

GOVERNMENT OF PAKISTAN
HQ NATIONAL LOGISTIC CORPORATION
INVITATION TO TENDER
FOR SUPPLY OF FURNITURE

INSTRUCTION TO TENDERERS - WORDS OF CAUTION

1. **Participation of Tender.** The tender can be participated by following: -
 - a. **OEMs (Original Equipment Manufacturers)**
 - b. **Re-Sellers/Dealers**

2. **Quoting of Furniture**
 - a. Firms will quote the complete Furniture as one project
 - b. Firms Technical and financial quotes should be separate and should be complete in all respect. No item will be missed out by firms otherwise tender can be cancelled.

3. **Eligibility / Bid Qualification Criteria.** The bidder must prove his eligibility by completing the Bid Qualification Criteria as following.

Ser	Check List	Yes / No
a.	Tender Fee	
b.	Earnest Money	
c.	Copy of NTN / STRN and Active Tax Filler with 100% compliance	
d.	Certificate to compliance to the Samples/GSR	
e.	Complete Tech Data of Furniture i.e Make and Type of wood used, polishing etc	
f.	60 x Days Offer Validity	
g.	Confirmation to Delivery Period	
h.	Comparison Chart	
i.	Not Blacklisting Affidavit	
j.	Certificate to accept all conditions of tender	
k.	List of Major Clients	

l.	Hierarchy of the firm along with portfolio of owner & top management be attached	
m.	Proof of at least 5 Yr experience in manufacturing/selling of Office Furniture	
n.	Financial Capability - Proof of financial capability of at least Rs 100 Mn for last 3 x FY through audited reports.	

4. **Special Conditions**

- a. Bidder may quote locally manufactured furniture OR Imported furniture
- b. Quoted Furniture must be Brand New.
- c. Firms are only allowed to quote only 1 x variant / type / category of furniture item being quoted
- d. Firms can examine the sample of office furniture held in HQ NLC on any working day before opening of tender opening day.
- e. Firms will also be asked to provide their sample of quoted items for technically qualification of firms. Financial offer of only technically qualified firm will be opened.
- f. Offers must be accompanied by the schedule to tender duly completed / signed by authorized executive of the firm without which the offer will not be entertained

5. **Rejection of Bid.** A bid will be rejected under following circumstances: -

- a. Bids not qualifying the bid evaluation criteria as mention above.
- b. Offers not accompanied with complete specifications of furniture items being offered and not supported with detailed brochures.
- c. Non responsive bid to any single required criteria / specification
- d. Non submission of Tender Fee & Earnest Money
- e. Late submission of tender from given date & time
- f. Offers not complying with the special instructions (para 4) in addition to other conditions

6. **Particulars and Specifications.** Standard particulars, and specifications of Furniture are attached at **Annex 'A'**. The bid must conform to the asked specifications and acceptance criteria for each category / item.
7. **Delivery of Tender.** The original copy of the tender is to be enclosed in double cover. (i) Technical Offer (ii) Commercial Offer, separately. The covers should be sealed and bear tender Enquiry Number and date of opening, while the outer cover should bear only address of this office without any indications.
8. **Date and Time for Submission of Tender.**
 - a. Tender must reach at HQ NLC by the date and time specified in tender notice by hand or by post.
 - b. Tender must be dropped in the tender box before given time
 - c. NLC will not be responsible for delay occurring in post
9. **Price**
 - a. The firms must quote prices inclusive of all taxes, packing, delivery charges and installation etc as per format attached at **Annex "B"**
 - b. The price must be quoted in **PAK RUPEE** in figures and words at the appropriate space of the schedule to tender.
 - c. Additional information, if any, must be linked with entries on the Schedule to Tender.
 - d. Prices quoted should be firm and final.
 - e. Tax exemption (if any) may be provided with the tender documents.
 - f. Firm's financial offer must be on letter head duly signed and stamped by executive authority, otherwise offer will be rejected
10. **Validity of Offers.** The validity period of quoted rates must be indicated and should be at-least 60 days from the date of opening the tender without any condition, extendable for further processing of the case, if required.
11. **Delivery Period** Furniture must be delivered within 60 x days after issuance of LOA (Letter of Acceptance) or Award of Contract (whichever is earlier) at prescribe location, beyond which Late Delivery Charges will apply.

