

Election Commission of Pakistan



Request for Proposal

RFP# PEC-KP/FURNITURE

Procurement of Furniture & Miscellaneous Items

Dated: 27th January, 2026

O/o the Provincial Election Commissioner,
Khyber Pakhtunkhwa, Peshawar

Tel: +92-91-9211033

www.ecp.gov.pk

TENDER DOCUMENTS

INSTRUCTIONS TO THE BIDDERS

Rs.500/-
(applicable upon receiving hard copy)

Name of Firm: _____

Postal Address: _____

Email: _____ Telephone/ Mobile: _____

NTN: _____ GST No.: _____

SCOPE OF TENDER AND REQUIREMENT

The proposed tender is for the procurement of furniture and other miscellaneous items, including their delivery to the Office of the Provincial Election Commissioner, Khyber Pakhtunkhwa, situated at Main Shami Road, opposite Golf Club Gate No.2 Peshawar. The details of the required items are as follows:

S#	Name of Items	Detailed Specifications	Qty
LOT I			
1	Computer Revolving Chair	 <ul style="list-style-type: none"> • Size: 25.7 W 25 D Max. 41.5 H (Inches) • Headrest: Height Adjustable • Back: Mesh (Grey) • Upholstery: Fabric (Black, Grey, Blue) • Armrest: Black PP Height Adjustable Arm • Injected Seat Foam • Base: Nylon • Castor: Black PU Castor • Equivalent or Higher • Warranty 01 year 	08
2	Computer Table	 <ul style="list-style-type: none"> • Main structure made of vim board and top lamination board • Premium quality hardware • 2mm edge banding • Three Drawers • Width 24" • length 48" • Height 30" • Equivalent or Higher • Warranty 01 year 	06
3	Executive Chair	 <ul style="list-style-type: none"> • Wood: Oak, Sheesham, walnut or Ash Wood. • Traditional design with carved wooden frame. • Deep-cushioned backrest and seat with button-tufted upholstery for luxury and support. • Solid wood armrests with detailed craftsmanship. • Premium wood 5-star base with smooth castor wheels and tilt-swivel functionality. • Backrest: High-back with plush diamond-tufting and lumbar support. 	02

S#	Name of Items	Detailed Specifications	Qty
		<ul style="list-style-type: none"> • Seat: Wide and thickly padded for prolonged sitting comfort. • Finish: Brown • Armrests: Fixed wood-frame with soft rests. • Base: Solid wood construction with caster mobility and pneumatic height adjustment. • Equivalent or Higher • Warranty 01 year 	
4	Officer Chair	 <ul style="list-style-type: none"> • Thick padded seat and back. Built-in lumbar support. • 180° reclining. Height adjustable with a gas lift mechanism. • Synchronized tilting mechanism for adjustable seat and backrest angles; position lock for securing preferred angles. • Sleek chrome base for stability and durability; silver finish for a modern look. • 360° rotation for easy movement in the workspace. • Size: 26 W 19 D 46 H (Inches) • Material: PU Leather • Finish: Brown • Base: Chrome • Equivalent or Higher • Warranty 01 year 	06
5	Side Racks	 <ul style="list-style-type: none"> • Size (Inches): 36" W × 16" D × 28" H • Carcass: brown MFC • Legs: MS with brown Powder Coat • Equivalent or Higher • Warranty 01 year 	02
6	Sofa Set	 <p>Chester Office Sofa</p> <ul style="list-style-type: none"> • Wooden Frame • PU Leather • Quilting Back, Foaming seat, Molty Foam, Soft cushioning • Size (Inches) • 1-Seater Size: 51 W 28 D 32 H (Inches) (02-Nos) • 3-Seater Size: 95 W 28 D 32 H (Inches) (01-No) • Equivalent or Higher • Warranty 01 year 	04
7	Steel Almirah	<ul style="list-style-type: none"> • Main structure made of Steel with same color finished with separate drawers for files and books. • Size (Inches): 72"x36"x14", Shelf Height: 15", Depth: 14" • Equivalent or Higher • Warranty 01 year 	03

