



**Supply, Installation, Testing and Commissioning of Furniture at PSW Office, 1st Floor, NTC Building, Sector G-5/2 Islamabad**

**RFP No. PSW-PROC-25-26-HR&A-521**

Pakistan Single Window (PSW), the notified operating entity for the PSW system under provisions of the PSW Act, 2021 and a company incorporated under section 42 of Companies Act 2017 invites e-bids through PPRA's EPADS portal from experienced vendors registered with FBR for Income & Sales Tax, for **Supply, Installation, Testing and Commissioning of Furniture at PSW Office, 1st Floor, NTC Building, Sector G-5/2 Islamabad. The bidders should be registered suppliers on the e-Pak Acquisition & Disposal System (EPADS) in order to participate in subject tender. Interested bidders can register themselves electronically on EPADS through <https://eprocure.gov.pk/#/supplier/registration>.**

Bidding documents, containing detailed terms and conditions, method of procurement, procedure for submission of bids, bid security, bid validity, opening of bids, evaluation criteria, clarification / rejection of bids, performance guarantee etc. can be accessed through EPADS or downloaded from <https://www.psw.gov.pk/documents/tenders>.

An online pre-bid meeting is scheduled as per following details. Prospective bidders may attend the pre-bid meeting at their own arrangements and cost.

**Date: 14<sup>th</sup> May 2026 at 1130 Hrs.**

**Microsoft Teams meeting**

**Join: <https://teams.microsoft.com/meet/41118935687715?p=x7QO92kzPyVdRuBm6c>**

**Meeting ID: 411 189 356 877 15**

**Passcode: Rx7ns3JH**

The tendering process shall be as per **Single Stage One Envelope** procedure of Pakistan's Public Procurement Rules (PPR) 2004. Prospective bidders may request clarification on any aspect of the bidding documents by **17<sup>th</sup> May 2026**. Prospective Bidders may send their queries via email at [procurement@psw.gov.pk](mailto:procurement@psw.gov.pk)

Bids, prepared in accordance with the instructions provided in the bidding documents, must be **submitted electronically through EPADS on or before 03<sup>rd</sup> June 2026 at 1500 Hrs, and Bid Securing Declaration must be submitted to Procurement Department via email at [procurement@psw.gov.pk](mailto:procurement@psw.gov.pk) on or before the bid submission deadline, without which bids shall be rejected.** Bids will be opened on the same day at **1530 Hrs**. In case the day of bid submission and opening falls on a public holiday, next working day shall be considered as the deadline for the same. This notice is also available on PPRA website at [www.ppra.org.pk](http://www.ppra.org.pk).

Procurement Department  
Pakistan Single Window  
Ground Floor, Nespak Building, Near State Bank,  
G-5/2, Islamabad.  
Phone: 051-9211129



**Request for Proposal (RFP)**

**Supply, Installation, Testing and Commissioning of Furniture at PSW Office, 1st Floor, NTC Building, Sector G-5/2 Islamabad.**



**RFP No.: PSW-PROC-25-26-HR&A-521**

**Bid Submission: 03<sup>rd</sup> June 2026 by 1500 Hrs.**

**Bid Opening: 03<sup>rd</sup> June 2026 by 1530 Hrs.**

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## **INSTRUCTIONS TO BIDDERS**

The objective of “Instructions to Bidders” is to provide bidders with information to submit their bids in response to this Request for Proposal (RFP) document, according to the requirements defined in this RFP document and in the same order/sequence as set forth in this RFP document. Bidders are required to carefully study and adhere to the below instructions for their bids:

- 1) Bidders are required to mention the RFP number (PSW/PROC/25-26/HR&A-521) in the subject line of the emails for all correspondence related to the subject tender. PSW will not be liable for any missed correspondence/email, including Bid Securing Declaration sent via email, where the RFP number is not mentioned in the subject line of the email
- 2) Bidders who receive the RFP documents shall send an acknowledgement to PSW by email at [procurement@psw.gov.pk](mailto:procurement@psw.gov.pk) . The acknowledgement shall have full contact details of its contact person. Any updates/communication/response to the clarifications shall be shared with such provided contact person(s). PSW assumes no liability for non-receipt of updates/communication/clarifications for such bidders who do not share the required contact details.
- 3) PSW will respond by electronic mail to any request for clarifications. A consolidated matrix of all queries along with respective responses will be sent to all prospective bidders along with uploading the same on ePADS and PSW’s website, without disclosing details of the bidders. An SMS/text message or phone call will not be regarded as a communication for purpose of this RFP document and cannot be referred to as such and shall not be deemed legally binding. PSW foresees that while clarifying a query, a bidder’s identity may need to be disclosed due to nature of the query, the bidder, in such case, will have no objection to such disclosure by PSW.
- 4) An online pre-bid meeting is scheduled as per below details, bidders are encouraged to attend the same on their own arrangements and cost.

### **Microsoft Teams meeting**

**Join:**

<https://teams.microsoft.com/meet/41118935687715?p=x7QO92kzPyVdRuBm6c>

**Meeting ID: 411 189 356 877 15**

**Passcode: Rx7ns3JH**

- 5) Bill of quantities and specifications of the required supplies and services are provided at **Annexure-IV**.
- 6) For this Tender, **Single Stage – One Envelope (1S1E)** Procedure as per Public Procurement Rules 2004 shall be followed. Bidders are required to upload their bids (in PDF) on the EPADS portal before the deadline for bid submission given in the tender notice and RFP document.
- 7) The bidders will submit their bids in **one (01) original in electronic form (pdf)**. All the pages of the bid must be sequentially numbered. Form of Bid and Price Schedule must be stamped & signed by the representative authorized as per clause 6 of the Form of Bid

**(Annexure-II).**

- 8) Bid Securing Declaration, on bidder letterhead, as per format provided at **Annexure-V**, shall be submitted to the Procurement Department of PSW via email before the bid opening deadline. Any bid whose Bid Securing Declaration has not been submitted to the procurement department of PSW before bid opening deadline shall not be considered and shall be rejected.
- 9) The Bid Securing Declaration shall be executed in case of any of the following occurrence:
  - a) Bidder withdraws its bid between bid submission deadline and before expiry of bid validity.
  - b) Bidder refuses to rectify a discrepancy in submitted Bid Securing Declaration or Form of Bid.
  - c) Bidder refuses to accept correction of arithmetical errors in its financial bid.
  - d) Successful bidder fails to sign the Contract or submit the required performance guarantee.
- 10) Bid Securing Declaration of unsuccessful bidders shall be discharged after award of contract to the successful bidder.
- 11) **Bid validity period will be one hundred and twenty (120) days**, starting from date of opening of the bids. Within original validity of the bids, PSW may request the bidders to extend their bid validity for another period not exceeding the original bid validity. Bidders who choose not to extend their bid validity as desired by PSW would be required to withdraw their bids and their bid securing declarations shall be discharged.
- 12) Language of the bids shall be English. Any printed literature/documents/certificates etc. furnished by bidders in another language shall be accompanied by an English translation which shall govern for purposes of interpretation.
- 13) PSW reserves the right to amend, modify, supplement, or withdraw this RFP document or extend the deadline for submission of bids at any time and to reject all received bids and annul this process without assigning any reason/cause and without assuming any liability or obligation on its part. All amendment(s) shall be part of the RFP document and binding on the bidders. PSW shall notify the amendment(s) in writing prior to the bid submission date.
- 14) Bidders shall submit all relevant documents, in their bids, required to evaluate/assess the bidders as per the criteria mentioned at **Annexure-III**. Bidders shall be evaluated on basis of the documents provided in their bids. Provision of relevant and clear/unambiguous documents shall be responsibility of the bidders. Tender shall be awarded to the lowest evaluated bidder, who conforms to the mandatory requirements and specifications as per the evaluation criteria and shall be declared the successful bidder as per Public Procurement Rules 2004.
- 15) The successful bidder shall be responsible for complying with all the local laws of Pakistan and fulfilling all requirements thereof.
- 16) The successful bidder will be required to furnish a Performance Guarantee, amounting to ten percent (10%) of the total contract amount, in form of a Bank Guarantee issued by a

scheduled bank in Pakistan as per format provided at **Annexure-VI**, within fifteen working days from the receipt of notice of successful bidder or the time as may be extended by PSW.

- 17) On completion of supply, installation, testing and commissioning, the Performance Guarantee shall be released, if the same is not forfeited, claimed or disputed as per terms and conditions of the contract. Whereas an amount equal to five percent (5%) of the total value of the contract shall be retained as performance guarantee for the warranty / defect liability period. The same shall be released, if the same is not forfeited, claimed or disputed as per terms and conditions of the contract, to Successful Bidder upon successful completion of the Defects Liability Period which shall be twenty-four months after successful supply, installation, testing & commissioning of respective supply.
- 18) The bids will be rejected if any shortcoming occurs in the following:
  - a. Signed "Form of Bid", as per format given in **Annexure-II**, with official stamp affixed on it is not provided;
  - b. Bid Securing Declaration as per required form and format, is not submitted to PSW procurement department before deadline of opening of bids;
  - c. Bids submitted without tax registration certificates and bidder not being Income & Sales Tax registered and not appearing as "active" and "operative" on Active Taxpayer list of Federal Board of Revenue (FBR);
  - d. Bid is un-signed, partial, conditional, alternative, late;
  - e. Bidder has been found blacklisted or having actual or potential conflict of interest either with PSW or scope of this RFP;
  - f. Each bidder shall submit only one bid, multiple bid submissions, either jointly or severally, shall render the bidder disqualified;
  - g. Bidder engages in corrupt or fraudulent practices during the process; and
  - h. PSW has had adverse experience with the bidder or the quoted items/brand/products etc.
- 19) Bids shall be opened at the specified time and place in presence of authorized representatives of the bidders who choose to attend.
- 20) The bids will be evaluated as per the evaluation criteria provided at **Annexure-III**.
- 21) Bidders are required to submit their financial proposal as per format provided at **Annexure-IV**. Quoted prices must be in Pakistani Rupees (PKR) inclusive of out of pocket expenses and all kinds of taxes, duties, charges/levies applicable in Pakistan. Taxes shall be withheld, as per prevailing laws, at the time of payment. Any change in applicable taxes after bid submission shall be adjusted as per law.
- 22) Bidders shall bear all costs/expenses associated with preparation and submission of the bids and PSW shall in no case be responsible/liable for those costs/expenses.
- 23) Any bid or Bid Securing Declaration submitted after deadline for submission of bids shall be rejected. Issues with internet/connectivity, electricity failure etc. for e-bid submission on ePADS or Bid Securing Declaration via email shall not be accepted as an excuse for failure to submit the bid/Bid Securing Declaration at the proper place and time. It shall

be the Bidder's responsibility to determine the manner in which timely delivery of its bid/Bid Securing Declaration will be accomplished. Bidders are encouraged to upload their bids on ePADS a day before the bid submission deadline to avoid any last minute surprises.

