F.NO.6-5/2025-GEN/FPG
GOVERNMENT OF PAKISTAN
MINISTRY OF INTEROR & NARCOTICS CONTROL
Federal Criminal Prosecution Services
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TENDER NOTICE

Federal Criminal Prosecution Services (FCPS), Islamabad M/o Interior & Narcotics Control invites e-bids through PPRA's E-PADS portal as per PP Rules 2004, Rule 36(b), (Single stage two envelopes) from eligible bidders (Original manufactures/authorized distributors/suppliers) having proper shops/office/Wearhouse and landline telephone facility Islamabad/Rawalpindi and registered with Income Tax and Sales Tax department. The bidders should be registered supplier on the E-PADS in order to participate in the tender for the procurement of items as mentioned below. Interested bidder can register themselves electronically on E-PADS for **"Purchase of Furniture & Fixture for Federal Prosecutor General & District Public Prosecutor as well as Subordinate Offices, Islamabad".**

Bidding documents containing detail terms and conditions, method of procurement, procedure for submission of bids, bid security, bid validity, opening of bid, elevation of criteria, Clarification/rejection of bids, performance guarantee etc. can be downloaded from PPRA's websites free of cost. Tender is also available on PPRA's website www.ppra.org.pk.

Interested firms/vendors should be accompanied by bid security equal to 2% of the total contract value (as per clause-11) in the shape of demand draft or pay order from any scheduled bank in favor of **DDO Federal Criminal Prosecution Service (FCPS)**, Islamabad. The bids without bid security shall not entertained. Bids must be submitted electronically through E-Pads on/or before by **11th February, 2026** at **11:00 AM**. Late submission of bids will not be accepted. Bids will be opened on the same day i.e., **11th February, 2026** at **11:30 AM** in presence of representatives of the bidders who may choose to be present. Rates must be inclusive of all duties, taxes and other taxes duties (if any) as levied from time to time by the Government. In case the day of bid opening falls on a public/local holiday, next working day shall be considered as the deadline for the same.

The FCPS authority reserves the right to vary quantities, accept or reject any or all bids or proposals at any time in accordance with Rule 33 of Public Procurement Rule, 2004.

(Sajawal Mushtaq)
Incharge General Section
6th Floor Kohsar Block, Constitution Avenue, Islamabad
PH # 051-9204718

F.NO.6-5/2025-GEN/FPG

GOVERNMENT OF PAKISTAN

MINISTRY OF INTEROR & NARCOTICS CONTROL

Federal Criminal Prosecution Services

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TENDER DOCUMENT

For

“Purchase of Furniture & Fixture”

Contents

GUIDELINES 4
SECTION 1: 5
INSTRUCTIONS TO THE BIDDERS (ITB) 6
BID DATA SHEET 7
TERMS & CONDITIONS 8
SECTION II 15
Bidding Process & 16
List of Mandatory Documents for Eligibility. 17
Evaluation Criteria 18
Evaluation Procedure & Criteria 18
SECTION III 20
TECHNICAL SPECIFICATIONS 21
Compliance Sheet: 24
SECTION-IV 26
STANDARD FORMS 26
TECH FORM 1 27
TECH FORM 2 28
TECH FORM 3 29
TECH FORM 4 30
TECH FORM 5 31
TECH FORM 6 32
FIN FORM 1 33
FIN FORM 2 34



GUIDELINES

For Procurement of Office Furniture & Fixture for **Federal Criminal Prosecution Service, M/o Interior & Narcotics Control.**

Federal Criminal Prosecution Service (FCPS), Office Islamabad M/o Interior & Narcotics Control invites e-bids from reputed manufactures/authorized distributors/suppliers of Furniture & Fixture for supply of furniture for its Islamabad Offices.

1. Bidding shall be conducted through **Single Stage–Two Envelopes** as per PPRA Rules. The Envelopes should be clearly marked as **Technical & Financial Proposals** in bold & legible letters on respective envelopes. The bidders are bound to provide their complete information along with postal address, as well as valid email address and phone number(s) on each of the envelopes.
2. Bidding documents, detailed specifications /description and number of items, may be collected from the address mentioned in the Tender appeared in the press.
3. The bids shall reach at the address on the time & date mentioned in the Tender, which shall be opened on the day mentioned in the Tender by the Procurement Committee in the presence of Representatives of the bidders. Venue for the purpose is Office of the **Federal Criminal Prosecution Service**, M/o Interior and Narcotics Control, 6th Floor, Kohsar Block, Constitution Avenue, Pak-Secretariat, Islamabad. Bid submitted after due date & time shall not be entertained.
4. The bid must be valid upto 30.06.2026 from the last date of submission of bids.
5. The Purchaser reserves the right to reject any or all the bids as per provisions contained in PPRA Rules.
6. manufactures/authorized-distributors/suppliers having proper office/Wearhouse/workshop and landline telephone facility Islamabad/Rawalpindi for correspondences and visit by Procurement Committee to Workshop/Wearhouse/Shop for inspection of Furniture for check the quality. After finalizing the quality by Procurement Committee final evaluation will be uploaded.