S#	Name of Items	Detailed Specifications	Qty
8	Center Table Set	 <ul style="list-style-type: none"> • Centre Table Set (3-Pieces) • Material: Oak, Ash Wood /Veneer • Size: 41 W 24 D 20 H (Inches) (01-No) • Size: 24 W 24 D 20 H (Inches) (02-Nos) • Finish: Smoke Walnut & Black Stain Finish (best quality) • Equivalent or Higher • Warranty 01 year 	03
9	Visitor Chair	 <ul style="list-style-type: none"> • Comfortable seating with fully upholstered and padded seat and back for extended periods • Finishing with Jacobean polish contrasting with brown leatherette • Durable construction with a sturdy wooden frame that withstands regular use; easy-to-clean Leatherette upholstery • Size (Inches): 24 W 20 D 35 H • Material: Leatherette padded seat & back (Brown) • Frame: Oak or equivalent wood • Finish: Jacobean Polish • Equivalent or Higher • Warranty 01 year 	04
10	File Cabinet	 <ul style="list-style-type: none"> • Two open upper compartments for quick-access storage • Dual handle-less shutters with locks • Finished in warm Classic Ash with crisp white lamination • Bottom skirting for a polished, grounded look • Handleless shutter bears white horizontal profile at the top for easy opening of shutters. • Size (inches): 31" W, 39" H, 17" D • Carcass: White Lamination • Shutters: Classic Ash Lamination • Equivalent or Higher • Warranty 01 year 	01
11	Steel Cabinet	 <ul style="list-style-type: none"> • Office Metal Filing Cabinet 4 Drawers • Steel Filing Cabinet (4 Drawers) High Durability • Steel gauge = 22 (0.75 mm) • Size (Inches)= 20" W, 56" H, 25" D • Equivalent or Higher • Warranty 01 year 	01

S#	Name of Items	Detailed Specifications	Qty
12	Wooden Cabinet	 <ul style="list-style-type: none"> • Oak, sheesham or equivalent • 4 drawers cabinet with premium quality locks & handles • Size (Inches) = 20" W, 56" H, 25" D • Equivalent or Higher • Warranty 01 year 	02
13	Steel Wall Cabinet	 <ul style="list-style-type: none"> • Steel Wall Cabinet of 6 • Size (Inches): 30" W x 60 H x 20 D • Hinged Doors with locks • 18-gauge stainless steel • Easy to clean and rust resistant • High quality material with aesthetic appearance • Equivalent or Higher • Warranty 01 year 	02
14	Wooden Coat Hanger Stand	 <ul style="list-style-type: none"> • Coat Hanger (Sheesham / Walnut Wood) • Size (Inches) = 50" H x 24" W x 18" D • Equivalent or Higher • Warranty 01 year 	06
LOT II			
15	Sand/Fire Buckets	<p>Fire Buckets with Stand</p> <p>Specifications</p> <ul style="list-style-type: none"> ▪ Fire Sand Bucket ▪ Stand designed to hold 4 buckets (with shade cover) ▪ Buckets to be easily removable from the stand ▪ Bucket Gauge = 24 ▪ Premium quality Stand ▪ Equivalent or Higher ▪ Warranty 01 year 	28

S#	Name of Items	Detailed Specifications	Qty
16	Janitorial/ cleaning Trolley	 <ul style="list-style-type: none"> • A heavy-duty double mop bucket with a side wringer trolley, mop squeeze, and other useful tools • Size: 75 cm (W), 132 cm (L), 110 cm (H) • Equivalent or Higher • Warranty 01 year 	03
17	Loading Trolley for Store	 <ul style="list-style-type: none"> • Size (Inches): 36" (W) X 48" (L) X 36" (H) • Material = Iron • Gauge = 14-16 • load capacity 600Kg (Minimum) • Store Loading Trolley • Equivalent or Higher • Warranty 01 year 	02
LOT III			
18	Electric Heater	<ul style="list-style-type: none"> • Corrosion-resistant material • Auto power-off protection • 1600 watt • Plane quartz tube • Compact size • Equivalent or Higher • Warranty 01 year 	06

1. INSTRUCTIONS TO THE BIDDERS

- a) The bidder can apply for one or more whole lot.
- b) The bidders will not set forth their own terms and conditions contradictory to the terms and conditions given in the documents or PPRA rules. In the event of arbitration as a result of conflict, the terms and conditions given in the tender documents or PPRA rules will prevail.
- c) The design pattern of the quoted items may be same or similar to the given items. However, all the given specifications are at minimum and the prospective bidders may bid with higher specifications. The furniture items must meet at least the specified standards for size, length, width, and quality. However, the firms may offer their own designs of furniture articles better in size/quality than that of tender specifications (multiple options will not be accepted against single item).
- d) The qualified firms may be called for submission of sample of furniture items, which shall be technically evaluated by the Procurement Committee, if required.
- e) Before formal signing of contract with the lowest evaluated responsive bidder, the supplier may be asked to prepare the sample of each furniture item for inspection by the Inspection Committee and approval of the procuring agency's Inspection/procurement Committee. The Inspection Committee may inspect finished products/goods at premises of the Supplier and only after satisfactory report the products/goods shall be transported to the final destination.
- f) If any clarification of the terms and conditions or specification is required, the same may be sought through a written request addressed to the Chairman Procurement Committee which will be responded to accordingly.