12. **Packing**. Furniture must be packed in secure packing and any damage to furniture during transportation will be sole responsibility of firm.
13. **Inspection**
- a. **Pre-Delivery Inspection**
- (1) Stage-wise Pre-delivery inspection of Furniture will be carried out at firm's premises before supply, by team of HQ NLC.
 - (2) Inspection will include Quantity, Quality, Conformation to the agreed specification as per LOI / Contract agreement.
 - (3) Firm will dispatch the items / equipment to prescribed location as mentioned in schedule of tender.
 - (4) Inspection should preferably be kept at Rawalpindi / Islamabad. Inspection out of Rawalpindi / Islamabad will be carried out on the expenses of firm including travelling, boarding / lodging etc.
- b. **Final Inspection**. Final Inspection will be carried out by the consignee after delivery & installation for any damages / breakages during transportation and successful functioning.
12. **Arbitration**. Any bidder feeling aggrieved by any act of procuring agency after submission of his bid and prior to award of the contract may lodge a written complaint to procurement agency under Rule - 48 PPRA.
13. **Risk and Expense**. Failure to supply the goods quoted or failure to meet the commitment made regarding delivery schedule, specifications, short supplies etc will authorize HQ NLC to purchase the items at firm's risk and cost.
14. **Force Majeure**. The supplier will not be held responsible for any delay occurring the supply of contracted stores due to event of force majeure such as Act of God, War, Riots, Civil Commotion's Strikes, lock out or disturbance directly affecting the supply over which the supplier has no control. In such an event the contractor shall inform the Purchaser within 15 days of the happening in writing. Non-availability of raw material for the manufacture of stores or the export permit for the export of the contracted stores from the country of its origin shall not constitute Force Majeure.
15. **Late Delivery**. Late Delivery charges will be imposed @ 1% per month on total cost of contract with effect from original delivery date.

16. **Terms of Payment**

- a. 20% Adv payments will be made on provision of adv PBG (If req)
- b. Remaining 80% Payment will be made after delivery and Final Inspection after installation and issuance of CRV (Certified Receipt Voucher) by the consignee.

17. **Tender Fee and Earnest Money**. Both will be prepared in the shape of bank draft in favor of OIC NLC GHQ Rawalpindi and submitted as following: -

- a. **Tender Fee**. Rs 2,000 (**Two Thousand Only**) must be attached with Technical Offer in shape of DD/Pay Order prepared on account of **National Logistic Corporation HQ Main Account** in a sealed envelope (mentioning Name of Bank and Draft Number & Date) must be attached with Technical Offer.
- b. **Earnest Money**. Rs 500,000 (**Five Lac Only**) in shape of DD/pay Order prepared on account of **National Logistic Corporation HQ Main Account** in a sealed envelope (mentioning Name of Bank and Draft Number & Date) must be attached with Technical offer.

18. **Bank Guarantee**

- a. Performance Bank guarantee valuing 5% of the contract value must be provided / deposited by the successful firm for award of contract, within 15 days from the signing of the contract / issuance of Letter of Intent (whichever is earlier).
- b. The Guarantee should be from a schedule bank of "A" rating and valid till one month after warranty period.

19. **Warranty Period**. The **warranty period** of equipment will be **One year** starting from the date of CRV. Firm will give comprehensive local warranty (duly supported by the OEM).

20. **Comparison Chart**. Firms will also attach comparison chart along with their offer on following lines: -

NLC Specification	Firms Specification	Complied with or Not

21. **Evaluation:** Technical offer of bidders found eligible and qualified as per “**Bid Qualification criterial**” will be evaluated as per specifications (Annex “A”). Financial offers of technically approved bidders will be opened and bidder with the lowest financial proposal will be considered most advantageous bid.

General Manger Procurement, HQ NLC








HEADQUARTERS NATIONAL LOGISTIC CELL







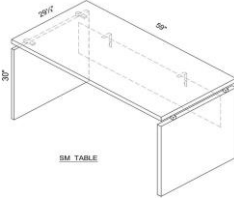
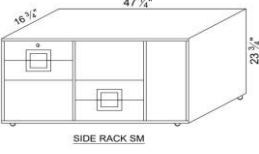
GENERAL CONDITIONS GOVERNING CONTRACT

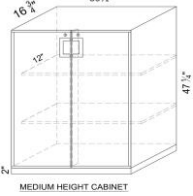


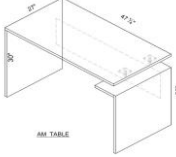
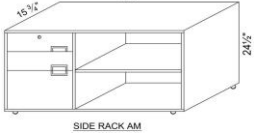



1. Tender will be opened at HQ NLC Rawalpindi at Date and Time mentioned in the newspaper add.
2. Tender will be submitted in accordance with PPRA Rule 36 (b) i.e. Single Stage – Two Envelope Procedure.
3. Detail of furniture required to be procured is as Per Anx (A).

