



GOVERNMENT OF PAKISTAN  
MINISTRY OF COMMERCE  
PAKISTAN INSTITUTE OF TRADE AND DEVELOPMENT  
ISLAMABAD



**TENDER DOCUMENT**  
**PROCUREMENT OF OFFICE**  
**FURNITURE**

FOR PAKISTAN INSTITUTE OF  
TRADE AND DEVELOPMENT (PITAD)

PLOT NO 82 PITRAS BUKHARI ROAD, ISLAMABAD

Ph No. 051-9269827, 051-9269824

**GOVERNMENT OF PAKISTAN**  
**Ministry of Commerce**  
**Pakistan Institute of Trade and Development (PITAD)**  
**Islamabad**

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**GENERAL INSTRUCTIONS & CONDITIONS FOR THE BIDDERS**

1. Eligibility:
  - Only firms registered for General Sales Tax (GST) and holding a National Tax Number (NTN), and listed on the Active Tax Payer List of FBR, are eligible to participate.
2. Bidder Requirements:
  - Bidders must have a sound financial position, sufficient experience, good reputation, and capability for timely completion of supply and execution of work.
3. Earnest Money / Bid ar:
  - Cheques will not be accepted.
  - Bid security must be in the form of Pay Order or Call Deposit Receipt in favor of Pakistan Institute of Trade and Development (PITAD), Islamabad.
4. Single Submission Rule:
  - No bidder shall submit a second or third offer with the same bid.
5. E-Bid Requirement:
  - Only bids submitted on the E-PAD platform will be considered.
6. Bid Opening & Evaluation:
  - Single Stage – Two Envelope Method will be adopted.
  - 70% weightage will be given to Quality / Technical and 30% weightage to Cost / Price.
7. Compliance:
  - Offers/items not according to the standards/specifications and evaluation criteria will not be accepted.
8. Bid Opening Date & Sample Provision:
  - Bids will be opened on the date, time, and place specified in the Tender Notice, in the presence of bidders.
  - **Samples of the items must be provided one day before opening of Technical Proposals.**
9. Sample Inspection & Approval:
  - Samples will be approved after detailed inspection by the **Technical Committee**.
  - Standards for workmanship, material, and equipment, including references to brand names or catalogue numbers, are descriptive, not restrictive.
  - Samples must be submitted carriage paid, one day before technical opening. Delivery challans may be added in the technical bid.
  - Submitted samples will be evaluated to determine compliance with all characteristics listed in the bidding documents.
10. Mandatory Sample Submission:
  - Submission of samples is mandatory one day before the deadline/closing date.

- Failure to submit a sample will result in disqualification.
  - Samples will be tested by the Procuring Agency or an approved testing authority.
11. Sample Damage / Consumption:
- If a sample is damaged or consumed during testing, no liability will rest on the Procuring Agency.
  - Brochures/technical details and commitment to full specifications must be provided with technical bids.
12. Retention of Samples:
- Procuring Agency may retain samples of successful bidders until the successful delivery of goods.
  - Samples may be rejected if:
    - a. They do not conform to all characteristics prescribed in the bidding documents or upon the report by the purchase committee during testing.
    - b. They are not submitted within the specified time.
  - Samples of unsuccessful bidders may be kept for up to 30 days from the award date or until exhaustion of grievance forums.
13. Price & Taxes:
- Offered prices should include General Sales Tax (if applicable).
  - GST and Income Tax will be deducted as per government rules.
14. Bid Validity:
- Bids shall remain valid up to 30th June 2026.
15. Documentation Required:
- Bidders must attach GST registration certificate and NTN.
  - Bank account details including Account No., IBAN, Bank Name, Address, Telephone, Email must be provided.
16. Bid Security Details:
- Pay Order/Call Deposit Receipt of Rs. \_\_\_\_\_, No. \_\_\_\_\_, dated \_\_\_\_\_ of Bank \_\_\_\_\_, is attached as Rs.100,000/- (One hundred thousand only) fixed bid security in favor of PITAD Islamabad.
17. Payment:
- Payment will be claimed after supply as per tender specifications and approved samples.
18. Performance Guarantee:
- Successful bidders shall deposit 10% of total contract value as performance guarantee in the form of Pay Order or Call Deposit Receipt.
  - Performance guarantee will be retained until the expiry of the guarantee period.
19. Inspection:
- All items will be inspected at PITAD Office, Plot No. 82, Sector H-8/4, Islamabad.
20. Liability:
- Any violation of the agreement terms will make the supplier responsible for loss or damage.
21. Quantity & Cancellation Rights:
- PITAD reserves the right to increase or decrease quantities or cancel items/agreements without assigning any reason.
22. Quality Issues:
- Any quality-related issue shall be referred to the **Technical Committee** (PITAD).
  - The Committee's decision shall be final and binding.
23. Item Selection:
- Item-wise selection will be based on approved sample / quality.
  - Any item in the tender may be cancelled without reason.
24. Litigation & Blacklisting:

- Firms must provide an affidavit confirming they are not blacklisted or involved in litigation.
25. Tender Submission & Opening:
- Closing date for submission of E-bids: \_\_\_\_\_ at \_\_\_\_\_
  - Opening date/time/place: \_\_\_\_\_
26. Payment Terms:
- Payment shall be made in Pakistani Rupees.
  - Payment for supplies received and accepted will be made within 60 days of submission of claim with acceptance certificate.
27. Liquidated Damages:
- Applicable for late delivery, defective/substandard items, etc.
  - Rate: 0.1% per day, up to maximum 10% of contract price.

## **Special Conditions of Contract (SCC)**

28. The following Special Conditions of Contract (SCC):

SCC Clause Number	Amendments of, and Supplements to, Clauses in the GCC
1	The Procuring Agency is Pakistan Institute of Trade and Development
2	The Supplier is: [Name and address]
3	The title of the subject procurement or The Project is: Procurement of Office Furniture For Pakistan Institute of Trade and Development PITAD Islamabad
4	The Governing Language shall be: English
5	The Applicable Law shall be: Laws of the Pakistan
6	The amount of performance security (or guarantee), as a percentage of the Contract Price, shall be ten(10) percent of the Contract Price and shall be valid for period of warranty, i.e. 01 year. The Performance Security shall be in the shape of pay order/demand draft/call deposit in Favour of Director Admin PITAD Islamabad.
7	The Procuring agency or its representative shall have the right to inspect and or to test the supplies at the destination to confirm their conformity to the Contract specifications at no extra cost to the Procuring agency.
8	The Goods shall be packed properly in accordance with standard export packing specified by the Procuring Agency in the Technical Specification. The bidder shall deliver the supplies at the destination in scratch less condition within the manufacturer supplied packing and manufacturer's manuals, booklets, accessories etc.
9	Standard Warranty of One Year and The period for correction of defects in the warranty period is: Within 24 Hrs
10	Payment shall be made in Pak. Rupees in the following manner: (i) On Acceptance: Hundred (100) percent of the supply order. Price of the supplies delivered and received shall be paid within Sixty (60) days of submission of claim supported by the acceptance certificate issued by the procuring agency.

11	Liquidated Damages Applicable rate: The applicable rates on account of late delivery or unperformed Services including change of defective/sub-standard items, etc., shall be 0.1% per day and up to maximum 10% of the contract price.
12	<p>Dispute Resolution: If any dispute of any kind whatsoever shall arise between the Procuring Agency and the Supplier in connection with or arising out of the Contract, including without prejudice to the generality of foregoing, any question regarding its existence, validity, termination and the execution of the Contract– whether during developing phase or after their completion and whether before or after the termination, abandonment or breach of the Contract – the parties shall seek to resolve any such dispute or difference by mutual diligent negotiations in good faith within 7 (seven) days following a notice sent by one Party to the other Party in this regard. At future of negotiation the dispute shall be resolved through mediation and mediator shall be appointed with the mutual consent of the both parties. At the event of failure of mediation to resolve the dispute relating to this contract such dispute shall finally be resolved through binding Arbitration by sole arbitrator in accordance with Arbitration Act 1940. The arbitrator shall be appointed by mutual consent of the both parties. The Arbitration shall take place in Islamabad and proceedings will be conducted in English language. The cost of the mediation and arbitration shall be shared by the parties in equal proportion however the both parties shall bear their own costs and lawyer’s fees regarding their own participation in the mediation and arbitration. However, the Arbitrator may make an award of costs upon the conclusion of the arbitration making any party to the dispute liable to pay the costs of another party to the dispute. Arbitration proceedings as mentioned in the above clause regarding resolution of disputes may be commenced prior to, during or after delivery of goods.</p> <p>Notwithstanding any reference to the arbitration herein, the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree that the Procuring Agency shall pay the Supplier any monies due to the Supplier.</p>
13	<p>Procuring Agency’s address for notice purposes:</p> <p>Supplier’s/Contractor address for notice purposes:</p>
14	Percentage for quantity increase or decrease is: FIFTEEN (15%) PERCENT
15	The Performance Guarantee shall be: 10% of the acceptance / contract amount
16	The Performance Security (or guarantee) shall be in the form of Bank Guarantee, Bank Call Deposit (CDR), Demand Draft (DD), Pay Order (PO) or Banker’s Cheque;

