

**PAKISTAN METEOROLOGICAL DEPARTMENT  
FLOOD FORECASTING DIVISION (FFD)  
46-JAIL ROAD LAHORE**

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**“BIDDING DOCUMENTS”**  
No.Mul.R-1(1)/2019/

**For**

**“PROCUREMENT OF FURNITURE AND FIXTURE”**



**GOVERNMENT OF PAKISTAN  
PAKISTAN METEOROLOGICAL DEPARTMENT  
FLOOD FORECASTING DIVISION  
46-JAIL ROAD LAHORE**

**TENDER NOTICE**

Sealed tenders are invited from the firms of repute having General Sales Tax Registration Number for the supply of following items for the procurement Furniture for Office Use.

S. No.	Items	Quantity	Unit Price	Total Price including GST
1	Officer Chair	10		
2	Officer Table with Side Rack	10		
3	Staff Table	15		
4	Side Rack	05		
5	Computer Table	15		
6	Visitor Chairs	15		
7	Computer Chairs	15		
8	Steel Almirah	05		
9	Sofa Set	01		
10	Central Table Set	02		

The bidding document alongwith the terms & conditions can be obtained from the PPRA ([www.ppra.org.pk](http://www.ppra.org.pk)), PMD's website ([www.pmd.gov.pk](http://www.pmd.gov.pk)) and office of Flood Forecasting Division, Lahore during office hours 0900 to 1700. The tender should reach Flood Forecasting Division, Pakistan Meteorological Department, 46-Jail Road Lahore on or before 31-12-2019 at 1100 am and will be opened at 1130 am on the same date in the presence of bidders or their representatives who may like to present.

(SAHIBZAD KHAN)  
Chief Meteorologist/Project Director  
Ph:042-99200208

### SPECIFICATIONS OF ITEMS

S. No.	Items	Specifications	Quantity
01	Officer Chair	Officer high back Revolving Chair structured made of seasoned Shesham wood Seat and back upholstered with No.1 quality Master foam / industrial cloth hydraulic jack adjustable steal based imported Taiwan lacquer polish complete with all respects	10
02	Officer Table with Side Rack	<p>Size: - 5' x 3' x 2 ½'</p> <p>Martial sheesham Vin board and sheesham wood pillar. Top lacquer light top edges liping with 1-1/2" molding gola and 3" border of sheesham wood, One side three drawers and tray, other side one drawer and cabinet, upper both drawer and cabinet fixed with good quality lock, all drawer fitted on double channel imported railig lacquer finish and with 8 mm glass. As per sample.</p> <p><b>Side Rack</b></p> <p>Size: - 36" x 18" x 30"</p> <p>One drawer and box with lock and one shelve drawer fitted on double channel imported railing complete sheesham Vin board top as per officer table top edges liping with 1-1/2" molding gola lacquer finish.</p>	10
03	Staff Table	<p>Size 5'x3'x2-1/2'</p> <p>Martial sheesham Vin board and sheesham wood pillar. Top Formica top edges liping with 1-1/2" molding gola and 3" border of sheesham wood, One side three drawers and tray, other side one drawer and cabinet, upper both drawer and cabinet fixed with good quality lock, all drawer fitted on double channel imported railing lacquer finish.</p>	15