- 24) During examination and evaluation of the bids, PSW at its sole discretion may ask any bidder for clarifications of its bid. Request for clarification and the response shall be in writing/email. However, no change in substance of the bid shall be sought, offered or permitted after bid submission. Further, PSW may ask bidders for presentations, demos and/or samples of their offered goods, works or services/solutions, which bidders shall arrange the same at their own cost, and PSW may also contact/visit clients (existing or past), verify past experience/projects and/or visit the premises and facilities of the bidders, with or without prior notice .
- 25) PSW wishes to establish a contract with only prime contractors to fulfill all the requirements set forth in this document. Therefore, the prime contractor will be solely responsible for the fulfillment of the contract with PSW. PSW will make contractual payments to the prime contractor only. The prime contractor shall be wholly responsible for the entire performance.
- 26) Bids submitted via hardcopy or fax shall not be entertained.
- 27) The successful bidder will sign a contract with PSW as per Draft attached as **Annexure-I**. All the costs for entering into said contract will be borne by the successful bidder. In case the Successful Bidder fails or refuses to sign the contract, its Bid Securing Declaration shall be executed and PSW may, at its sole discretion, award the contract to the next most advantageous bidder.
- 28) The prospective Bidders may at the stage of pre-bid queries indicate any reservation(s) they may have in respect of any terms and conditions of the RFP document including draft Contract and must provide alternative language to the particular clauses. Such reservation(s) may be taken into account or declined, at the sole discretion of PSW. No negotiations will be undertaken on the terms and conditions, having financial, commercial or legal implications, once bids have been submitted and Successful Bidder shall be required to sign the Contract with all its terms and conditions. Negotiations may only be conducted with the Successful Bidder, without changing the cost and scope of work and with a view to streamline the work execution, on methodology, work plan, staffing etc.
- 29) PSW does not accept:
  - a) any responsibility arising in any way for any errors in or omissions from any information or for any lack of accuracy, completeness, currency or reliability of any data or information, including all written or oral information made available to the bidders or their advisers during the bidding process and responses to requests for information/clarifications and questions raised by a bidder; or
  - b) any liability for any loss or damage suffered or incurred by the bidders or any other person, whether directly or indirectly, as a result of or arising out of that person placing any reliance on the information or its accuracy, completeness, currency or reliability.
- 30) The bidders agree that:

- a) they will conduct their own investigations and analysis regarding any information, statements or representations contained in this RFP and will rely on their own enquiries and seek appropriate professional advice;
  - b) they do not rely on any representation or warranty (expressed or implied) as to the accuracy, completeness, currency, or reliability of the information.
- 31) Decision of PSW shall be final and PSW will not be liable for any loss or damage to any party acting in reliance thereon.
- 32) PSW reserves the right to blacklist any bidder and to execute their Bid Securing Declaration who breaches any terms and conditions of this RFP document
- 33) The prospective bidder may request clarification on any aspect of this RFP document till **17<sup>th</sup> May 2026**. Any request for clarification must be sent in writing to [procurement@psw.gov.pk](mailto:procurement@psw.gov.pk) or submitted through **EPADS Portal**.

## ANNEXURE I: DRAFT CONTRACT

The Contract for Supply, Installation, Testing and Commissioning of Furniture at PSW Office, 1st Floor, NTC Building, Sector G-5/2 Islamabad (hereinafter referred to as “this Contract”) is made on this \_\_\_\_\_ day of \_\_\_\_\_,

By and Between

**Pakistan Single Window** (hereinafter referred to as “**PSW**” or the “**Purchaser**”) having its registered office at \_\_\_\_\_ Islamabad, which expression wherever the context so permits shall mean and include its successors-in-interest and permitted assignees) of the one part;

And

M/s [●] a registered business having its office at [●] (hereinafter referred as “**Supplier**”) of the other part;

The Purchaser and the Supplier are hereinafter also collectively referred to as the “**Parties**” and individually as a “**Party**”.

### **DEFINITIONS AND OBJECTIVE**

#### **1. Definitions and Interpretation**

- 1.1.1. “Annexure” means the Annexure to the Contract.
- 1.1.2. “Clause” means the clauses of the Contract.
- 1.1.3. “Completion Certificate” means the certificate issued by the Purchaser to the Supplier under Clause 11.
- 1.1.4. “Contract Price” means the total value of the Goods specified in Clause 19.
- 1.1.5. “Contract” means this Contract, and includes the Annexures hereto.
- 1.1.6. “Day” means a calendar day.
- 1.1.7. “Declaration of Integrity” means the form of Declaration of Integrity specified in Clause 31.
- 1.1.8. “Deliver”, “Delivered”, and “Delivery” means the act of selling, having sold, or sale the Goods, and includes the act of installing, commissioning and testing, having installed, commissioned and tested, and installation, commission and test respectively. Deliver shall include all required works and services like supply, logistics, transportation, labour etc. to successfully achieve the Objective of the Contract.
- 1.1.9. “Effective Date” means the date notified by the Purchaser pursuant to Clause 39.

- 1.1.10. "Final Acceptance Test" or "FAT" means the final acceptance test carried out by the Purchaser before issuance of Completion Certificate.
- 1.1.11. "Force Majeure" means the event or circumstance specified in Clause 18.
- 1.1.12. "Goods" means Furniture Delivered or to be Delivered to the Purchaser by the Supplier under Clause 4.1.
- 1.1.13. "Government" means the Government of Pakistan and includes any entities owned or controlled by it.
- 1.1.14. "Objective" means the objective of the Contract as specified in Clause 2.
- 1.1.15. "Performance Guarantee" means the bank guarantee furnished or to be furnished by the Supplier to the Purchaser or the retention amount withheld or to be withheld by the Purchaser from the invoice/payments of the Supplier under Clause 12.
- 1.1.16. "RFP" means the Request for Proposal documents issued by the Purchaser against which the Supplier has submitted its bid and has been declared as successful bidder. RFP and Tender Documents may be used alternatively.
- 1.1.17. "Site" means the place provided by the Purchaser where Supplier will Deliver the Goods i.e. PSW Office located at 1<sup>st</sup> Floor, NTC Building, Sector G-5/2, Islamabad.
- 1.1.18. "Spare Parts" means the spare parts Delivered or to be Delivered to the Purchaser by the Supplier under Clause 5.1.
- 1.1.19. "Specifications" means the technical specifications and standards, and includes the Purchaser's requirements, established under Clause 2.1.
- 1.1.20. "Time for Completion" means the time for Delivery of Goods as specified in Clause 17.
- 1.1.21. "Warranty Period" means the warranty period for the Goods as specified in Clause 8.2.
- 1.1.22. "Warranty/Guarantee Certificate" means the Warranty/Guarantee Certificate issued by the Supplier under Clause 7.2.
- 1.1.23. "Working Day" means a business day excluding official and gazette holidays. Terms "Working Day" and "Business Day" have the same meaning and may be used interchangeably.
- 1.1.24. "Year" means a calendar year.
- 1.2. Words importing singular shall include plural and vice versa.
- 1.3. The term 'person' includes any natural person, firm, company, corporation, partnership, or other legal entity.
- 1.4. A reference to one gender shall include the other gender where the context requires.

- 1.5. The headings in the Contract are inserted for convenience of reference only and are not intended to be part of or to affect the provisions thereunder.

## **2. Objective of the Contract**

- 2.1. The Supplier shall be responsible for timely Delivery of Goods meeting the technical specifications, standards and requirements specified in **Annexure A** at the Site subject to the terms and conditions of this Contract.
- 2.2. The Supplier shall accordingly carry out all activities that are attributable to it as its responsibility under this Contract.

## **EXECUTION OF THE PROJECT**

### **3. Sale of Goods**

The Supplier shall sell and Deliver the Goods to meet the Objective in accordance with the terms and conditions of the Contract.

### **4. The Goods**

- 4.1. The Supplier shall Deliver to the Purchaser the Goods specified in **Annexure A**.
- 4.2. The Supplier represents and warrants that the Goods specified in **Annexure A** are sufficient in all respects, including quantity and quality, to fully achieve the Objective. If during execution of the Contract any other goods are deemed necessary for fully achieving the Objective, then such goods shall be delivered to the Purchaser by the Supplier. If such goods are reasonably deemed to be part of the Goods mentioned in the Contract then the cost shall be borne by the Supplier and no additional cost shall be paid by Purchaser.
- 4.3. The Supplier shall ensure that Goods delivered must be brand new from current production, strictly conforming to specifications, unused and will not contain used or repaired parts, free from defects in material and workmanship and to the complete satisfaction of the Purchaser.
- 4.4. The Supplier will ensure that Goods have a serial number, model number, date of manufacture, or some other similar identification.
- 4.5. The Supplier shall provide to the Purchaser free of cost all original standard publications, catalogues, technical literature, technical / operational manuals, manufacturer's specifications and packing details, and acceptance test procedure with the Goods.
- 4.6. Title, risk of loss and damage of Goods will pass from Supplier to Purchaser upon Delivery at Site by Supplier to Purchaser. Supplier will provide to Purchaser a certificate of origin stating the country of origin for the Goods upon Purchaser's request.

4.7. Any acceptance of Goods by Purchaser will not be a waiver of the Supplier's obligations in any respect thereof under this Contract.

**5. Spare Parts**

The Supplier will keep enough inventory of the commonly used spare parts of the Goods to cover any repairs/replacements for the entire Defect Liability Period.

**6. Licenses**

Not Used.

**7. Terms and Conditions of Shipment**

7.1. Goods shall be supplied to the Purchaser on the terms and conditions specified herein.

7.2. The Goods shall be accompanied by the Supplier's Warranty/Guarantee Certificate, regarding the quality and quantity, subject to these being technically checked and tested, where necessary, and accounted for on arrival at the Purchaser's warehouse/Site. The Supplier will render Warranty/Guarantee Certificate in duplicate to the Purchaser, as soon as the Goods have reached the Site. During installation and commissioning if any Goods are found faulty, the Supplier will replace those free of cost. It will be obligatory for the Supplier to identify the Goods by inscribing thereon or attaching thereto a Warranty label to the following effect.

**WARRANTY**

Expiry Date: [\_\_\_\_\_]

Supplier's Name: [\_\_\_\_\_]

7.3. The Warranty/Guarantee shall remain valid for a period of Twenty-Four (24) months from the date of Completion Certificate.

7.4. In case the Goods, on checking and testing after receipt at the Purchaser's Site, are found to be not in conformity with the Specifications, the Supplier will immediately replace the rejected Goods by acceptable Goods free of cost and without any obligation to the Purchaser. Rejected Goods will be disposed-off by the Supplier under its own arrangements.

**8. Warranties**

8.1. The Supplier warrants that the quality of all the Goods Delivered hereunder shall comply in all respects with the requirements of any statutory enactment, rule, regulation, order, contract or any other instrument having the force of law, which may be in operation at the time of Delivery of the Goods.

8.2. Unless otherwise specified for particular Goods, the warranty period (Defect Liability Period) for the Delivered Goods shall be Twenty-Four (24) months from the issuance of the Completion Certificate.

