



PRE-QUALIFICATION

Procurement of Goods through Framework Agreements (Procurement of Furniture Items) *(Cost Based Selection)*

September 2026

(National Competitive Bidding)

National Database & Registration Authority

RHO NADRA LAHORE

73-Trade Center M.A Johar Town Lahore
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PREFACE

Public Procurement is carried out in Pakistan in accordance with the provisions laid down in Public Procurement Regulatory Framework consisted of Public Procurement Ordinance- 2002; Public Procurement Rules-2004 and allied Regulations, Regulatory Guides and Guidelines.

National Standard Bidding/Procurement Documents are developed for standardizing the procurement procedures and practices in the procuring agencies of the Federation of Pakistan and has the status of the Regulations in terms of section 27 of the PPRA Ordinance read with Rule-23(4) of Public Procurement Rules.

The document consists of three parts i.e. Prequalification Process, Primary Procurement Process and Secondary Procurement Process, and each part is composed of general as well as specific provisions to be applicable for the procurement of common use items and commodities. The specific provisions supplement to the general provisions and may be amended or opted by the procuring agencies in the manner and to the extent prescribed in the respective sections.

This document is a live document, and may be updated on quarterly basis considering the regulatory experience feedback based on monitoring the procurement practices and valuable suggestions of the stakeholders (i.e. procuring agencies, vendors and general public).



Brief of the Document

Procurement Notice -

The attached template is the Invitation for Prequalification of Suppliers willing to sign framework agreements with the Procuring Agency for provision of Common Use Items and Commodities, in accordance with the provisions of the agreement.

Prequalification Document (Procurement of Goods through Framework Agreements)

PART 1 – PREQUALIFICATION PROCESS

Section I - Instructions to Applicants (ITAs)

This Section contains detailed information for preparing and submitting the Applications for Prequalification, in addition to information on opening and evaluation of the Applications.

Section I contains provisions that are to be used by the Procuring Agencies without modification.

Section II - Prequalification Data Sheet (PDS)

This Section contains provisions that supplement the ITA (in Section-I), and are specific to respective Prequalification Proceedings.

Section III - Qualification Criteria and Requirements

This Section prescribes the methodology, criteria, and requirements to be used to determine the capacity and capability of the Applicants for the supply of goods and related services in accordance with the requirements of the Procuring Agency, with an objective to prequalify them for Invitation to Bid(s), and sign the framework agreement(s) with the selected bidder(s), in case of Closed Framework Agreement(s) for the purpose of awarding Call off Contracts.

Section IV - Application Forms

This Section contains Application Submission Form and other allied forms required to be submitted with the Application.

Section V - Eligible Countries

This Section contains information regarding eligible countries in accordance with the Policy of the Federal Government.

PART 2 -- SUPPLY REQUIREMENTS

Section VII – Schedule of Requirements



This Section includes a brief description of the Goods and Related services including provisional estimate of the required volume and/or quantity, Technical Specifications and Drawings (if applicable), and Delivery and Completion Schedules.



Invitation for Prequalification For RHO NADRA Lahore and Its Offices

1. The Procuring Agency NADRA Regional Head Office Lahore has reserved the funds for the procurement planned during the financial year. It is intended that part of the proceeds of the fund will be used to cover eligible payment under the contract (s) for **Procurement of Furniture Items**.
2. The RHO NADRA LAHORE intends to prequalify Contractors/Companies for Invitation to Bid(s), and sign the Open framework agreement(s) with the selected bidder(s) subsequent Call of Quotations, by the Procuring Agency.
3. The objective of the intended Open framework agreement(s) is the on-demand supply of goods/ services mentioned in para (1) - at RHO NADRA Lahore through subsequent Call-off Quotations with successful bidders, and the purpose of this Prequalification Notice is to provide the very basic information to enable the potential applicants to decide whether or not to respond to this Prequalification Notice.
4. Only the prequalified applicants shall be entitled to participate in the procurement proceedings, and it is expected that the Invitation to Bids will be made to the Prequalified Applicants for and Open Framework Agreement(s) will be signed b/w the Procuring Agency and the successful bidder(s) as Open Framework Agreement Suppliers for Three (3) Years.
5. Prequalification process is open for all national Applicants subject to fulfilling the eligibility requirements mentioned in the respective Prequalification Documents. Interested Applicants may obtain further information from the RHO NADRA, 73-Trade Center M. A Johar Town Lahore during office hours.
6. A complete set of Prequalification Documents in English may be obtained from EPMS.
7. Applications for Prequalification should be submitted in clearly marked envelopes and delivered to the address mentioned below latest by 1100 Hrs on **02 October, 2026** and same will be opened on 1130 Hrs on same day. Late Applications will not be entertained.