2. ELIGIBLE BIDDERS

- a) Tendering will be conducted in Single Stage Two Envelope methods, the technical and financial proposal which will carry 40% and 60% weightage, respectively
- b) Any company/firm/supplier having proof of company registration with SECP or other concerned as well as NTN/ GST and FBR Registration, valid ATL certificate registered. (The Vendor must attach proof of registration with any of these authorities).
- c) The company should have their support services/offices in Peshawar and, or in big cities of Pakistan, and shall provide local warranty for their items/products.
- d) The bidder should be a supplier, seller, manufacturer or an authorized agent/Dealer.
- e) Firm's at least 03 x similar projects executed/work orders for **Lot-I** undertaken in Pakistan during the last 05 years. Documentary proof/evidence required. (Attach work/ supply order/ contract agreement / completion certificate).
- f) Annual Turnover of **Rs. 02 million** or more on average during the last three years for **Lot-I**. Documentary proof/evidence required. (Attach financial statements/ audited statements/bank statements, etc.)
- g) Bidders should submit a certificate that the company has never been declared blacklisted or defaulter by any federal or provincial government office in Pakistan & Provide an attested stamp paper worth Rs.200/-

3. COST OF TENDERING

The bidder shall bear all costs associated with the preparation and submission of the bid and the Provincial Election Commissioner, Khyber Pakhtunkhwa will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

4. PRICE

- a) Price should be quoted in Pak Rupees both in words & figure.
- b) The price quoted should be firm, final, and clearly written/typed without any ambiguity. In case of ambiguity, the price written in words will be considered final. In case of ambiguity in both words and figures regarding the prices/rates quoted, the firm will stand disqualified for the bidding process. Rates / bids will be valid for a period of six months.
- c) The price should include all the government taxes (Including GST/PST, whichever is applicable), duties and delivery to the destination.
- d) The rates or prices shall be entered against each item in the BOQ.

5. BID SECURITY/PERFORMANCE GUARANTEE

- a) The bidder shall furnish a bid security/earnest money equivalent to 2% of each Lot separately (as appearing for each Lot on EPADS) of the total value of the bid in the form of Bank draft or Pay Order (in original) issued by scheduled bank of Pakistan in favor of **DDO, office of Provincial Election Commissioner, Khyber Pakhtunkhwa, Peshawar** which will be delivered **physically** to this Headquarters office situated on Shami Road, opposite Golf Club Gate# 2, Peshawar showing their company name on the envelop before the deadline, failing to do so the company/firm shall be disqualified from the bidding process.
- b) The Tender Securities/Earnest Money of the unsuccessful bidders will be returned after issuance of the work orders to the successful firms.
- c) The Successful bidders will deposit performance guarantee @5% of the total value of items in the form of Bank draft or Pay Order issued by scheduled bank of Pakistan in favor of **DDO, office of Provincial Election Commissioner, Khyber Pakhtunkhwa Peshawar** which will be retained by the Procuring Agency for one year from the date of receiving of items.
- d) The tender security may be forfeited:
 - i. If a bidder withdraws his bid during the period of bid validity.
 - ii. If the bidder does not accept the arithmetic correction of his bid price.
 - iii. In the case of successful bidder, if he fails to furnish the required performance guarantee OR sign the contract agreement.
 - iv. In case provided information turns out to be fake or misleading.
 - v. If the bidder fails to fulfill any contractual obligation or comply with the terms and conditions of the tender documents.

6. BIDS SUBMISSION PROCEDURE

Tender Bids should only be submitted through EPADS (Electronic Pakistan Acquisition and Disposal System)

7. BID VALIDITY

The rates of bids submitted will be valid for a period of **six months**. Within the validity period, the successful bidders will also be liable to supply additional quantity of contracted items on the accepted rates. The procuring agency will bear no cost or financial obligation to the bidders in case of decrease or increase in the quantity of contracted items, if so required by the procuring agency, on the accepted rates.

8. DEADLINE FOR SUBMISSION OF BID

- a) The bid shall be **submitted on EPADS on or before 16th February, 2026 at 11:00 AM** which will be opened on the same date at 11:30 AM.
- b) E-mailed, or faxed bid to the procuring agency directly will not be accepted..
- c) No bid will be received physically in this office.

9. OPENING OF BID

- a) The Procurement Committee will open/download the bids in the presence of bidder's representatives as may be present on **16th February, 2026 at 11:30 AM in the Committee Room of Provincial Election Commissioner office Shami Road, Peshawar.**
- b) The bidder's name, bid prices, any discount recorded in proposal, the presence or absence of tender security and such other details will be announced at the tender opening.
- c) The procuring agency reserves the right to increase or decrease the number of items being purchased at any stage as per requirement
- d) The procuring agency reserves the right to reject any or all bids in accordance with Rule 33(1) of PPRA Rules-2004..