(Sajawal Mushtaq)
Incharge General Section
6th Floor Kohsar Block, Constitution Avenue, Islamabad
PH # 051-9204718

SECTION 1:

INSTRUCTIONS TO THE BIDDERS (ITB)



SECTION I: INSTRUCTION TO BIDDERS INCLUDING DATA SHEET

BID DATA SHEET

ITB Ref	Description	Detail
ITB Clause 2.1	Bid Reference Number	No.
ITB Clause 2.2	Name of Goods	Office Furniture & Workstations
ITB Clause 2.3	Commencement date of provision of Bidding Document	As per Tender
ITB Clause 2.7	Last date and time for submission of bids	As per advertisement
ITB Clause 2.8	Bid Submission Address	**Purchase Committee,** **Federal Criminal Prosecution Service,** **M/o Interior & Narcotics Control,** **6th Floor, Kohsar Block, Pak-Secretariat,** **Islamabad**
	Place of Delivery of furniture and installation of Workstations	Federal Criminal Prosecution Service Office and Subordinate offices, Located in Islamabad
ITB Clause 3	Bidding Process	Single Stage Two Envelopes (Technical + Financial).
ITB Clause 6	Performance Guarantee / Performance Security	The Performance Security shall be 10% of the total contract price quoted at the time of Letter of Acceptance (LOA) and it shall be submitted to the **DDO** mentioned above as per clause 39 of PPRA rules.
ITB Clause 15	Language of bid	English
ITB Clause 17	Clarification(s) on Bidding Documents	**Purchase Committee,** **Federal Criminal Prosecution Service,** **M/o Interior & Narcotics Control,** **6th Floor, Kohsar Block, Pak-Secretariat,** **Islamabad**

ITB Clause 18.1	Currency of Bid	**PKR –** Pakistan Rupees
ITB Clause 18.2	Bid Price	Bid Price shall be inclusive of all duties, taxes & levies.
ITB Clause 19	Bid validity period	30.06.2026
ITB Clause 20.1	Specific Description of Goods in the Bidding Documents	Any item that does not fulfill the desired specifications and mandatory requirements, the bid shall be rejected straightaway.
ITB Clause 20.5	Hard and Soft copy	Bidders must submit hard copies of the specifications.
ITB Clause 24	Name of the Bid Form (Primary documents)	**TECH FORM 1:** Technical Proposal Cover Letter **TECH FORM 2:** BID COVER SHEET **TECH FORM 3:** Affidavit **TECHFORM4:** Eligibility of the Bidders & Goods **TECH FORM 5 :** Manufacturer / Distributor's Authorization **TECH FORM 6:** Summary of Similar Contracts **FINFORM 1:** Financial Proposal Cover Letter **FINFORM2:** Price Schedule
ITB Clause 25	Amount of Bid Security / Earnest Money	The Bidder shall furnish, as part of its bid, a Bid Security/Earnest Money equivalent to **02%** of the total bid price for all items in the name of **DDO Federal Criminal Prosecution Service**.
ITB Clause 26	Date, time and venue of opening of technical bids	**As per Tender** **Federal Criminal Prosecution Service,** **M/o Interior & Narcotics Control,** **6th Floor, Kohsar Block, Pak-Secretariat,** **Islamabad**
ITB Clause 28	Higher specification	Bidders can propose equivalent or Higher specs and more than one options against any item

TERMS & CONDITIONS

INSTRUCTIONS TO THE BIDDER -TERMS & CONDITIONS

Following are the Terms & Conditions for Bidding and subsequent Contract. The provisions mentioned herein will become part of the Contract. Whenever there is a conflict, the Special Provisions shall prevail over General Provisions of the Contract.

3. **DEFINITIONS**

In this document, unless there is anything repugnant in the subject or context:

a) "Authorized Representative" means any representative appointed, from time to time, by the Client, the Purchaser or the Contractor.

b) “Availability and Reliability” means the probability that a component shall be operationally ready to perform its function when called upon at any point in time.

c) “Authority” means Federal Prosecution Service, M/o Interior & Narcotics Control, Islamabad.

d) “Bidder” means the Firm/Company/Supplier/Distributers fulfilling the eligibility criteria and participating in the bidding for provision of Office Furniture & Workstation installation related equipment as per provision of bid document/ contract.

e) "Contractor" means the person/firm/company whose Tender has been accepted and awarded letter of intent followed by the Contract by the Purchaser.

f) "Purchaser" means “Federal Criminal Prosecution Service, M/o Interior & Narcotics Control, Islamabad for the purposes of the Contract.

g) "Contract" means the agreement entered into between the Purchaser and the Contractor, as recorded in the Contract Form signed by the parties, including all Schedules and Attachments thereto and all documents incorporated by reference therein.