- 8.3. If any Goods become defective within the Warranty Period other than as a result of a failure of the Purchaser to use the Goods in accordance with the written instructions, reasonable and as per industry practice, provided by the Supplier to the Purchaser or damage due to misuse, then the Supplier shall repair or replace the defective Goods as soon as is reasonably practicable following a request from the Purchaser. The Supplier shall forthwith collect all such defective Goods or the Purchaser shall return the Goods to the Supplier at the Supplier's risk and expense. If the defective Goods are incapable of being replaced or repaired, then the Supplier shall either replace the Goods with the latest available model of the returned Goods or refund to the Purchaser the total Price paid by the Purchaser to the Supplier for such Goods, as per mutual agreement of Purchaser and Supplier.
- 8.4. The Supplier warrants that the Goods are now free, and that at the time of Delivery shall be free from any security interest or other lien or encumbrance. If any such lien will attach or any claim for such is filed, Supplier will immediately procure the discharge thereof without any further cost to the Purchaser.
- 8.5. The Supplier warrants that it neither knows nor has reason to believe the existence of any outstanding title or claim of title hostile to the rights of the Supplier in the Goods.

**9. Purchaser's Options on Non-Delivery of Goods**

- 9.1. The Supplier shall Deliver the Goods to the Purchaser within the time frame specified in the Contract. If failure to Deliver the Goods within the specified time frame, shall not have arisen because of "Force Majeure", the Purchaser shall be entitled at its option:
  - 9.1.1. To cancel the Contract and forfeit the Performance Guarantee; or
  - 9.1.2. To withhold any payment due to the Supplier until all the Goods have been Delivered and directly deduct or recover, where considered necessary, as liquidated damages the sum up to 2% of the itemized prices of the undelivered Goods for each and every day, or part thereof thereafter, beyond the specified dates of Delivery during which these may not be delivered, subject to a maximum of 10% of the total Contract Price; or
  - 9.1.3. To repurchase from elsewhere, at the risk and expense of the Supplier, other goods of the same or similar description as Purchaser considers fit to make good this default to the extent necessary, by canceling the Contract either wholly or for the undelivered balance, with or without intimation to the Supplier who shall be liable for any loss which the Purchaser may sustain due to repurchase but shall not be entitled to any gain on repurchase.
- 9.2. The Goods shall be deemed to have been Delivered when repurchased Goods are Delivered to the Purchaser.

**10. Acceptance of Goods**

10.1. The acceptance of the Goods is contingent upon the successful completion of the FAT of the Goods in accordance with the terms of the Contract.

**11. Completion Certificate**

11.1. The Purchaser shall, upon satisfactory completion of the FAT, issue a Completion Certificate to the Supplier in form of a Goods Receipt Note (GRN) as acknowledgement of the complete Delivery of Goods.

11.2. The Supplier shall install, test and commission the Delivered Goods at Site before inspection by Purchaser and issuance of Completion Certificate.

**SUPPLIER'S GENERAL OBLIGATIONS**

**12. Performance Guarantee**

12.1 The Supplier shall furnish to the Purchaser a Performance Guarantee in the form of a bank guarantee issued by a scheduled bank in Pakistan as per format provided by Purchaser in the RFP, for satisfactory implementation of the Contract in an amount equal to ten percent (10%) of the Contract Price.

12.2 The Performance Guarantee shall be endorsed in favor of the Purchaser who shall be entitled to seek encashment of the same without recourse to the Supplier.

12.3 The Performance Guarantee shall be valid for a period of Six (06) months.

12.4 If Time for Completion is extended, the Supplier shall arrange extension of the Performance Guarantee accordingly. If the Performance Guarantee is not extended by thirty (30) days prior to its expiry date, the Purchaser shall be entitled to encash the same without recourse to the Supplier.

12.5 The Purchaser shall be entitled to encash the Performance Guarantee in the event of unsatisfactory performance or any material breach of the Contract.

12.6 On completion of Delivery as evidenced by issuance of the Completion Certificate by Purchaser, the Performance Guarantee submitted in form of a bank guarantee shall be released, if the same is not forfeited, claimed or disputed as per terms and conditions of the Contract. Before final release of the bank guarantee, an amount equivalent to five percent (05%) of the Contract Price shall be retained by Purchaser from the payments/invoices of the Supplier on account of performance guarantee for the Warranty Period. The retained amount of five percent (5%) shall be released, if the same is not forfeited, claimed or disputed as per terms and conditions of the Contract, upon successful completion of the Warranty Period.

### **13. Indemnity**

- 13.1. The Supplier shall remain responsible for the Delivered Goods, which shall be fit for the intended purposes of the Contract and it shall also remain responsible for any infringement of any patent or copyright in respect of the same.
- 13.2. The Supplier agrees to indemnify the Purchaser from and against all liabilities, losses and costs of any kind which relate to any misrepresentation or breach of warranty under the Contract.
- 13.3. The obligation to indemnify shall include all reasonable costs and expenses, including but not limited to disbursements and legal fees.

### **14. Confidentiality**

- 14.1. The Supplier and its employees shall not communicate any information relating to the Contract to any person not directly linked with the execution of the Contract or in case of a person not directly linked with the execution of the Contract to anyone not authorized in writing by the Purchaser. Failure to observe this Clause will render the Supplier to legal action.
- 14.2. The obligations set forth herein shall survive the cancellation or termination of the Contract for any reason.
- 14.3. The Supplier acknowledges and agrees that any breach of the terms of this Clause would cause irreparable harm to the Purchaser and agrees that the Purchaser shall be entitled, in addition to whatever remedies may otherwise be available under the Contract or at law, to injunctive relief or other applicable equitable remedies with respect to any such actual or threatened breach.
- 14.4. The Purchaser acknowledges that the Supplier may be required by law of the land to provide specific information in the Contract to governmental authorities within Pakistan and agrees that this shall not be interpreted as a breach of confidentiality. However, Supplier shall inform Purchaser beforehand if any such requirement or obligation arises including the details and contents of the requirement/obligation and the information the Supplier is providing therefor.

### **PURCHASER'S OBLIGATIONS**

### **15. Access to Site**

- 15.1 The Purchaser shall grant the Supplier access to the Site for the Delivery including supply, installation, commissioning, testing, supervision, operation and maintenance of the Goods, and provision of training to the Purchaser's personnel.

## 16. *Purchaser's Representatives*

- 16.1 The Purchaser shall authorize one or more of its personnel to act on its behalf under the Contract and notify their name(s) to the Supplier forthwith.
- 16.2 The Purchaser may also appoint any Person to carry out certain duties and notify the name(s)/details to the Supplier from time to time.
- 16.3 The Purchaser shall notify the Supplier of the delegated duties and authority of the Purchaser's representative(s) and appointee(s).

### **TIME FOR COMPLETION**

## 17. *Time Schedule and Term*

- 17.1 The Supplier shall Deliver the Goods **within Sixty (60) days** from the Effective Date. The timely Delivery of Goods by the Supplier is the essence of the Contract.
- 17.2 The Supplier shall commence the Delivery of Goods on the Effective Date, proceed expeditiously and without delay, and complete the Delivery within the Time for Completion.
- 17.3 The Supplier shall be entitled to an extension to the Time for Completion if it is or will be delayed by Force Majeure or is for any other reason of which the Purchaser has given written consent to after due consideration. On receipt of an application from the Supplier, the Purchaser shall consider all supporting details provided by the Supplier and shall extend the Time for Completion as appropriate.
- 17.4 If the Supplier fails to complete the Delivery within the Time for Completion, the Supplier shall be liable to the Purchaser for such failure and pay liquidated damages as provided in Clause 9, for which it fails to complete the Delivery.
- 17.5 The Supplier shall be entitled, to an extension of the Time for Completion if and to the extent that completion is or will be delayed by any cause(s) attributable to the Purchaser. If the Supplier considers itself to be entitled to an extension of the Time for Completion, it may, after giving a reasonable opportunity to the Purchaser to cure any apparent delay, give notice to the Purchaser specifying the reason for the delay attributable to the Purchaser. When determining each extension of time, the Purchaser shall review previous determinations and may increase, but shall not decrease, the total extension of time.
- 17.6 Purchaser may require partial delivery of certain Goods. The delivery schedule and plan of any and all such partial deliveries shall be agreed in advance between Supplier and Purchaser. In case of Partial deliveries, each partial delivery shall be considered an independent Delivery under this Contract, unless mentioned specifically so in writing by Purchaser, and provisions of FAT, Completion Certificate, Warranty, payments etc. shall be applicable accordingly.

**18. Force Majeure**

- 18.1 “Force Majeure” means an exceptional event or circumstance, which is beyond a Party’s control; which such Party could not reasonably have provided against before entering into the Contract; which, having arisen, such Party could not reasonably have avoided or overcome; and, which is not attributable to the other Party.
- 18.2 The Supplier shall, within seven (07) days of its commencement, notify the Purchaser of any such event, act or circumstance which is relied upon by the Supplier for its inability to comply with its obligation. The Purchaser shall have the right to conduct investigations to satisfy itself about the genuineness of the “Force Majeure” event, act or circumstance. Non-availability of raw material for the manufacture of the Goods or export or import permit for the export or import of the Goods from the country of origin / to Pakistan shall not constitute “Force Majeure.”
- 18.3 If by reason of “Force Majeure” the Goods are not delivered by the due date, then the Delivery Period may be extended appropriately for the purpose, provided the said Goods shall be ready to be delivered within the time agreed mutually between Purchaser and the Supplier, of the stipulated delivery date. If the said Goods are not ready to be delivered after the lapse of time as aforementioned, then the Purchaser shall have the right to cancel the Contract by informing the Supplier of the cancellation in writing. This, however, will not apply to consignments of Goods already Delivered and accepted according to the terms of the Contract. The Supplier shall not be entitled to any compensation whatsoever as a result of this cancellation.

**CONTRACT PRICE AND TERMS OF PAYMENT****19. Contract Price**

- 19.1. The price of the Goods is fixed on itemized basis and amounts to a total contract value of [\_\_\_\_\_] only (\_\_\_\_\_/ - only) which includes all taxes, duties, levies, logistics/transportation, labour etc. for Delivery at Site and Warranty obligations. Final payment for the Goods shall be on the basis of actual Goods Delivered based on the itemized amounts specified in **Annexure A**.
- 19.2. Any change in taxes, government levies, charges etc. after the bid submission date shall be adjusted in the Contract Price as per the law.

**20. Terms of Payment**

- 20.1 Payment for the Delivery of Goods, after deduction of the applicable taxes and duties, shall be made within thirty (30) days, through online bank transfer in Supplier’s account, or any other banking channel as per Purchaser’s policy, upon receipt of error free tax invoice from Supplier.

- 20.2 Upon successful Delivery of Goods, the Supplier shall get the Completion Certificate (GRN) from Authorised Representative of Purchaser as mentioned at Clause 36.1 and submit its original tax invoice addressed to Manager Financial Operations, to the Purchaser's Finance department for processing of payment.
- 20.3 Supplier shall attach supporting documents (copy of the Completion Certificate, signed delivery challan, tax exemption certificates (if any) etc.) with its tax invoice. Invoice without said documents shall be considered ineligible for payment processing.
- 20.4 Payment shall only be made when the Supplier is appearing on the Active Taxpayers List (ATL) issued by Federal Board of Revenue (FBR) of Pakistan. If at the time of payment, the supplier is not appearing on the ATL, the payment shall be halted until the Supplier appears on the ATL.

