



**Central Power Purchasing Agency Guarantee Limited**  
A Company of Government of Pakistan



**TENDER DOCUMENT**  
**No. FRN 07-2016**

**FOR SUPPLY OF**  
**OFFICE FURNITURE AT CPPA-G HEAD OFFICE ISLAMABAD**

---

**6<sup>th</sup> Floor, Shaheed-e-Millat Secretariat, Jinnah Avenue, Blue Area, Islamabad. Phone: 051-9213616**  
**Fax: 051-9213617.**  
**[www.cppa.gov.pk](http://www.cppa.gov.pk)**

## 1. INSTRUCTIONS TO THE BIDDER

1.1 Sealed Tenders are invited on single stage two envelope basis, under the PPRA Rules through National Competitive Bidding (NCB) from the potential dealing firms for the supply of Office Furniture. The technical bid and the financial bid are to be sealed in separate envelopes and both of these envelopes (the technical and financial bids) shall be enclosed in another envelop). Detail of Office Furniture along with specification is as follows;

### 1.2 Furniture Required

Sr. No	ITEM DESCRIPTION	QTY
1	<p><b>Item-1 <u>Executive Table</u> Size: 6'-0"Wx 3'-0" D x 2'-6"H</b></p> <p>Executive desk having 25mm thick top &amp; 76mm thick two sides one 18mm thick vanity panel &amp; one small drawer for stationary, top having 6mm thick black color leatherette writing padding. Black leatherette raped on drawer head &amp; front rail. Overall structure made of solid mahogany wood &amp; 0.6mm thick imported mahogany veneer. Top mahogany veneer pressed in traditional pattern. Overall assembled with dowels &amp; imported fitting. Wood should be proper seasoned with 8 to 10 percent moisture with termite treatment. Complete finished with high quality polish and lacquers for a longer lasting shine. Finish has the Jacobean stain with 40% gloss with 1 base and 1 top coat. Polish is from Hesse, GmbH which is scratch resistant has 2k, poly-Urethane finish.</p>	3
2	<p><b>Item-2 <u>Executive Revolving Chair (High Back)</u> Size: 2'-0"Wx 1'-9" D x 3'-1"H</b></p> <p>Executive Chair. Made of high quality solid wood. Seat and back of the chair is fully upholstered with best quality foam and leatherette in black color there are special decorative buttons on chair back. Solid Wooden Arms. The armrest is UV polish in Jacobean stain (2k, poly urethane finish and has scratch resistant. Polish has 3 base coats and 2 top coats. ).The chair has the revolving reclining PU gas lift mechanism. The pedestal has 5 wheels heavy duty casters in black color.</p>	3
3	<p><b>Item-3 <u>Executive Visitor Chair (Low Back)</u> Size: 2'-0"Wx 2'-0" D x 2'-11"H</b></p> <p>Chair for visitors, structure made of solid wood. The seat and back of the chair is upholstered with best quality foam and leatherette. Wooden arms with MS powder coated round pipe base. Complete finished with high quality polish and lacquers for a longer lasting shine. Finish has the Jacobean stain with 40% gloss with 1 base and 1 top coat. Polish is from Hesse, GmbH which is scratch resistant has 2k, poly-Urethane finish.</p>	9
4	<p><b>Item-4 <u>Side Rack</u> Size: 4'-0"Wx 1'-6" D x 2'-6"H</b></p> <p>Executive side rack. Rack has a sliding key board tray and a cabinet with shutter &amp; one drawer. Wire cup on top for cables. Overall structure made of solid mahogany wood &amp; 0.6mm thick imported mahogany veneer. Top in 25 mm thick with solid wood profile edging. Overall assembled with dowels &amp; imported K.D fitting. Wood has been proper seasoned with 8 to 10 percent moisture with termite treatment. Complete finished with high quality polish and lacquers for a longer lasting shine. Finish has the Jacobean stain with 40% gloss with 1 base and 1 top coat. Polish is from Hesse, GmbH which is scratch resistant has 2k, poly-Urethane finish.</p>	3
5	<p><b>Item-5 <u>Executive Center Table</u> Size: 4'-6"Wx 2'-0" D x 1'-4"H</b></p> <p>Center table: made of solid imported mahogany wood &amp; imported mahogany veneer pressed on particle board. Table having four triangular solid wood legs. Mahogany veneer pressed on traditional pattern on top with solid profile edging. Wood has been proper seasoned with 8 to 10 percent moisture with termite</p>	3