h) "Defects Liability Period" means the warranty period following the taking over, during which the Contractor is responsible for making good, defects and damages in Goods and Services provided, under the Contract.

i) "Force Majeure" means an event beyond the control of the Contractor and not involving the Contractor's fault or negligence and not foreseeable. Such

events may include, but are not restricted to, wars, revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

j) "Goods" means the furniture and workstations which the Contractor is required to supply to the Purchaser under the Contract.

k) "Services" means supply, installation, commissioning, testing, after sale service, etc. of Goods and other such obligations which the Contractor is required to provide to the Purchaser under the Contract.

l) "Delivery Acceptance Certificate" means the certificate to be issued by the Client to the Contractor, in accordance with the Contract.

m) "Works" means work to be done by the Contractor under the Contract.

n) "Inventory List" means a list of equipment/ supplies bearing details of make/ model/quantity/unit price/ warranty/location of supply/ installation/ manufacturer/authorized workshop, duly signed by the Contractor and verified by the Client.

4. **Basic Information**

4.1 Bid reference number: _____

4.2 The Goods are: **Office Furniture & Fixture**

4.3 Commencement date of provision of Bidding Document A**s per Tender**

4.4 Submission of clarifications in writing by bidders is **As per Tender**

4.5 Pre-Bid Meeting will be held on **As per Tender**

4.6 Last date for bid submission will be **As per Tender**

4.7 Bid Submission Address is as following:
Procurement Committee,
Federal Criminal Prosecution Service,
M/o Interior & Narcotics Control,
6th Floor, Kohsar Block, Pak-Secretariat,
Islamabad

5. BIDDING PROCESS & EVALUATION CRITERIA

The details of bidding process &evaluation criteria is provided in **Section II** of this document.

6. STANDARDS

The quoted product, at the time of technical evaluation and on delivery, shall conform to the standards as prescribed in specifications and in the Technical Evaluation Criteria. The said conformance shall lead to subsequent issuance of the Acceptance Certificate to the Supplier by the Purchaser.

7. PERFORMANCE SECURITY

The amount of performance security, as a percentage of the Contract Price, shall be: Ten (10) percent of the Contract Price in the shape of Bank Guarantee.

[The following provision shall be used in the case of Goods having warranty obligations.]

Performance Security/guarantee (10%) shall be returned after successful completion of the contract in accordance with Warranty& support.

A copy of the Bank Statement of bidder/firm/s for the last 2 years will be submitted along with the bid document.

8. INSPECTIONS AND TESTS

Inspection of the Office Furniture & Fixture installation and final acceptance is as follows: Procurement Committee visit to Workshop/Wearhouse/Shop for inspection of Furniture for check the quality after Inspection repot final evaluation will be uploaded. Equipment Delivery & Inspection Report by Inspection Committee and followed by issuance of Delivery Acceptance Certificate (DAC) by Inspection Committee on behalf of Procurement Committee to process payment of items.

9. DELIVERY AND DOCUMENTS

All items are required to be delivered within **2 weeks** after the issuance of purchase order/signed Contract. Delivery of all intended items shall be at Office of the **Federal Criminal Prosecution & District Prosecution Department as well as Subordinate Offices, Islamabad**

2. **Payment**

The method and conditions of payment to be made to the Supplier under the Contract shall be as follows:

Payment for Goods supplied:

a) Payment shall be made in **Pak. Rupees** through **crossed cheque / mpg** in the following manner:

50 percent of the Contract Price of the Goods shall be paid to supplier after the delivery of Furniture & Fixture and 50% after the acceptance by inspection by the Committee of intended goods at destination upon the submission of documents specified as follows;

i. The Supplier in accordance with the terms and manner specified in the Schedule of Requirements shall make delivery of the goods.
ii. The goods supplied under the Contract shall be Delivered Duty Paid (DDP) under which risk is transferred to the buyer after the Goods have been delivered and accepted.

11. LIQUIDATED DAMAGES

In case of late delivery or violation of contract follows liquidation, damages shall apply as following**.**

i. Applicable rate: 1.0% per day of the total Contract price
ii. Maximum deduction: ≤ 10% of the total contract amount.

12. DISPUTES RESOLUTION

In the case of a dispute between the Purchaser and the Supplier, a dispute resolution committee shall be constituted by the Federal Criminal Prosecution Department M/o I&NC for the resolution of dispute in case of non-resolution, the dispute shall be referred for adjudication or arbitration in accordance with Arbitration Laws of Pakistan and heard at Islamabad.

13. GOVERNING LANGUAGE

The Governing Language shall be: English

14. APPLICABLE LAW

The Contract shall be interpreted in accordance with the laws of Islamic Republic of Pakistan.

15. NOTICES & CLARIFICATIONS

Purchaser's address for notice and clarification purposes:

(Sajawal Mushtaq)
Incharge General Section
PH # 051-9204718
6th Floor Kohsar Block, Constitution Avenue, Islamabad

i. Supplier should provide focal person's contact details, i.e., name, address, telephone, email.