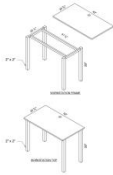

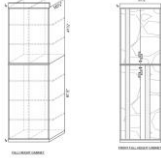
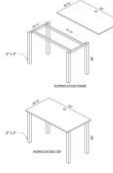


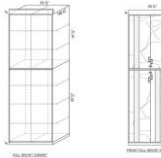

Annex 'A'




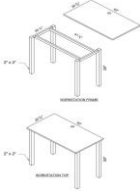





BOQ Rawalpindi, Lahore & Karachi Office Block





Ser	Description	Picture	Qtys	Unit Cost incl all taxes	Total cost incl all taxes
1	Office Table 72" W 36" D 30" H Made of Mahogany wood veneer with Mahogany wood edging and trims. Finish in Premium Walnut color.		3 1x Rawalpindi, 1x Karachi & 1x Lahore		
2	Side Rack 47" W 18" D 30" H Made of Mahogany wood veneer with Mahogany wood edging and trims. Finish in Premium Walnut color.		3 1x Rawalpindi, 1x Karachi & 1x Lahore		
3	Credenza 60" W 18" D 30" H Made of Mahogany wood veneer with Mahogany wood edging and trims. Finish in Premium Walnut color.		3 1x Rawalpindi, 1x Karachi & 1x Lahore		
4	Director Chair Revolving Chair (Imported) with head rest, Cushioned Seat Back, Adjustable Arms, Synchronized Tilting, Metal Base.		3 1x Rawalpindi, 1x Karachi & 1x Lahore		
5	Visitor Chair Frame in Sheesham Wood, Cushioned with Molty Foam and Upholsetred in Imported Leather Right.		9 3x Rawalpindi, 3x Karachi & 3x Lahore		
6	Wooden Coat Hanger Frame in Sheesham Wood.		3 1x Rawalpindi, 1x Karachi & 1x Lahore		
7	Sofa Set 5 Seater Frame in Acasia, Cushioned in Molty Foam and Upholstered in Approved colour Leather Right.		3 1x Rawalpindi, 1x Karachi & 1x Lahore		

8	Side table 24" W 24" D 18" H Made of Mohagny wood veneer with Mohagny wood edging and trims. Finish in Premium Walnut color.		6 2x Rawalpindi, 2x Karachi & 2x Lahore		
9	Revolving Chair (Imported) with head rest, Mesh Seat Back, Adjustable Arms Synchronized Tilting, Metal Base.		3 1x Rawalpindi, 1x Karachi & 1x Lahore		
10	Visitor Chair Frame in Sheesham Wood, Cushioned with Molty Foam and Upholsetred in Imported Leather Right.		9 3x Rawalpindi, 3x Karachi & 3x Lahore		
11	Office Table 72" W 36" D 30" H Made of Mohagny wood veneer with Mohagny wood edging and trims. Finish in Premium Walnut color.		3 1x Rawalpindi, 1x Karachi & 1x Lahore		
12	Side Rack 47" W 18" D 30" H Made of Mohagny wood veneer with Mohagny wood edging and trims. Finish in Premium Walnut color.		3 1x Rawalpindi, 1x Karachi & 1x Lahore		
13	Credenza 60" W 18" D 30" H Made of Mohagny wood veneer with Mohagny wood edging and trims. Finish in Premium Walnut color.		3 1x Rawalpindi, 1x Karachi & 1x Lahore		
14	SM Table Made of Tactile LMDF Sheet 32mm thick with all edges covered with PVC Tape		6 2x Rawalpindi, 2x Karachi & 2x Lahore		
15	SM Side Rack Made of Tactile LMDF Sheet 16mm thick with all edges covered with PVC Tape		6 2x Rawalpindi, 2x Karachi & 2x Lahore		