	treatment. Complete finished with high quality polish and lacquers for a longer lasting shine. Finish has the Jacobean stain with 40% gloss with 1 base and 1 top coat. Polish is from Hesse, GmbH which is scratch resistant has 2k, poly-Urethane finish.	
6	<b>Item-6 <u>Executive Side Table</u></b> <b>Size: 1'-8"Wx 1'-8" D x 1'-10"H</b> Side table: made of solid imported mahogany wood & imported mahogany veneer pressed on particle board. Table having four triangular solid wood legs. Mahogany veneer pressed on traditional pattern on top with solid profile edging. Wood has been proper seasoned with 8 to 10 percent moisture with termite treatment. Complete finished with high quality polish and lacquers for a longer lasting shine. Finish has the Jacobean stain with 40% gloss with 1 base and 1 top coat. Polish is from Hesse, GmbH which is scratch resistant has 2k, poly-Urethane finish.	6
7	<b><u>SOFA (1 Seater)</u></b> <b>SIZE: L: 3' X W: 2' 6" X D: 2' 4"</b> sofa 01 seater (fully upholstered with foam and leatherite. inner structure made of acacia wood, legs in solid mahogany wood + polish finish.made of - upholstered, wood - mahogany, polish - jacobean, upholstery colour - black	10
8	<b><u>SOFA (Two Seater)</u></b> <b>SIZE: L: 4' 7" X W: 2' 6" X D: 2' 4"</b> sofa 02 seater (fully upholstered with foam and leatherite. inner structure made of acacia wood, legs in solid mahogany wood + polish finish. made of - upholstered, wood - mahogany, polish - jacobean, upholstery colour should be black	5
9	<b>Item-7 <u>Workstation (One Person) (L Shape)</u></b> <b>Size: 5' Wx 5' D x 2'-6"H</b> Partition for 01 person (made of laminated board with matching PVC edging + M.S pipe powder coated legs. for 1500 width partition_grid (w1500*d1500*h750), made of - only meico berhad laminate board top be applied and metal, top made of - laminated board, including drawer pedestal having central lock, CPU trolley, key board tray, and cable management solution. Modulus of elasticity in bending = 1500 for 25mm thick laminate.	64
10	<b>Item-9 <u>Workstation</u></b> <b>SIZE: 4' W X 2' DX 2' 6"H</b> workstation linear workstation top (made of laminated board with matching pvc edging fixed with M.S brackets. made of - meico berhad laminated board having complete components like drawer pedestal, cpu trolley, key board tray, and cable management. laminate should have abrasion bearing capacity, steam and chemical resistant activity, water resistant. laminate bending strength 10.50 for 25mm thick sheets.	20
11	<b>Item-8 <u>Office Revolving Chair (Cushioned)</u></b> <b>Size: 2'-0"Wx 1'-8" D x 3'-6"H</b> Upholstered with best quality foam & leatherite/fabric, revolving & reclining gas lifter with mechanism and pedestal + arm rest black & chromed	84
12	<b>Item-10_ <u>Executive Desk</u></b> <b>SIZE: W: 5' X D: 2' 6" X H: 2' 6"</b> <b><u>Executive Side Rack</u></b> <b>SIZE: W: 4' X D: 1' 4" X H: 2' 6"</b> Made of top & vanity in laminated board with matching PVC edging, having M.S powder coated base at both sides, , made of laminated board and metal, top made of - meico berhad laminated board. Laminate should have abrasion bearing capacity, steam and chemical resistant activity, water resistant. side rack (made of laminated board with matching PVC edging, having 1-drawer & 1-shutter + M.S powder coated base at both sides. made of - laminated board and metal, top made of - laminated board.	12
13	<b>Item- 11 <u>Executive Chair (High Back)</u></b> <b>Size 2' W X 2' H X 4' H</b> High Back chair made of high quality ply wood. Seat and back of the chair is	12

