



NO. AD A&F(DoCC&CF)1-1/26 /28  
DIRECTORATE OF CLIMATE CHANGE &  
CARBON FINANCING  
ENVIRONMENT, CLIMATE CHANGE &  
COASTAL DEVELOPMENT DEPARTMENT  
GOVERNMENT OF SINDH  
Karachi, Dated: 19<sup>th</sup> February, 2026

To,

The Director Information,  
Information Department  
Government of Sindh,  
KARACHI.

**SUBJECT: PUBLICATION OF NIT FOR PROCUREMENT OF FURNITURE UNDER  
SINDH PUBLIC PROCUREMENT REGULATORY AUTHORITY (SPPRA)  
RULES**

I am forwarding herewith the attached Notice Inviting Tender (NIT) (7 copies) for procurement of furniture for its publication in the press in accordance with the rules and procedures of the Sindh Public Procurement Regulatory Authority (SPPRA).

You are kindly requested to arrange publication of the enclosed NIT in **three (03)** widely circulated newspapers (Urdu, English, and Sindhi), as required under SPPRA Rules, at the earliest.

Your cooperation in ensuring timely publication will be highly appreciated.

e/c



(ABDUL SATTAR SOOMRO)  
Assistant Director A&F

C.C to:

- The Executive Director, Directorate of Climate Change & Carbon Finance, ECC&CDD.
- The P.S to the Secretary, ECC&CD Department, Government of Sindh.
- Office Copy.



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Karachi, Dated: 19<sup>th</sup> February, 2026

Sealed bids are invited from interested manufacturers, authorized dealers, and suppliers registered with tax authorities for the **Procurement, Supply & Installation of Furniture** for the Directorate of Climate Change & Carbon Financing under **Single Stage – Two Envelope Procedure** as per SPP Rules.

**1. Scope of Work**

The work includes supply, delivery, installation, and commissioning of furniture items as per specifications mentioned in the bidding documents.

**2. Eligibility Criteria**

(As per SPP Rules & Standard Bidding Documents)

Bidders must fulfill the following mandatory criteria:

1. Valid registration with **Income Tax (NTN)** and must be on **Active Taxpayer List (ATL)** of FBR.
2. Valid **Sales Tax Registration (SRB)**.
3. Bidder must not be blacklisted by any Government / Semi-Government / Autonomous Body.
4. Minimum **03 years relevant experience** in supply of furniture in public/private sector.
5. At least **02 similar completed assignments** of in last 03 years.
6. Annual turnover of at least **Rs. 10 million**.
7. Affidavit on stamp paper stating that the firm has not been blacklisted.

Incomplete documents or failure to meet mandatory requirements shall result in disqualification.

**3. Bid Security (Earnest Money)**

Bid Security amounting to **Rs. 300,00 (3 lac rupees)** in the form of Pay Order in the favor of Executive Director, Directorate of Climate Change & Carbon Financing must accompany the bid as per SPP Rules.

**4. Bidding Procedure**

The tender will be conducted under:

- **Single Stage – Two Envelope Procedure (Technical & Financial)**

**5. Tender Schedule**

- **Issuance of Bidding Documents:** From 23<sup>rd</sup> February 2026 to 10<sup>th</sup> March
- **Last Date & Time for Submission:** 10<sup>th</sup> March at 12 p.m.
- **Opening of Bids:** 10<sup>th</sup> March at 12: 30 p.m. in presence of bidders or their authorized representatives
- **Submission:** Submission via epads.

**6. Bid Validity**

Bids shall remain valid for **90 days** from the date of opening.

**7. Evaluation Criteria**

- Bids will be evaluated as per **evaluation Criteria mentioned in the bidding documents.**
- Contract will be awarded to the **most advantageous Bid.**

**8. Performance Security**

The successful bidder shall submit **10 % of the contract price** as Performance Security in the form of Pay Order/Bank Guarantee within **07 days** of issuance of Letter of Acceptance.

**8. Tender Fees**

The Tender Document can be obtained from the office of the undersigned on submission of a **non-refundable tender fee of Rs. 10,000** in the favor of Executive Director, Directorate of Climate Change & Carbon Financing.

(**ABDUL SATTAR SOOMRO**)  
Assistant Director A&F





NO. SO(ECC&CDD)D-1/2026  
GOVERNMENT OF SINDH  
ENVIRONMENT, CLIMATE CHANGE &  
COASTAL DEVELOPMENT DEPARTMENT

Karachi, Dated: 8<sup>th</sup> February, 2026

**NOTIFICATION**

SO.Admin.(ECC&CDD)- / : In pursuance of Rule 31 of the Sindh Public Procurement Rules, 2010 (as amended up to date), Complaint redressal Committee (CRC) is hereby constituted for redressal of grievances of bidders during the procurement in the Directorate of Climate Change and Carbon Financing

**Composition of the Procurement Committee (PC):**

S. No.	Name / Designation	Position
01	Special Secretary, ECC&CDD	Chairman
02	Independent Professional to be nominated by the Secretary ECC&CDD	Member
03	Representative of Accountant General	Member

**Terms of Reference (TORs)**

As per Rule 31 of the SPP Rules.

(ZUBAIR AHMED CHANNA)  
Secretary Environment Climate Change  
& Coastal Development Department  
Dated the 6<sup>th</sup> February, 2026

SO(ECC&CDD) V- /2025: Karachi,

A copy is forwarded for information & necessary action to:

1. The Accountant General Sindh, Karachi.
2. The Executive Director, Directorate of Climate Change & Carbon Financing Karachi.
3. The Chairman/Members (All) of the Committee.
4. The P.S to Secretary, Environment, Climate Change & Coastal Development Department.
5. Office File.

Section Officer Admin



NO. SO(ECC&CDD)D-1/2026  
GOVERNMENT OF SINDH  
ENVIRONMENT, CLIMATE CHANGE &  
COASTAL DEVELOPMENT DEPARTMENT

Karachi, Dated: 8<sup>th</sup> February, 2026

**NOTIFICATION**

NO. SO(ECC&CDD)D-1/2026: In pursuance of Rule 7 of the Sindh Public Procurement Rules, 2010 (as amended up to date), a Procurement Committee (PC) is hereby constituted for the procurement in the Directorate of Climate Change and Carbon Financing

**Composition of the Procurement Committee (PC):**

S. No.	Name / Designation	Position
01	Executive Director, Directorate of Climate Change and Carbon Financing	Chairman
02	Assistant Director, Adim & Finance, Directorate of Climate Change and Carbon Financing	Member
03	Section Officer (Budget) ECC&CDD	Member

**Terms of Reference (TORs)**

As per Rule 8 of the SPP Rules.

(ZUBAIR AHMED CHANNA)  
Secretary Environment Climate Change  
& Coastal Development Department

NO. SO(ECC&CDD)D-1/2026/2025: Karachi,

Dated the 8<sup>th</sup> February, 2026

A copy is forwarded for information & necessary action to:

1. The Accountant General Sindh, Karachi.
2. The Executive Director, Directorate of Climate Change & Carbon Financing Karachi.
3. The Chairman/Members (All) of the Committee.
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DIRECTORATE OF CLIMATE CHANGE &  
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COASTAL DEVELOPMENT DEPARTMENT  
GOVERNMENT OF SINDH  
Karachi, Dated: 8<sup>h</sup>February, 2026

Procurement Plan

Name of Procurement	Estimated Amount in PKR	Tentative Award Date
Procurement of Furniture	10 million	March 2026

Assistant Director (Admin & Finance)  
Directorate of Climate Change & Carbon Financing

Directorate of Climate Change & Carbon Financing .

**TENDER**

# **BID DOCUMENT**

**FOR THE**

**PROCUREMENT OF FURNITURE & FIXTURE ITEMS**

**FOR DoCC&CF**

**SINGLE STAGE SINGLE-ENVELOPE**

## **Important Note**

- 1. Bids shall be invited and processed under the Single Stage – Single Envelope Procedure, in accordance with applicable procurement rules.**
  - 2. The provisions contained in the Tender Documents shall supersede and prevail over the contents of the Notice Inviting Tender (NIT), in case of any inconsistency or conflict.**
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<b>PART</b>	<b>Contents of Bidding Documents</b>
<b>A.</b>	<b>TENDER INFORMATION</b>

1.	Brief Introduction
2.	Instructions To Bidders (ITB)
3.	The Bid Document (Contents, Amendments & Clarification)
4.	Bid Preparation: Procedure
5.	Bid Submission
6.	Bid Opening And Evaluation
7.	Acceptance Of Bid And Award Criteria
<b>B.</b>	<b>GENERAL CONDITIONS OF CONTRACT (GCC)</b>
<b>C.</b>	<b>SPECIAL CONDITIONS OF CONTRACT (GCC)</b>
	Forms( if applicable)
	Annexures A, B, C, D
<b>E.</b>	<b>INVITATION TO BID</b>
<b>F.</b>	<b>BID DATA SHEET</b>
<b>G.</b>	<b>BIDDER'S QUALIFICATION CRITERIA</b>
<b>H.</b>	<b>BILL OF QUANTITIES (B.O.Q.)</b>

## **BRIEF INSTRUCTIONS**

*Dear Bidder,*

The Directorate of Climate Change & Carbon Financing appreciate your interest in response to this Tender, which is advertised as per SPPRA Rule #17.

The bidder is expected to examine the Bidding Document, including bid data sheet, evaluation criteria, bill of quantities and terms & conditions. Failure to furnish all information required in the Bidding document shall result rejection of the Bid. In case of any conflict, instructions / provisions herein with the Sindh Public Procurement Rules, 2010 (Amended 2019) (“the Rules”), the Rules shall be applicable.

This Bidding Process will be governed under Sindh Public Procurement Rules, 2010, as amended from time to time during the completion of the contract.

### **CONTENTS OF BID DOCUMENT**

The Bidding Document in addition to the Notice Inviting Tender (NIT) include:

- i. Instructions to Bidders (ITB).
- ii. General Conditions of Contract (GCC).
- iii. Bid Data Sheet
- iv. Bidder’s Qualification / Evaluation Criteria
- v. Bill of Quantity.
- vi. Form & Annexures.

Thank you.