16. BID VALIDITY

i. The Bidder shall provide a validity period upto 30.06.2026 from the last date for submission of the Bids.

ii. The Purchaser, at any time before final contract signing, may solicit the Bidder's consent to an extension of the validity period of the Bid. The request and the response thereto shall be made in writing. If the Bidder agrees to extension of validity period of the Bid, the validity period of the Bid security shall also be proportionately extended. The Bidder may refuse extension of validity period of the Bid, without forfeiting the Bid security.

17. REJECTION OF BIDS

i. Bids will be submitted for each and every item mentioned in Section III: Schedule of Requirements of the Bidding Document. Bids with selective items will not be entertained. Any item that does not fulfill the described specifications and mandatory requirements, the bid shall be rejected straightaway.

ii. The Procuring Agency may reject any or all bids at any time prior to the acceptance of a bid. The Procuring Agency shall upon request communicate to any Bidder who submitted a bid, the grounds for its rejection of any or all bids but is not required to justify those grounds.

iii. Notice of the rejection of any or all bids shall be given to the concerned Bidders that submitted bids.

18. JOINT VENTURE

Joint Venture is not allowed.
Government Supplier/organization/experience will be given priority.



19. RIGHT TO ALTER QUANTITIES AND QUALITY REQUIREMENTS

i. At any time prior to the deadline of submission of Bids, Purchaser may for any reason, whether at its own initiative or in response to a clarification requested by bidders, modify the Bid Document by amendment, which will be communicated through email to the bidders who have already been issued Bid Document.

ii. All such amendments shall become part of the Bid Document.

iii. Purchaser reserves the rights to alter quantities (Increase or Decrease), revise/modify all or any of the specifications, delete some items specified in this offer, when finalizing its requirements.

iv. No Commitment to Accept Lowest or Any Bid: Purchaser shall be under no obligation to accept the lowest or any other offer received in response to this bid notice and shall be entitled to reject any or all bids without assigning any reason whatsoever.

20. Best Quality material will be used as specifications and proper Workshop facility is important. The purchaser has the right to return back the supplies subject to noncompliance of quality standards. Warranty Guarantee

The furniture may be under workmanship and quality guarantee for 01 year.

21. RE-BIDDING

i. If the procurement entity has rejected all bids under PPRA Rule, it may call for re- bidding.

ii. The Procuring Agency before invitation for re-bidding shall assess the reasons for rejection and may revise specifications, evaluation criteria or any other condition for Bidders, as it may deem necessary.

22. Bid Forms, Documents & Attachments

i. The Technical Proposal shall comprise the following forms and documents, without quoting the price:

a) Technical Proposal Covering Letter (Tech Form 1)
b) Bid Cover Sheet (Tech Form 2)
c) Affidavit (All terms & conditions and qualifications listed anywhere in the tender document have been satisfactorily vetted and agreed) (Tech Form 3)

d) Evidence of eligibility of the Bidder and the Goods (Tech Form 4)
e) Summary of Similar Contracts (Completed & Ongoing) (Tech Form 6)
f) Compliance Sheet - Evidence of conformity of the Goods / the Services to the Bid Document
g) Technical Brochures / Literature
h) Details of Warranty and After-Sale Service
i) Project Timeline for Delivery, Installation & related Services
j) The statement must be signed by the authorized representative of the Bidder
k) Valid Registration Certificate for Income Tax, Sales Tax.
l) Bank Statement of at least last two years.
m) Evidence of Income & Sales tax paid during last two years.
n) Annual Turnover is required for performance of financial soundness.
o) Bid Security equal as per Tender

ii. The Financial Proposal shall comprise the following forms and instruments:
a) Financial Proposal Covering Letter (Fin Form 1)
b) Price Schedule (Fin Form 2)

23. Bid Security/ Earnest Money

The Bidder shall furnish, as part of its bid, a Bid Security/Earnest Money as per total bid price for all items in the name of DDO, Federal Criminal Prosecution Service, Islamabad. The bid security should be valid for a period of 150 days.

24. Date, time and venue of opening of Bids

i. Date, time and venue of opening of Financial Proposals will be communicated by the Purchaser only to the technically qualified & compliant bidders at an appropriate time.

25. Bidders delivering refurbished or used items shall be disqualified & penalized, their earnest money shall be forfeited.

26. Bidders can propose equivalent or Higher specs and more than one options against any item



SECTION II

Bidding Process & Evaluation Criteria



Section II: Bidding Process, Evaluation Procedure& Criteria of Bids

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Bidding Process

Single stage two envelops bidding process will be adopted where bids will be selected under Quality and Cost Based Selection (QCBS) System and procedures described in this Bid Document, in accordance with the PPRA Rules.

The bidding process will involve the steps along with timelines as mentioned in Bid Data Sheet.

