

**ENGINEER-IN-CHIEF'S BRANCH**  
**TENDER NOTICE 03/2026-27**  
**BIDS PROPOSAL FOR FURNITURE ITEMS**

|                                |  |                                   |  |
|--------------------------------|--|-----------------------------------|--|
| <b>NAME OF FIRM</b>            |  |                                   |  |
| <b>COMPLETE ADDRESS</b>        |  |                                   |  |
| <b>Telephone &amp; Fax No.</b> |  | <b>National Tax No (NTN)</b>      |  |
| <b>Vender No.</b>              |  | <b>Sales Tax Registration No.</b> |  |

| S/No | Name of Items                                                                        | Unit | Qty | Unit Price<br>w/out GST<br>(Rs) | Unit Price<br>with GST<br>(Rs) | Total<br>Cost |
|------|--------------------------------------------------------------------------------------|------|-----|---------------------------------|--------------------------------|---------------|
| 1.   | File Rack 6'x0"x18"x34"                                                              | Nos  | 01  |                                 |                                |               |
| 2.   | Executive Table with side rack (5'x6"x2'-6"x36"x18") (Sheesham)                      | Nos  | 01  |                                 |                                |               |
| 3.   | File Rack (4'x0"x18"x34")                                                            | Nos  | 01  |                                 |                                |               |
| 4.   | File Rack (2'-1.5"x18"x34")                                                          | Nos  | 01  |                                 |                                |               |
| 5.   | Office Table 4'x0"x2'x4" (Sheesham)                                                  | Nos  | 01  |                                 |                                |               |
| 6.   | Visitor Chair (Sheesham)                                                             | Nos  | 01  |                                 |                                |               |
| 7.   | Computer Cabin Drawers & CPU Trolley 4'x0"x2'-2"x4"                                  | Nos  | 01  |                                 |                                |               |
| 8.   | Computer Cabin Drawers & CPU Trolley and Hanging Cabinet 4'x0"x2'-2"x4"+32'-0"x1'x6" | Nos  | 01  |                                 |                                |               |
| 9.   | Computer Cabin Drawers & CPU Trolley 3'-9"x2'-2"x4'-0"                               | Nos  | 01  |                                 |                                |               |
| 10.  | Drawing Record Low Height Cabinet 4'-6"x18"x4'                                       | Nos  | 01  |                                 |                                |               |
| 11.  | Cutting Table 4'x2'-6" (Sheesham)                                                    | Nos  | 01  |                                 |                                |               |
| 12.  | Executive Table with side rack 5'-6"x2'-6"+36x18" (Sheesham)                         | Nos  | 01  |                                 |                                |               |
| 13.  | Visitor Chair (Sheesham)                                                             | Nos  | 01  |                                 |                                |               |
| 14.  | File Rack 6'x0"x18"x34"                                                              | Nos  | 01  |                                 |                                |               |
| 15.  | File Rack 5'x0"x18"x34"                                                              | Nos  | 01  |                                 |                                |               |
| 16.  | File Rack 1'-9"x18"x34"                                                              | Nos  | 01  |                                 |                                |               |
| 17.  | Computer Cabin Drawer & CPU Trolley with hanging cabinets 4'-0"x2'-2"x4'+22'+3"x18"  | Nos  | 01  |                                 |                                |               |
| 18.  | Computer Cabin Drawer & CPU Trolley 4'-0"x2'-2"x4'                                   | Nos  | 01  |                                 |                                |               |
| 19.  | Computer Cabin Drawer CPU Trolley 3'x9"x2'-2"x4"                                     | Nos  | 01  |                                 |                                |               |
| 20.  | Office Table with hanging cabinets 4'x0"x2'-4"&22'-3"x18" (Sheesham)                 | Nos  | 01  |                                 |                                |               |
| 21.  | Executive / Revolving Chair B-67-1                                                   | Nos  | 01  |                                 |                                |               |
| 22.  | Computer Chairs 933 BK                                                               | Nos  | 01  |                                 |                                |               |
| 23.  | Hard Bed With Side Table (Sheesham)                                                  | Nos  | 01  |                                 |                                |               |
| 24.  | Foam Cushion Chair (Sheesham)                                                        | Nos  | 01  |                                 |                                |               |