**Assistant Director Admin & Finance**

Directorate of Climate Change & Carbon Financing Karachi.

## **INSTRUCTIONS TO BIDDERS. (ITB)**

### **1. SOURCES OF FUNDS**

- 1.1 The Procuring agency has government funds from the source(s) indicated in the bid data sheet in Pak Rupees towards the cost of the procurement of furniture specified in the bidding data and it is intended that part of the proceeds of this funds will be applied to eligible payments under the contract for which these bidding documents are issued.
- 1.2 Payment by the Fund will be made by procuring agency from directorate's funds or only at the request of the Procuring agency and upon approval by the Government of Sindh

### **2. ELIGIBLE BIDDERS**

- 2.1 This Invitation for Bids is open to all original Manufacturers, within Pakistan and abroad, and their Authorized Sole Agents / Importers / Distributors.
- 2.2 Bidders should not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Department to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods to be purchased under this Invitation for Bids.
- 2.3 Bidders shall demonstrate their eligibility.
- 2.4 Bidder should not be eligible to bid if they are under a declaration of ineligibility for corrupt and fraudulent practices issued by any Government organization.

### **3. ELIGIBLE GOODS**

- 3.1 All goods are eligible without consideration of their origin.
- 3.2 Origin means the place where the goods are manufacture or produce or the place from which the related services are supplied.
- 3.3 All goods mentioned in Bill of Quantity(BoQ) and related services to be supplied under the contract shall have their origin in eligible source from foreign countries and all expenditures made under the contract shall be limited to such goods and services.

### **4. COST OF BIDDING**

- 4.1 The Bidder shall bear all costs associated with the preparation and submission of its bid. The Procuring agency will not be responsible or liable for those costs.

## **THE BID DOCUMENT**

### **5. CONTENTS OF BIDDING DOCUMENTS**

- 5.1 The Bidding Documents: In addition to the Invitation for Bids (IFB) / Tender Notice, the bidding documents include:
  - i. Instructions to Bidders (ITB);
  - ii. General Conditions of Contract (GCC);
  - iii. Special Conditions of Contract (SCC);
  - iv. Contract Form;
  - v. Manufacturer's Authorization Form;
  - vi. Price Schedules.
  - vii. Schedule of Requirements;
  - viii. Technical Specifications;

#### **Note:**

- a. In case of discrepancies between the Invitation for Bids (IFB) / Tender Notice and the Bidding Documents, the Bidding Documents shall take precedence.
- b. The bidders are expected to examine and understand all instructions, forms, terms, and specifications in the bidding documents. Failure to furnish complete information required in the bidding documents or to submit a bid not substantially responsive to the bidding documents may result in rejection.

### **6. AMENDMENT / CLARIFICATION OF BID DOCUMENT**

- 6.1 In case Interested Bidders require any clarification regarding bid document, may notify the Procuring Agency in writing as per SPPRA Rule 23(1).
- 6.2 At any time prior to the deadline for submission of bids, the Procuring Agency may, for any reason, whether at its own

initiative or in response to a clarification requested by a prospective Bidder, modify the bidding documents by amendment.

- 6.3 All prospective bidders that have received the bidding documents will be notified the amendment(s) in writing, which will be binding on them.
- 6.4 In order to allow prospective bidders reasonable time to take the amendment(s) into account in preparing their bids, the Procuring Agency may, at its discretion, extend the deadline for submission of the bids.

## **BID PREPARATION**

### **7. *BID PROCEDURE***

- 7.1 Bids will be submitted at EPADS only as per SPPRA Rule 24.2.
- a. The bidder should submit tender fees and bid security, on or before the tender opening date.
  - b. Procuring agency shall evaluate the proposal in a manner prescribed in this bid document.
  - c. No amendments in the proposal shall be permitted during the evaluation process.
  - d. The Financial proposal(s) of non-responsive / disqualified bidders shall be not entertained.

### **8. *LANGUAGE OF BID***

- 8.1 The bid document as well as all correspondence by the bidder and the Procuring Agency shall be in English. Supporting documents and printed literature furnished by the bidder may be in another language provided these are accompanied by an accurate translation of the relevant passages in English.

### **9. *DOCUMENTS COMPRISING THE BID***

- 9.1 The bid prepared by the Bidders shall comprise as per requirement in eligibility criteria and evaluation criteria
- 9.2 The bid prepared by the Bidders shall comprise the following:
- a. Technical Proposal
  - b. Bid Form;
  - c. Price Schedule;
  - d. Documentary evidence to the effect that the Bidder is eligible to participate and qualified to perform the Contract if its bid is accepted;
  - e. Documentary evidence to the effect that the goods to be supplied by the Bidder are eligible goods and related services as defined in Clause- 3 and conform to the bidding documents; and
  - f. Bid Security.

### **10. *BID PRICES***

- 10.1 The prices and discounts quoted by the Bidders in the Bid Form and in the Price Schedules shall conform to the requirements specified below.
- 10.2 All items in the Schedule of Supply must be listed and priced separately in the Price Schedules. If a Price Schedule shows items listed but not priced, their prices shall be assumed to be included in the prices of other items. Items not listed in the Price Schedule shall be assumed not to be included in the Bid.
- 10.3 The price to be quoted in the Bid Form shall be the total price of the Bid excluding any discounts offered.
- 10.4 The Bidder shall quote any unconditional discounts and the methodology for their application in the Bid Form.
- 10.5 Prices proposed in the Price Schedule Forms for Goods, shall be disaggregated, when appropriate. This disaggregation shall be solely for the purpose of facilitating the comparison of Bids by the Procuring Agency. This shall not in any way limit the Procuring Agency's right to contract on any of the terms offered:
- a. Price Schedule For Goods offered from within the Procuring Agency's country:

Detailed Specification of Stores, Country of Origin	Model / Cat No., Quantity of Stores	Name of Manufacturer. Unit
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- the unit price of the goods quoted on delivered duty paid (DDP) basis, including all customs duties and sales and other taxes already paid or payable on the components and raw material used in the manufacture or assembly of goods, or on the previously imported goods of foreign origin;
  - if there is no mention of taxes, the offered/quoted price will be considered as inclusive of all applicable taxes/duties. The benefit of exemption from or reduction in the GST or other taxes during the contract period shall be passed on to the Procuring Agency; and
  - the total price for the item.
- 10.6 Final Prices quoted by the Bidder shall be fixed during the Bidder's performance of the Contract and not subject to variation on any account. A Bid submitted with an adjustable price quotation shall be treated as nonresponsive and shall be rejected.

### ***BID CURRENCIES***

- 10.7 Prices shall be quoted in Pak Rupees unless otherwise specified in the Bid Data Sheet.

## **11. DOCUMENTS ESTABLISHING BIDDER'S ELIGIBILITY AND QUALIFICATION**

- 11.1 The documentary evidence of the Bidder's qualifications to perform the contract, if its bid is accepted shall establish to the Procuring Agency's satisfaction that:
- a. In the case of a Bidder offering to supply goods under the contract which the Bidder did not manufacture or otherwise produce, the Bidder has been duly authorized by the goods' Manufacturer or producer to supply the goods in the Procuring Agency's country;
  - b. The Bidder has the financial, technical, and production capability necessary to perform the contract;
  - c. In the case of a Bidder not doing business within the Procuring Agency's country, the Bidder is or will be (if awarded the contract) represented by an Agent in that country equipped, and able to carry out the Bidder's maintenance, repair, and spare parts-stocking obligations prescribed in the Conditions of Contract and/or Technical Specifications; and
  - d. The Bidder meets the evaluation & qualification criteria of bidding document.

## **12. DOCUMENTS ESTABLISHING GOOD'S ELIGIBILITY AND CONFORMITY TO BID DOCUMENTS**

- 12.1 The Bidder shall furnish, as part of its bid, documents establishing the eligibility and conformity to the bidding documents of all goods and services which the Bidder proposes to supply under the contract, pursuant to ITB Clause 8.
- 12.2 The documentary evidence of the eligibility of the goods and services shall consist of a statement in the Price Schedule of the country of origin of the goods and services offered which shall be confirmed by a certificate of origin issued at the time of shipment.
- 12.3 The documentary evidence of conformity of the goods and services to the bidding documents may be in the form of literature, drawings, and data, and shall consist of:
- a. A detailed description of the essential technical and performance characteristics of the goods; and
  - b. An item-by-item commentary on the Procuring Agency's Technical Specifications demonstrating substantial responsiveness of the goods and services to those specifications, or a statement of deviations and exceptions to the provisions of the Technical Specifications.
- 12.4 The Bidder shall note that standards for workmanship, material, and equipment, as well as references to brand names or catalogue numbers designated by the Procuring Agency in its Technical Specifications, are intended to be descriptive only and not restrictive, for purposes of the commentary to be furnished pursuant to ITB Clause 12.3(b) above.
- 12.5 The Bidder may substitute alternative standards, brand names, and/or catalogue numbers in its bid, provided that it demonstrates to the Procuring Agency's satisfaction that the substitutions ensure substantial equivalence to those designated in the Technical Specification

## **13. BID SECURITY**

- 13.1 The Bidder shall furnish, as part of its proposal, a Bid Security in the amount and currency specified in the Bid Data Sheet and SCC. Unsuccessful bidders' Bid Security will be returned soon after approval of the successful Bidder. The successful Bidder's Bid Security will be discharged upon signing of contract and furnishing the Performance Security bond, duly guaranteed by a scheduled bank.
- 13.2 The Bid Security shall remain valid for a period of 28 days beyond the bid validity period.
- 13.3 The Bid Security is required to protect the Procuring Agency against the risk of Bidder's conduct, which would warrant the Security's forfeiture;
- 13.4 The Bid Security may be forfeited:
- a. if a Bidder withdraws its bid during the period of bid validity; or
  - b. in the case of a successful Bidder, the Bidder fails:
    - to sign the Contract; or
    - to complete the supplies in accordance with the General Conditions of Contract.