1. To enable bidder to prepare the proposal, a list of attached document formats have been provided in Section IV- Standard Forms.
2. Any request for clarification should be initiated in writing and should be addressed as indicated in notices clause.
3. At any time before the submission of proposals, the Purchaser may, for any reason, whether at its own initiative or in response to a clarification requested by any bidder, modify the Documents by amendment. The clarification on bids or any amendments of the bid will be intimated to all Bidders listed with the Purchaser for this Bid in writing. The Purchaser may at its discretion extend the deadline for the submission of proposals.

Bidding Procedure for Evaluation of Bids

The bid submitted by the Bidder will be evaluated as per the following procedure:

1. First level of evaluation will be based on mandatory criteria. Only those firms who fulfill mandatory criteria will qualify for next round of evaluation.
2. Second level of evaluation will be on the basis of the Technical Bid, which will include compliance to technical specifications of each item and other factors mentioned in this bid document.
3. Bids that pass technical evaluation will be opened for financial evaluation.



List of Mandatory Documents for Eligibility.

S #.	Documents.	Validity
1	Certificate of Company/Firm Registration/Incorporation under the laws of Pakistan with minimum 2 years of Relevant Experience	Valid certificate from concerned regulator/ authority required.
2	Registration of NTN with Federal Board of Revenue (FBR) and having Active Tax Payer status.	
3	Registration of General Sales Tax (GST) with Federal Board of Revenue (FBR)and having Active Tax Payer status.	
4	The bidder should have fully operational office/ Head office in Islamabad/Rawalpindi	
5	Affidavit that firm is not Blacklisted and involved in any active litigation in Pakistan.	
7	Proof of similar completed projects for the last five years.	Completion Certificates
8	Compliance/ Data sheet shall be provided. Unless the submission of the same, bid shall be considered rejected straight away.	Compliance Sheet & Data Sheets
9	Bank Statement of the company for the last two years	Bank Statement



Evaluation Procedure& Criteria

Technical (i) **Procedure for opening of Bids**

a) Single stage – two envelope, procedure would be adopted for opening of bids. The procedure and terms are as follows:
b) The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the Financial Proposal and the Technical Proposal;
c) The envelopes shall be marked as "FINANCIAL PROPOSAL" and "TECHNICAL PROPOSAL" in bold and legible letters to avoid confusion;
d) Initially, only the envelope marked "TECHNICAL PROPOSAL" shall be opened;
e) The Technical Proposals shall be evaluated for compliance to technical requirement of this document, without reference to the price and reject any proposal which does not conform to the specified requirements as listed in said Sections.
f) The envelope marked as "FINANCIAL PROPOSAL" shall be opened in front of Procurement Committee members and the representatives of qualified bidders who may like to attend the meeting after the technical evaluation who have scored at least 70% marks;
g) The Financial Proposal of bids found technically nonresponsive or unqualified shall be returned un-opened to the respective bidders;
h) The opened financial proposals will be evaluated and amount totals will be checked/ verified for correctness. The lowest priced bid compliant in all respects will be considered for the award of procurement order.

(ii) **Technical evaluation**

There would be a two-stage evaluation; preliminary mandatory evaluation of technical bids will be done as per information tabulated above in the "list of mandatory documents". Detailed technical evaluation of those firms would be performed which would qualify the above tabulated mandatory evaluation criteria. Based on the detailed evaluation, a further short listing will be done. These shortlisted firms may be asked to give presentation/ demo of their furniture/solution as requested by the Purchaser. The technical evaluation would be performed by the Technical Evaluation Committee. Rating for technical evaluation will be as per following criteria:

Sr.#	Criteria	Marks
1	**Relevant Experience**	**60**
(i)	Relevant experience in providing of '**Office Furniture (Executive Chairs Standard, Visitors Chairs Leather rite, Executive Chairs etc.)** of similar nature & size for clients in Private/ Corporate Sector organizations Each Project➔ 05 Marks (Maximum limit **40 Marks**)	

(ii)	Relevant experience of working with Government Each Project➔ 05 Marks (Up to maximum limit of **20 Marks**)	
2	**Project Implementation/ Management Plan**	**40**
(i)	Project Timeline for delivery and installation, Within 3 Weeks➔ 20 marks, Within 5 Weeks ➔ 10 marks, Beyond 5 Weeks ➔ 0 marks	
(ii)	Overall Proposal Presentation in terms of: Conciseness Clarity, Completeness Demo/ Presentation of equipment/ solution as requested by the Purchaser. (**Max 5 Marks**) Higher Specification of Items Maximum limit of **15 Marks**)	

(iii) Financial Evaluation

Financial bids of only those bidders who Score at least 70% on the technical evaluation would be opened before the representatives who wish to attend the financial proposal opening. The lowest financial bid of the technically compliant bid will be selected for award of the purchase/supply order, after fulfilling contractual obligations.