04	Side Rack	Size: - 36" x 18" x 30" One drawer and box with lock and one shelf drawer fitted on double channel imported railing complete sheesham Vin board top as per officer table top edges liping with 1-1/2" molding gola lacquer finish.	05
05	Computer Table	<ul style="list-style-type: none"> <li>✓ Overall size: 36" x 24" x 30"</li> <li>✓ Structure made of top quality brand Formite lamination 20mm thick high compressed sheet (Embossed stamp).All edges lipped with solid Dyar wood including top, tray bar and CPU box of Dyar wood.</li> <li>✓ Termite proof.</li> <li>✓ Rust Proof.</li> <li>✓ Export quality smooth riling for tray.</li> <li>✓ Finished with 1<sup>st</sup> quality polish top quality.</li> <li>✓ Complete finished in all aspects.</li> <li>✓ Guarantee one year including replacement of free parts on site.</li> </ul> <p>Termite guarantee of 5 years.</p>	15
06	Visitor Chairs	Frame made of solid seasoned sheesham wood seat and back upholstered with No.1 quality Master foam and leatherite / Industrial cloth as required color. Finished with lacquer polish.	15
07	Computer Chairs	Seat and back upholstered with No.1 quality Master foam and industrial cloth, Inner frame of seat and back made of ply wood, fitted on 5 wheel imported base with best quality. Hydraulic Jack adjustable.	15
08	Steel Almirah	Size: 72" x 36" x 18" Having 4 shelves. Made of 20 SWG M.S sheet with good quality lock Silver hammer paint.	05
09	Sofa Set	3+2+2+1 structured made of Shesham wood complete upholstered with No. 1 Quality Master foam and leatherettes / industrial cloth.	01
10	Central Table Set	Size 1.5'x1.5' and 3'x1.5 2+1 structured made of seasoned Shesham wood top glass 5 mm. Finished with spirit polish. Complete in all respect.	02

## **TERMS & CONDITIONS FOR F.O.R BASIS**

1. **Delivery of Stores:** Stores is required on F.O.R basis at FFD 46-Jail Road Lahore within 45 days from the date of contract on free delivery to consignee basis, including all taxes and other charges liable, if any.
2. **Terms & Conditions:** The tenderer is invited for the supply of goods as per given specification.
3. **Particulars of Goods (Specifications):** (As given above)
4. **SPECIAL INSTRUCTIONS:**
  - a) Validity: Offer should be valid for 60 days from the date of opening of tender.
  - b) The tenderer should accompanied by an Earnest money @2% of the total value of bid/offer including G.S.T in the form of Pay Order/Bank Draft only from a scheduled Bank made in favour of Chief Meteorologist, Flood Forecasting Division, Lahore. The Earnest Money shall be subject to forfeiture if after opening of the tenders, a tenderer withdraws his offer before the period for which his offer is valid. The offer with insufficient Earnest Money or without Earnest Money will be rejected straight away.
  - c) In case of placement of contract on the Tenderer / Firm 2% Earnest Money will be converted into Security Deposit, and firm will deposit the remaining 3% amount of security deposit, required other than Earnest Money amount available with department within 5 days, time failing which the Earnest Money will be forfeited and risk purchase effected at the cost of such defaulting firm.
  - d) Black listed firms in any Government or Semi-Government or in private sector are not allowed to participate in bid.
  - e) Price Quoted should be firm and final inclusive of all taxes. Tenderers should note that if, during the currency of contract and Tax or Duties etc, alter or levied by the Government it would be the responsibility of the firm,
  - f) The quantity may be increased or decreased at the buyer's option.
  - g) Tenderer's are required to submit genuine offers after fulfilling the requirements of the Tender Enquiry. In case of fake offer or where the offer contain willful misrepresentation, the same may be considered gross misconduct and fraud, which will lead to not only ignoring of the offer but may also load to blacklisting / forfeiture of Earnest Money.
  - h) The Department reserves the rights to accept or reject part or whole or any of all Tender without assigning any reason.
  - i) Tenderers are required to furnish copy of General Sales Tax Number Certificate alongwith their offer. The payment of Sales tax will be made as per rules.
  - j) If for any reason the office remains closed on the date of opening of the tenders, the tender will be opened on the next working day at the same time and place.
  - k) The firms declared as blacklisted by any Government agency are not eligible for participation in the Tender business through this Department
  - l) No tender will be provided on the day of opening of tender.

- m) Late tenders i.e. tenders received after opening of tender box will neither be received nor entertained nor accepted and will be returned by hand or by mail.
- n) Tender forms containing specifications/conditions can be had during the office hours from the office of the undersigned or may be downloaded from websites [www.pmd.gov.pk](http://www.pmd.gov.pk) & [www.ppra.org.pk](http://www.ppra.org.pk)
- o) Country of Origin must be mentioned for each item with brand name if any. Offer will be ignored / rejected if country of origin is not mentioned.
- p) The bid is submitted as per single stage two envelope bidding procedure i.e the technical and financial bids will be submitted enclosed in one envelope.

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