16	Medium Haight Cabinet Made of Tactile LMDF Sheet 16mm thick with all edges covered with PVC Tape		6 2x Rawalpindi, 2x Karachi & 2x Lahore		
17	Revolving Chair (Imported) with head rest, Mesh Seat Back, Adjustable Arms Synchronized Tilting, Metal Base.		6 2x Rawalpindi, 2x Karachi & 2x Lahore		
18	Visitor Chair Frame in Sheesham Wood, Cushioned with Molty Foam and Upholsetred in Imported Leather Right.		12 4x Rawalpindi, 4x Karachi & 4 x Lahore		
19	AM Table Made of Tactile LMDF Sheet 32mm thick with all edges covered with PVC		9 3x Rawalpindi, 3x Karachi & 3x Lahore		
20	AM Side Rack Made of Tactile LMDF Sheet 16mm thick with all edges covered with PVC		9 3x Rawalpindi, 3x Karachi & 3x Lahore		
21	Filing Cabinet Made of Tactile LMDF Sheet 16mm thick with all edges covered with PVC		9 3x Rawalpindi, 3x Karachi & 3x Lahore		
22	Officer Chair (Imported) with head rest, Mesh Seat Back, Adjustable Arms, Synchronized Tilting, Metal Base.		9 3x Rawalpindi, 3x Karachi & 3x Lahore		
23	Visitor Chair Frame in Sheesham Wood, Cushioned with Molty Foam and Upholsetred in Imported Leather Right.		18 6x Rawalpindi, 6x Karachi & 6 x Lahore		

24	Workstation with Key Board Tray Size 4' x 2' Base frame made of MS Pipe with powder coating. Top made of Tactile LMDF 16mm sheet with PVC edging.		3 1x Rawalpindi, 1x Karachi & 1x Lahore		
25	Staff Chair Mesh Back, cushioned seat, Fixed Arms, Simple Tilting, Plastic Base.		3 1x Rawalpindi, 1x Karachi & 1x Lahore		
26	Wall Cabinet Full Height Size 10'H 32"W 16" D Doors made of Super gloss LMDF, Carcase Made of Tactile LMDF Sheet 16mm thick with all edges covered with PVC		3 1x Rawalpindi, 1x Karachi & 1x Lahore		
27	Workstation with Key Board Tray Size 4' x 2' Base frame made of MS Pipe with powder coating. Top made of Tactile LMDF 16mm sheet with PVC edging.		36 12x Rawalpindi, 12x Karachi & 12x Lahore		
28	Partition Aluminum Section frame with soft board panel covered with Project fabric cloth		18 6x Rawalpindi, 6x Karachi & 6 x Lahore		
29	Staff Chair Mesh Back, cushioned seat, Fixed Arms, Simple Tilting, Plastic Base.		36 12x Rawalpindi, 12x Karachi & 12x Lahore		
30	Wall Cabinet Full Height= Size 10'H 32"W 16" D Doors made of Super gloss LMDF, Carcase Made of Tactile LMDF Sheet 16mm thick with all edges covered with PVC		18 6x Rawalpindi, 6x Karachi & 6x Lahore		
31	Meeting Table 20' x 5' Made of Mohagny wood veneer with Mohagny wood edging and trims. Finish in Premium Walnut color.		3 1x Rawalpindi, 1x Karachi & 1x Lahore		

32	Revolving Chair HB Cushioned Seat Back, Covered with Approved Color Leather Right, Fixed Arms, Synchronized Tilting, Plastic Base.		3 1x Rawalpindi, 1x Karachi & 1x Lahore		
33	Revolving Chair LB Cushioned Seat Back, Covered with Approved Color Leather Right, Fixed Arms, Synchronized Tilting, Plastic Base.		54 18x Rawalpindi, 18x Karachi & 18x Lahore		
34	Visitor Chair Cushioned Seat Back, Covered with Approved Color Leather Right, Fixed Arms, Fixed Base.		30 10x Rawalpindi, 10x Karachi & 10x Lahore		
35	Operator Table Workstation with Key Board Tray Size 4' x 2' Base frame made of MS Pipe with powder coating. Top made of Tactile LMDF 16mm sheet with PVC edging.		3 1x Rawalpindi, 1x Karachi & 1x Lahore		
36	Operator Chair Mesh Back, cushioned seat, Fixed Arms, Simple Tilting, Plastic Base.		3 1x Rawalpindi, 1x Karachi & 1x Lahore		
37	Reception Counter Size 6' x 2' 3'-8"H Made of Tactile LMDF Sheet 16mm thick with all edges covered with PVC		3 1x Rawalpindi, 1x Karachi & 1x Lahore		
38	Reception Counter Chairs Revolving Chair (Imported), Mesh Back, Cushioned Seat, Fixed Arms, Synchronized Tilting, Plastic Base.		3 1x Rawalpindi, 1x Karachi & 1x Lahore		
39	Sofa 2 Seater Frame in Acasia Wood, Cushion Upholstered in Approved Leather Right.		3 1x Rawalpindi, 1x Karachi & 1x Lahore		
40	Sofa 1 Seater Frame in Acasia Wood, Cushion Upholstered in Approved Leather Right.		6 2x Rawalpindi, 2x Karachi & 2x Lahore		