### **TERMINATION AND DISPUTE SETTLEMENT**

#### **21. Termination**

- 21.1 If at any time during the currency of the Contract, the Purchaser decides to terminate the Contract for any reason whatsoever (other than for reason of failure to Deliver the Goods), it shall have the right to do so by giving the Supplier a notice to that effect. In that event, the Purchaser will accept Delivery, at the itemized price and terms, of such of the Goods in the actual possession of the Purchaser.
- 21.2 In the case of remainder of the undelivered Goods, the Purchaser may select either:
- 21.2.1 To have any part thereof completed and take the Delivery thereof at the itemized prices, or
- 21.2.2 To cancel the residue and pay to the Supplier for the Goods in the actual possession of Supplier in which case Goods in the possession of Supplier shall be Delivered by the Supplier as per agreed timelines.
- 21.3 No payment shall, however, be made for any Goods not yet in the actual possession of Supplier on the date notice of termination is received.

#### **22. Dispute Resolution**

- 22.1 All matters of dispute or differences, except regarding rejection of the Goods by the Purchaser, the settlement of which is not otherwise specially provided for in the Contract and which cannot be amicably solved within thirty (30) days after claim proposed by one Party to the other Party, shall be referred for adjudication to two arbitrators, one to be nominated by each party, who before entering upon the reference shall appoint an umpire

by mutual agreement, and if they do not agree, a judge of the superior court of Pakistan shall appoint the umpire.

22.2 The arbitration proceedings shall be held in Pakistan as per the Arbitration Act 1940.

22.3 The decision and award of the arbitrators shall be based on the provisions of the Contract. The arbitrators shall render a detailed written decision, which includes their findings of facts and applicable rules of law. The cost of arbitration shall be included in any award made.

22.4 The decision or award of the arbitrators shall be final and binding on the Parties and may be executed against them in a court of competent jurisdiction.

### **23. Continuing Obligation**

Each Party shall continue to fulfill its obligations notwithstanding any pending resolution of any dispute or difference arising out of or relating to the Contract sans any obligation which is under dispute and suspended till resolution.

### **24. Governing Law and Jurisdiction**

24.1. The Contract shall be governed by and construed in accordance with the laws of Pakistan and the Pakistani courts at Islamabad shall have sole jurisdiction in relation to all matters arising out of these terms.

## **MISCELLANEOUS**

### **25. Representations and Warranties of Supplier**

The Supplier represents and warrants that the person signing the Contract, or any other document forming part of the Contract on behalf of the Supplier, has authority to bind the Supplier to the terms and conditions of the Contract.

### **26. Responsibility for Contract**

It is clearly understood and agreed by the Supplier that the Purchaser is solely responsible for the Contract.

### **27. Modifications and Severability**

27.1. No modification, alteration, or amendment of any provision hereof shall be binding unless contained in writing and signed by the Parties' duly authorized representatives.

27.2. If any part of the Contract is or becomes illegal, invalid or unenforceable, the legality, validity or enforceability of the remainder of the Contract shall not be affected.

## 28. *Waiver*

28.1. Failure or neglect by either Party to enforce at any time any of the provisions hereof shall:

28.1.1. Not operate or be construed or deemed to be a waiver of its rights hereunder;

28.1.2. Not justify any other or further default whether of a like or different character;

28.1.3. Not prejudice its rights to take subsequent action.

28.2. No waiver by a Party of any default by the other Party in the performance of any of the obligations under the Contract shall be effective unless in writing duly executed by an authorized representative of the Party.

28.3. No approval or consent or absence of comment by the Purchaser or the Purchaser's representative shall affect the Supplier's obligations.

## 29. *Taxes*

29.1. Any tax, duty or fee, imposed on the Supplier, its sub-Suppliers or employees, as a consequence of executing the Contract, shall be the obligation of the Supplier.

29.2. The Supplier shall accordingly pay for all such taxes, duties and fees, as required by the law.

29.3. The Supplier shall indemnify and hold the Purchaser harmless against and from the consequences of any failure to do so.

29.4. Where required under the laws of Pakistan, the Purchaser shall withhold or deduct any tax, duty or fee from payments due to the Supplier.

29.5. In case of any change in taxes during execution of contract, the same shall be adjusted as per law.

## 30. *Assignment*

30.1. The Supplier shall be entirely responsible for the execution of the Contract in all respects in accordance with the terms of the Contract. The Supplier shall not assign the Contract to any third party without the prior written consent of the Purchaser. Any unauthorized assignment in violation of the Contract shall be void and without legal effect.

## 31. *Declaration of Integrity*

31.1. The Supplier shall furnish a declaration of integrity in the form attached hereto as **Annexure B**, regarding any fees, commission and brokerage etc. paid or intended to be paid by it in connection with the procurement of the Contract.

## 32. *Annexures*

32.1. The Annexures are an integral part of the Contract:

Annexure A:           Priced Bill of Quantities

## Annexure B: Declaration of Integrity

**33. Entirety**

33.1. The Contract replaces and supersedes any and all other prior written or oral representations, negotiations, or other communications of every kind pertaining to the formation and execution of the Contract.

**34. Amendment**

34.1. The Contract may be varied or amended only by mutual consent of the Parties given in writing.

**35. Authority**

35.1. Nothing in the Contract shall be construed to give any Party, and no Party shall hold itself out to have, the authority or power to enter into any obligation on behalf of the other Party except as specifically authorized by the other Party in writing.

**36. Correspondence**

36.1. All correspondence shall be in writing, in the English language, and sent by registered mail, electronic mail or courier service, acknowledgement due, addressed as follows:

(i) If to the Purchaser:

Attention: [\_\_\_\_\_]  
Designation: [\_\_\_\_\_]  
Address: [\_\_\_\_\_  
[\_\_\_\_\_  
[\_\_\_\_\_].  
Fax No: [\_\_\_\_\_  
E-mail: [\_\_\_\_\_]

(ii) If to the Supplier:

Attention:  
Designation:  
Address: M/s [\_\_\_\_\_  
Fax No: [\_\_\_\_\_  
E-mail: [\_\_\_\_\_]

36.2. Correspondence shall be sent to such other postal address or e-mail address as a Party may notify from time to time to the other Party in accordance with this Clause.

36.3. Correspondence sent as above shall be deemed to have been received once delivery receipt has been generated for both courier delivery of electronic mail.

**37. Language**

37.1. The English text of the Contract shall be treated as the authentic text for all purposes including interpretation.

**38. Conditions of Effectiveness**

38.1. The Contract shall become effective on:

38.1.1. Submission of Performance Guarantee by the Supplier; and

38.1.2. Purchaser has approved all sizes, samples, materials, colors etc. of the Goods.

**39. Effective Date**

39.1. The Purchaser shall notify the date of effectiveness of the Contract to the Supplier immediately after the fulfillment of all the conditions of effectiveness specified above. The Contract shall remain valid for a period beyond twenty-four (24) months from issuance of Completion Certificate.

**40. Order of Precedence**

40.1. The order of precedence in case of any conflict shall be as set forth hereunder. Any addenda/corrigenda of the following documents shall be deemed to be incorporated therein:

- a. This Contract;
- b. The annexures/appendices/schedules to this Contract;
- c. Supplier's response to the clarifications during bid evaluation process;
- d. Bid of the Supplier;
- e. Responses of Purchaser to the pre-bid clarifications; and
- f. Complete RFP

**IN WITNESS WHEREOF**, the Parties hereto have caused this Contract to be executed in accordance with the laws of Pakistan.

[\_\_\_\_\_]

-----  
for and on behalf of  
Purchaser

[\_\_\_\_\_]

-----  
for and on behalf of  
Supplier

**WITNESSES**

[-----]  
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[-----]  
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***ANNEXURE A: Priced Bill of Quantities***

[BOQ to be inserted, as per successful bid, at the time of formalization of contract]

**ANNEXURE B: DECLARATION OF INTEGRITY**

Supplier hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan (GoP) or the Purchaser or any administrative subdivision or agency thereof or any other entity owned or controlled by GoP through any corrupt business practice.

Without limiting the generality of the foregoing, Supplier 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, contractor, 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 GoP, except that which has been expressly declared pursuant hereto.

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

Supplier 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 rights and remedies available to the PSW under any law, contract or other instrument, be voidable at the option of the Purchaser.

Notwithstanding any rights and remedies exercised by the Purchaser in this regard, Supplier agrees to indemnify the Purchaser for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to the Purchaser in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by Supplier 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 the Purchaser.

**ANNEXURE-II: FORM OF BID**

Procurement Department,  
Pakistan Single Window  
Ground Floor, Nespak Building, G-5/2,  
Islamabad.

Reference your RFP document No. **PSW-PROC-25-26-HR&A-521** for **Supply, Installation, Testing and Commissioning of Furniture at PSW Office, 1<sup>st</sup> Floor, NTC Building, Sector G-5/2 Islamabad.**

1. We, hereby submit our complete bid along with all requirements as per the RFP document. We acknowledge that PSW is not bound to accept any bid in this regard and reserve the right to accept any offer and to annul the bidding process and reject all bids without assigning any reason or having to owe any explanation whatsoever.
2. We hereby undertake and firmly bound ourselves to abide by/ comply with all sections / conditions of subject RFP document for whole bidding process.
3. We agree to abide by this Tender for a period of **one hundred and twenty (120) days** from the bid opening date or any extension thereto granted and it shall remain binding upon us and can be accepted at any time before expiration of this period.
4. We hereby undertake and confirm that M/s **mention registered business name of bidder** and its employee(s) have never been blacklisted by any government, semi-government, autonomous or state owned organization of Pakistan and their cases regarding black listing are not under process at PPRAs (federal/provincial) or under trial by any Court of Law. We further undertake that we do not have any actual or potential conflict of interest either with PSW or scope of subject tender.
5. We submit herewith our proposal, electronically through ePADS portal, as one (01) original in PDF.
6. We do hereby undertake that Mr./Ms. **(mention full name and designation of authorizer)** is duly authorized by the management of **(enter registered business name of the bidder)** to appoint and authorize Mr./Ms. **(mention full name of authorizee)** who is presently employed with us and holding the position of **mention designation of authorizee** in **mention registered business name of the employer of the authorizee** to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our subject bid including signing and submission of all documents and providing information/responses to PSW in all matters including but not limited to clarifications etc., till award of subject tender. We hereby agree to ratify all acts, deeds and things lawfully done by our said authorized representative pursuant to this authorization and that all acts, deeds and things done by our aforesaid authorized representative (authorizee) shall and shall always be deemed to have been done by us.
7. We certify that, should we be awarded the contract, the resources who are to be assigned to the given project will be available to commence performance of the work within agreed

timelines, and will remain available to perform the work. Furthermore, for any proposed person who is not our employee, we hereby certify that we have written permission from such person (or the employer of such person) to propose the services of such person in relation to the work to be performed in fulfillment of this requirement and to submit such person's résumé to PSW. We further certify that the proposed person is aware that overtime may be required and is willing to comply.

