



NRTC

TENDER NOTICE

No. Proc: TU-3079-2024

Sealed bids are invited from reputable firms/ distributor/ suppliers for procurement of the following.

S.No	Description	Qty.	Unit
1	Workstation 02x for 04x persons , 01x for 03x persons	03	No's
2	Executive Table for offices	02	No's
3	Tea Table	02	No's
4	Visitor Chairs	06	No's
5	Office Chair	04	No's

Note: Picture attached as per Annex-A

Notice: Tender Procedure: Single Stage Two Envelop Basis.

- Delivery FOR **Haripur**.
- Bidders can also drop the bids in the Tender Box / Procurement Office.
- Bidders must submit their bids as per tender requirement i.e. clearly marked as financial and technical proposals. Complete technical literature along with technical bid.
- Price inclusive and exclusive of taxes need to be mentioned separately. (Supplier must be active tax payer otherwise bid will be treated as cancelled).
- **Rs-50,000/-** as a bid security in shape of Pay Order/Demand Draft in favor of NRTC Haripur be attached with technical bid in a separate Envelope. Otherwise bid will not be entertained.
- Bids complete in all respect as per tender/bidding documents and properly filled check list will be considered acceptable.
- Price must be quoted in PKR.
- **Bid Validity:** 90 days.

NRTC reserves the right to accept or reject at any time prior to the acceptance of any or all the tenders / bids.

Bids complete in all respect should reach the office of the under signed up to **12 Dec, 2024** till 1100 hours and Bids will be opened at 1130 hours on same day.

HOD (PROCUREMENT)

NATIONAL RADIO AND TELECOMMUNICATION CORPORATION, HARIPUR

Tel: 0995-666584, 0995-666657 Fax: 0995-610933

Email: proc.local@nrtc.com.pk,

Web Site: www.nrtc.com.pk

Tender Document
Supply of Office Furniture
No.Proc: TU-3079-2024



HOD (PROCUREMENT)
NATIONAL RADIO TELECOMMUNICATION
CORPORATION, T&T COMPLEX, HARIPUR,
PAKISTAN

Tel: 0995-666584 / 0995-666657

Tender Notice

Supply of Office Furniture

No.Proc: TU-3079-2024

1. National Radio Telecommunication Corporation, Haripur, invites tender from renowned firms/companies registered with Income Tax/Sales Tax Departments and are on Active Tax Payer List of FBR (I.T & GST), for **Supply of office furniture**.
2. Tender procedure will base upon **“Single Stage-Two Envelope”** bidding method as prescribed under PPRA rules.
3. The Technical Bid must be accompanied with the **earnest money @ 50,000/-** as bid security in the shape of Pay Order /Demand Draft (refundable) drawn in favor of National Radio Telecommunication Corporation, Haripur (**NTN: 0009815-9**).
4. Tender documents are available online for the interested firms/parties on PPRA website as well as NRTC website which can be downloaded. Interested firms/bidders are required to submit their bids proposals.
5. Sealed tenders/bids (prepared in ac **12 Dec,2024 at 1100 hrs.**(closing Time)
6. **Only Technical Bids** will be opened in on the same day **half hour after the closing time** in the Office of HOD (Procurement), National Radio Telecommunication Corporation, Haripur.



HOD (PROCUREMENT)
NATIONAL RADIO TELECOMMUNICATION CORPORATION
Tel:0995-666584,0995-666657 Fax: 0995-610933
Email: Proc.local@nrtc.com.pk
Website: www.nrtc.com.pk

Eligibility & Qualification

Detail	Criteria	Envelope
1. Technical Compliance sheet (Form 1-A)	Mandatory	Technical Bid
2. GST and NTN Registered	Mandatory	
3. Active Tax Payer List (ATL) of FBR Status as "Active".	Mandatory	
4. Proof of Non-Blacklisting: Affidavit on legal paper of appropriate value (duly attested from notary public)/letterhead that the firm/company is neither black listed nor in litigation with any of its public sector client	Mandatory	
5. Warranty/Guarantee Terms As per manufacture warranty required for serial no 1 of BOQ	Mandatory	
6. Authorized Dealer/Re- Seller The bidder must provide authorized dealership/re-seller certificate of the brand if any	Mandatory	
7. Declaration Form (Form No.2)	Mandatory	
8. Draft of Earnest Money	Mandatory	
9. Brochure Detail of equipment, brands, country of origin with complete specification	Mandatory	
10. Professional Experience (Form No. 3 (Table-3-A) i. List of executed/ similar contracts in public sector/ government offices/Embassies etc since establishment. <i>(Copies of contract agreement/work order etc are mandatory)</i>	Mandatory	
12. Clientele List (Form No. 3 (Table 3-B) <i>Copies of contract agreement/work order etc are mandatory</i>	Mandatory	
13. Bid /Quotation (Form No.1-B) <i>(Strictly as per pattern)</i>	Mandatory	In Financial Bid