## Price Schedule Form

Sr No	Name and List of Items	Required QTY	Specification of Items being offered by firm	QTY	Unit price without GST	GST	Total Unit Price with GST	Total Bid Cost
1	Centre Tables wooden	10						
2	Wooden chairs for Best Quality as per sample:	100						
3	Visitor Sofa i. 3Seater ii. 01 Seater, Best Quality as per sample	3 seater 4 1 seater 5						
4	Round Dinning Tables Plastic with metal legs (folding)	10						

**Total Amount of Bid in Figures**

**Total Amount of Bid in Words**

**Signature of Authorized Person**

## Technical specification

Sr No	Item	Specification	Quantity
1	Chairs	<p><b>Overall dimensions approximately</b> 1 foot 6 inches to 1 foot 7 inches (W) × 1 foot 6 inches to 1 foot 7 inches (D) × 2 feet 9 inches to 2 feet 11 inches (H). <b>Seat dimensions approximately</b> 1 foot 6 inches to 1 foot 7 inches (W) × 1 foot 4½ inches to 1 foot 5½ inches (D) × 1 foot 5 inches to 1 foot 6½ inches (H).</p> <p>Material: Solid wood Kikar or higher quality, termite-treated, with durable polished finish. • Upholstery: Padded seat black leatherette cover. • Design as per approved sample</p>	100
2	Visitor Sofa	<p><b>3-Seater Sofa:</b> Overall dimensions approximately 6 feet 6 inches to 7 feet 0 inches (L) × 2 feet 6 inches to 3 feet 0 inches (D) × 2 feet 6 inches to 2 feet 10 inches (H).</p> <p><b>1-Seater Sofa:</b> Overall dimensions approximately 2 feet 9 inches to 3 feet 0 inches (W) × 2 feet 9 inches to 3 feet 0 inches (D) × 2 feet 11 inches to 3 feet 1 inch (H). Seat dimensions approximately 1 foot 9 inches to 2 feet 0 inches (W) × 1 foot 7½ inches to 1 foot 9½ inches (D) × 1 foot 5 inches to 1 foot 6½ inches (H)</p> <p>Frame: Sturdy with a durable finish made of termite treated wood.  Warranty: Minimum 1-year local supplier warranty.  Design as per approved Sample.  Solid seasoned wood frame (Kikar or higher or equivalent), termite-resistant, carved finish. Upholstered in high-quality, scratch less leather. Cushioning with high density foam as per approved sample</p>	4 5
3	Centre Tables	<p>Overall Length: 3'6" – 4'0" ,Overall Width: 1'8" – 2'0" ,Overall Height: 1'6" – 1'8" (450 – 500 mm)</p> <p>Overall dimensions approximately 3 feet 6 inches to 4 feet 0 inches (L) × 1 foot 8 inches to 2 feet 0 inches (W) × 1 foot 6 inches to 1 foot 8 inches (H). Made of solid hardwood / engineered wood with polished finish, scratch- and stain-resistant surface, as per approved sample</p>	6
4	Dining Tables	Folding( Plastic round table with metal legs size 6X6)	10

## UNDERTAKING

I have read the terms and conditions thoroughly regarding “Tender for Procurement of Office Furniture”, Tender No. \_\_\_\_\_ dated \_\_\_\_\_ hereby, undertake to abide by these terms & conditions in letter and spirit.