8. The decision of PSW shall be final and PSW will not be liable for any loss or damage to any party acting in reliance thereon.
9. We have gone through the terms and conditions of subject RFP document and have found the document in whole as non-biased to any particular company/contractor/consultant/advisor/firm or product/ brand. We do not have any objection/comment on any clause/section/article and fully understand the documents as compliant with PPRA Rules.
10. We undertake that all the information submitted by us is correct and true to the best of our knowledge and belief and nothing has been concealed and misstated by us in the bid. In case any information is found wrong, misleading or misstated in this bid, the same may lead to rejection of our bid, execution of bid securing declaration and our disqualification.
11. We declare that our bid is our only and final offer and no unsolicited offer of any description shall be made for consideration of PSW.
12. We acknowledge that PSW reserves the right to blacklist any bidder or execute bid securing declaration who breaches any terms and conditions of this RFP document.

We remain,

Yours' sincerely

[Bidder's Official Stamp]

Authorizer (Person Authorized to sign on behalf of the Management/Board of Directors etc. of the Bidder e.g. Company Secretary, CEO, MD etc. as mentioned in Clause 6 above):

Signatures: \_\_\_\_\_

Name and Title/designation of Authorizer: \_\_\_\_\_

Registered business name and address of bidder : \_\_\_\_\_

Cell No. of Authorizer: \_\_\_\_\_

e-mail address of Authorizer: \_\_\_\_\_

Mailing address of Authorizer: \_\_\_\_\_

Acceptance by representative being authorized at Clause 6 above (Authorizee):

Signatures : \_\_\_\_\_

Name and Title/designation of Authorizee: \_\_\_\_\_

Cell No. of Authorizee : \_\_\_\_\_

e-mail address of Authorizee : \_\_\_\_\_

Mailing address of Authorizee: \_\_\_\_\_

Date of signing: \_\_\_\_\_

### ANNEXURE-III: EVALUATION CRITERIA

1. Bidders shall submit all relevant documents, in their bids, required to evaluate/assess the bidders as per the criteria mentioned herein. Bidders shall be evaluated only on the basis of the documents provided in their bids. Provision of relevant and clear/unambiguous documents shall be responsibility of the bidders. Documents/details shall be provided in a manner that the required information is clearly mentioned/highlighted/marked. All supporting documents e.g. company profile, business registration documents, experience certificates, testimonials, client details, previous contracts/purchase orders/work orders, personnel profiles/CVs, documents related to financial strength etc. must be available and clearly identified in the bid.
2. If any discrepancy is found in the Bid Securing Declaration, financial proposal or form of bid of a bidder, the same shall be communicated to said bidder for rectification. If the bidder declines or fails to rectify the discrepancy, its bid shall be disqualified and submitted Bid Securing Declaration shall be executed.
3. The evaluation committee shall evaluate the bids on the basis of responsiveness to the mandatory conditions, conformity with the specifications and evaluation criteria provided herein. The following criteria shall be used for evaluating competencies of the bidders.
4. The Bidders must fulfil the following mandatory requirements to qualify:

S/N	Attributes	Mandatory
1.	Fulfillment/meeting all the technical specifications/requirements of items as mentioned in the RFP.	Yes
2.	The Bidder must possess valid NTN & Sales Tax registration.	Yes
3.	In case the bidder is not an OEM, authorization/partnership certificates from OEM of quoted items to be provided.	Yes
4.	The Bidder must be in furniture manufacturing/supply business for at least five (05) years.	Yes
5.	The Bidder must have completed minimum three (03) similar projects as sole contractor, or in case of sub-contractor or JV having its share of work not less than minimum of Pak Rupees Twenty Million each, in Pakistan in last three (03) years.	Yes
6.	Bidder must have average annual turnover of minimum PKR 30 million in last three (03) years.	Yes
7.	The Bidder must not have any contract non-performance or litigation in last three (03) years.	Yes
8.	Bidder must be a registered business.	Yes
9.	The Bidder could be a single legal entity or JV. In case of JV bidders to	Yes

S/N	Attributes	Mandatory
	provide details of all JV members (JV shall not be of more than three members) along with copy of JV agreement mentioning the division of work/supplies among JV members. The JV shall nominate a lead member in JV agreement who will be responsible to conduct the JV and all dealings with PSW.	
10.	List of sub-contractors (if any). A bidder is not allowed to sub-contract more than 60% of whole works/supplies and not more than 40% to any single sub-contractor.	Yes
11.	The bidder must have an established office setup in Islamabad.	Yes
12.	The Bidder must attach signed Form of Bid (on bidder's letterhead)	Yes
13.	The Bidder must attach duly filled in and signed & stamped Annex-IV: Price Schedule with its bid.	Yes
14.	Bid Securing Declaration	

In order to show fulfilment of abovementioned mandatory requirements, the Bidders are required to submit the following documents with their bids and use the following table as index:

S/N	Attributes	Reference Page in Bid	Points (Applicable only in case of tie in quoted rates)
1.	Complete Company Profile. Bidders to provide: Form A "Bidder's Information Sheet" provided herein along with complete company profile.		-
2.	NTN & Sales Tax registration certificates.		-
3.	Business registration documents issued by SECP or registrar of firms or FBR etc.		5 years = 5 6-7 years = 7 More than 7 = 10
4.	Must be an OEM of furniture items or an authorised distributor or supplier of the OEM. Bidders to provide: Confirmation of being an OEM, along with manufacturing facility details, on company letter head or OEMs authorization letter / partnership certificate as the case may be.		-

S/N	Attributes	Reference Page in Bid	Points (Applicable only in case of tie in quoted rates)
5.	<p>The Bidder must be in furniture manufacturing/supply business for at least five (05) years.</p> <p>Bidders to provide: Details to be provided as per Form B "Bidder's Past Experience" along with copy of PO/Contract/Invoice/Completion Certificate etc. of the earliest furniture order the bidder had fulfilled.</p> <p>The experience in number of years shall be calculated from the provided supporting documents of the earlier relevant assignment.</p>		<p>5 years = 5 6-7 years = 7 More than 7 = 10</p>
6.	<p>The Bidder must have completed minimum three (03) similar projects as sole contractor, or in case of sub-contractor or JV having its share of work not less than minimum of Pak Rupees Twenty (20) Million each, in Pakistan in last three (03) years.</p> <p>Bidders to provide: Details &amp; supporting documents to be provided as per Form B "Bidder's Past Experience" provided herein.</p> <p>Copies of contracts, purchase/work orders, invoices etc. to be provided. Claims without supporting documents shall not be accepted.</p>		<p>3 projects = 5 4-6 projects = 7 More than 6 = 10</p>
7.	<p>Bidder must have average annual turnover of minimum PKR 30 million in last three (03) years.</p> <p>Bidders to provide: Audited financial statements or tax returns of last three years.</p>		<p>30 million = 5 30-50 million = 7 More than 50 million = 10</p>
8.	<p>The Bidder must not have any contract non-performance or litigation in last three (03) years.</p> <p>Bidders to provide:</p>		-

S/N	Attributes	Reference Page in Bid	Points (Applicable only in case of tie in quoted rates)
	Form C: "Historical Contract Non-performance & Litigation History" provided herein.		
9.	<p>The Bidder could be a single legal entity or JV. In case of JV bidders to provide details of all JV members (JV shouldn't be of more than three members) along with copy of JV agreement mentioning the division of work/supplies among JV members. The JV shall nominate a lead member in JV agreement who will be responsible to conduct the JV and all dealings with PSW.</p> <p>Bidders to Provide: Confirmation of being single legal entity or submission of JV agreement, as the case may be.</p>		-
10.	<p>List of sub-contractors (if any). A bidder is not allowed to sub-contract more than 60% of whole works/supplies in whole and not more than 40% to any single sub-contractor.</p> <p>Bidders to provide: List of sub-contractors (if any).</p>		-
11.	<p>Details of established office setup/branch in Islamabad.</p> <p>Details to be provided with address and contact details of the POC.</p>		-
12.	Bid Securing Declaration.		-
13.	Signed Form of Bid with official stamp affixed on it as per the format given in <u>Annex-II</u> .		-
14.	Duly filled in and signed & stamped <u>Annex-IV: Bill of Quantities, Specifications and Price Schedule</u> .		-

**Form A: Bidder's Information Sheet**

Bidder's Information	
<b>Bidder's legal name</b>	
<b>Bidder's country of constitution</b>	
<b>Bidder's year of constitution (SECP/Registrar of firm's/FBR's certificate to be attached)</b>	
<b>Bidder's legal address in country of constitution</b>	
<b>Details of Bidder's office setup in Islamabad</b>	
<b>Attached are copies of the following documents:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> 1. SECP/Registrar of firm's/FBR's certificate to be attached</li> <li><input type="checkbox"/> 2. In case of a government-owned enterprise, any additional documents not covered under 1 above required to comply</li> </ul>	

**Form B: Bidder's Past Experience**

Past Projects		
Contract/Project No. -----	Contract Identification	
Award Date	Completion Date	
Role in Contract	<input type="checkbox"/> Contractor <input type="checkbox"/> JV/Consortium Partner <input type="checkbox"/> Subcontractor	
Total Contract Amount	PKR	
If partner in a Joint Venture or subcontractor, specify participation of total contract amount	Percent of Total	Amount
Employer's name Address Telephone number Fax number E-mail		
Description of the major supplied items		

**Note:**

1. Bidders to use one form per contract/project.
2. Bidders to attach supporting documents in form of copies of contracts, purchase/work orders or invoices etc. to be provided. Claims without supporting documents shall not be accepted.

**Form C: Historical Contract Nonperformance & Litigation History**

Each Bidder must fill out this form to describe any history of nonperforming contracts and pending litigation or arbitration formally commenced against it.

A. History of Nonperforming Contracts			
<p><b>Choose one of the following:</b></p> <p><input type="checkbox"/> No nonperforming contracts.</p> <p><input type="checkbox"/> Below is a description of nonperforming contracts involving the Bidder.</p>			
Year	Description	Amount of Non-performed Portion of Contract (PKR)	Total Contract Amount (PKR)
<i>[insert year]</i>	Contract Identification: <i>[indicate complete contract name/ number, and any other identification]</i> Name of Purchaser: <i>[insert full name]</i> Address of Purchaser: <i>[insert street/city/country]</i> Reason(s) for nonperformance: <i>[indicate main reason(s)]</i>	<i>[insert amount]</i>	<i>[insert amount]</i>

**B. Pending Litigation and Arbitration**

Choose one of the following:

- No pending litigation and arbitration.  
 Below is a description of all pending litigation and arbitration involving the Bidder.

Year	Matter in Dispute	Value of Pending Claim (PKR)	Value of Pending Claim as a Percentage of Net Worth
[insert year]	Contract Identification: [indicate complete contract name/ number, and any other identification] Name of Purchaser: [insert full name] Address of Purchaser: [insert street/city/country] Matter of Dispute: [indicate full description of dispute] Party who initiated the dispute: [indicate "Purchaser" or "Contractor"] Status: [indicate status of dispute]	[insert amount]	[insert amount]

**ANNEXURE-IV: BILL OF QUANTITIES, SPECIFICATIONS AND PRICE SCHEDULE**

Bidders are required to submit their charges as per following format.