General Terms & Conditions

1. The Terms & Conditions are as under:

No tender will be considered if: -

- a) Received without required documentation or found incomplete.
- b) Received later than the date and time fixed for Tender submission.
- c) The Tender is unsigned/ unstamped.
- d) The Tender is signed/stamped by the unauthorized agent of the Firm/company.
- e) The Tender is from a firm which is black listed or in litigation of some sort with any Public-Sector Organization.
- f) The Tender is received by telephone/fax
- g) Tenders received without earnest money.
- h) In contradiction with the specification given by the NRTC.

- 2. Suppliers, who are on Active Taxpayers List (ATL) of FBR, both GST and Income Tax are eligible to apply.
- 3. Bidders will have to produce the proof of being a Tax Filer with FBR.
- 4. Income tax as applicable and announced by the Govt. of Pakistan will be deducted at source.
- 5. The payment will be made after successful completion of all items and job, for the items accepted by NRTC.
- 6. The tender must accompany earnest money as mentioned in the tender notice, of the total value of the bid in the form of Call Deposit Receipt (CDR) (refundable) drawn in favor of National Radio Telecommunication Corporation, Haripur.
- 7. The rates must be quoted **as per pattern** and in PKR.
- 8. Prices should be valid for **90 days**.
- 9. Any attempt by a bidder to influence in the examination, evaluation, comparison, and post qualification of the Bids or Contract award decisions may result in the rejection of its bid.
- 10. NRTC reserves the right to accept or reject any or all tenders as per PPRA Rules 33.
- 11. No advance payment will be permissible.
- 12. *The Work will be given to lowest evaluated bidder on the basis of lowest evaluated bid. In case the successful bidder(s) refuse to supply the item(s), the earnest money will be forfeited AND a ban from business with NRTC for a period of ONE YEAR will be imposed.*
- 13. The Supply will be made from the date of work Order. Ready stock will be given preference
- 14. In case of delay in delivery, penalty will be imposed as per NRTC PO/Contract.
- 15. In cases lowest bidder refuses or fails to supply the item(s) within the deadline(s), the Work Order may be offered to the next lowest bidder and same principle for 3rd, 4th lowest bidders and so on risk and expense of the supplier.
- 16. In case of defects/non-compatibility/sub-standard at any stage (from supply till validity of warranty period), NRTC will inform the bidder within 15 days-time and the bidder will arrange for replacement of the item(s) within 15 days' time. In case of non-compliance, NRTC will arrange the equipment OR

part(s) from alternate source(s) and the charges/expense incurred on the equipment/part(s) will be deducted from the earnest money/Invoice/performance Guarantee of the vendor.

17. Applicable Income tax and GST will be deducted at source/as per rules. In case of exemption, please mention and attach the proper documentation duly verified from the concerned tax authorities/FBR; however, if NRTC will be final authority to accept or reject the exemption certificate and the vendor may claim refund from Tax Authorities/FBR.
18. In case of any holiday is announced by the Govt. OR any other unforeseeable circumstances that prevent the tender from being opened on the date announced (Force Majure), the tenders will be opened on the VERY NEXT WORKING DAY. Time and venue of the tender will remain as mentioned in the tender notice.
19. In case of Tie in rates, the bidder securing highest technical score in the criteria will be awarded the contract. In case of tie in technical Score, the bidder having the most valued work orders (work orders provided against relevant experience) will be awarded the Work Order.
20. The documents prepared by the Bidder as well as all correspondence and documents relating to the Bid shall be in English only.
21. The currency of the quotation would be in Pakistan Rupees only.
22. In case of calculation error, the unit price will be considered as valid.
23. Any proposal/tender received by NRTC after the deadline will be returned unopened to bidder concerned. Delays in the mail or courier, delays of person in transit, or delivery of a proposal to the wrong office shall not be accepted as an excuse for failure to deliver a proposal at the proper place and time. It shall be the bidder's responsibility to determine the manner in which timely delivery of his proposal will be accomplished either in person, by messenger or by mail to the concerned office.
24. In case a firm/company submits two bids/options against our tender; the bid with the highest value/amount will be considered.
25. Payment will be made as per actual quantity provided/supplied & accepted.
26. NRTC is authorized to vary quantities at the time of establishing the contract or as decided latterly according to its requirement and budget as per PPRA rules.
27. Do not submit any other document other than demanded.
28. No request for correction will be entertained after opening of the bid.