## **14. BID VALIDITY**

- 14.1 Bids shall remain valid for 90 days from the date of its opening. A bid valid for a shorter period shall be treated as non-responsive and rejected.
- 14.2 The Procuring Agency shall ordinarily be under an obligation to process and evaluate the bids within the stipulated bid validity period. However, for any reasons to be recorded in writing, if an extension is considered necessary, all those who have submitted their bids shall be asked to extend their respective bid validity period.
- 14.3 Bids shall remain valid for 90 days from the date of its technical opening. A bid valid for a shorter period shall be treated as non-responsive bid and shall be rejected

## **15. ALTERNATIVE BIDS**

- 15.1 Unless otherwise indicated in the BDS, alternative bids shall not be considered.

## **SUBMISSION OF BIDS**

## **16. E-Submission at SPPRA EPADS**

- 16.1 The bidders shall submit their bids at SPPRA EPADS only, however, the bid security and tender fees shall be sent to Procuring agency on or before tender opening date.

## **17. DEADLINE FOR SUBMISSION OF BIDS**

- 17.1 Bid must be submitted by the bidders and received by the Procuring Agency at the specified address not later than the

time and date specified in the Bid Data Sheet.

- 17.2 The Procuring Agency may, at its convenience, extend this deadline for submission of bids by amending the bidding documents in which case all rights and obligations of the Procuring Agency and the Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

**18. LATE SUBMISSION OF BID**

- 18.1 A bid received by the Procuring Agency after the deadline for submission of bids shall not be entertained and returned unopened to the bidder.

**19. MODIFICATION AND WITHDRAWAL OF BIDS**

- 19.1 The Bidder may modify or withdraw his submitted bid, by written notice received by Procuring agency prior to the deadline prescribed for submission of bids.  
19.2 No bid may be modified and withdrawn after the deadline for submission of bids.  
19.3 The Bidder may after its submission withdraw prior to the expiry of the deadline prescribed for submission of bids.

## **OPENING AND EVALUATION OF BIDS**

**20. OPENING OF BIDS BY THE PROCURING AGENCY**

- 20.1 The Procuring Agency will open all bids in the presence of bidders / representatives, at the time, date, and at the place specified in the Bid Data Sheet. The bidders / representatives shall sign attendance sheet.  
20.2 The bidders' names, bid modifications or withdrawals, bid prices, discounts, bid security and such other details as the Procuring Agency, at its discretion, will be announced at the opening of bid. No bid shall be rejected at bid opening, except for late bids, which shall be returned unopened to the Bidder.  
20.3 Bids that are not opened and read out at bid opening shall not be considered further for evaluation, irrespective of the circumstances. Withdrawn bids will be returned unopened to the bidders.  
20.4 The Procuring agency will prepare minutes of the bid opening meeting.

**21. CLARIFICATION OF BIDS**

- 21.1 During evaluation process of the bids, the Procuring Agency may, at its discretion, ask the Bidder(s) for clarification of their bids. The request for clarification and the response shall be in writing, and no change in the prices or substance of the bid shall be sought, offered, or permitted.

**22. PRELIMINARY EXAMINATION**

- 22.1 The Procuring Agency will examine the bids to determine whether complete, computational errors, required sureties have been furnished, the documents have been properly signed, and the bids are generally in order.  
22.2 Arithmetical errors will be rectified on the following basis:  
a. If there is any **discrepancy** in the product between unit price and total price, **the unit price shall prevail**, and the total price shall be corrected accordingly.  
b. If the Supplier does not accept the correction of the errors, its bid will be rejected, and bid security shall be forfeited.  
c. If there is any discrepancy found between words and figures, the **amount in words will prevail**.  
22.3 The Procuring Agency may waive any minor informality, nonconformity, or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.  
22.4 Prior to the detailed evaluation, the Procuring Agency will determine the substantial responsiveness of each bid to the bidding documents. For purposes of these Clauses, a substantially responsive bid is one which conforms to all the terms and conditions of the bidding documents without material deviations. Deviations from, or objections or reservations to critical provisions, such as those concerning Bid Security, Applicable Law, and Taxes and Duties, will be deemed to be a material deviation. The Procuring Agency's determination of a bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.  
22.5 If a bid is not substantially responsive, it will be rejected by the Procuring Agency and may not subsequently be made responsive by the Bidder by correction of the nonconformity.

**23. EVALUATION AND COMPARISON OF BIDS**

- 23.1 The Procuring Agency will evaluate and compare the bids which have been determined to be substantially responsive.  
23.2 The Procuring Agency's evaluation of a bid will be on delivered duty paid (DDP) basis inclusive of prevailing duties/taxes/levies and will exclude any allowance for price adjustment during the period of execution of the contract, if provided in the bid.  
23.3 The Procuring Agency's evaluation of a bid will take into account, in addition to the bid price quoted, one or more of the following factors, and quantified:  
a. **Incidental costs:** Incidental costs provided by the bidder will be added by Procuring Agency to the bid price at the final destination.  
b. **Delivery schedule offered in the bid:** The goods covered under this invitation are required to be delivered / shipped within an acceptable range of weeks specified in the Schedule of Requirement.  
c. **Deviations in payment schedule from that specified in the Special Conditions of Contract:** Bidders shall state their bid price for the payment schedule outlined in the SCC. Bids will be evaluated on the basis of this base price. Bidders are, however, permitted to state an alternative payment schedule and indicate the reduction in bid price they wish to offer for such alternative payment schedule. The Procuring Agency may consider the

alternative payment schedule offered by the selected Bidder.

- 23.4 For the purpose of comparison of bids quoted in different currencies, price shall be converted into Pakistani Rupees. The rate of exchange shall be the selling rate prevailing seven working days before the date of opening of the bids, as notified by the National Bank of Pakistan (NBP) / State Bank of Pakistan (SBP).

## **24. EVALUATION CRITERIA**

### **TECHNICAL EVALUATION OF BIDS**

- 24.1 The bids disqualified / not responsive to the Mandatory Qualification Criteria provided in this document shall not be eligible for further Technical or Financial Evaluation.
- 24.2 Joint Venture / Consortium Bids, are allowed.
- 24.3 Evaluation shall be based on the record / documentary evidence submitted by the bidder.
- 24.4 Bids should be fully responsive to the technical specifications of the goods.
- 24.5 Goods shall be evaluated as per the sample furnished or demo provided by the bidder for physical verification / technical evaluation.
- 24.6 The bids shall be evaluated as per evaluation criteria mentioned in these bidding documents.

### **FINANCIAL EVALUATION OF BIDS:**

- 24.7 Bids not accompanied by the Bid Security of required amount and form shall be rejected.
- 24.8 Procuring Agency shall not be responsible for any erroneous calculation of taxes and all differences arising out shall be fully borne by the Successful Bidder.
- 24.9 The bidder whose offered rate is found lowest amongst other technically qualified bidders shall be considered for acceptance of the offer provided that it fulfills the laid down terms and conditions of the tender.

## **25. CONTACTING THE PROCURING AGENCY**

- 25.1 No bidder shall contact the Procuring Agency on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded. If any bidder wishes to bring additional information to the notice of the Procuring Agency, it may do so in writing.
- 25.2 Any direct or indirect effort by a bidding firm to influence the Procuring Agency during the process of selection of a bidder or award of contract may besides rejection of its bid result into its disqualification from participation in the Procuring Agency's future bids.

## **26. REJECTION OF BIDS**

- 26.1 Notwithstanding anything stated here-before after the Procuring Agency may reject any or all bids at any time prior to the award of contract.
- 26.2 The Procuring Agency may communicate in written to a bidder for its rejection.
- 26.3 If any erasing and/or alterations in the submitted bid shall be authenticated by the authorized person by his full signature. Use of hand written writing and white fluid markers shall lead to rejection of bid.
- 26.4 Ambiguous and incorrect information in the submitted bid will result rejection of bid.

## **27. RE-BIDDING**

- 27.1 If the Procuring Agency has rejected all bids, it may move for a re-bidding or may seek any alternative method of procurement under the provisions of the prevailing Rules.

## **28. ANNOUNCEMENT OF EVALUATION REPORT**

- 28.1 The Procuring Agency will announce the Evaluation Report prior to the award of contract as per SPPRA Rule 45.

## **AWARD OF CONTRACT**

### **29. ACCEPTANCE OF BID AND AWARD CRITERIA**

- 29.1 The Procuring Agency will award the contract to the qualified bidder as per criteria mentioned in the bid data sheet.
- 29.2 The bids will be awarded, if not in conflict with any other law, rules, regulations or policy of the Government. The contract will be awarded within the original or extended period of bid validity.

### **30. PROCURING AGENCY'S RIGHT TO CHANGE QUANTITIES AT TIME OF AWARD**

- 30.1 The Procuring Agency reserves the right to change the quantity of item(s) mentioned in bill of quantity without any change in unit price or other terms and conditions.

### **31. LIMITATIONS ON NEGOTIATIONS**

- 31.1 The Procuring Agency reserves the right to hold negotiation of delivery schedule or completion schedule for all the items or any item.
- 31.2 Negotiations will not be used to change substantially:
1. the technical quality or details of the requirement, including the tasks or responsibilities of the bidder or the performance of the goods;
  2. the terms and conditions of the Contract and;
  3. anything affecting the crucial or deciding factors in the evaluation of the proposals / bid and / or selection of

successful bidder.

**32. NOTIFICATION OF AWARD OF CONTRACT**

- 32.1 Pursuant to Rule 45 of SPP Rules 2010 (Amended 2013), Procuring agency shall hoist the evaluation report on Authority's web site, and intimate to all the bidders seven days prior to notify the award of contract.
- 32.2 Prior to the expiry of the original or extended period of bid validity, the successful bidder will be informed in writing of acceptance of its bid by the Procuring Agency.

**33. SIGNING OF CONTRACT**

- 33.1 While conveying acceptance of bid to the successful bidder, the Procuring Agency will send the bidder Contract Form, incorporating all points of agreement between the Parties.
- 33.2 Within thirty (30) days of receipt of the Contract Form, the successful Bidder and the Procuring Agency will sign and date the Contract on legal stamp paper valuing 0.35% of the value of contract, (cost shall be borne by the bidder). In case the successful Bidder, after completion of all codal formalities, shows inability to sign the Contract, its Bid Security shall be forfeited. The firm may also be blacklisted from taking part in any future bidding of Procuring Agency for a period upto five Years. In such a situation, the Procuring Agency may make the award to the next lowest evaluated responsive bidder or move for re-bid.