Sr.	Item	Description / Specification	UoM	Qty	Sales Tax Exclusive Unit Price - PKR	Sales Tax Exclusive Total Price - PKR
1	Manager Table (1400*1040*750)	<p>Melamine with matching PVC lipping, High-quality E0 grade environmental board (melamine top of architect's choice)</p> <p>*Top thickness 25mm thick with 2mm thick lipping with semi-beveled side edge banding with 8mm straight side on it.</p> <p>*Having central leather panel with 1 mm inset of 30" Length. 22" Width.</p> <p>*Modesty to be a part of the workstation: Suspended in place using SS clips.</p> <p>monolithic legs continuing from the desktop.</p> <p>*A- shaped inclined fork feet Leg thickness is 2.0mm powder coated to approved color with aluminum alloy base.</p> <p>*Workstation to have a linear power tray underneath for cable distribution Along with a cut-out on top (side return aligned)</p> <p>*Having cable management tray 1.2mm powder coated and technology box outlet</p> <p>*All finishes will be approved upon physical inspection of swatches by the Architect.</p> <p>*Rates to include all necessary accessories</p> <p>*Brand: LAMEX, SUNON, KANO or EQUIVALENT</p>	No.	16		
2	Manager Table (1600*1300*750)	<p>*Melamine with matching PVC lipping, High-quality E0 grade environmental board (melamine top of architect's choice)</p> <p>*Top thickness 25mm thick with 2mm thick lipping with semi-beveled side edge banding with 8mm straight side on it.</p> <p>*Having central leather panel with 1 mm inset of 30" Length. 22" Width.</p> <p>*Modesty to be a part of the workstation: Suspended in place using</p>	No.	1		

Sr.	Item	Description / Specification	UoM	Qty	Sales Tax Exclusive Unit Price - PKR	Sales Tax Exclusive Total Price - PKR
		ss clips. monolithic legs continued from the desktop. *A- shaped inclined fork feet Leg thickness is 2.0mm powder coated to approved color with aluminum alloy base. *Workstation to be anchored on top of side return using modular screw system. Made of ss fixtures & fittings. Along with a cut-out on top (side return aligned) *All finishes will be approved upon physical inspection of swatches by the Architect. *Rates to include all necessary accessories *Brand: LAMEX, SUNON, KANO or EQUIVALENT				
3	Executive Table (2000*1900*760)	*Polished wood veneer with matching wooden lipping, (Wooden top of architect's choice) *Top thickness 25mm thick with 2mm thick lipping with semi-beveled side edge banding with 8mm straight side on it. *Having central leather panel with 1 mm inset of 30" Length. 22" Width. *Modesty to be a part of the workstation: Suspended in place using ss clips. monolithic legs continued from the desktop. *A- shaped inclined fork feet Leg thickness is 2.0mm powder coated to approved color with aluminum alloy base. *Workstation to be anchored on top of sider return using modular screw system. Made of ss fixtures & fittings. *Workstation to have a linear power tray underneath for cable distribution Along with a cut-out on top (side return aligned) *Having cable management tray 1.2mm powder coated and technology box outlet (2live+ 1ups+ 2cat-6)	No.	1		

Sr.	Item	Description / Specification	UoM	Qty	Sales Tax Exclusive Unit Price - PKR	Sales Tax Exclusive Total Price - PKR
		*All finishes will be approved upon physical inspection of swatches by the Architect. *Rates to include all necessary accessories *Brand: LAMEX, SUNON, KANO or EQUIVALENT				
4	Table (1200*600*750)	*Melamine with matching PVC lipping, High-quality E0 grade environmental board (melamine top of architect's choice) *Top thickness 25mm thick with 2mm thick lipping with semi-beveled side edge banding with 8mm straight side on it. *Having central leather panel with 1 mm inset of 30" Length. 22" Width. *Modesty to be a part of the workstation: Suspended in place using ss clips. monolithic legs continued from the desktop. *A- shaped inclined fork feet Leg thickness is 2.0mm powder coated to approved color with aluminum alloy base. *Workstation to be anchored on top of sider return using modular screw system. Made of ss fixtures & fittings. *All finishes will be approved upon physical inspection of swatches by the Architect. *Rates to include all necessary accessories *Brand: LAMEX, SUNON, KANO or EQUIVALENT	No.	2		
5	Manager Table (1600*1300*750)	*Melamine with matching PVC lipping, High-quality E0 grade environmental board (melamine top of architect's choice) *Top thickness 25mm thick with 2mm thick lipping with semi-beveled side edge banding with 8mm straight side on it. *Having central leather panel with 1 mm inset of 30" Length. 22" Width. *Modesty to be a part of the workstation: Suspended in place using	No.	1		

Sr.	Item	Description / Specification	UoM	Qty	Sales Tax Exclusive Unit Price - PKR	Sales Tax Exclusive Total Price - PKR
		ss clips. monolithic legs continued from the desktop. *A- shaped inclined fork feet Leg thickness is 2.0mm powder coated to approved color with aluminum alloy base. *Workstation to be anchored on top of sider return using modular screw system. Made of ss fixtures & fittings. Along with a cut-out on top (side return aligned) *Having cable management tray 1.2mm powder coated and technology box outlet *All finishes will be approved upon physical inspection of swatches by the Architect. *Rates to include all necessary accessories *Brand: LAMEX, SUNON, KANO or EQUIVALENT				
6	Workstation Cluster of 6 & 10 Persons	*Linear workstation with High-quality E0 grade environmental board. Melamine top with matching lipping (Melamine to be of architect's choice) *Top thickness 25mm thick with 2mm thick lipping with semi-beveled side edge banding with 8mm straight side on it. *Fabric partition board with height not more than 380 mm. (Fabric to be architect's choice) having two studded anchors with lock on bottom between two workstations *A- shaped inclined fork feet Leg thickness is 2.0mm powder coated to approved color with aluminum alloy base. *Workstation to have a linear power tray underneath for cable distribution along with a cut-out on top having a technology box as per specifications. *The technology box will be of large size with space of at least 4 sheets and ample space for usage. *One mobile drawer unit included 14 inches in width as per industry	No.	56		

Sr.	Item	Description / Specification	UoM	Qty	Sales Tax Exclusive Unit Price - PKR	Sales Tax Exclusive Total Price - PKR
		standard. *Best quality lock for drawers with 3 keys included. *Modesty panel of approved finish with 300 mm height hung along with L-bracket. *All fabrics and finishes will be approved upon physical inspection of swatches by the Architect. *SIZE 4'-0"x 2'-0" (LxW), 2'-6" HEIGHT *BRAND: LAMEX, SUNON, KANO or EQUIVALENT 1200 x 600 x 750				
7	Cafeteria Table Round (760 Dia)	*Round Meeting Table with High-quality E0 grade environmental board. Melamine top with matching lipping (Melamine to be of architect's choice) *Top thickness 25mm thick with 2mm thick lipping with semi-beveled side edge banding with 8mm straight side on it. *Chrome round base with 14-gauge MS pipe with approved powder coated finish; base plate of 1'3" dia. *All finishes will be approved upon physical inspection of swatches by the Architect. *Rates to include all necessary accessories *Brand: LAMEX, SUNON, KANO or EQUIVALENT	No.	6		
8	Center Table	Coffee Table with Melamine Finish, metal powder coated base. All finishes will be approved upon physical inspection of swatches by the Architect. Standard Size	No.	3		
9	Center Table	Coffee Table with Melamine Finish, metal powder coated base. All finishes will be approved upon physical inspection of swatches by the Architect. Standard Size	No.	1		
10	Lamp	Standing floor lamp with stone / metal base. Standard Size	No.	1		

Sr.	Item	Description / Specification	UoM	Qty	Sales Tax Exclusive Unit Price - PKR	Sales Tax Exclusive Total Price - PKR
11	Phone Booth 1100 x 1100	<p>Finishes: External Finishing: 1.0mm galvanized with powder coating or PVC surface Color: White/Black/Wood Internal Finishing: 9mm acoustic panel with hard grey color Floor: carpet, adjustable legs, casters Rear Glass: 10mm tempered Glass with black Alum. frame Glass Door: 6mm tempered glass with black Alum. frame Power &amp; Accessories Power will be equipped as per country CN/US/UK/EU/UNIVERSAL Charge station: power socket*2, USB*2, switch panel*1 Ventilation Fan: silent fan * 4 Lighting: LED light (manual) Cable: 3 Meter Power Cable w/ 13A Plug Clothes hook*2 Door hardware: German brand stainless steel lock, handle, hinges, and door closer.</p> <p>*Brand: LAMEX, SUNON, KANO or EQUIVALENT</p>	No.	1		
12	Board Room Table (4800*1500*760)	<p>* Rectangular Meeting Table with High-quality E0 grade environmental board. Melamine top with matching lipping &amp; corner round edges (Melamine to be of architect's choice)</p> <p>*Top thickness 25mm thick with 2mm thick lipping with semi-beveled side edge banding with 8mm straight side on it.</p> <p>*Solid wooden base in the middle for cable riser of approved finish by architect.</p> <p>*Technology box with flip cover as per standard having cable management tray 1.2 mm powder coated and technology box outlet (2 x live + 1 x UPS + 2 x CAT-6) at the Centre. With earth point to be attached to the earth cable.</p> <p>*All finishes will be approved upon physical inspection of swatches by the Architect.</p> <p>*Rates to include all necessary accessories.</p> <p>*Brand: LAMEX, SUNON, KANO or EQUIVALENT</p>	No.	1		

Sr.	Item	Description / Specification	UoM	Qty	Sales Tax Exclusive Unit Price - PKR	Sales Tax Exclusive Total Price - PKR
13	Conference Room Table (2400x1200 x750)	<p>*Rectangular Meeting Table with High-quality E0 grade environmental board. Melamine top with matching lipping &amp; corner round edges (Melamine to be of architect's choice)</p> <p>*Top thickness 25mm thick with 2mm thick lipping with semi-beveled side edge banding with 8mm straight side on it.</p> <p>*A- shaped inclined fork feet Leg thickness is 2.0mm powder coated to approved color with aluminum alloy base.</p> <p>* Technology box to be a part of this item with 4 power sockets (2 Multi Socket: 1USB :1 HDMI: 1Data each); including Aluminum Flip cover as approved by architect</p> <p>*With a MS powder coated riser in center width aligned for cable and accessory inter-connection between floor and Melamine top.</p> <p>*Cable management tray to run horizontally from the riser 1.2 mm powder coated MS.</p> <p>*All finishes will be approved upon physical inspection of swatches by the Architect.</p> <p>*Rates to include all necessary accessories</p> <p>*Brand: LAMEX, SUNON, KANO or EQUIVALENT</p>	No.	1		
14	Fiber Glass Planter	Fiber Glass planter with Olive Tree or Fig Tree artificial plant Standard Size	No.	22		
15	Side Table Lounge (600 Dia)	<p>*Tabletop shall consist of Melamine High-quality E0 grade environmental board; of 18mm thickness with matching lipping.</p> <p>*The base shall be made up of steel frame.</p> <p>* All exposed faces finished with powder coat polish.</p> <p>* Rates to include all necessary accessories.</p>	No.	8		