Signature: \_\_\_\_\_

Name of Authorized Person: \_\_\_\_\_

Name of Firm & Full Address with Stamp: \_\_\_\_\_

Dated: \_\_\_\_\_

# Form of Contract

THIS AGREEMENT is made on the \_\_\_\_\_ day of \_\_\_\_\_  
20\_\_\_\_\_ between [name and address of Procuring Agency] of Pakistan (hereinafter called  
“the Procuring Agency”) of the one part and [name of Supplier] of [city and country of Supplier]  
(hereinafter called “the Supplier”) of the other part:

WHEREAS the Procuring Agency invited Bids for certain goods and related services, viz., [brief  
description of goods and services] and has accepted a Bid by the Supplier for the supply of those  
goods and related services in the sum of [contract price in words and figures] (hereinafter called “the  
Contract Price”).

NOW THIS CONTRACT WITNESSETH AS FOLLOWS:

1. In this Contract words and expressions shall have the same meanings as are respectively assigned to  
them in the Conditions of Contract referred to.

2. The following documents shall be deemed to form and be read and construed as part of this  
Contract, In the event of any ambiguity or conflict between the Contract Documents listed below, the  
order of precedence shall be the order in which the Contract Documents are listed below:

- (a) This form of Contract;
- (b) the Form of Bid and the Price Schedule submitted by the Bidder;
- (c) the Schedule of Requirements and Technical Specifications;
- (d) the Special Conditions of Contract;
- (e) the General Conditions of the Contract;
- (f) the Procuring Agency’s Letter of Acceptance;
- (g) [add here: any other documents]

3. In consideration of the payments to be made by the Procuring Agency to the Supplier as  
hereinafter mentioned, the Supplier hereby covenants with the Procuring Agency to provide the goods  
and related services and to remedy defects therein in conformity in all respects with the provisions of  
the Contract.

4. The Procuring Agency hereby covenants to pay the Supplier in consideration of the provision  
of the goods and related services and the remedying of defects therein; the Contract Price or such  
other sum as may become payable under the provisions of the contract at the times and in the manner  
prescribed by the contract.

IN WITNESS whereof the parties hereto have caused this Contract to be executed in accordance with  
their respective laws the day and year first above written.

For and on behalf of [Name of Procuring Agency]

[Authorized Representative of the Procuring Agency – name, title and signature] For and on behalf of

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[Authorized Representative of the Contractor – name and signature For and on behalf of [Name of  
Supplier / Vendor]nature]

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## Letter of Acceptance

[Letter head paper of the Procuring Agency]

[date]

To: [name and address of the Supplier]

This is to notify you that your Bid dated [date] for execution of the [name of the Contract and identification number, as given in the Special Conditions of Contract] for the Contract Price of the equivalent of [amount in numbers and words] [name of currency], as corrected and modified in accordance with the Instructions to Bidders is hereby accepted by us.

You are hereby informed that after you have read and return the attached draft Contract the parties to the contract shall sign the vetted contract within fourteen (14) working days.

You are hereby required to furnish the Performance Guarantee/Security in the form and the amount stipulated in the Special Conditions of the Contract within a period of fourteen (14) days after the receipt of Letter of Acceptance.

Authorized Signature: Name and Title of Signatory: Name of Agency: Attachment: Contract Copy:  
Appointing Authority and Supplier

## TECHNICAL EVALUATION CRITERIA

The bids shall be evaluated by the PITAD Procurement Committee has in the light of following evaluation criteria categorized as under and only those companies/firms/organizations will be considered eligible which meet the following criteria. The bidder must comply with the following mandatory requirements and provide the required documentation.

Sr. #	Mandatory Requirements	Yes	No
1.	Certificate of Incorporation with SECP or Registrar or relevant Registration authority showing organization's/firm's legal status.		
2.	Valid Income Tax Registration Certificate.		
3.	Valid Sales Tax Registration Certificate (Status = Active with FBR).		
4.	Firm's at least 03 x similar projects executed/work orders undertaken in Pakistan during the last 05 years. Documentary proof/evidence required. (Attach work/supply order/ contract agreement/completion certificate)		
5.	Firm should be in operations for more than 05 years (Certificate of incorporation/ registration under the laws of Pakistan – Documentary proof/ evidence required)		
6.	Annual Turnover of Rs. 03 million or more on average during the last three years. Documentary proof/evidence required. (Attach financial statements/audited statements/bank statements, etc.)		
7.	Bidder must provide an Affidavit on Non-judicial stamp paper of Rs. 50/- that bidder has never been under investigation for offence related to corrupt and fraudulent practices, under-invoicing, tax evasion, concealment, money laundering import of products from grey channel, etc.		
8.	Bidder must provide an Affidavit on Non-judicial stamp paper of Rs. 50/- stating that the bidder is not blacklisted by any public sector organization in Pakistan.		
9.	Details of litigations (if any) for default of services on non-judicial stamp paper of Rs. 100/-.		
10	Bid Security		
11	Financial Proposal, Bid Offer on above format		
12	AGPR Islamabad vender number		
13	Bank A/C. IBAN, Mobile No. & Email Address.		
14	Firm Focal person/representative phone number (landline/mobile)		
15	The firms should submit e-bids as well as technical samples of all items mentioned in the bidding documents. Submission of samples for the tendered items is mandatory one day before deadline / closing date of tender.  Failure to submit a sample will result in the disqualification of the respective procurement.. Samples will be tested by the Procuring Agency itself or		