**34. PERFORMANCE SECURITY**

- 34.1 The successful Bidder shall furnish Performance Security. Upon submission of Performance Security the Bid Security will be returned to the Bidder. The amount of Performance Security is specified at Bid Data Sheet.
- 34.2 Failure of the successful Bidder to comply with any of the requirements specified in this document shall be considered as sufficient grounds for the annulment of the award and forfeiture of the Bid Security, in which event the Procuring Agency may make the award to the next lowest evaluated Bidder at the risk and cost of the former.

**35. CORRUPT OR FRAUDULENT PRACTICES**

- 35.1 The Procuring Agency and the Bidders / Manufacturers / Contractors are expected to observe the highest standard of ethics during the procurement and execution of the Contract. In pursuance of this policy, the relevant terms / phrases as may apply are defined below:
  - (i) "**corrupt practice**" means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in Contract execution; and
  - (ii) "**Fraudulent Practice**" means a misrepresentation of facts in order to influence a procurement process or the execution of a Contract to the detriment of the Procuring Agency, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial noncompetitive levels and to deprive the Procuring Agency of the benefits of free and open competition;
  - (iii) "**Coercive Practice**" means any impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence the actions of a party to achieve a wrongful gain or to cause a wrongful loss to another party;
  - (iv) "**Collusive Practice**" means any arrangement between two or more parties to the procurement process or contract execution, designed to achieve with or without the knowledge of the procuring agency to establish prices at artificial, noncompetitive levels for any wrongful gain;
- 35.2 The Procuring Agency will take all possible administrative / legal measures if it is found that the Bidder recommended for award was / is engaged in corrupt or fraudulent practice(s) before or after signing of the contract resulting into the conviction of the proprietor under criminal case besides blacklisting of the firm either indefinitely or for such period of time as may be determined by the Procuring Agency.
- 35.3 will declare a firm ineligible, either indefinitely or for a stated period of time, for the award of a Contract if it, at any time, determines that the firm has engaged in corrupt or fraudulent practices in competing for or in executing a Contract.

## **B: GENERAL CONDITIONS OF CONTRACT (GCC)**

### **Scope of Contract**

The Scope of the Contract shall be the Procurement of items mentioned in the NIT attached with this bid document, in accordance with the Specifications and Bill of Quantities enclosed in this tender document, for the Directorate of Climate Change & Carbon Financing.

### **1. DEFINITIONS**

1.1 In this Contract, the following terms shall be interpreted as indicated:

- (a) **“The Contract”** means the agreement entered into between the Procuring Agency and the Bidder, as recorded in the Contract Form signed by the Parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- (b) **“The Contract Price”** means the price payable to the Bidder under the Contract for the full and proper performance of its contractual obligations.
- (c) **“Goods”** means all commodities, raw materials, machinery, equipment, and/or other materials that the Supplier is required to supply to the Procuring Agency under the Contract.
- (d) **“Services”** means services related to the supply of goods as mentioned in the Bill of Quantities.
- (e) **“GCC”** means the General Conditions of Contract contained in this section.
- (f) **“SCC”** means the Special Conditions of Contract.
- (g) **“The Procuring Agency”** means the Directorate of Climate Change & Carbon Financing.
- (h) **“Executive Director”** means the Executive Director of the Directorate of Climate Change & Carbon Financing.
- (i) **“Bidder / Vendor / Supplier”** means the individual or firm supplying the goods under this Contract.
- (j) **“Specifications”** means the specifications mentioned in the Bill of Quantities as well as the samples and patterns (if any).
- (k) **“Day”** means official working day excluding national / official holidays.
- (l) **“Month”** means calendar month.
- (m) **“Writing”** includes any manuscript, type-written, printed, or other statement reproduced in any visible form.

### **2. APPLICATION**

2.1 These General Conditions shall apply to the extent that they are not inconsistent with provisions of other parts of the Contract.

### **3. SPECIFICATIONS / STANDARDS**

3.1 The Goods supplied under this Contract shall conform to the standards mentioned in the Technical Specifications. Where no applicable standard is mentioned, the Goods shall conform to authoritative standards appropriate to the country of origin. Such standards shall be the latest issued by the concerned institution.

### **4. USE OF CONTRACT DOCUMENTS AND INFORMATION**

4.1 The Bidder shall not, without the Procuring Agency’s prior written consent, disclose the Contract or any related document or information to any person other than personnel engaged in performance of the Contract.

4.2 The Supplier shall not, without prior written consent, use any document or information except for the purpose of performing the Contract.

4.3 All documents, other than the Contract itself, shall remain the property of the Procuring Agency and shall be returned upon completion of performance.

4.4 The Bidder shall permit the Procuring Agency to inspect the Bidder’s accounts and records relating to the performance of supplies.

## **5. PATENT RIGHTS**

5.1 The Bidder shall indemnify the Procuring Agency against all third-party claims of infringement of patent, trademark, or industrial design rights arising from the use of the Goods.

## **6. ENSURING STORAGE ARRANGEMENTS**

6.1 The Bidder shall inform the Procuring Agency at least two weeks prior to arrival of consignments. If storage space is temporarily unavailable, the Procuring Agency shall inform the Bidder in writing of the expected availability timeframe. If the Bidder complies with the revised schedule, no penalty shall apply.

## **7. INSPECTIONS AND TESTS**

7.1 The Procuring Agency or its representatives shall have the right to inspect and/or test the Goods to confirm conformity with Contract specifications at no additional cost.

7.2 Inspections may be conducted at the Supplier's premises, point of delivery, and/or final destination. Necessary facilities shall be provided free of charge.

7.3 If Goods fail to conform to specifications, the Procuring Agency may reject them. The Supplier shall replace or rectify at no cost.

7.4 Inspection prior to shipment shall not waive the Procuring Agency's right to inspect upon arrival.

7.5 Nothing in this clause releases the Supplier from warranty obligations.

## **8. DELIVERY AND DOCUMENTS**

8.1 The Bidder shall deliver goods in accordance with the Schedule of Requirements. Required documents are specified in the SCC.

## **10. TRANSPORTATION**

**10.1 The Bidder shall arrange transportation to prevent damage during transit.**

**10.2 The goods shall be supplied at the consignee's end (Central Store, Directorate of Climate Change & Carbon Financing) as per Schedule of Requirements on the risk and cost of the Bidder. Transportation, including loading and unloading, shall be the responsibility of the Bidder.**

## **11. INCIDENTAL SERVICES**

**11.1 The Bidder shall provide incidental services as required, and the cost shall be included in the total bid price.**

## **12. WARRANTY / GUARANTEE**

**12.1 The warranty period shall be twelve (12) months or as per extended warranty from the date the goods are put into operation and demonstrated to the staff of the Directorate of Climate Change & Carbon Financing.**

**12.2 During the warranty period, the Contractor shall remedy defects at his/her expense upon receiving written notice from the Directorate of Climate Change & Carbon Financing.**

**12.3 This includes expenses for delivery, installation, and replacement of defective parts.**

**12.4 The Procuring Agency shall promptly notify the Bidder of warranty claims.**

## **13. PAYMENT**

**13.1 The method and conditions of payment shall be as specified in the SCC.**

## **14. ASSIGNMENT**

**14.1 The Bidder shall not assign obligations without prior written consent of the Procuring Agency.**

## **15. DELAYS IN PERFORMANCE**

**15.1 Delivery shall be made according to the Schedule of Requirements.**

**15.2 In case of delay, the Bidder shall notify the Procuring Agency in writing. The Procuring Agency may grant**

extension with or without liquidated damages through supplementary agreement.

**15.3 Undue delay shall result in liquidated damages.**

## **16. PENALTIES / LIQUIDATED DAMAGES**

**16.1 If the Supplier fails to deliver within the specified period, liquidated damages shall be imposed as specified in SCC, up to the maximum percentage stated therein. Upon reaching maximum, the Procuring Agency may terminate the Contract.**

## **17. TERMINATION FOR DEFAULT**

**17.1 The Procuring Agency may terminate the Contract if:**

- **(a) The Supplier fails to deliver within the specified period.**
- **(b) The Supplier fails to perform obligations.**
- **(c) The Supplier engages in corrupt or fraudulent practices.**

**Definitions of corrupt and fraudulent practices remain applicable as previously defined.**

**17.2 Upon termination, the Procuring Agency may procure similar goods and recover excess costs from the Supplier.**

## **18. FORCE MAJEURE**

**18.1 The Supplier shall not be liable for penalties if delay is caused by Force Majeure.**

**18.2 Force Majeure includes events beyond control such as war, floods, epidemics, quarantine restrictions, freight embargoes, or sovereign acts.**

**18.3 The Supplier shall notify the Procuring Agency promptly and continue performance as feasible**

## **19. TERMINATION FOR INSOLVENCY**

**19.1 The Procuring Agency may terminate the Contract if the Supplier becomes bankrupt or insolvent.**

## **20. TERMINATION FOR CONVENIENCE**

**20.1 The Procuring Agency may terminate the Contract in whole or part for convenience.**

**20.2 Completed goods ready within 30 days shall be accepted. Remaining goods may be completed or canceled with agreed compensation.**

## **21. RESOLUTION OF DISPUTES**

**21.1 Parties shall attempt amicable settlement through negotiation.**

**21.2 If unresolved within 30 days, dispute resolution shall follow mechanisms specified in SCC.**

## **22. GOVERNING LANGUAGE**

**22.1 The Contract shall be written in English.**

## **23. APPLICABLE LAW**

**23.1 The Contract shall be governed by the laws of the Islamic Republic of Pakistan unless otherwise specified in SCC.**

## **24. NOTICES**

**24.1 Notices shall be sent in writing to addresses specified in SCC.**

**24.2 Notices shall be effective upon delivery or on effective date stated.**

## **25. TAXES AND DUTIES**

**25.1 The Supplier shall be fully responsible for all taxes, duties, and license fees incurred until delivery of goods on to the Directorate of Climate Change & Carbon Financing.**