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Contents

PART 1 – Prequalification.....	7
Section I - Instructions to Applicants	8
A. General.....	8
B. Contents of the Prequalification Documents.....	10
C. Preparation of Applications	12
D. Submission of Applications	13
E. Procedures for Evaluation of Applications	14
F. Evaluation of Applications and Prequalification of Applicants.....	15
Section II - Prequalification Data Sheet (PDS)	21
A. General.....	21
B. Contents of the Prequalification Document	22
C. Preparation of Applications	22
D. Submission of Applications	22
E. Procedures for Evaluation of Applications	23
Section III - Qualification Criteria and Requirements.....	24
Section IV - Application Forms	27
Application Submission Letter	28
Form ELI -1.1	29
Applicant Information Form.....	29
Form ELI -1.1 (continued).....	30
Applicant Information Form.....	30
Form FIN – 3.1	32
Financial Situation and Performance	32
Form FIN - 3.2.....	34
Average Annual Turnover (Annual Sales Value).....	34
Current Contract Commitments / Contracts in Progress Form CON-1	35
Form- EXP-1.....	36
Form- PER 1.....	37
Manufacturer’s Authorization.....	39
Section V - Eligible Countries	40
Eligibility for the Provision of Goods and Related Services	40
Section VI – Scope of Supply	41
1. Scope of Supply	42
1.1 Terms & Conditions	46
2. Delivery Schedule.....	49
Section VII – Schedule of Requirements	50



PART 1 – Prequalification



Section I - Instructions to Applicants

A. General		
1. Scope of Application	1.1	In connection with the “Invitation for Prequalification”, the Procuring Agency, as defined in Section II (Prequalification Data Sheet abbreviated as PDS), issues this set of Prequalification Documents (PD) to prospective applicants (also hereinafter referred as Applicants) interested in submitting applications (also hereinafter referred as Applications) to determine the capacity and capability of the Applicant(s) for supply of Goods and Related Services incidental thereto as specified in Section VII (Schedule of Requirements).
2. Source of Funds	2.1	Source of funds is same as referred in Invitation for Prequalification.
3. Fraud and Corruption	3.1	The Procuring Agency requires that the Applicants /Bidders/ Suppliers/Contractors under Government financed contracts, observe the highest standard of ethics during the procurement and execution of such agreements and contracts.
	3.2	The Applicants/Bidders shall permit and shall cause their agents (whether declared or not), sub-contractors, sub-consultants, service providers, suppliers, and their personnel, to permit the Procuring Agency to inspect all accounts, records and other documents relating to any, Application/Bid submission, Primary Procurement process, Framework Agreement performance, Secondary Procurement process, and/or Call-off Contract performance (in the case of award of a Call-off Contract), and to have them audited by auditors appointed by the Procuring Agency.
	3.3	Any communications between the Applicant and the Procuring Agency related to matters of alleged corrupt and fraudulent practices must be made in writing or in electronic forms that provide record of the content of communication.
	3.4	Procuring Agency will reject an application or bid or proposal, if it is established that the Applicant or the Bidder or Prosper was engaged in corrupt and fraudulent practices in competing for the contract.
	3.5	Procuring Agency will also declare the Applicant as blacklisted in accordance with Public Procurement Rule 19 and predefined standard mechanism.
4. Eligible Applicants	4.1	An Applicant may be a private entity, a state-owned enterprise or institution subject to ITB 4.6, or any combination of such entities in the form of a joint venture (JV) under an existing JV agreement or with the intent to enter into such an agreement supported by a letter of intent. In case of single (private or state-owned entity), it shall be liable for execution of all the provisions of the Framework Agreement (if signed