Sr.	Item	Description / Specification	UoM	Qty	Sales Tax Exclusive Unit Price - PKR	Sales Tax Exclusive Total Price - PKR
		* Including polishing wherever required as per design and instructions by architect. * All fabrics, leathers, and finishes will be approved upon physical inspection of swatches by architects. * Size: 2'-0" Dia *Brand: LAMEX, SUNON, KANO or EQUIVALENT				
16	Coffee Table (750 Dia)	*Tabletop shall consist of Wood veneer High-quality E0 grade environmental board. of 18mm thickness with matching wood veneer lipping. *The base shall be made up of steel frame. * All exposed faces finished with powder coat polish. * Rates to include all necessary accessories. * Including polishing wherever required as per design and instructions by architect. * All fabrics, leathers, and finishes will be approved upon physical inspection of swatches by architects. * Size: 2'-6"Dia; H= 1'-6" *Brand: LAMEX, SUNON, KANO or EQUIVALENT	No.	1		
17	Cafeteria Table Rectangle (1200 x 600 x 750)	*Rectangular Meeting Table with High-quality E0 grade environmental board. Melamine top with matching lipping (Melamine to be of architect's choice) *Top thickness 25mm thick with 2mm thick lipping with semi-beveled side edge banding with 8mm straight side on it. *Chrome square pipe base with 14-gauge MS pipe with approved powder coated finish; base plate of 300 mm x 600 mm *All finishes will be approved upon physical inspection of swatches by the Architect. *Rates to include all necessary accessories *Brand: LAMEX, SUNON, KANO or EQUIVALENT	No.	2		

Sr.	Item	Description / Specification	UoM	Qty	Sales Tax Exclusive Unit Price - PKR	Sales Tax Exclusive Total Price - PKR
18	Shelf & Cabinets (2400 x 450 x 750)	*Providing and fixing in position floor standing cabinets. *Made of 18mm MDF pressed on both sides with Melamine with matching lipping desktop Melamine of architect's choice of color & finish. *Architect's choice of color & finish, on top, front and side with grooves for aesthetic purpose. having spacing as per architects' choice to be filled with matching colored ss profile using epoxy. *Including divider, shelves as recommended *Imported magnetic hinges *All doors to have ss profile as finger grip on top of matching color. *Lock, as per approved sample and as directed by architect. *All finishes will be approved upon physical inspection of swatches by the Architect. *Rates to include all necessary accessories *Brand: LAMEX, SUNON, KANO or EQUIVALENT	No.	5		
19	Manager Chairs	*High Back Chair with Mesh Back & Fabric Seat revolving chair including headrest. *Black PP Frame with Adjustable Lumbar Support *Height adjustable Armrest *Synchronized Tilting Mechanism Single Locking Class-3 Gas Lift *Black Nylon 5-Star Base with Reinforced PU Castors *Multi-functional and automatically self-weight adjustable mechanism. *All finishes of fabric, mesh will be approved upon physical inspection of swatches by the Architect. *Rates to include all necessary accessories *Brand: LAMEX, SUNON, KANO or EQUIVALENT	No.	18		
20	Workstation Chairs	*Medium Back Chair with Mesh Back & Fabric Seat revolving chair *Black PP Frame with Adjustable	No.	59		

Sr.	Item	Description / Specification	UoM	Qty	Sales Tax Exclusive Unit Price - PKR	Sales Tax Exclusive Total Price - PKR
		Lumbar Support *Height adjustable Armrest *Synchronized Tilting Mechanism Single Locking Class-3 Gas Lift *Black Nylon 5-Star Base with Reinforced PU Castors *Multi-functional and automatically self-weight adjustable mechanism. *All finishes of fabric, mesh will be approved upon physical inspection of swatches by the Architect. *Rates to include all necessary accessories *Brand: LAMEX, SUNON, KANO or EQUIVALENT				
21	Executive Visitors Chair	*Medium Back Chair with Mesh Back & Fabric Seat revolving chair *Black PP Frame with Adjustable Lumbar Support *Height adjustable Armrest *Synchronized Tilting Mechanism Single Locking Class-3 Gas Lift *Black Nylon 5-Star Base with Reinforced PU Castors *Multi-functional and automatically self-weight adjustable mechanism. *All finishes of fabric, mesh will be approved upon physical inspection of swatches by the Architect. *Rates to include all necessary accessories *Brand: KANO or EQUIVALENT	No.	32		
22	Executive Visitors Chair	*Medium Back Chair with Mesh Back & Fabric Seat revolving chair *Black PP Frame with Adjustable Lumbar Support *Height adjustable Armrest *Synchronized Tilting Mechanism Single Locking Class-3 Gas Lift *Black Nylon 5-Star Base with Reinforced PU Castors *Multi-functional and automatically self-weight adjustable mechanism. *All finishes of fabric, mesh will be approved upon physical inspection of swatches by the Architect. *Rates to include all necessary accessories	No.	4		

Sr.	Item	Description / Specification	UoM	Qty	Sales Tax Exclusive Unit Price - PKR	Sales Tax Exclusive Total Price - PKR
		*Brand: KANO or EQUIVALENT				
23	Executive Chair	*High Back Chair with Mesh Back & Fabric Seat revolving chair including headrest. *Black PP Frame with Adjustable Lumbar Support *Height adjustable Armrest *Synchronized Tilting Mechanism Single Locking Class-3 Gas Lift *Black Nylon 5-Star Base with Reinforced PU Castors *Multi-functional and automatically self-weight adjustable mechanism. *All finishes of fabric, mesh will be approved upon physical inspection of swatches by the Architect. *Rates to include all necessary accessories *Brand: LAMEX, SUNON, KANO or EQUIVALENT	No.	1		
24	Meeting Chairs	*Medium Back Chair with Pu leather finish back & Seat revolving chair *Black PP Frame with Adjustable Lumbar Support with PU soft surface. *Fixed Armrest with PU soft surface *Synchronized Tilting Mechanism Single Locking Class-3 Gas Lift *Black Nylon 5-Star Base with Reinforced PU Castors *Multi-functional and automatically self-weight adjustable mechanism. *All finishes of PU leather will be approved upon physical inspection of swatches by the Architect. *Rates to include all necessary accessories *Brand: LAMEX, SUNON, KANO or EQUIVALENT	No.	8		
25	Round Meeting Table Chairs	Armchair with Fabric Chrome Steel Leg with Mute Castors	No.	8		
26	Meeting Chairs	*Medium Back Chair with Pu leather finish back & Seat revolving chair *Black PP Frame with Adjustable Lumbar Support with PU soft surface. *Fixed Aluminum Armrest with PU soft surface *Synchronized Tilting Mechanism	No.	43		

Sr.	Item	Description / Specification	UoM	Qty	Sales Tax Exclusive Unit Price - PKR	Sales Tax Exclusive Total Price - PKR
		Single Locking Class-3 Gas Lift *Chrome 5-Star Base with Reinforced PU Castors *Multi-functional and automatically self-weight adjustable mechanism. *All finishes of PU leather will be approved upon physical inspection of swatches by the Architect. *Rates to include all necessary accessories *Brand: LAMEX, SUNON, KANO or EQUIVALENT				
27	Agile Space Pouffe (750 x 750 x 450)	Providing Solid Wood & Particle board structure frame Seat: High density foam with fabric surface as approved by architect. Base material to be plastic glide. *All finishes of fabric & color will be approved upon physical inspection of swatches by the Architect. *Rates to include all necessary accessories *Brand: LAMEX, SUNON, KANO or EQUIVALENT	No.	8		
28	Agile Space Pouffe (400 Dia)	Providing Solid Wood & Particle board structure frame Seat: High density foam with fabric surface as approved by architect. Base material to be plastic glide. *All finishes of fabric & color will be approved upon physical inspection of swatches by the Architect. *Rates to include all necessary accessories *Brand: LAMEX, SUNON, KANO or EQUIVALENT	No.	9		
29	Three-Seater Sofa Lounge (1800 x 850 x 600)	3-seater sofa Supported on metal legs with powder coated finish. Covered with top quality imported Faux leatherette / Fabric. Sponge of high-quality polymer urethane foam 1.4 minimum density at the difference part, seat & back. Spring Imported for strong support *All finishes of leatherette/fabric will be approved upon physical inspection of switches by the Architect. *Rates to include all necessary	No.	2		

Sr.	Item	Description / Specification	UoM	Qty	Sales Tax Exclusive Unit Price - PKR	Sales Tax Exclusive Total Price - PKR
		accessories *Brand: LAMEX, SUNON, KANO or EQUIVALENT				
30	3-Seater Sofa (Individual Seats) (1800 x 850 x 600)	Providing Solid Wood & Particle board structure frame Seat: High density foam covered with top quality imported faux leatherette or fabric as approved by architect. Base material to be plastic glide. Imported spring for strong support. *All finishes of fabric & color will be approved upon physical inspection of swatches by the Architect. *Rates to include all necessary accessories *Brand: LAMEX, SUNON, KANO or EQUIVALENT	No.	1		
31	2-Seater Sofa (Individual Seats) (1800 x 850 x 600)	Providing Solid Wood & Particle board structure frame Seat: High density foam covered with top quality imported faux leatherette or fabric as approved by architect. Base material to be plastic glide. Imported spring for strong support. *All finishes of fabric & color will be approved upon physical inspection of swatches by the Architect. *Rates to include all necessary accessories *Brand: LAMEX, SUNON, KANO or EQUIVALENT	No.	2		
32	Single Seater Sofa	Single Seater Sofa with Fabric Solid Wood and Particle Board Inner Frame Grey Steel Leg Standard Size	No.	1		
33	Three-Seater Sofa	Three-Seater Sofa with Fabric Solid Wood and Particle Board Inner Frame Grey Steel Leg Standard Size	No.	1		
34	Three-Seater Sofa	Three-Seater Sofa with PU Leather Solid Wood and Particle Board Inner Frame Black Steel Leg Standard Size	No.	1		

Sr.	Item	Description / Specification	UoM	Qty	Sales Tax Exclusive Unit Price - PKR	Sales Tax Exclusive Total Price - PKR
35	Cafeteria Chair	Cafeteria Chair PP Body. Standard Size	No.	8		
36	Cafeteria Chair	Cafeteria Chair with ABS Body With pu Seat Cushion Solid Wood Legs Standard Size	No.	3		
37	Bar Stool (540*520*990)	Bar Stool with TPU Soft Back and White PP Support Fabric Seat Solid Wood Legs	No.	3		
38	Discussion Booth	Wooden Cabin made of 4" thick wooden frame pasted with plain MDF from all Sides, Deco Painted with High Gloss having 4 Sofa Seats (leatherette seats and back cushions with high density foam), Center Table, Sliding Doors to be 12mm Tempered Glass, Floor Carpet, Provision of Ceiling Light as shown in Image attached. Workmanship to match high class standards and specifications.	No.	2		
<b>Total Amount in Figures (Sales Tax Exclusive) PKR</b>						
<b>Sales Tax percentage</b> _____				<b>Sales Tax Amount:</b>		
<b>Total Amount in Figures (Sales Tax Inclusive) PKR</b>						

**Total Amount in Words (Sales Tax Inclusive) PKR:** \_\_\_\_\_

**NOTE:**

1. Layout drawings & Images are attached separately under the Tender Updates section on PSW's website (<https://www.psw.gov.pk/documents/tenders>)
2. PSW requires the furniture as per design and specifications mentioned hereabove and bidders are required to quote accordingly. The provided drawings and pictures are for reference only to give an idea of the requirements. Where there a conflict between the drawings/pictures and specifications, the specifications shall prevail.
3. Successful bidder shall be required to get the samples, colour scheme, pattern etc. approved from PSW before going into production.

