: _____

CNIC No.: _____