	b/w the Procuring Agency and the entity), the execution of any Call-off Contract(s) awarded (to the entity) under the Framework Agreement in accordance with the Call-off Contract conditions that apply. In the case of a joint venture, all members shall be jointly and severally liable for the execution of all the provisions of the Framework Agreement (if signed b/w the Procuring Agency and the JV), the execution of any Call-off Contract(s) awarded (to the JV) under the Framework Agreement in accordance with the Call-off Contract conditions that apply. The JV shall nominate a Representative who shall have the authority to conduct all business for and on behalf of any and all the members of the JV during the Prequalification process, Bidding process (in the event the prequalified JV submits a Bid) and during the period of framework agreement and contract execution (in the event the JV is awarded the Contract). Unless specified in the PDS, there is no limit on the number of members in a JV.
	4.2 An Applicant may apply for Prequalification both individually, and as part of a joint venture, or participate as a subcontractor. If prequalified as a JV only, it will not be permitted to bid for the same contract as an individual entity. Bids submitted in violation of this provision will be rejected. 4.3 An Applicant and any of its affiliates (that directly or indirectly control, are controlled by or are under common control with that entity) may submit its Application for Prequalification either individually, as joint venture or as a sub-contractor among them for the same contract. However, if prequalified only one prequalified Applicant will be allowed to bid for the same contract. All Bids submitted in violation of this provision will be rejected.
	4.4 Applicants shall be considered to have a conflict of interest, if they participated as a consultant in the preparation of the design or technical specifications or have been hired or proposed to be hired by the Procuring Agency for execution of subsequent Framework Agreement(s) or Call off Contract(s). In addition, Applicants may be considered to have a conflict of interest if they have a close business or family relationship with such professional staff of the Procuring Agency (or a recipient of a part of the funds) who: (a) are directly or indirectly involved in the preparation of the Prequalification Documents or Bidding Documents or specifications of the Framework Agreement or Call-off Contract and/or the Prequalification or Bid evaluation process of such Contract; or (b) would be involved in the implementation or supervision of such Framework Agreement or Call-off Contract, unless the conflict stemming from such relationship has been resolved throughout the



	Procurement Process, Bidding process-during the execution of the Framework Agreement and/or Call-off Contract.
	4.5 An Applicant that has been declared debarred or blacklisted shall be ineligible to be prequalified to bid or enter into any Framework Agreement or Call-off Contract for such period of time and for such type of procurement for which he has been declared debarred or blacklisted. The list of debarred firms and individuals is available at PPRA's website.
	4.6 An Applicant shall provide such documentary evidence for determining the eligibility of the Applicant to the reasonable satisfaction of the Procuring Agency.
5. Eligibility (in terms of Nationality)	5.1 Applicants may be ineligible if they are nationals of ineligible countries as indicated in Section V.
B. Contents of the Prequalification Documents	
6. Sections of Prequalification Documents	6.1 This set of Prequalification Documents consists of Parts 1 and 2 which comprise all the sections indicated below, and which should be read in conjunction with any Addendum issued in accordance with ITA 8.
	PART 1 Prequalification Procedures • Section I - Instructions to Applicants (ITA) • Section II - Prequalification Data Sheet (PDS) • Section III - Qualification Criteria and Requirements • Section IV - Application Forms • Section V - Eligible Countries • Section VI - Fraud and Corruption PART 2 Supply Requirements • Section VII – Schedule of Requirements
	6.2 Unless obtained directly from the Procuring Agency or downloaded directly from the website link referred in the Invitation for Prequalification, the Procuring Agency accepts no responsibility for the completeness of the Prequalification documents, responses to requests for clarification, the minutes of the pre-Application meeting (if any), or Addenda to the Prequalification documents in accordance with ITA 8. In case of any discrepancies, documents issued directly by the Procuring Agency or downloaded from the website link shall prevail.
	6.3 The Applicant is expected to examine all instructions, forms, and terms in the Prequalification Documents and to furnish with its Application all information or documentation as is required by the Prequalification Documents.
7. Clarification of Prequalification Documents and	7.1 An Applicant requiring any clarification of the Prequalification Documents shall contact the Procuring Agency in writing at the Procuring Agency's address indicated in the PDS . The Procuring