Final Evaluation

The decision of the Procurement Committee will be binding on all concerned and will in no case be challengeable at any forum.



SECTION III

TECHNICAL SPECIFICATION



Summary List of Items for Procurement
SPECIFICATIONS OF FURNITURE & WORKSTATIONS

Any brand names / model mentioned in the technical specifications of goods / services being solicited through this bidding document, are for reference only and the bidders may quote the any brand / model with equivalent specifications.

FURNITURE				
Sr. No.	**ITEM NAME**	**Description (Specifications)**	**Pictures**	
1	**Executive Table**	Size: 84 W | 36 D | 30 H (Inches) Top with leather green padding, embossed with contrasting inlay details, Wenge wood inlay on the sides adds a timeless appeal and complements Three accessory drawers, a standard drawer, and a spacious shutter deliver ample storage space. Drawers with soft-closing channels and velvet linings ensures smooth. Antique brass-finished handles and knobs infuse the desk with classic charm and a touch of elegance. Top also have 5mm glass on it. And also side table with it on same standard.		02
2	**Executive Revolving Chair**	Size: 24 W | 20 D | 44 H (Inches) 360° rotation with a sturdy five-star nylon base and swivel mechanism. Castor wheels for smooth movement, providing easy mobility in the office. Height adjustable with a gas lift mechanism for customizable seating. Elegant wood finish with Jacobean polish for a sophisticated look. Comfortable leatherette padded seat and backrest for extended use.		02
3	**Executive Sofa Set (Seven-Seater)**	3+2+2, 1st class foam and pure leathered poshish front back with codling on back standard size		02
4	**Sofa Set (Five-Seater)**	3+1+1, 1st class foam and poshish front back with codling on back standard size (leather/cloth/or other)		06

5	**Officer Table**	**Table: W = 5'-6" x D=3'-0" x H=2'-6"** made of ¾ vin board high density not less than 700 and 0.45mm thickness of veneer sliced from prime quality wood molding and edging of the table to be acquired from prime quality seasoned black Sheesham wood. Table shall be finished in high quality. **Drawer:** Moveable 03 lock drawer pedestal (W = 14" x D= 20" x H=24" (6",6",12") – **Side Rack: Size: W = 3'-0" x D=1'-6" x H = 2'-6"** Structure is made of 16 mm black Sheesham wood and top thickness 32mm with Sheesham wood edging. One open section having width of 15inches (with 1 shelve for box file 15" high) and one lockable panel with shelve. Top also have 5mm glass on it		25
6	**Officer Chairs**	High back Chair Comfortable and adjustable inner outer shell head-rest, high quality P.U foam for seat and back, Backrest with special Polypropylene back frame, knee tilt mechanism, Comfortable 2-Dimensional adjustable armrest, Durable 5 caster steel base with urethane castors. Class 3 standard hydraulic.		25
7	**Executive Visitor Chair**	Upholstery: leatherette Padded Seat & back (Green) Base: Sheesham Wood		12
8	**Visitor Chair**	Rectangular MS Channel 18 Gauge in powder Coated finish. /Stainless steel Seat & Back upholstered in Leatherette or Fabric of approved color with Foam.		30
9	**Steel Almirah**	**Size: H=6'-6" X W=3'-0" X D=1'-3"**Double level Box File Cabinet having 4 shelf with one vertical divider and 5 sections of equal sizes: Structure Two lockable panels with best quality hinges, handles and locks. Heavy Gauge Sheet		15
10	**Wooden Almirah (Open Front)**	Size: W: 3'-6" x D: 1'-6" x H: 6'-0" Almirah with melamine and laminated sheet resonating with the office furniture.		02
11	**Steel Cabinet**	46 (W), 62 (D), 138 (H) cm, 4 Drawer Vertical Filling Cabinet with safety Vault, Anti-Tilt lock Mechanism, Heavy Gauge Sheet		15

12	**Central Table**	Width: 3ft, Depth: 2 ft, Height: 1 ½ ft Table 2: Having size 1 ½ x 1 ½ Frame made of seasoned Sheesham/Ash Veneer having solid wood lipping and Duly polished in Sheesham/Ash Wood Color		10 Set
13	**Computer Table with Chairs**	**Computer Table:** Size: W=3'-0" x D=2'-6" x H=2'-6" Worktop made of 32mm thick melamine laminated board with PVC edging. With Keyboard Tray and One Fixed CPU Section. One lockable fixed Drawer (W=14"x D= 16" x H= 6") attached to the worktop. Premium 1.2x1.2x1.5 gauge slides in drawers. Rest of the structure made of 16mm thick imported melamine laminated board with PVC edging. PVC edge banding with Hot melt adhesive having melting point PVC edge banding having melting point melting point of 150 to 180 Degrees Celsius. **HIGH BACK CHAIR**: Comfortable and adjustable inner outer shell head-rest, high quality P.U foam for seat and back, Backrest with special Polypropylene back frame, overall made of MESH. Durable 5 caster steel base with	 	**25**
14	**Sigle Sofa Set**	leather single-seater Office Sofa Set with high quality		**30**
15	**Wooden Cabinet**	Wooden File Cabinet with shelves. high-quality wood and features a distressed finish for a unique rustic look. With high quality		**15**
16	**Coat Hanger**	Height 50 inches Width 21 inches wooden hanger to hang a coat with high quality		**10**
17	**Table Set**	Wood Table Set of 4 Set of 4 Table, Portable, Excellent Quality Polish Note: All parts are solid wood (no board or sheet is used in the product) Large Table Size: Height 22" Width 22" Depth 12" 2nd Table 21*18*12 3rd Table 19*15*10 4th Table 18*14*9		**15**

