



NATIONAL ASSEMBLY SECRETARIAT
(Administration Branch)



TENDER DOCUMENT

for

“annual tender for the purchase
of various Items of furniture”
National Assembly Secretariat,
Islamabad.

A handwritten signature in black ink, appearing to be 'F. Khan'.

Section Officer (Admn)
National Assembly Secretariat,
Parliament House,
Islamabad,
Phone No.051-9103214

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NATIONAL ASSEMBLY SECRETARIAT

ANNUAL TENDER FOR PURCHASE OF VARIOUS ITEMS OF FURNITURE DURING 2024-2025

Sealed bids under single stage two envelope procedures are invited from local reputed firms having experience of 05 years for “**purchase of furniture items**” for the National Assembly Secretariat, Islamabad as and when required during the current financial year 2024-2025. The interested firms shall apply for the tender along with their profile, proof of financial stability along with the details of similar services executed in Rawalpindi/Islamabad during last five years. Conditional and incomplete tender shall not be accepted. Tender should reach by hand or through registered courier to Section Officer (Admn), National Assembly Secretariat, Parliament House, Islamabad, on or before 19th September, 2024, **at 11.00 a.m.** The tenders will be opened on the same day at 11.30 a.m. in the presence of Contractors/Bidders, who may like to be present on the occasion. No document will be issued on the date fixed for opening of the tenders.

MANDATORY REQUIREMENTS

- i. Full name of firm/contractor along-with postal address, Telephone, Fax, E-mail, details of administrative setup and local office in Islamabad/Rawalpindi.
- ii. Firm/contractor should be Rawalpindi/Islamabad based with minimum experience of five (5) years of provision of such services to government/autonomous/Private departments. (Attach Evidence)
- iii. Status of Firm/Contractor (ownership) with year of establishment, showing number of years in relevant field/business, supported by documentary evidence.
- iv. Bidder should have active tax payer from FBR.GST & NTN registration date must be before of tendering date. (Attach Evidence)
- v. Firm's Bank Account Statements for the period of one (01) year.
- vi. A Call deposit of amounting **Rs.100,000/-** (Rupees one hundred thousand) only (Refundable to the unsuccessful bidders on issuing of contract to successful bidder) in shape of pay order/Bank draft (Cheque will not be accepted) in favour of Section Officer (Admn), National Assembly Secretariat, Islamabad, should be attached with the technical proposal.
- vii. An undertaking on **Rs.100/-** Judicial (Original) Stamp paper bearing the firms/contractors is not blacklisted by any government department.
- viii. Interested firms will register themselves on the portal E-PADS of PPRA Website Tender must be submitted by e-procurement methods of PPRA as well as a hard copy (Sealed).



GENERAL TERMS & CONDITIONS

- i. Tender notice issued on Press / PPRA's /National Assembly Secretariat's Websites.
- ii. Bid should be addressed to the Section Officer (Admn), National Assembly Secretariat, Islamabad.
- iii. Bid shall be submitted in a single package containing two separate envelopes clearly marked as "FINANCIAL PROPOSAL" and "TECHNICAL PROPOSAL".
- iv. All supporting documents must be attached with Technical Proposal.
- v. Firms already satisfactorily working with Government Organizations will be preferred. Documents proof will be required for satisfactory performance/ execution of similar tasks in near past.
- vi. The scrutiny committee shall evaluate the technical proposal in a manner prescribed in advance (Attached as annexure "A") without reference to the price and reject any proposal which does not confirm to the specified requirements.
- vii. The bidder should quote rates clearly in the Financial Proposal. (**attached as annexure-"B"**) Cutting & over writing will not be accepted and tender will be rejected.
- viii. The rates quoted by contractor through bid are applicable upto 30th June, 2025 including all taxes extendable for further one year with mutual consent.
- ix. Bidder must score/achieve 12 as passing marks out of 15 marks in technical qualification to become eligible for participating in financial bid. The financial bids of technically disqualified bidders shall not be entertained as per PPRA Rules.
- x. All pages of Technical and Financial proposal will be duly signed and stamped by the bidder.
- xi. If any clause of bidding document/contract agreement/SoP is not accepted by bidder, then his bid will be rejected without any reason.
- xii. National Assembly Secretariat reserves the right to accept or reject any or all bids as per provisions of PPRA Rules.
- xiii. For any further clarification companies may contact the Section Officer (Admn), National Assembly Secretariat.



TECHNICAL BID FORM

1. Name of the company/Contractor _____
2. Date of Establishment _____
3. Owner/Proprietor/MD/CE Name _____
4. Experience _____
5. CNIC No. _____
6. Mailing Address _____

7. Contact No.(s) _____
8. Cell No.(s) _____
9. Email Address _____
10. NTN No. _____
11. GST No. _____
12. Bank Name & IBN Account No. _____
(for which statement is enclosed)
13. Clients in Rawalpindi/Islamabad (Attached additional client list if any as well as evidences of all contracts)

S.No.	Client Name & Address	Contract Number

Owner/Bidder

Sign/Stamp

NATIONAL ASSEMBLY SECRETARIAT

LIST OF VARIOUS ITEMS OF FURNITURE



S.#	NAME OF FURNITURE ITEMS	RATES (Including all taxes)	Picture for sampling
(1)	Officer Table Executive (6' x 3-1/2' size) three drawers with lock and footrest made of first class seasonal wood and vin board (Lasani) Laminated Sheets.	Rs.	
(2)	Officer Table Medium quality (5' x 3' size) three drawers with lock and footrest made of first class seasonal wood and vin board (Lasani) Laminated Sheets	Rs.	
(3)	Assistant Table Medium quality (4 x 2'-3" size) three drawers with lock made of first class seasonal wood and vin board (Lasani) Laminated Sheets	Rs.	
(4)	Officer Chair (Revolving) (Executive) with arms high back and seat cushioned with best quality fabric/leather and foam (Standard size)	Rs.	
(5)	Officer Chair (Revolving) (Canned) with arms high back and hydraulic base (Standard size)	Rs.	
(6)	Officer Chair (Revolving) (Leatherette Cushioned) with arms high back and hydraulic base (Standard size)	Rs.	
(7)	Assistant Chair (Revolving) (Leatherette Cushioned) with arms back and hydraulic base (Standard size)	Rs.	
(8)	Computer Table (3' x 2' size) one drawer with lock and provision of Key Board, CPU, Printer and made of first class seasonal wood and Vin Board.(Lasani/Laminated)	Rs.	
(9)	File Rack (3" x 1-3" size) with two shelves first class seasonal wood	Rs.	
(10)	File Rack (5" x 1-3" size) with five shelves first class seasonal wood	Rs.	
(11)	Computer Chair (Revolving) hydraulic base with seat and back cushioned.	Rs.	
(12)	Visitor Chair arms cushioned seats and back with leather or woollen cloth matching with lacquer polish, made of first class seasonal wood.	Rs.	
(13)	Steel Almirah (22 gauge with four/five shelves)	Rs.	
(14)	Steel File Cabinet (22 gauge with four separate drawers and separate locks)	Rs.	
(15)	Steel File Cabinet (22 gauge with three separate drawers and separate locks)	Rs.	
(16)	Centre Table (wooden) with two side tapai good quality.	Rs.	
(17)	Sofa Set (five seater) wooden and superior quality foam with superior quality cloths.	Rs.	
(18)	Table Glass (8 MM White & Black) with complete finishing	Rs. Per square foot	
(19)	Back Care (Molty foam)/Equivalent	Rs.	
(20)	Coat Hanger Stand	Rs.	