**SPECIAL CONDITIONS OF CONTRACT (SCC)**

Clause No.	Reference	Description / Provision
<b>1</b>	<b>DEFINITIONS (GCC Clause 1)</b>	
1.1 (g)	Procuring Agency	The Procuring Agency is <b>Directorate of Climate Change &amp; Carbon Financing</b> .
1.1 (h)	Bidder	The Bidder is: (Name and address of the successful bidder)
<b>2</b>	<b>BID SECURITY (ITB Clause 13)</b>	
2.1	ITB 13.1	The Bidder shall furnish, as part of its financial proposal/bid, refundable Bid Security in Pak Rupees (at the rate given in Bid Data Sheet) in the shape of Pay Order in the name of <b>Directorate of Climate Change &amp; Carbon Financing</b> . Financial bids without required Bid Security shall be rejected. No personal cheque will be accepted. Previous Bid Security, if any, will not be considered. Bid Security of the successful bidder will be returned upon submission of required Performance Security (at the rate given in Bid Data Sheet) in the shape of Pay Order in the name of <b>Directorate of Climate Change &amp; Carbon Financing</b> . The Performance Security shall remain valid till satisfactory completion of the Contract period. After delivery and acceptance of goods, the performance security shall be reduced to five (5%) percent of the Contract Price to cover warranty obligations.
<b>3</b>	<b>TECHNICAL SPECIFICATIONS / STANDARDS (GCC Clause 3)</b>	
3.1	GCC 3.1	Technical specifications are provided to ensure widest possible competition and not to favor any specific brand or supplier. Brand names, catalogue numbers, etc., if mentioned, are for reference only. Goods offered with <b>at least equivalent or better technical specifications</b> shall be considered.
<b>4</b>	<b>INSPECTIONS AND TESTS (GCC Clause 7)</b>	
4.1	GCC 7.1–7.5	Goods received at the store of <b>Directorate of Climate Change &amp; Carbon Financing, Karachi</b> shall be inspected by a duly constituted Inspection Committee. The Committee shall verify conformity with bid specifications and submit an inspection report. Any deficiencies shall be rectified by the Bidder free of cost.
<b>5</b>	<b>DELIVERY AND DOCUMENTS (GCC Clause 8)</b>	
5.1	GCC 8.1	The Bidder shall provide the following documents at the time of delivery to the Central Store of <b>Directorate of Climate Change &amp; Carbon Financing</b> : i. Original Delivery Notes (in duplicate) including description, make, model, quantity, Lot/Batch No., Registration No., manufacturing & expiry dates (if applicable). ii. Original Invoices (in duplicate) including warranty details, per unit cost and total amount. iii. Original Sales Tax Invoices (where applicable) showing GST details. iv. Manufacturer’s/Bidder’s Warranty Certificate (where applicable). v. Inspection Certificate issued by the nominated Inspection Committee along with factory inspection report. vi. Certificate of Origin.
<b>6</b>	<b>INSURANCE (GCC Clause 9)</b>	
6.1	GCC 9.1	Goods shall be supplied on DDP basis at consignee’s end. Risk shall transfer to the Procuring Agency only after delivery. Insurance coverage shall be the responsibility of the Bidder.
<b>7</b>	<b>WARRANTY / GUARANTEE (GCC Clause 10)</b>	

Clause No.	Reference	Description / Provision
	<b>Clause 12)</b>	
7.1	GCC 12.1	Goods shall be accompanied by manufacturer's standard warranty/guarantee of minimum one (1) year or extended warranty, whichever is greater.
7.2	GCC 12.2	The Procuring Agency shall notify the Bidder in writing of any warranty claims.
<b>8</b>	<b>PAYMENT (GCC Clause 13)</b>	
8.1	GCC 13.1	(a) Payment shall be made in Pak Rupees. (b) Payment shall be made within 60 days after receipt of original delivery challan(s) and invoice(s) duly signed and stamped by the Chairman of the Inspection Committee. The Committee shall submit a physical inspection report certifying conformity with specifications.
<b>9</b>	<b>PENALTIES / LIQUIDATED DAMAGES (GCC Clause 16)</b>	
9.1	GCC 16.1	If deliveries are not completed within the specified timeframe, a Show Cause Notice shall be issued followed by cancellation of the contract to the extent of non-delivered portion. Performance Security equivalent to the undelivered portion shall be forfeited. Failure to supply entire installment may result in forfeiture of entire Performance Security and blacklisting for at least five (5) years. Liquidated damages: 0.5% per week (or part thereof), maximum up to 10% of contract value. Upon reaching 10%, the Procuring Agency may rescind the contract without prejudice to other remedies.
<b>10</b>	<b>RESOLUTION OF DISPUTES (GCC Clause 21)</b>	
10.1	GCC 21.2	Disputes shall be resolved in accordance with Rule 31, 32 and 34 of the SPP Rules, 2010.
<b>11</b>	<b>GOVERNING LANGUAGE (GCC Clause 22)</b>	
11.1	GCC 22.1	The language of the Contract shall be English.
<b>12</b>	<b>APPLICABLE LAWS (GCC Clause 23)</b>	
12.1	GCC 23.1	The Contract shall be governed by the Laws of Pakistan. Courts of Hyderabad or Karachi, Pakistan shall have exclusive jurisdiction.
<b>13</b>	<b>NOTICES (GCC Clause 24)</b>	
13.1	Procuring Agency Address	Deputy Director (Purchase) Directorate of Climate Change & Carbon Financing (Official Address) Phone: _____ Email: _____
13.2	Bidder's Address	Name of Bidder: _____ Contact Person & Designation: _____ Phone/Fax/Mobile: _____ Email: _____ Postal Address: _____
<b>14</b>	<b>TAXES AND DUTIES (GCC Clause 25)</b>	
14.1	GCC 25.1	The Supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of goods on DDP basis to the Directorate of Climate Change & Carbon Financing.

**INTEGRITY PACT**  
**(AFFIDAVIT) On Stamp Paper Worth Rs.500**  
**SHOULD BE SUBMITTED AFTER RECEIPT OF AWARD LETTER**

**DECLARATION OF FEES, COMMISSION AND BROKERAGE PAYABLE BY THE  
SUPPLIERS/CONTRACTORS/CONSULTANTS.**

Contract Number: \_\_\_\_\_ Dated: \_\_\_\_\_

Contract Value: \_\_\_\_\_

Contract Title: \_\_\_\_\_

**[Name of Supplier/Contractor/Consultant]** hereby declares that it has not obtained or induced procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Sindh (GoS) or any administrative subdivision or agency thereof or any other entity owned or controlled by Government of Sindh (GoS) through any corrupt business practice.

Without limiting the generality of the foregoing, **[Name of Supplier/ Contractor/ Consultant]** represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit, in whatsoever form, from Procuring Agency (PA), except that which has been expressly declared pursuant hereto.

**[Name of Supplier/Contractor/Consultant]** certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with PA and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

**[Name of Supplier/Contractor/Consultant]** accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to PA under any law, contract or other instrument, be voidable at the option of PA.

Notwithstanding any rights and remedies exercised by PA in this regard, **[Name of Supplier/Contractor/Consultant]** agrees to indemnify PA for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to PA in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by **[Name of Supplier/Contractor/Consultant]** as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit, in whatsoever form, from PA.

\_\_\_\_\_  
**[Procuring Agency]**

\_\_\_\_\_  
**[Supplier /Contractor/Consultant]**



**UNDERTAKING**  
ON STAMP PAPER (PKR 500/-)

Date:

**Tender Invitation to Bid Number** \_\_\_\_\_

**Procurement of** \_\_\_\_\_

**A-UNDERTAKING**

1. During the tender process, if the procuring agency found that the bidder is blacklisted by any procuring agency in Pakistan or found in-active / invalid at FBR website, the submitted bid shall be disqualified.
2. Bidder has submitted the correct and complete information along with the bid/offer. If any document / information is found forged / engineered / fake / bogus at any stage, the bidder may be declared as Blacklisted in accordance with law and the performance guarantee and payment (if any) shall be forfeited.
3. DoCC&CF reserves the right to reject any or all bids if any of Mandatory Requirement Criteria is not fulfilled or if required documents are not submitted.

**B-REQUIRED EXPERIENCE & TURN OVER**

1. The Bidder must have the requisite experience in the relevant field as required in Mandatory Requirements.
2. The Bidder has maintained the required annual turnover as required in Mandatory Requirements.

**C-SUPPLY OF ITEMS:**

1. The Bidder has quoted the items as per required specification.
2. The Bidder shall supply the items as per required make, model and quality.
3. The items shall be delivered as per specs, quality and within due time as mentioned in Purchase / Work Order.

**D-SPECIAL CONDITION:**

1. The Bid Validity Period is 90 Days and can be extendable as per SPPRA Rule # 38- 06 & 07.
2. The bidder has submitted the complete tender proposal with accurate data and material. If the Procuring Agency found at any stage a document or piece of information is forged, faked, or bogus, the Procuring Agency has the right to take necessary action as per SPPRA Rules.
3. Our firm carefully gone through the Terms & Conditions as mentioned in the bid document. The bidder has agreed all the terms & condition given in the bid document.

**E-BANK DETAILS**

1. The Bank Details for verification of Bid Security in the light of Sindh Public Procurement Rule 37-3 are as follows:
  - a. Bid Security Pay Order # \_\_\_\_\_, Date \_\_\_\_\_, Amount in PKR \_\_\_\_\_
  - b. Bank Manager Name: \_\_\_\_\_
  - c. Bank Manager Contact Details # \_\_\_\_\_,
  - d. Bank Manager email ID # \_\_\_\_\_.

*Authorized Signature*

*Name of the signatory* \_\_\_\_\_

*Bidder* \_\_\_\_\_

*Company Stamp / Seal:*

**PAST EXPERIENCE**  
**VALID LIST OF CLIENT’S DETAILS**  
**(ON BIDDER / COMPANY / FIRM'S LETTERHEAD)**

*[Location, Date]*

To: *[Name and address of Employer]*

Dear Sir,

I/we hereby mention following list of valid Clients details where our firm had provided services, supported by copies of Purchase Order / Work Orders & Performance Certificate / Satisfactory Performance Letters for your reference:

S. #	Name of Procuring Agency	Details of Procurement Department		Attach Copy of Purchase Order (Mandatory)	Attach Copy of Performance Certificate (Mandatory)
		Contact Person / Number	Official Email ID		
01					
02					
03					
04					
05					

Note: Must fill **Annexure-B** and attach documentary evidence in the shape of Purchase Order along with Satisfactory Performance Certificate, showing the relevant details.