Compliance Sheet:

Office Furniture & Work Stations

Compliance to the above specification is mandatory. Compliance sheet must be provided by the bidder as per above list.



Annex. A

Supply Schedule:

A) For supply of Goods:

Mode of Penalty	100% Quantity as per Purchase Order	Total delivery period
Without penalty	02 Weeks (Maximum)	02 Weeks (Maximum)
With penalty @ 0.1% up to a maximum of **10%** of the total Contract price applicable after 02 weeks.		

Note: The total delivery period includes delivery, Installation, commissioning. However, payment to the supplier will be subject to satisfactory report by the Inspection Committee and complete installation and commissioning.

b). Liquidated Damages /Penalty

i) Wherein the Supplier entirely fails to complete deliveries as per purchase order and within the stipulated time frame specified in the Schedule of Requirements, the Contract to the extent of non-delivered portion of supplies shall stand cancelled.

ii) After the cancellation of the Contract no supplies shall be accepted and the amountofPerformanceGuarantee/Securitytotheextentofnon–deliveredportion of supplies shall be forfeited.

iii) If the Supplier fails to supply the whole consignment and not able to deliver to the destination, the entire amount of Performance Guarantee/Security shall be forfeited to the Purchaser account and the firm shall be blacklisted minimum for two years for future participation.

iv) The exact time frame for making supplies with and without penalty shall be indicated in subsequent purchase orders.

v) In case of late delivery of goods beyond the periods specified in the Schedule of Requirements and subsequent purchase order, a penalty @ 1.0% per day subject to maximum of 05% of the cost of late delivered supply item and damages shall be imposed upon the Supplier.

vi) No Extension in the delivery period (if any) will be considered by the Purchaser on case-to-case basis and strictly in accordance with PPRA Rules.

c) Incidental Services

d) Defect Liability Certificate

The supplier will provide DLC (on Judicial Paper) for replacement or repair of any item found faulty/below specs till 3 months of installation on site.



SECTION-IV
STANDARD FORMS

TECH FORM 1:	Technical Proposal Cover Letter
TECH FORM 2:	Bid Cover Sheet
TECH FORM 3:	Affidavit
TECHFORM 4:	Eligibility of the Bidders &Goods
TECH FORM 5:	Manufacturer/Distributor's Authorization
TECH FORM 6:	Summary of Similar Contracts/ Projects
FIN FORM1:	Financial Proposal Cover Letter
FIN FORM2:	Price Schedule



TECH FORM 1

Technical Proposal Submission Form

[Location, Date]

To

Purchase Committee (_____)

Federal Criminal Prosecution Service,
Ministry of Interior & Narcotics Control (M/o I&NC), Islamabad

Dear Sir,

We, the undersigned, offer to provide the *(Office furniture & fixture)* in accordance with your Bid Document dated _ (*insert date*) _ and our Proposal. We are hereby submitting our Proposal, which includes the Technical Proposal and the Financial Proposal sealed in two separate envelopes.

We undertake, if our Proposal is accepted, to provide supply of items related to the assignment.

We also confirm that the Government of Pakistan / Provincial Governments have not declared us ineligible on charges of engaging in corrupt, fraudulent, collusive or coercive practices. We furthermore, pledge not to indulge in such practices in competing for or in executing the Contract, and we are aware of the relevant provisions of the Bid Document.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature

(In full and initials)
Name and Designation of Signatory
Name of Firm
Address



TECH FORM 2
BID COVER SHEET

Bid Ref.No.---------- Date----------

Name of the Supplier/Firm Contractor: ---------- ---------

Address: ----------

E-mail: _____
Phone:_____

Bid Security attached YES NO

Bid for:

S. No.	*Name of the Item*

: All Items mentioned in the Schedule of Requirements.