	fully upholstered with best quality foam and fabric in black and white stripes. Plastic arms in black color. The chair has the revolving reclining imported PU gas lift mechanism. The pedestal has 5 heavy duty wheels casters in black color. ARMS IN PP WS366 + CHAIR BASE WITH 1/2" DIA GAS LIFTS.	
14	<b>Item-12 <u>Executive Chair (medium back)</u>      Size 2' W X 2' H X 3' H</b> Structure made of nylon seat & plywood back upholstered with best quality foam & fabric + arms in pp + revolving reclining PU gas lift mechanism pedestal. made of - upholstered, upholstery - fabric, upholstery colour - black. 3 feet height required	24
15	<b>Item-13 <u>Conference Room Table</u>      Size: L: 13' 9" X W: 4' 6" X H: 2' 6"</b> Conference table for 15 persons, Overall structure made of solid mahogany wood & 0.6mm thick imported mahogany veneer. Top mahogany veneer pressed in traditional pattern. Overall assembled with dowels & imported K.D fitting. Wood has been proper seasoned with 8 to 10 percent moisture with termite treatment. Complete finished with high quality polish and lacquers for a longer lasting shine. Finish has the Jacobean stain with 40% gloss with 1 base and 1 top coat. Polish is from Hesse, GmbH which is scratch resistant has 2k, poly-Urethane finish.	2
16	<b>Item-14 <u>Conference Room Chairs</u>      Size 2' W X 2' H X 3' 9" H</b> Structure made of arms in solid wood & upholstered with best quality foam & leathrite + revolving reclining gas lift mechanism pedestal + polish finish. made of - upholstered, wood - acacia, polish - jacobean, upholstery - leatherite, upholstery colour - black	30
17	<b>Item-15 <u>Conference Chair Visitor</u>      Size: 2'-0"Wx 1'-8" D x 2'-11"H</b> Structure made of high quality solid wood. Seat and back of the chair made of commercial play is fully upholstered with best quality foam and leatherette in black color. Solid Wooden pattern able Arms & round wooden legs connect with MS 18 S.W.G square powder coated pipe base. The armrest & legs is UV polish in Jacobean stain (2k, poly urethane finish and has scratch resistant. Polish has 3 base coats and 2 top coats.	20
18	<b><u>CABINET</u>      SIZE: W: 3' 4" X D: 1' 4" X H" 6' 6"</b> Made of laminated board with matching PVC edging. Top made of - laminated board laminate bending strength 10.50 for 25mm thick sheets.	32
19	<b><u>COUNTER RECEPTION / RECEPTION DESK. SIZE: 6' 6" X 6' 6" X H: 3' 6"</u></b> Made of laminated board with matching PVC edging, inclusive of M.S sheet & glides powder coated, made of - laminated board, top made of - laminated board. laminate bending strength 10.50 for 25mm thick sheets.	1

1.3 Tender envelope shall clearly be marked as “Tender for the supply of Office Furniture at CPPA-G Head Office, Islamabad.”

1.4 Tender shall be submitted in a sealed envelope in person by **01-08-2016** at 11.00AM at the following address and will be opened on the presence of bidders on the same day at 11.30 AM.