**TERMS AND CONDITIONS**

1. Participating Firms/Contractors must be registered with Income Tax and Sales Tax Department.
2. Attested copies of CNIC, NTN, GST registration with the FBR authorities, ATL (on present date) and professional Tax (2025/26) should be provided with the bid/quotation. In case a firm is found to be misstatement, or provision of fake documents, the bid/quotation shall be liable to cancel and the earnest money shall be forfeited. Case for blacklisting of firm will also be initiated
3. Participating Firms/Contractors shall provide an affidavit that the bidder has never been blacklisted by any government department/ organization.
4. Participating Firms/Contractors shall submit details of items separately showing unit price, GST and labour/service charges (if any). The written material should be clear and legible. Every page of the tender documents should be signed by the bidder with company seal.
5. Rates quoted (including all taxes) shall be valid upto **31 October 2026**.
6. Bid security money amounting to Rs 300,000/- (Rupees three hundred thousand only) in the shape of Bank Draft/Pay Order in favour of the Engineer-in-Chief's Branch, General Headquarters, R.A Bazar, Rawalpindi shall be enclosed with bid/quotation. Quotation not supported with bid security shall not be entertained. For successful bidder, the security money shall be converted into security deposit which shall be retained till **31 October 2026**, however bid security shall be returned to unsuccessful bidders after finalization of the contract.
7. If at any stage during the financial year, sub standard items are supplied by the contract, the contract shall be cancelled. The security deposit by the Participating Firms/ Contractors shall be foreited & the firm shall be blacklisted.
8. The complete shop/office address and landline telephone numbers installed at the shop/office should be provided along with the bid.
9. Participating Firms/Contractors shall be required to provide the samples of all the items before the Purchase Committee, if demanded as such.
10. Partial/in complete bids will not be accepted.
11. No bidder shall be allowed to alter or modify his bid after the bids have been opened. However, the procuring agency may seek and accept clarification to the bid that do not change the substance of the bid in accordance with rule 31 (1) of PPRA rules 2004.

12. The procuring agency may reject all bids or proposals at any time prior to the acceptance of a bid or proposal in accordance with Rule 33(1) of PPRA Rules, 2004. The procuring agency shall upon request communicate to any supplier or contractor who submitted a bid or proposal, the grounds for its rejection of all bids proposals, but is not required to justify those grounds.

13. The last date of submission of bid/quotation shall be **10 September 2026** at **1100 hours** at the address given below and will be opened on the same day at **1130 hours** in the presence of available bidders. Bids received after closing time will not be entertained.

**For any query / information please contact**  
**President Local Purchase Committee, Colonel Adil Obaid**  
**Tel; 9271700 Ext 213**  
**Establishment Section**  
**Engineer in Chief's Branch, General Headquarters, R.A Bazar, Rawalpindi**

| <b><u>CHECK LIST</u></b> |                                                                                                                                                     |     |    |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| 1.                       | Validity of Bid is by _____                                                                                                                         | Yes | No |
| 2.                       | Bank Account No. _____<br>Name of Bank _____<br>Address _____                                                                                       | Yes | No |
| 3.                       | Copy of National Tax Number (NTN) certificate                                                                                                       | Yes | No |
| 4.                       | Copy of Sales Tax Registration certificate                                                                                                          | Yes | No |
| 5.                       | Pay Order/Bank Draft of Security deposit. Pay Order /Call<br>Deposit Receipt/Bank Draft of Rs. _____ bearing<br>No. _____ dated _____ of Bank _____ | Yes | No |
| 6.                       | Affidavit regarding firm is not black listed                                                                                                        | Yes | No |
| 7.                       | Detail of Annual turnover for the last three Years (Proof of<br>financial stability).                                                               | Yes | No |
| 8.                       | Active Tax Payer List Cert                                                                                                                          | Yes | No |
| 9.                       | Copy of Professional Tax 2025-26                                                                                                                    | Yes | No |
| 10.                      | Bank Statement (last two financial years)                                                                                                           | Yes | No |