Signed: Dated:

Official Stamp



TECH FORM 3

AFFIDAVIT

I/We, the undersigned solemnly state that:

1) We have read the contents of the Bidding Document and have fully understood it.
2) The Bid being submitted by the undersigned complies with the requirements enunciated in the bidding documents.
3) The Goods that we propose to supply under this contract are eligible goods within the meaning of all clause of the ITB.
4) The undersigned are also eligible Bidders within the meaning of the ITB of the Bidding Documents.
5) The undersigned are solvent and competent to undertake the subject contract under the Laws of Pakistan.
6) The undersigned have not paid nor have agreed to pay, any Commissions or Gratuities to any official or agent related to this bid or award or contract.
7) The undersigned are not blacklisted or facing debarment from any Government, or its organization or project.
8) The undersigned has no dispute anywhere in the province regarding supplies.

We affirm that the contents of this affidavit are correct to the best of our knowledge and belief.

Signed

Note: **The affidavit must be on judicial stamp paper by the Executive of the Firm.**



TECH FORM 4

Name of the Firm Bid Reference No:

Date of opening of Bid.

Documentary Evidence: Eligibility of the Bidders and Goods

Required Documentation	Checklist *(To be initialed by the Bidder against each document)*	Relevant Page Numbering the Bid *(To be filled by the Bidder)*	Supporting Documents *(To be filled by the Bidder with name of the documents that are submitted to meet the requirement)*
Column:1	**Column:2**	**Column:3**	**Column:4**
NTN Certificate			
GST Certificate			
Affidavit (Non-Black Listed)			
2 Years Bank Statement			



TECH FORM 5

MANUFACTURER / DISTRIBUTOR'S/RESELLER AUTHORISATION[1]

To: ***[Name &Address of the Procuring Agency]***

WHEREAS *[name of the Manufacturer]* who are established, reputable & successful in bidding process *[name and/or description of the goods]* having factories at *[address of factory]* do hereby authorize *[name and address of Supplier/ Agent]* to submit a bid, and subsequently negotiate and sign the Contract with you against the Invitation for Bids (IFB) No. *[Reference of the Invitation to Bid] for* the goods manufactured by us.

We hereby extend our full guarantee and warranty as per Clause 11 of the Instructions To the Bidders (ITB) Terms & Conditions for the goods offered for supply by the above firm against this Invitation for Bids.

Signature:_____

Designation:----------

Official Stamp:----------

1This letter of authority should be on the letterhead of the Manufacturer and should be signed by a person competent and having the power of attorney to bind the Manufacturer. It should be included by the Bidder in its bid.

TECH FORM 6

Format for Summary of Similar Contracts (Completed & Ongoing)

Name of Firm: _____

S #	Name of Contract	Location/Province/Country	Client with Address	Contract Cost (Rs. In Million)	Contract Duration		Completed as	Additional Information (if any)	Remarks
					Start Date	Completion Date	Single Firm or JV		
1	2	3	4	5	6	7	8	9	10



FIN FORM 1

Financial Proposal Submission Form (Part of Financial Bid Envelope)

[Location, Date]

To

Purchase Committee (_____)

Federal Criminal Prosecution Service,
Ministry of Interior & Narcotics Control (M/o I&NC), Islamabad

Dear Sir,

We, the undersigned, offer to provide the *(Office Furniture & Fixture)* in accordance with your Bid Document dated _(*insert date*)_ and our Technical Proposal. Our attached Financial Proposal is for the sum of _(*insert amount in words and figures*)_. This amount is inclusive of all taxes and charges.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the bid/ proposal.

We also declare that the Government of Pakistan or Provincial Governments have not declared us ineligible on charges of engaging in corrupt, fraudulent, collusive, or coercive practices. We furthermore, pledge not to indulge in such practices in competing for or in executing the Contract, and are aware of the relevant provisions of the Bid Document.

We understand you are not bound to accept any Proposal you receive.

Signed
In the capacity of:
Duly authorized to sign the proposal on behalf of the Applicant. Date:

Authorized Signature
(In full and initials)
Name and Designation of Signatory
Name of Firm Address



FIN FORM 2

Price Schedule

(To be provided to the Procuring Entity)

User Note: This form is to be filled by the Bidder and shall submit with Financial Proposal.

Name of the Firm:

Bid.Ref.No:

Date of opening of Bid.

S. No.	Name of the Item	No. of Units	Unit Price	Total Value	Applicable Taxes	Total Price (Inclusive of all taxes)
1	2	3	5	6	7	8
1	Executive Table	02				
2	Executive Revolving Chair	02				
3	Executive Sofa Set (Seven-Seater)	02				
4	Sofa Set (Five-Seater)	06				
5	Officer Table	25				
6	Officer Chairs	25				
7	Executive Visitor Chair	12				
8	Visitor Chair	30				
9	Steel Almirah	15				
10	Wooden Almirah (Open Front)	02				
11	Steel Cabinet	15				
12	Central Table	10				
13	Computer Table with Chairs	25				
14	Sigle Sofa Set	30				
15	Wooden Cabinet	15				
16	Coat Hanger	10				
17	Table Set	15				
					Grand Total: -	

A) FINAL TOTAL PRICE: ----------

(Both in figures and words)

Signature: ----------

Designation: ----------

Date: ----------

Official Stamp: ----------