Company Secretary, CPPA-G  
Room No. 602, Shaheed-e-Millat Secretariat  
Islamabad, Pakistan  
Telephone No. 92-51-9213619

- 1.5 Bidding Documents can be collected from the above mentioned address after payment of Rs. 1,000 fee (non refundable) in the shape of Pay Order / Demand Draft or CDR in the name of CPPA-G or maybe downloaded from CPPA-G Web site i.e. [www.cppa.gov.pk](http://www.cppa.gov.pk) If the tender document is downloaded from Web, Please include its cost i.e. Rs.1000/- (Non refundable) with tender separately in the form of Bank Draft or Pay Order or CDR only in the name of Central Power Purchasing Agency (Guarantee) Limited.
- 1.6 The bidders shall furnish as part of its Tender, Bid Security i.e. 2% of the quoted prices in the form of Bank Draft or Pay Order or CDR only in favor of Central Power Purchasing Agency (Guarantee) Limited.
- 1.7 CPPA-G reserves the right to accept or reject all bids and annul the bidding process as per PPRA Rule 33 (I).
- 1.8 The offer received incomplete or not in accordance with the conditions/specifications will not be entertained.
- 1.9 The purchaser reserves the right to increase or decrease the Furniture required by 15%.
- 1.10 Bid offered is likely to be ignored if: -
- i) The tender is unsigned (All pages should be signed).
  - ii) Offer is ambiguous or conditional.
  - iii) The offer is from a firm that is blacklisted by PPRA or defaulter in any previous order or contract with any Government / Semi Govt. Organization.
  - iv) The offer is unsolicited.
  - v) The bid is not accompanied by full amount of Bid Security
  - vi) Bid is not received by due date and time specified
  - vii) Cost of bidding documents is not remitted
  - viii) The bidder has not furnished the requisite documents as per clause 1.11
- 1.11 The Tenders prepared by the bidder should comprise of the following documents:
- i) Covering letter.
  - ii) Copy of NTN and GST Certificates.
  - iii) All Certificates, documents and information as per Clause-4 (v)
  - iv) Schedule of Deliveries and installation

## **2. TERMS AND CONDITIONS**

- 2.1 The quoted price must be firm, final, inclusive of all taxes, transportation charges etc, and in Pak Rupees otherwise it will not be entertained.
- 2.2 The purchaser is not bound to accept the lowest offer not fulfilling the requisite criteria.
- 2.3 Price will remain valid for at least 90 days from the date of opening of Tender. The Bid Security shall remain valid for 30 days beyond validity of bid (120 days after opening of bids). Tender and Bid Security valid for shorter period will be declared non-responsive.
- 2.4 The successful bidder shall be liable for liquidated damages @ 2% Per Month, if he fails to provide the Furniture within specified period.

## **3. SCHEDULE OF SUPPLY OF FURNITURE**

The delivery of Furniture and installation shall be required to be completed within 30 days from the date of issuance of purchase/work order otherwise the Tender will be declared non-responsive.

#### 4. **EVALUATION CRITERIA**

Bid will be evaluated on the basis of technical & financial criteria,

- (i) 70% weight age will be given to technical and 30% will be given to financial.
- (ii) Technical bid points will be calculated on following grounds:-

<b>Points</b>	<b>20</b>	<b>15</b>	<b>10</b>	<b>0</b>
Experience in Furniture Manufacturing & Equipment	15 Year & above	09 to 14 Years	04 to 08 Years	01 to 03 Years
<b>Points</b>	<b>20</b>	<b>15</b>	<b>10</b>	<b>0</b>
No. of Corporate Clients	100 & above	70 to 99	30 to 69	01 to 29
<b>Points</b>	<b>20</b>	<b>15</b>	<b>10</b>	<b>0</b>
Material Specification Test Reports	76% to 100% Furniture	<b>51% to 75%</b> Furniture	01% to 50% Furniture	Nil
<b>Points</b>	<b>10</b>	<b>7</b>	<b>4</b>	<b>0</b>
No. of Offices / Branches / Franchise in different Cities	10 & above	07 to 09	04 to 06	01 to 03