*Authorized Signature*

*Name of the signatory* \_\_\_\_\_

*Bidder* \_\_\_\_\_

*Company Stamp / Seal:*

**DECLARATION OF ANNUAL TURNOVER AND INCOME TAX RETURN**

**(ON BIDDER'S / COMPANY / FIRM'S LETTERHEAD)**

To: *Chairman, Central Purchase Committee*

NIT Ref: DoCC&CF /PC/  
for Tender “ \_\_\_\_\_”.

Dated,

Dear Sir, Our firm hereby declares that the annual turnover for the specified period is as follows:

Year	Annual Turnover (Attach Income Tax Returns, required as Mandatory Documents)
Year 22-2023	
Year 23-2024	
Year 24-2025	
<b>TOTAL</b>	
<b>Total</b>	

Supporting Document	YEAR	Yes / No
Income Tax Returns		

**NOTE : ROWS / COLUMN MAY BE ADDED AS REQUIRED.**

*Authorized Signature*

*Name of the signatory* \_\_\_\_\_

*Bidder* \_\_\_\_\_

*Company Stamp / Seal:*

**ANNEXURE – D**

**PRICE SCHEDULE  
DELIVERED DUTY PAID (DDP BASIS)  
(On Bidder's Official Letterhead)**

**FOR GOODS OFFERED WITHIN THE PROCURING AGENCY'S COUNTRY**

*Tender:* \_\_\_\_\_

*ITB to Bidder* \_\_\_\_\_

<b>Sr.</b>	<b>Item Description</b>	<b>Make</b>	<b>Model / Cat No.</b>	<b>Quantity</b>	<b>Unit</b>	<b>Rate</b>	<b>Total Price (PKR)</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
<b>Total Amount in Pak Rs.</b>						<b>on DDP Basis</b>	

**NOTE : ROWS / COLUMN MAY BE ADDED AS REQUIRED.**

*Authorized Signature*

*Name of the signatory* \_\_\_\_\_

*Bidder* \_\_\_\_\_

*Company Stamp / Seal:*

**ANNEXURE – E**  
**BIDDER PROFILE / DETAILS**  
*(On Bidder / Company / firm's Letterhead)*

1.	Registered Company Name	
2.	Registration License Number issued by Ministry of Interior / Home Department (Attach documentary evidence)	
3.	National Tax Number (Attach documentary evidence)	
4.	General Sales Tax Number (Attach documentary evidence)	
5.	Sindh Sales Tax Number (Attach documentary evidence)	
6.	Other information	
7.	Years of Operation of Company after its Registration (Attach documentary evidence)	
8.	Managerial Capability i. Total no. of Permanent Staff ii. Total No. of Contract / Project Staff (Attach as separate Annexure)	
9.	Assignment in hand (Presently) (Attach as separate Annexure)	
10.	Bank Name and Branch	
11.	Bank Account Number	
12.	Additional Professional Registration Details (if any):	
13.	Postal address	
14.	PTCL Number	
15.	Mobile Number	
16.	E-mail ID	
17.	Blacklisting / Complaint / Litigation against the firm (By any govt. or other org. if any)	
18.	Name & Address of the companies / subsidiaries and associated companies, if any, with whom there is collaboration or joint venture	
19.	Whether pay order, for the requisite Bid Security enclosed? (Yes / No)	
20.	Anyother relevant detail	

***Authorized Signature [In full and initials]:***  
***Name and Title of Authorized Signatory:***  
***Name of Bidder:***  
***Stamp / Seal:***



**BID FORM**

To:

The Executive Directorate  
Directorate of Climate Change &  
Carbon Financing  
**Karachi.**

Dear Sir,

Having examined the Bidding Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver the goods specified in the said Bidding Documents for the sum of [Total Bid Amount Rs. \_\_\_\_\_], [Bid Amount in words \_\_\_\_\_ only ] or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this bid.

2. The free of cost / donation / discounts offered and the methodology for their application are: \_\_\_\_\_
3. We undertake, if our bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.
4. If our bid is accepted, we shall submit the Performance Security \_\_\_\_\_ of the Contract Price for the due performance of the Contract, in the form prescribed by the Procuring Agency.
5. We agree to the validity of this bid for 90 days from the date fixed for financial bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
6. Until a formal Contract is prepared and executed, this bid, together with the written acceptance thereof and notification of award, by the Procuring Agency, shall constitute a binding Contract between us.
7. We understand that you are not bound to accept the lowest or any bid you may receive.

Name \_\_\_\_\_  
In the capacity of \_\_\_\_\_

Signed \_\_\_\_\_  
Duly authorized to sign the Bid for and on behalf of \_\_\_\_\_  
Date \_\_\_\_\_

Bidding Data sheet

<b>Sr. No.</b>	<b>Description</b>	<b>Bid Data / Requirement</b>
1	Procuring Agency	Directorate of Climate Change & Carbon Financing Karachi.
2	Tender Reference No.	
3	Project / Procurement Title	Procurement of Furniture
4	Method of Procurement	(Open Competitive Bidding Single Stage Single Envelope
5	Applicable Rules	SPPRA Rules, 2010 (Amended up to date)
6	Type of Contract	Goods
7	Bid Submission Deadline	7 <sup>th</sup> March 2026
8	Bid Opening Date & Time	7 <sup>th</sup> March 2026 at 12 30 P.m.
9	Bid Opening Place	Office of Secretary ECC&CDD Karachi.
10	Bid Validity Period	90 Days
11	Earnest Money (Bid Security)	Rs. 300,000 ( 3 lac)
12	Bid Security Validity	28 days beyond bid validity period
13	Performance Security	10% of Contract Price
14	Completion Period	30 days
15	Pre-Bid Meeting	Not applicable
16	Eligibility Criteria	Given below.
17	Required Experience	3 years
18	Annual Turnover Requirement	10 million average annual Turn Over in last 3 years.
19	Joint Venture (JV)	Allowed with JV agreement required)
20	Submission Format	Properly sealed, signed & stamped (Eligibility document & Financial in one document)
21	Number of Copies	Only uploading on epads.
22	Financial Proposal Requirement	BOQ duly filled, signed & stamped
23	Conditional Bids	Incomplete bids shall not be considered
24	Evaluation Criteria	Most Advantageous Bid
25	Clarification Period	Up to five days before submission deadline
26	Taxes & Duties	Inclusive of all applicable Federal & Provincial Taxes
27	Blacklisting	Bidder must not be blacklisted by any Government organization
28	Award of Contract	Subject to approval of Competent Authority
29	Payment Terms	As per contract agreement
30	Dispute Resolution	As per SPPRA Rules & relevant laws of Sindh

**Eligibility / Evaluation Criteria (Yes/No Basis)**

Sr. No.	Eligibility / Evaluation Criteria	Yes/No
1	The bidder must be a legally registered firm/company/authorized dealer under relevant laws of Pakistan.	<input type="checkbox"/> Yes <input type="checkbox"/> No
2	Registration with SRB	<input type="checkbox"/> Yes <input type="checkbox"/> No
3	Valid NTN and Active Taxpayer status with FBR.	<input type="checkbox"/> Yes <input type="checkbox"/> No
4	Valid Sales Tax Registration with FBR.	<input type="checkbox"/> Yes <input type="checkbox"/> No
5	Minimum 03 years of relevant experience in supply of similar goods.	<input type="checkbox"/> Yes <input type="checkbox"/> No
6	Proven track record of at least 03 similar contracts with Government/Semi-Government/Autonomous/Private organizations.	<input type="checkbox"/> Yes <input type="checkbox"/> No
7	Copies of work orders/completion certificates provided.	<input type="checkbox"/> Yes <input type="checkbox"/> No
8	Minimum average annual turnover of PKR 10 million during last three (03) years.	<input type="checkbox"/> Yes <input type="checkbox"/> No
9	Bank statements of last three (03) years provided.	<input type="checkbox"/> Yes <input type="checkbox"/> No
10	Detailed technical specifications of the offered goods provided.	<input type="checkbox"/> Yes <input type="checkbox"/> No
11	Goods strictly conform to specifications in bidding documents.	<input type="checkbox"/> Yes <input type="checkbox"/> No
12	Manufacturer's authorization certificate provided (if bidder is not manufacturer).	<input type="checkbox"/> Yes <input type="checkbox"/> No
13	Compliance certificate confirming goods are brand new, unused, and latest model.	<input type="checkbox"/> Yes <input type="checkbox"/> No
14	Bidder is on Active Taxpayers List (ATL) of SRB.	<input type="checkbox"/> Yes <input type="checkbox"/> No
15	Not blacklisted by any Government/Semi-Government organization.	<input type="checkbox"/> Yes <input type="checkbox"/> No
16	Affidavit on stamp paper confirming blacklisting history.	<input type="checkbox"/> Yes <input type="checkbox"/> No
17	Written undertaking to supply goods within stipulated delivery period.	<input type="checkbox"/> Yes <input type="checkbox"/> No
18	<p><b>The Bidder shall provide the complete address of the manufacturing site and/or authorized display unit, where applicable, for verification of technical specifications of the offered sample.</b></p> <p>The Procuring Agency reserves the right to inspect the manufacturing facility or display unit to verify compliance with the required technical specifications before award of contract or during evaluation, if deemed necessary.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No

Sr. No.	Eligibility / Evaluation Criteria	Yes/No
	Failure to provide accurate and verifiable information may result in rejection of the bid.	
19	Bid Security of Rs. 3,00,000 in the form of Pay Order in favour of Executive Director, Directorate of Climate Change & Carbon Financing.	<input type="checkbox"/> Yes <input type="checkbox"/> No
20	Tender Fees amounting to Rs. 10,000	<input type="checkbox"/> Yes <input type="checkbox"/> No

#### 4. Final Award

The contract shall be awarded to the bidder:

- Meeting all mandatory requirements,
- Offering the lowest evaluated responsive financial bid.
- Bids found to be extremely low compared to the estimated cost or prevailing market rates shall be rejected, as they may indicate a lack of understanding of the project requirements or an inability to satisfactorily perform the contract,

## DoCC&CF OFFICE

### ROOM-WISE FURNITURE OCUUPANCY TABLES

#### A. Single Officer Rooms

##### Room 05 — 12' × 18.5' (DG) | Multiply × 2

Sr.	Item Description	Size (ft)	Finish / Code	Qty
1	Executive Table	5.5 × 2.5	PF	1
2	Side Table	1.5 × 3.75	PF	1
3	Back-Side Shelf	6 × 3	PF	1
4	Executive Chair	—	LC-A	1
5	Visitor Chair	—	VC-A	2
6	Sofa (3-Seater)	—	SF-L	1
7	Center Table	—	PF + MT	1

##### Room 10 — 12' × 18.5' (ED) | Multiply × 2

Sr.	Item Description	Size (ft)	Finish / Code	Qty
1	Executive Table	5.5 × 2.5	PF	1
2	Side Table	1.5 × 3.75	PF	1
3	Back-Side Shelf	6 × 3	PF	1
4	Executive Chair	—	LC-A	1
5	Visitor Chair	—	VC-A	2
6	Sofa (3-Seater)	—	SF-L	1
7	Center Table	—	PF + MT	1

##### Room 04 — 9' × 18.5' | Multiply × 2

Sr.	Item Description	Size (ft)	Finish / Code	Qty
1	Executive Table	4.25 × 2.5	LF	1
2	Side Table	1.5 × 3.75	LF	1
3	Back-Side Shelf	6 × 3	LF	1
4	Executive Chair (Revolving)	—	RC-A	1
5	Visitor Chair	—	VC-A	2
6	Sofa (2-Seater)	—	SF-F	1
7	Coffee Table	—	PF + MT	1

**Room 06 — 12.5' × 18.5' | Multiply × 2**

Sr.	Item Description	Size (ft)	Finish / Code	Qty
1	Executive Table	5.5 × 2.5	LF	1
2	Side Table	1.5 × 3.75	LF	1
3	Back-Side Shelf	6 × 3	LF	1
4	Executive Chair (Revolving)	—	RC-A	1
5	Visitor Chair	—	VC-A	2
6	Sofa (3-Seater)	—	SF-F	1
7	Center Table	—	PF + MT	1

**B. Double Officer Rooms**

**Room 09 — 12.25' × 18.5' (Per Officer)**

Sr.	Item Description	Size (ft)	Finish / Code	Qty
1	Executive Table	4.0 × 2.0	LF	1
2	Mobile Unit	1.5 × 2.5	LF	1
3	Back-Side Shelf	6 × 3	LF	1
4	Revolving Chair	—	RC-A	1
5	Visitor Chair	—	VC-B	2

**Common Furniture (Per Room)**

Sr.	Item Description	Size	Finish / Code	Qty
1	Sofa (2-Seater)	—	SF-F	1
2	Coffee Table	—	PF + MT	1

**Room 08 — 10' × 18.5' | Multiply × 2**

Sr.	Item Description	Size (ft)	Finish / Code	Qty
1	Executive Table	4.0 × 2.0	LF	1
2	Mobile Unit	1.5 × 2.5	LF	1
3	Revolving Chair	—	RC-B	1
4	Sofa (2-Seater)	—	SF-F	1
5	Coffee Table	—	PF + MT	1

Sr.	Item Description	Size (ft)	Finish / Code	Qty
6	Back-Side Shelf	6 × 3	LF	1

### C. Three Officer Room

**Room 07 — 13.25' × 11.25' | Multiply × 2**

Sr.	Item Description	Size (ft)	Finish / Code	Qty
1	Workstation with Partition	2 × 3	LF	3
2	Revolving Chair	—	RC-C	3
3	Mobile Unit	1.5 × 2.5	LF	3
4	Station Head File Cabinet	3 × 1.5	LF	1
5	Full-Height File Rack	4 × 8	LF	1

### D. Four Officer Rooms

**Room 01 — 8.33' × 18.5'**

Sr.	Item Description	Size (ft)	Finish / Code	Qty
1	Workstation with Partition	2 × 3	LF	4
2	Revolving Chair	—	RC-C	4
3	Mobile Unit	1.5 × 2.5	LF	4
4	Station Head File Cabinet	3 × 1.5	LF	1
5	Back-Side Shelf	6 × 3	LF	1
6	Full-Height File Rack	4 × 8	LF	1

**Room 02 — 8.08' × 18.5'**

**Furniture: Same as Room 01**

**Room 03 — 9.0' × 18.5' | Multiply × 2**

**Furniture: Same as Room 01**

### E. Four Officer Room (With File Racks)

**Room 11 — 8.33' × 18.5' | Multiply × 2**

Sr.	Item Description	Size (ft)	Finish / Code	Qty
1	Workstation with Partition	2 × 3	LF	4
2	Revolving Chair	—	RC-C	4
3	Mobile Unit	1.5 × 2.5	LF	4
4	Station Head File Cabinet	3 × 1.5	LF	1
5	Full-Height File Rack	4 × 8	LF	3

## F. Conference / Meeting Room

Sr.	Item Description	Size (ft)	Finish / Code	Qty
1	Conference Table	10 × 4	PF + MT	1
2	Conference Chair (No Head)	—	CC-A	8
3	Executive Chair	—	LC-A	1
4	Shelf	6 × 3	PF	2
5	Sofa (4-Seater)	—	SF-F	1
6	Coffee Table	—	PF + MT	2
7	LED Wall Console	6 × 3	PF	1

## G. Waiting Area | Multiply × 2

Sr.	Item Description	Size (ft)	Finish / Code	Qty
1	Sofa (5-Seater)	—	SF-F	1
2	Coffee Table	—	PF + MT	2
3	Center Table	—	PF + MT	1
4	Wooden Separation Wall	8 × 10	PF	1
5	Seating Back Wall Cladding	8 × 10	PVC-CL	1

## H. Reception Area | Multiply × 2

### Sr. Item Description Size (ft) Finish / Code Qty

1	Reception Table	2 × 5	LF	1
2	Reception Chair	—	VC-A	1

## DoCC&CF OFFICE

### FINISH & QUALITY CODES (TABLE FORMAT)

Code	Description
PF	Polished wooden finish
LF	Laminated finish
MT	Marble top
LC-A	Executive chair, leather finished – Grade A
RC-A	China head revolving chair – Grade A
RC-B	China head revolving chair – Grade B
RC-C	China head revolving chair – Grade C
VC-A	Visitor chair, China made – Grade A
VC-B	Visitor chair, China made – Grade B
SF-L	Sofa leather finish, Molty foam, wooden structure
SF-F	Sofa fabric finish, Molty foam, wooden structure
PVC-CL	Laminated cladding with PVC rib sheets

Code	Description
CC-A	Conference chair, revolving (without head) – Grade A

## DoCC&CF OFFICE

### GENERAL NOTES (TABLE FORMAT)

#### A. Technical Note

Sr. No.	Description
1	The furniture dimensions indicated herein are <b>indicative only</b> . Minor variations ( <b>plus or minus</b> ) may occur subject to <b>site verification, room geometry, and functional requirements</b> .
2	The contractor shall be responsible for <b>final site measurement, coordination, fabrication, delivery, and installation</b> prior to execution.
3	Any dimensional adjustment shall <b>not affect the approved scope, quality, or intent</b> of the work unless otherwise approved in writing.

#### B. Project Status Notes

Sr. No.	Item	Status
1	Meeting Room @ First Floor	<b>Loaded</b>
2	Secretary Room @ First Floor Furniture	<b>No Need</b>
3	Furniture @ First Floor for Few Rooms	<b>Added</b>
4	New Office (Furniture) @ Second Floor	<b>Loaded</b>

## DoCC&CF OFFICE

### QTY SHEET (Aggregated from Room-wise Lists + Multiply ×2 Applied)

#### A) TABLES

Item	Size (ft)	Finish	Unit	Total Qty
Executive Table	5.5 × 2.5	PF	No	4
Executive Table	5.5 × 2.5	LF	No	2
Executive Table	4.25 × 2.5	LF	No	2
Executive Table (per officer)	4.0 × 2.0	LF	No	6
Side Table	1.5 × 3.75	PF	No	4
Side Table	1.5 × 3.75	LF	No	4
Conference Table	10 × 4	PF + MT	No	1
Reception Table	2 × 5	LF	No	2

#### B) WORKSTATIONS & MOBILE UNITS

Item	Size (ft)	Finish	Unit	Total Qty
Workstation with partition	2 × 3	LF	No	30
Mobile Unit	1.5 × 2.5	LF	No	36

#### C) STORAGE / SHELVING

Item	Size (ft)	Finish	Unit	Total Qty
Back-side Shelf	6 × 3	PF	No	4
Back-side Shelf	6 × 3	LF	No	12
Conference Shelves	6 × 3	PF	No	2
Station Head File Cabinet	3 × 1.5	LF	No	30
Full-height File Rack	4 × 8	LF	No	12

#### D) CHAIRS

Item	Code / Grade	Unit	Total Qty
Executive Chair	LC-A	No	5
Revolving Chair	RC-A	No	6

Item	Code / Grade	Unit	Total Qty
Revolving Chair	RC-B	No	4
Revolving Chair	RC-C	No	30
Visitor Chair	VC-A	No	16
Visitor Chair	VC-B	No	4
Reception Chair	VC-A	No	2
Conference Chair (No Head)	CC-A	No	8

#### E) SOFAS

Item	Seats	Finish	Unit	Total Qty
Sofa	3-Seater	SF-L	No	4
Sofa	3-Seater	SF-F	No	2
Sofa	2-Seater	SF-F	No	5
Sofa (Conference)	4-Seater	SF-F	No	1
Sofa (Waiting Area)	5-Seater	SF-F	No	2