10. CLARIFICATION / CORRECTIONS OF BIDS

- a) To assist in the examination, evaluation, and comparison of the bids the PEC's Procurement Committee, at its discretion, may ask the bidders for a clarification of its bid. The request for clarification from bidders and the response shall be in writing and no change in the price or substance of the bid shall be sought, offered or permitted.
- b) Arithmetical errors will be rectified on the following basis:
 - i. If there is a discrepancy between unit price and total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and total price shall be corrected. If there is a discrepancy between the words and figures, the amount in words shall prevail. If there is a mistake in addition/ totaling, the same can be corrected.

- ii. If the bidder does not accept the rectified amount of bid, their bid will be rejected and Tender security will be forfeited.

11. Evaluation of bids as per PPRA Rule 30

- a) All bids shall be evaluated in accordance with the evaluation criteria and other terms and conditions set forth in the prescribed bidding documents. Save as provided for in sub-clause (iv) of clause (c) of rule 36, no evaluation criteria shall be used for evaluation of bids that had not been specified in the bidding documents.
- b) A bid once opened in accordance with the prescribed procedure shall be subject to only those rules, regulations, and policies that are in force at the time of issuance of notice for invitation of bids (except Taxes regime).

12. Technical Evaluation

- a) Initially all the proposals will be assessed as per eligibility/ qualification requirements mentioned in the RFP and those firms complying with all terms and conditions of RFP and those proposals which are determined responsive (i.e. meeting all the requirements which are mandatory) as mentioned in **Para 2 “Eligible Bidders” and Para 5(a)** will be considered for technical evaluation.
- b) The following technical evaluation criteria will be used for the evaluation of bids/ proposals, however, the firm acquiring less than 20 marks out of 40 marks will be disqualified and their financial bids will not be opened. The technical evaluation criteria for proposals for each items are as under:-

S#	DESCRIPTION	Evaluation Parameters	Marks	Total Marks
1.	Warranty & Support Capabilities	After sales service warranty as per RFP with parts & service	05	10
		Should have office in Peshawar and/or other big cities of Pakistan.	05	
2.	Financial Capabilities	Audit reports last 5 years. Each year audit report will get 01 mark (Maximum 05 marks)	05	10
		Income tax paid/returns last 5 years. 01 mark for each year (Maximum 05 marks)	05	
3.	Technical Resources (After sales service)	Support team. Maximum 10 marks (2 Marks for each Technical member)		10
4.	Technical Compliance of Proposed Items with RFP	Fully compliance with scope of tender/ Specifications		10
Total points for the technical evaluation criteria				40

13. Financial Proposal Evaluation

- a) Technically qualified/ successful Firm(s) shall be called for opening of the Financial Proposal(s). The Financial Proposals will be opened in the presence of the representatives of Firms at the time and venue indicated by the Procuring Agency accordingly.
- b) Firm(s) or their authorized representatives shall be allowed to take part in the Financial Proposal(s) opening.
- c) Most Advantageous bid:-
 - i. Technical Weightage = 40%

- ii. Financial Weightage = 60%
- d) financial weightage will be calculated as under:-
- Financial marks = lowest bid / Quote of firm whose points are being calculated * 60
 - Most Advantageous Bid = Technical Score + Financial weightage.

14. IMPORTANT BIDDING DOCUMENTS

- a) Details of Company Registration and Profile.
- b) Installation and Delivery Plan.
- c) Technical Compliance sheet.
- d) 5 Years financial statement from Auditor.
- e) NTN, GST and Other Relevant letters, Certificates etc.

15. WARRANTY / SERVICES

- a) The contractor will warrant that items supplied under the contract are new, unused and are of good quality conforming to standard specifications. Standard Warranty of the above-mentioned items will be **One Year** after the delivery of items. During warranty period, supplier / manufacturer is bound to replace defective part at his own cost without any delay.
- b) The firm shall also provide an undertaking as “Warranty Certificate” for the furniture items for termite, wear & tear due to moisture or manufacturing fault along with after sale services in this regard **for one year.**

16. DELIVERY TIME

- a) Successful firm will complete the delivery/supply where required of items **within 45 Days** after issuance of work order and submit their bills for arranging payments after deduction of Government taxes.
- b) Successful firm shall be responsible to deliver the items at its own cost for the approved items. No cost for the transportation/delivery/services of the goods to the concerned office shall be given to the firm.
- c) If the firm fails to complete the supply the items within the stipulated time, the firm shall be liable to pay an amount equivalent to 0.5% per week or 2% per month, maximum to 10% of total contract value.

17. TERMS OF PAYMENT

Payment will be made upon successful supply/delivery and submission of supply completion report of inspection committee.


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