	through any testing authority. If sample is consumed / damaged during testing, no liability shall rest on part of the procuring agency. Broucher/technical details/ commitment or undertaking on letter head for supplying goods as per requirement of the department of the offered items must be provided / attached with the technical bids.		
16	Uploading of signed & stamped technical proposal/bid with signed & stamped complete bidding documents including all attachments (all type of appendices & statements and necessary documents) and financial proposal/bid on e-PADS		
17	Compliance of Offered items/samples/services to the Advertised Specifications.		

## Evaluation Marking Scheme

### Financial Position

#### Annual Turnover (last 03 years)

#### Annual Turnover (Last 3 Years) –

- Requirement: Bidders must submit audited financial statements for last 3 financial years.
- **Calculation:**         $\text{marks} = \text{Average Annual Turnover} / \text{Estimated Cost} \times 15$
- Maximum: 15 marks
- Rounded to 2 decimal places
- Failure to submit audited financials = 0 marks

**(15) marks**

#### Bank Credit Limit/ Cash and Bank balance

- Requirement: Provide latest bank statement / bank certificate for cash balance and bank credit limit.
- **Marking Method:**  $\text{Marks} = \text{Available Cash} + \text{Bank Credit Limit} / \text{Estimated Procurement Cost} \times 10$
- Maximum: 10 marks
- Full marks awarded if available cash + credit  $\geq$  estimated procurement cost

**(10) marks**

### Quality of Samples / Compliance with Specifications

Samples will be evaluated by **Technical Evaluation Committee**.

- Samples evaluated on: Material quality, finish, durability, design, and compliance with specifications.
- Maximum: 25 marks

**(25) marks**

#### Similar Projects –

- Requirement: Supply of similar items (sofas, chairs, tables, office/lounge sets) completed in the last 5 years for **public sector organizations only**.
- **Marks Formula:**  $\text{Marks} = \text{Total Value of Verified Similar Projects} / \text{Estimated Cost} \times 25$

- Projects < PKR 2 million will get **proportional marks**.
- **Important:** Only verified public sector projects counted. Projects already claimed under “Value of Projects” or other categories will **not** be counted again.

25 Marks

### Value of Projects

**Requirement:** Capital cost of any **other completed projects / supplies** over the last 5 years, **not already counted under Similar Projects**.

#### Marking Method:

Capital Cost of Project	Marks
Up to 1 × Estimated Cost	2.5
Up to 2 × Estimated Cost	5
Up to 3 × Estimated Cost	7.5
≥ 4 × Estimated Cost	10

**Documentation Required:** Purchase Orders, Supply Orders, or Completion Certificates.

- No marks will be awarded for projects already included in the Similar Projects category.

(10) marks

#### General Experience:

Requirement: Supply of similar items (sofas, chairs, tables, office/lounge sets) completed in the last 5 years for **public sector organizations only**. Requirement: Supply of similar items (sofas, chairs, tables, office/lounge sets) completed in the last 5 years for **public sector organizations only**..

(5)  
marks

#### Bidder Profile & Experience

##### Bidder Profile

- Minimum 3 years of operation since incorporation. Marks awarded proportionally:
  - 2 marks per year of operation (up to 5 years maximum).
- Maximum: 10 marks

(10) marks

Only the Bids securing minimum **70% marks** would be declared technically Qualified. Moreover, Conformance to the specifications report is required for further stage. (If applicable and or required by Technical Evaluation Committee).

Note: Verifiable documentary evidence/proof for all above is a mandatory requirement.