- (iii) Financial Bid will be given 30 points for cost of furniture inclusive of all Taxes and Charges.
- (iv) The relative ranking of the bidders shall be determined based on the combined technical and financial score.
- (v) Bidder as a part of his bid shall provide the following: -
  - a. Copy of registrations / incorporation certificate of the firm / company
  - b. Complete set of Printed Literature and Brochures of the Furniture
  - c. List showing the location of Head Office along with Branch Offices and Manufacturing Units.
  - d. List of Corporate Clients with their contact information
  - e. Pictures and details of Company / Firms Furniture Manufacturing Equipment
  - f. Material specifications test reports
  - g. One year Guarantee for all the furniture
  - h. A clear written commitment to the effect that if any component of Furniture supplied is damaged during transportation it shall be replaced with the same within 15 days

#### 5. **APPLICABLE LAW**

Any dispute arising between the parties will be resolved through mutual arbitration. If dispute is not resolved through arbitration then the matter will be taken to the Courts in Islamabad as per applicable Law of Pakistan.

#### 6. **TERMS OF PAYMENT**

Payment of the Office Furniture shall be made by CPPA-G within 15 days from its own resources on the production of following documents: -

- a) Delivery Challans duly signed by CPPA-G staff
- b) Invoice in triplicate having NTN.
- c) All tax Certificates where applicable.

**7. OTHERS**

All Bids must be delivered in Room No. 602, Shaheed-e-Millat Secretariat, Blue Area, Islamabad - Pakistan by 11:00 hours, Pakistan Standard Time, on **01 August, 2016**. The Bids will be opened at 11:30 hours on the same day at the same place in the presence of bidders' representatives who choose to attend.

CPPA-G reserves the right to reject all bids and to annul bidding process at any time prior to contract award as defined in Clause 33(1) of PPRA Rules 2004.

## INVITATION FOR BIDS

**Bid Reference No.: INT-01-2014**

1. Sealed Tenders are invited on Single Stage Two Envelope basis from the potential dealing firms for the supply of Office Furniture at CPPA-G, Head Office, Islamabad.
2. Bidding is open to all eligible bidders having potential & experience basis. Bidders are required to submit Bids for complete scope of work envisaged in the Bidding Documents and as per following quantities. The Purchaser will award the Contract to the Bidder whose Bid scores the highest marks in the Technical and Financial Bids collectively.

Sr. No	Item Description	Unit Price (PKR)	Quantity	Total Cost (PKR)

3. Interested Bidder may obtain further information, inspect and acquire the Bidding Documents from the office of the Purchaser at the address given below, during office hours. The Bidding Documents are also available on CPPA-G website ([www.cppa.gov.pk](http://www.cppa.gov.pk)). The interested bidders may also download the documents from the said website.
4. A complete set of Bidding Documents may be purchased by interested bidders directly on submission of a written application, on the Company's letter-head, to the Company Secretary, CPPA-G at the address given below and upon payment of a non-refundable fee of Pak Rupees One Thousands only (PKR 1000/-) during office hours from **16 July, 2016**.

Company Secretary CPPA-G  
6<sup>th</sup> Floor, Shaheed-e-Millat Secretariat, Blue Area, Islamabad, Pakistan  
Telephone No. 92-51-9213619

5. The method of payment for purchase of Bidding Documents will be in the form of pay order or bank draft in favour of Chief Executive Officer, CPPA-G, Islamabad.
6. All Bids must be accompanied by a Bid Security in an amount not less than 2 % of the total Bid Price in the format prescribed in the Bidding Documents.
7. All Bids must be delivered in Room No. 602, Shaheed-e-Millat Secretariat, Blue Area, Islamabad - Pakistan by 11:00 hours, Pakistan Standard Time, on **01 August, 2016**. The Bids will be opened at 11:30 hours on the same day in the presence of bidders' representatives who choose to attend, at Room No. 602, 6<sup>th</sup> Floor, Shaheed-e-Millat Secretariat, Blue Area, Islamabad, Pakistan.
8. The Purchaser reserves the right to reject all bids and to annul bidding process at any time prior to contract award as defined in Clause 33(1) of PPRA Rules 2004.

**COMPANY SECRETARY  
CPPA-G**