[Letterhead of the Firm]

Ref No: _____

NTN: _____

Date: _____

GST: _____

**Technical Compliance Performance
Supply of Office Furniture**

S.N	Detail of Specifications	Brand Offered	Compliance	Non-compliance	Higher Specs If any
1	Workstation 02x for 04x persons , 01x for 03x persons				
2	Executive Table for offices				
3	Tea Table				
4	Visitor Chairs				
5	Office Chair				

Warranty as per standard

Bid Valid as per given in the terms & conditions.

Signature: _____

Name: _____

Contact Information: _____

Official Stamp: _____

[Letterhead of the Firm]

Ref No: _____

NTN: _____

Date: _____

GST: _____

**Financial Bid
Supply of Office Furniture**

S.N	Detail of Specifications	Qty	Unit Price (GST Excl)	GST Amount	Unit Price (GST INCL)	Total Cost including all taxes
1	Workstation 02x for 04x persons , 01x for 03x persons	03				
2	Executive Table for offices	02				
3	Tea Table	02				
4	Visitor Chairs	06				
5	Office Chair	04				

Warranty as per standard

Bid Valid as per given in the terms & conditions.

Signature: _____

Name: _____

Contact Information: _____

Official Stamp: _____

Declaration Form

(Mandatory)

(This form is to be provided with the Bid. Non-provision of this form will disqualify the bidder from the bidding process)

All the terms & conditions have been carefully read and understood and are hereby unconditionally accepted and it is declared that

I understand that by inserting any condition in my bid consciously or unconsciously will AUTOMATICALLY disqualify me from the bidding process.

All the information furnished by me/us here-in is correct to the best of my knowledge and belief.

I/we have no objection if enquiries are made about the work listed by me/us in the accompanying annexure.

I / We agree that the decision of committee in selection will be final and binding to me/us.

I / We have read the instructions appended to the perform and I / we understand that if any false information is found at any stage, the committee is at liberty to act in a manner it feels deemed fit, which includes, but not limited to, confiscation of Security/Earnest Money AND/OR imposing a bar/restriction from future business with CUI AND/OR blacklisting.

Tender No.	
Name of Firm/ Company	
Year of Establishment	
Name of Owner/Authorized agent	
Office Address	
GST No.	
NTN.	
Valid Telephone No.	
Valid E-mail (For Official Correspondence)	
Signature & Stamp (Authorized Representative)	

Table 3-A

Detail of Work Executed since establishment

SN	Organization & Address	Duration	Contact Information	Amount/Cost
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				

Table 3-B

Detail of Clients

SN	Organization & Address	Year of work executed	Contact Information
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			

Attach Work Order/Contract Agreement for each of the above in above order as proof.

Bid will be rejected in case of non-provision of proof.

Filling of all fields are mandatory.

Check List (To be filled by Bidder)

Please submit your proposal in the order as below with
Proper separators/Proper Binding/Plastic Cover/Staple

Detail	Status	Bid Envelope	Yes ✓	No ✗
1. ALL Pages signed and Stamped by Bidder	Mandatory	Technical		
2. Technical Compliance sheet (Form 1-A)				
1. Draft of Earnest Money				
3. Bid (Form 1)				
4. Declaration Form (Form 2)				
5. GST and NTN Registered				
6. Active Tax Payer List (ATL) of FBR				
7. Proof of Non-Blacklisting:				
8. Warranty / Guarantee Terms				
9. Authorized Dealer/ Re- Seller				
10. Draft of Earnest Money				
11. Brochure				
12. Professional Experience Form No.3 (Table-3-A)				
13. Clientele list Form No.3 (Table-3-B)				
14. Technical Resources & Services Support				
15. Bid /Quotation (Form No.1-B)		Financial		

1.

Workstation



2.

Executive Table



3.

Tea Table



4.

Visitor Chairs



5.

Option (i). Office Chair



Option (ii). Office chair