#### F) CENTER & COFFEE TABLES

Item	Finish	Unit	Total Qty
Center Table	PF + MT	No	8
Coffee Table	PF + MT	No	11

#### G) FEATURE & WALL ITEMS

Item	Size (ft)	Finish	Unit	Total Qty
Wooden Separation Wall	8 × 10	PF	Sft	160
Seating Back Wall Cladding	8 × 10	PVC-CL	Sft	160
LED Wall Console	6 × 3	PF	No	1

### DOCC&CF OFFICE

#### DETAILED FINANCIAL BID FORM (ROOM & ITEM WISE)

Sr. No	Room / Description	Item / Subunit	Size (ft)	Qty	Estimated Area (SFT)	Rate per SFT / Item (PKR)	Total Amount (PKR)
1	Single Officer Room – Room 05 (DG) ×2	Executive Table	5.5 × 2.5	2	27.5	_____	_____
		Side Table	1.5 × 3.75	2	11.25	_____	_____
		Back-Side Shelf	6 × 3	2	36	_____	_____
		Center Table	3 × 2 (est.)	2	12	_____	_____
		Executive Chair	—	2	—	_____	_____

Sr. No	Room / Description	Item / Subunit	Size (ft)	Qty	Estimated Area (SFT)	Rate per SFT / Item (PKR)	Total Amount (PKR)
		Visitor Chair	—	4	—	—	—
		Sofa (3-Seater)	—	2	—	—	—
2	Single Officer Room – Room 10 (ED) ×2	Executive Table	5.5 × 2.5	2	27.5	—	—
		Side Table	1.5 × 3.75	2	11.25	—	—
		Back-Side Shelf	6 × 3	2	36	—	—
		Center Table	3 × 2	2	12	—	—
		Executive Chair	—	2	—	—	—
		Visitor Chair	—	4	—	—	—
		Sofa (3-Seater)	—	2	—	—	—
3	Single Officer Room – Room 04 ×2	Executive Table	4.25 × 2.5	2	21.25	—	—
		Side Table	1.5 × 3.75	2	11.25	—	—
		Back-Side Shelf	6 × 3	2	36	—	—
		Coffee Table	3 × 2	2	12	—	—
		Executive Chair (Revolving)	—	2	—	—	—
		Visitor Chair	—	4	—	—	—
		Sofa (2-Seater)	—	2	—	—	—
4	Single Officer Room – Room 06 ×2	Executive Table	5.5 × 2.5	2	27.5	—	—
		Side Table	1.5 × 3.75	2	11.25	—	—
		Back-Side Shelf	6 × 3	2	36	—	—
		Center Table	3 × 2	2	12	—	—
		Executive Chair (Revolving)	—	2	—	—	—
		Visitor Chair	—	4	—	—	—
		Sofa (3-Seater)	—	2	—	—	—
5	Double Officer Room – Room 09	Executive Table	4 × 2	2	16	—	—
		Mobile Unit	1.5 × 2.5	2	7.5	—	—
		Back-Side Shelf	6 × 3	2	36	—	—
		Revolving Chair	—	2	—	—	—
		Visitor Chair	—	4	—	—	—
		Sofa (2-Seater)	—	1	—	—	—
		Coffee Table	3 × 2	1	6	—	—
6	Double Officer Room – Room 08 ×2	Executive Table	4 × 2	2	16	—	—
		Mobile Unit	1.5 × 2.5	2	7.5	—	—
		Revolving Chair	—	2	—	—	—
		Back-Side Shelf	6 × 3	2	36	—	—

Sr. No	Room / Description	Item / Subunit	Size (ft)	Qty	Estimated Area (SFT)	Rate per SFT / Item (PKR)	Total Amount (PKR)
		Sofa (2-Seater)	—	2	—	—	—
		Coffee Table	3 × 2	2	12	—	—
7	Three Officer Room – Room 07 × 2	Workstation with Partition	2 × 3	6	36	—	—
		Mobile Unit	1.5 × 2.5	6	22.5	—	—
		Revolving Chair	—	6	—	—	—
		Station Head File Cabinet	3 × 1.5	2	9	—	—
		Full-Height File Rack	4 × 8	2	64	—	—
8	Four Officer Rooms – Room 01/02/03	Workstation with Partition	2 × 3	12	72	—	—
		Mobile Unit	1.5 × 2.5	12	45	—	—
		Revolving Chair	—	12	—	—	—
		Station Head File Cabinet	3 × 1.5	3	13.5	—	—
		Back-Side Shelf	6 × 3	3	54	—	—
		Full-Height File Rack	4 × 8	3	96	—	—
9	Four Officer Room – Room 11 (With Extra File Racks) × 2	Workstation with Partition	2 × 3	8	48	—	—
		Mobile Unit	1.5 × 2.5	8	30	—	—
		Revolving Chair	—	8	—	—	—
		Station Head File Cabinet	3 × 1.5	2	9	—	—
		Full-Height File Rack	4 × 8	6	192	—	—
10	Conference / Meeting Room	Conference Table	10 × 4	1	40	—	—
		Conference Chairs	—	8	—	—	—
		Executive Chair	—	1	—	—	—
		Shelf 6 × 3	2	36	—	—	—
		Coffee Tables	2	12	—	—	—
		LED Wall Console	6 × 3	1	18	—	—
11	Waiting Area × 2	Sofa (5-Seater)	—	2	—	—	—
		Coffee Tables	4	36	—	—	—
		Center Table	2	12	—	—	—
		Wooden Separation Wall	2	160	—	—	—
		Back Wall Cladding	2	160	—	—	—
12	Reception Area × 2	Reception Table	2 × 5	2	20	—	—
		Reception Chair	—	2	—	—	—

## DOCC&CF OFFICE – ROOM-WISE TOTAL AMOUNT

Sr. No	Room / Description	Total Amount (PKR)
1	Single Officer Room – Room 05 (DG) ×2	
2	Single Officer Room – Room 10 (ED) ×2	
3	Single Officer Room – Room 04 ×2	
4	Single Officer Room – Room 06 ×2	
5	Double Officer Room – Room 09	
6	Double Officer Room – Room 08 ×2	
7	Three Officer Room – Room 07 ×2	
8	Four Officer Rooms – Room 01/02/03	
9	Four Officer Room – Room 11 ×2	
10	Conference / Meeting Room	
11	Waiting Area ×2	
12	Reception Area ×2	
<b>Grand Total (All Rooms)</b>		

### C. BIDDER DECLARATION

1. The quoted rates are inclusive of supply, fabrication, hardware, polishing/lamination, transportation, loading/unloading, installation, labor, overheads, profit, and all incidental charges.
2. The bidder confirms that all works shall comply with the approved specifications and finish codes.
3. No escalation shall be claimed during the contract period.
4. The bidder has verified site measurements before submission of this financial proposal.

### Bidder Information

Description	Details
Company Name	
NTN / Registration No.	
Authorized Signatory	
Contact No.	
Signature & Stamp	
Date	

### TERMS & CONDITIONS

1. The bidder should submit all the relevant and required documents, else the bid will be considered incomplete and will be disqualified. The submitted documents will be assumed as final and last.
2. The DoCCC&CF reserves the right to accept or reject any or all the bids or Increase/ Decrease the Quantities of items or as per SPPRA Rules.
3. The rates should be inclusive of FOB and GST, Income Tax & any other government duty.
4. The Bidder has to supply original items of good quality at Store of DoCC&CF. The refurbish, less quality or refurbish items will be un-accepted.
5. The substandard or below the mark manufactured material or components shall not be used for the

Manufacturing otherwise on the day of inspection or afterward Procuring Agency may cancel the Purchase Order and cease the performance security.

6. Rejected consignment shall be returned back to dealers / suppliers at their own cost.
7. There shall be inspection in presence of representative(s) of the Bidder and Purchaser on arrival of items at Main Store.
8. Payment will be made on availability of funds, if delayed due to any reason; no extra interest / mark-up will be accepted / paid.
9. The Purchase / Supply orders submitted by the bidder of schools (public and private) will not be applicable and will not be assumed as standard required by the Procuring Agency.
10. In case of breach of contract, the damages suffered by the Procuring Agency shall be recovered to the full extent from the Contractor's Performance Security.
11. If the Bidder fails to deliver items within the time specified in the Purchase Order, the penalty will be imposed as approved by the Competent Authority (as per Rules).

**Bidder**  
Signature with stamp

**Chairman,**  
Procurement Committee.

#### Important Note

Mentioning of square feet (Sq. Ft.) indicates that the bidder shall furnish the furniture as per the approved measurements duly provided by the PA. All measurements stated are tentative in nature. The exact measurements shall be taken and verified by the successful bidder at site before execution of work. The rates shall be applied strictly on the basis of actual square feet measured. The quoted rates shall be inclusive of the cost of all additional materials, fittings, fixtures, hardware, and accessories required for complete execution of the work.

Wherever square feet (Sq. Ft.) measurement is applicable, the bidder shall quote the rate strictly on a per square foot basis as well as on a unit-wise basis, wherever specified. The furnishing work shall be executed as per the approved measurements provided by the PA. All measurements indicated are tentative in nature, and the exact measurements shall be taken at site by the successful bidder before execution. Payment shall be made based on the actual measured quantity in square feet. The quoted rates shall be inclusive of the cost of all materials, fittings, fixtures, hardware, and accessories required for complete execution of the work.

#### Example – Combined Rate Quotation (PKR)

Item	Size (Ft.)	Qty	Total Area (Sq. Ft.)	Rate / Sq. Ft. (PKR)	Amount (PKR)	Rate / Unit (PKR)	Total (Unit Basis) (PKR)
Side Table	1.5 × 3.75	2	11.25	3,000	33,750	16,875	33,750
Executive Chair	NA	2	Not applied	NA	Not applied	6000	12000

#### Calculation:

- **Square Foot Basis:**  $11.25 \times 3,000 = 33,750$  PKR
- **Unit Basis:**  $2 \times 16,875 = 33,750$  PKR

Note: Rates are inclusive of all materials, hardware, fittings, accessories, labor, transportation, installation, and

Pictorial designs of the furniture have been provided to facilitate a clear understanding of the required work for the bidders. These visual representations will help bidders accurately interpret dimensions, style, and layout, ensuring precise execution as per the approved specifications.





















**SEPA**