41	Center Table 48" W x 24" D 18" H Made of Tactile LMDF Sheet 16mm thick with all edges covered with PVC.	Size		3 1x Rawalpindi, 1x Karachi & 1x Lahore		
42	Side Table 24" W x 24" D 18" H Made of Tactile LMDF Sheet 16mm thick with all edges covered with PVC.	Size		6 2x Rawalpindi, 2x Karachi & 2x Lahore		
43	Dining Table size 6' x 3' Frame in Sheesham Wood with laminated Particle board sheet Top.			3 1x Rawalpindi, 1x Karachi & 1x Lahore		
44	Dining Chairs Frame in Accacia Wood, Cushioned with Molty Foam and Upholsetred in Imported Leather Right.			24 8x Rawalpindi, 8x Karachi & 8 x Lahore		
Total						

NL-3

Address _____

Telephone _____

Code Used _____

From: _____

To:

**THE DIRECTOR GENERAL
NATIONAL LOGISTIC CELL QMG's BRANCH
R.A. BAZAAR GHQ RAWALPINDI**

Dear Sir,

I/We hereby offer to supply to the Director General NLC, the furniture as per detail in the Scheduled hereto or such portion thereof as you may specify in the contract at the prices given in the said schedule and agree to hold this offer open till _____ . I/We shall be bound by a communication of acceptance dispatched within the prescribed time.

2. I/We have understood the instructions to Tenders and Conditions of Contract as laid down in form NL-2 to "General Conditions Governing Contracts" and have thoroughly examined the specificity/drawing and or pattern quoted in the schedule hereto and am/are fully aware to the nature of the stores required and my/our offer is to supply stores strictly in accordance with the requirements.

3. Recommended technical manual/ data are also enclosed with the offer.

4. The following pages have been added to and form part of this tender: -

Your faithfully

(Signature of Tendered)

Address _____

Dated _____

Signature of witness _____

Address _____

Tender No: _____/Furniture/NLC/2026

1. Financial offer must be as per following formats: -

a. **FURNITURE FOR LAHORE < Rawalpindi & Karachi OFFICE BLOCK**
(NLC)

Ser	Description	Qtys	Unit Cost incl all taxes	Total cost incl all taxes
(1)	Office Table 72" W 36" D 30" H Made of Mahogany wood veneer with Mohagny wood edging and trims. Finish in Premium Walnut color.	3 1x Rawalpindi, 1x Karachi & 1x Lahore		
(2)	Side Rack 47" W 18" D 30" H Made of Mahogany wood veneer with Mohagny wood edging and trims. Finish in Premium Walnut color.	3 1x Rawalpindi, 1x Karachi & 1x Lahore		
(3)	Credenza 60" W 18" D 30" H Made of Mahogany wood veneer with Mohagny wood edging and trims. Finish in Premium Walnut color.	3 1x Rawalpindi, 1x Karachi & 1x Lahore		
(4)	Director Chair Revolving Chair (Imported) with head rest, Cushioned Seat Back, Adjustable Arms, Synchronized Tilting, Metal Base.	3 1x Rawalpindi, 1x Karachi & 1x Lahore		
(5)	Visitor Chair Frame in Sheesham Wood, Cushioned with Molty Foam and Upholsetred in Imported Leather Right.	9 3x Rawalpindi, 3x Karachi & 3x Lahore		
(6)	Wooden Coat Hanger Frame in Sheesham Wood.	3 1x Rawalpindi, 1x Karachi & 1x Lahore		
(7)	Sofa Set 5 Seater Frame in Acasia, Cushioned in Molty Foam and Upholstered in Approved colour Leather Right.	3 1x Rawalpindi, 1x Karachi & 1x Lahore		
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TOTAL				

Note

- a. Price is required to be quoted on **FOR** basis (Details of location where equipment required to be delivered is mentioned in NL-2), which must include delivery, installation charges, and all taxes / duties. Brochure / manufacture specifications (in original) must be attached
- b. Firm must submit their financial offer as per above mentioned schedule to tender