4. Successful bidder is required to complete the order **within sixty (60) days** of signing of contract or approval of samples by PSW whichever is later. Any delays will attract LD charges.
5. Quantities may vary at the time of execution of contract, as per requirements of PSW. Payment shall be made as per actual number of units supplied/installed.
6. Where any brand, model or part number is mentioned it is given to emphasize the quality and performance standards. Bidders may quote brands/products equivalent in quality and performance standards to the mentioned brand, model or part number.
7. The supply shall be governed by a Defects Liability Period (DLP) of twenty-four months starting from successful testing and commissioning of the furniture. The date regarding the same mentioned on the GRN, or the GRN date in absence of any specific mentioning of commissioning date, shall be considered as the date of successful commissioning.
8. Bidders are required to quote for all the items as mentioned in the BOQ, partial quotes shall not be accepted and will render the bid disqualified.
9. Any item which is not quoted, or against which no price is mentioned, by a bidder shall be deemed to be included in the bid price and the bidder, if successful, shall be required to deliver all items within the bid price.
10. Any arithmetic errors in the financial proposal shall be corrected as follows:
  - (a) where there is a discrepancy between the amounts in figures and in words, the amount in words will govern; and
  - (b) where there is a discrepancy between the unit rate and the line-item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern, unless in the opinion of PSW there is an obviously gross misplacement of the decimal point in the unit rate, in which case the line-item total as quoted will govern, and the unit rate will be corrected.
11. The amounts corrected as mentioned above shall be communicated to the bidder and shall be considered as binding upon the bidder. If the bidder does not accept the corrected Bid Price, his Bid will be rejected, and the Bid Securing Declaration shall be executed.
12. Order shall be placed with the bidder fulfilling requirements of the RFP and offering the lowest rates.
13. Delivery and Installation of the items is required in Islamabad.
14. Bidders are required to visit the site and make their own assessments/measurements etc. and to satisfy themselves fully of the site conditions, measurements, requirements before quoting.
15. Bidders are required to quote their rates as per the above format and built in all the requirements which are mandatory for successful completion of the project. Any requirement, material, part etc. not quoted but is deemed necessary for successful completion of project shall be deemed to be inclusive in the price and bidder shall be required to complete the project within the quoted amount.
16. **Abnormally Low Financial Bid:**

An abnormally low bid is one where the bid price, in combination with other elements of the bid, appears to be so low that it raises concerns as to the capability of the Bidder to perform the contract for the offered bid price. When the offered bid price

appears to be abnormally low, PSW shall undertake a three-step review process as follows:

- a. identify abnormally low costs by comparing them with PSW's / Engineer's estimates/market estimates, other substantially responsive bids, or recently awarded similar contracts;
- b. clarify and analyze the bidder's resource inputs and pricing, including overheads, contingencies and profit margins; and
- c. decide whether to accept or reject the bid.

With regard to sr. (b) above, the PSW shall seek written explanation of the reasons for proposed price or costs from the bidder, including a detailed analysis of its bid prices by reference to the scope, proposed methodology, schedule, and allocation of risks and responsibilities. This may also include information regarding the materials to be used, services provided, the work schedule or methodology chosen or any exceptionally favorable conditions available to the bidder for the execution of the work; or the originality of the work, supplies, or services proposed.

After examining the explanation given and the detailed price analyses presented by the bidder, the PSW may:

- a. accept the bid, if the evidence provided satisfactorily accounts for the low bid price and costs, in which case the bid is not considered abnormally low;
- b. accept the bid but require that an additional security, amounting to ten percent (10%) of the total contract amount, to safeguard the risk of non-performance due to low prices be submitted to the PSW. The security shall be in addition to the performance guarantee required as per terms and conditions of the RFP and shall be in form of a pay order or bank guarantee issued by a scheduled bank in Pakistan and in the name of the PSW; or
- c. reject the bid if the evidence provided does not satisfactorily account for the low bid price and make a similar determination for the next ranked bid, if required.

#### **17. Unbalanced Bids:**

If the PSW determines during financial evaluation that a bid is unbalanced i.e. had been front loaded or the prices of lump-sum or items whose quantities are mentioned and/or will factor in during financial evaluation have been reduced whereas prices of rate running or rate only items are increased in order to make the overall prices appear low, in such case the PSW will perform evaluation with quantities, as per its/its Engineer's estimates, of all rate running/rate only items to determine actual ranking after weeding out the factor of unbalanced prices.

Once the unbalanced bids have been determined, the Employer may:

- a) Reject the un-balanced bid; or
- b) Accept the bid with the prices determined by it after evaluating the actual ranking as mentioned above. The bidder, if awarded the contract, will be required to furnish the performance guarantee as per such determined prices.

**ANNEXURE-V: BID SECURING DECLARATION**

(ON BIDDER'S LETTERHEAD)

Pakistan Single Window  
Procurement Department  
Ground Floor, NESPAK Building, G-5/2,  
Islamabad.

**Tender Name: Supply, Installation, Testing and Commissioning of Furniture at PSW Office,  
1st Floor, NTC Building, Sector G-5/2 Islamabad (PSW-PROC-25-26-HR&A-521)**

Dear Sirs,

We, the undersigned, declare that:

We understand that, according to your conditions, Bids must be supported by a **Bid Securing Declaration**.

We accept that we will be blacklisted and henceforth cross debarred for participation in respective category of public procurement or disposal proceedings for the period of time as determined by PSW, if we are in breach of our obligation(s) under the RFP conditions, because we:

- (a) have withdrawn or modified our Bid during the period of Bid Validity specified in the Form of Bid;
- (b) disagree to arithmetical correction(s) made to the Financial Bid price; or
- (c) having been notified of the acceptance of our Bid by the PSW during the period of Bid Validity, fail or refuse to (i) sign the contract or (ii) furnish the Performance Guarantee or to comply with any other condition precedent to signing the contract specified in the RFP.

We understand this Bid Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) twenty-eight (28) days after the expiration of our Bid.

Signatures of Authorized Representative: \_\_\_\_\_

Name and Title: \_\_\_\_\_

Name & Address of Bidder: \_\_\_\_\_

[Official Stamp of the Bidder]

**ANNEXURE-VI: PERFORMANCE GUARANTEE FORMAT**

(ON NON-JUDICIAL STAMP PAPER @ APPLICABLE RATE, BASED ON GUARANTEE VALUE)

Pakistan Single Window (PSW),  
Procurement Department  
2<sup>nd</sup> Floor, NTC HQ, Near State Bank of Pakistan, G-5/2,  
**Islamabad.**

Subject: Surety Guarantee for PKR [●] (in words Pak Rupees [●] only) on behalf of **[insert Supplier name]** as performance guarantee for provision of **[insert name of RFP/services]** RFP No. **[insert RFP number]**.

Dear Sirs,

In the sum of PKR [●] /- (in words Pak Rupees [●] only), to you in Islamabad.

In consideration of your having issued the award for provision of **[insert name of RFP/services]** RFP No. **[insert RFP number]** to M/s **[insert successful bidder's name]** called the Supplier and in consideration for value, received from Supplier, we **[Insert name of the Bank]** (a banking company incorporated under Companies Act, 2017 and having valid license from the State Bank of Pakistan) which expression shall mean and include its successors, administrators and legal representatives, whether jointly or severally, having its registered office at **[Insert address]** (hereinafter called the "Surety") do hereby irrevocably bind ourselves and unconditionally agree and undertake as under:

1. To make unconditional payments to you from time to time as called upon or make an unconditional payment at any time on your written demand(s) without further resource, question or reference to Supplier or any other person, in the event of default or non-performance and / or non-fulfillment by Supplier of its obligations liabilities, responsibilities, covenants, assurances, warranties, indemnities, representations and guarantees under and in pursuance of the said contract of which you shall be the sole judge.
2. To accept written intimation from you as conclusive and sufficient evidence of the existence of a default or breach as aforesaid on the part of Supplier and to make payment accordingly within 30 (thirty) days of receipt thereof.
3. The performance guarantee shall come into force on **[Insert date]** and shall remain in full force, operative, effective and binding upon us for up to till the validity period of said contract or as may be extended by the Supplier from time to time. The Surety shall notify

PSW in the event that the Supplier does not apply for renewal of this performance guarantee thirty days prior to the expiry date of this performance guarantee or as extended from time to time.

4. That on grant of time or other indulgence to amendment in the terms of the contract by agreement with Supplier in respect of the performance of its obligations under and in pursuance of the said contract with or without notice to us, shall in any manner discharge or otherwise, however, affect this guarantee and our liabilities and commitments there under.
5. This performance guarantee shall be binding on us, our successors including successors in interest, administrators and legal representatives, and shall be irrecoverable.
6. This performance guarantee shall not be affected by any change in the constitution of the guarantor bank or the constitution of the Supplier.
7. No delay or failure to exercise any right or remedy under this performance guarantee by PSW shall constitute a waiver of such right or remedy. No single or partial exercise of any right or remedy shall preclude any other or further exercise thereof or of any other right or remedy. No waiver by PSW shall be valid unless made in writing and duly signed by concerned representatives of the PSW.
8. No set-off counter claim, reduction, or diminution of any obligations that the Surety has or may have against PSW shall be available to the Surety against PSW in connection with any of the Surety's obligations to PSW under this performance guarantee. The Surety shall make all payments under this performance guarantee in full, without set-off or counter claim and free and clear of any deductions or withholdings in immediately available, freely transferable, cleared funds for value on the due date to PSW, provided that if the Surety is required to make any deduction or withholding from such payments under applicable law, the Surety shall pay to PSW such additional amount necessary to ensure that PSW receives an amount equal to the amount which it would have received had no such deduction or withholding been made.
9. The performance guarantee shall be binding upon and insure to the benefit of PSW and the Surety and to their respective successors and assigns, provided that the Surety shall not assign or transfer all or any of its rights, benefits and obligations under this performance guarantee except with the prior written consent of PSW.
10. No payment to PSW under this performance guarantee pursuant to any judgment or order of any court or otherwise shall operate to discharge the Surety's obligations in respect of which it was made unless and until payment in full shall have been received by PSW.

11. If one or more of the provisions of this performance guarantee is held or found to be invalid, illegal, or unenforceable for any reason whatsoever, in any respect, any such invalidity, illegality, or unenforceability of any provision shall not affect the validity of the remaining provisions of this performance guarantee.

12. Thirty days before expiry of the performance guarantee, Surety shall notify the beneficiary in writing about the same.

For and On behalf of .....

AUTHORIZED SIGNATURE .....

(Stamp and signature of the issuing bank)