Pre-Application Meeting	Agency will respond in writing to any request for clarification provided that such request is received no later than three (03) days prior to the deadline for submission of the Applications. The Procuring Agency shall forward a copy of its response to all prospective Applicants who have obtained the Prequalification Documents directly from the Procuring Agency (or through its website link), including a description of the inquiry but without identifying its source. If so indicated in the PDS, the Procuring Agency shall also promptly publish its response at the web page identified in the PDS. Should the Procuring Agency deem it necessary to amend the Prequalification Documents as a result of a clarification, it shall do so following the procedure under ITA 8 and in accordance with the provisions of ITA 17.2. 7.2 If indicated in the PDS, the Applicant's designated representative is invited at the Applicant's cost to attend a pre-Application meeting at the place, date and time mentioned in the PDS. During this Pre-Application meeting, prospective Applicants may request clarification of the schedule of requirement, the qualification criteria or any other aspects of the Prequalification Documents. 7.3 Minutes of the Pre-Application meeting, if applicable, including the text of the questions asked by Applicants, including those during the meeting (without identifying the source) and the responses given, together with any responses prepared after the meeting will be transmitted promptly to all prospective Applicants who have obtained the Prequalification Documents. Any modification to the Prequalification Documents that may become necessary as a result of the pre-Application meeting shall be made by the Procuring Agency exclusively through the use of an Addendum pursuant to ITA 8. Non-attendance at the pre-Application meeting will not be a cause for disqualification of an Applicant.
8. Amendment of Prequalification Documents	8.1 At any time prior to the deadline for submission of Applications, the Procuring Agency may amend the Prequalification Documents by issuing an Addendum.
	8.2 Any Addendum issued shall be part of the Prequalification Document and shall be communicated in writing to all Applicants who have obtained the Prequalification Documents from the Procuring Agency. The Procuring Agency shall promptly publish the Addendum at the Procuring Agency's web page identified in the PDS: Provided that an Applicant who had either already submitted their Applications or handed over the applications to the courier prior to the issuance of any such addendum shall have the right to withdraw his already filed Application and submit the revised Application prior to the original or extended Application submission deadline.



	8.3 To give Applicants reasonable time to take an Addendum into account in preparing their Applications, the Procuring Agency may at its discretion, extend the deadline for the submission of Applications in accordance with ITA 17.2: Provided that the Procuring Agency shall extend the deadline for submission of Applications, if such an addendum is issued within last three (03) days of the Application submission deadline.
C. Preparation of Applications	
9. Cost of Applications	9.1 The Applicant shall bear all costs associated with the preparation and submission of its Application. The Procuring Agency will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Prequalification process.
10. Language of Application	10.1 The Application as well as all correspondence and documents relating to the Prequalification exchanged by the Applicant and the Procuring Agency, shall be written in the language specified in the PDS . Supporting documents and printed literature that are part of the Application may be in another language, provided they are accompanied by an accurate translation of the relevant passages in the language specified in the PDS , in which case, for purposes of interpretation of the Application, the translation shall govern.
11. Documents Comprising the Application	11.1 The Application shall comprise the following: (a) Application Submission Letter, in accordance with ITA 12.1; (b) Eligibility: documentary evidence establishing the Applicant's eligibility, in accordance with ITA 13.1; (c) Qualifications: documentary evidence establishing the Applicant's qualifications, in accordance with ITA 14; and (d) any other document required as specified in the PDS.
12. Application Submission Letter	12.1 The Applicant shall complete an Application Submission Letter as provided in Section IV (Application Forms). This Form must be completed without any alteration to its format.
13. Documents Establishing the Eligibility of the Applicant	13.1 To establish its eligibility in accordance with ITA 4, the Applicant shall complete the eligibility declarations in the Application Submission Letter and Form ELI-1.1 (eligibility), included in Section IV (Application Forms).
14. Documents Establishing the Qualifications of the Applicant	14.1 To establish its qualifications to perform the contract(s) in accordance with Section III (Qualification Criteria and Requirements), the Applicant shall provide the information requested in the corresponding Information Sheets included in Section IV (Application Forms). 14.2 Wherever an Application Form requires an Applicant to state a monetary amount, Applicants should indicate the Pak Rupee equivalent using the rate of exchange determined as follows:



	(a) for turnover or financial data required for each year - Exchange rate prevailing on the last day of the respective calendar year (in which the amounts for that year is to be converted). (b) value of single contract - Exchange rate prevailing on the date of the contract. 14.3 Exchange rates shall be taken from the publicly available source identified in the PDS. Any error in determining the exchange rates in the Application may be corrected by the Procuring Agency. 14.4 The documentary evidence of the Applicant's qualifications to conclude a Framework Agreement, and/or to perform any Call-off Contract(s) if awarded, shall establish to the Procuring Agency's satisfaction: (a) that, if required in the BDS, an Applicant that does not manufacture or produce the Goods it offers to supply shall submit the Manufacturer's Authorization using the form included in Section IV A (Bidding Forms) to demonstrate that it has been duly authorized by the manufacturer or producer of the Goods to supply these Goods in the Procuring Agency's Country; (b) that, if required in the BDS, in case of an Applicant not doing business within Islamic Republic of Pakistan (or the country where the procurement is being made), the Applicant is, or will be, (if awarded the call off contract) represented by an Agent in the country, equipped and able to carry out the Supplier's maintenance, repair, and spare parts stocking obligations in respect of the Goods.
15. Signing of the Application and Number of Copies	15.1 The Applicant shall prepare one set of the original documents comprising the Application as described in ITA 11 and clearly mark it "ORIGINAL". The original set of the Application shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Applicant. In case the Applicant is a JV, the Application shall be signed by an authorized representative of the JV on behalf of the JV and so as to be legally binding on all the members as evidenced by a power of attorney signed by their legally authorized signatories. 15.2 The Applicant shall submit copies of the signed original Application, in the number specified in the PDS, and clearly mark them "COPY". In the event of any discrepancy between the original and the copies, the original shall prevail. 15.3 When the Applications are submitted electronically, if permitted pursuant to ITA 17.1, The Applicant shall submit ORIGINAL and COPIES in accordance with the procedures specified in the PDS.
D. Submission of Applications	
16. Sealing and Identification of Applications	16.1 The Applicant shall enclose the original and the copies of the Application in a sealed envelope that shall:



	(a) bear the name and address of the Applicant; (b) be addressed to the Procuring Agency, in accordance with ITA 17.1; and (c) bear the specific identification of this Prequalification process indicated in the PDS reference ITA 1.1. 16.2 When the Applications are submitted electronically, if permitted pursuant to ITA 17.1, The Applicant shall seal the original and the copies in accordance with the procedures specified in the PDS. 16.3 The Procuring Agency will accept no responsibility for not processing any envelope that was not identified as required in ITA 16.1 above.
17. Deadline for Submission of Applications	17.1 Applicants may either submit their Applications by mail, by courier or by hand. Applications shall be received by the Procuring Agency at the address and no later than the deadline indicated in the PDS. When so specified in the PDS, Applicants have the option of submitting their Applications electronically, in accordance with electronic Application submission procedures specified in the PDS.
	17.2 If required in accordance with the provisions of ITA 8.3, the Procuring Agency will extend the deadline for the submission of Applications, in which case all rights and obligations of the Procuring Agency and the Applicants subject to the previous deadline shall thereafter be subject to the deadline as extended. 17.3 The deadline will be extended in the same manner as that of original Invitation for Prequalification (or the advertisement).
18. Late Applications	18.1 The Procuring Agency reserves the right to accept Applications received after the time for submission of Applications, however subject to the condition that the same is received within the date specified as last date for submission of applications but before the time for opening of the Applications.
19. Opening of Applications	19.1 The Procuring Agency shall open all Applications at the date, time and place specified in the PDS. Late Applications shall be treated in accordance with ITA 18.1. 19.2 Applications submitted electronically, if permitted pursuant to ITA 17.1, shall be opened in accordance with the procedures specified in the PDS. 19.3 The Procuring Agency shall prepare a record of the opening of Applications to include, as a minimum, the name of the Applicants. A copy of the record shall be distributed to all Applicants.
E. Procedures for Evaluation of Applications	
20. Confidentiality	20.1 Information relating to the Applications, their evaluation and results of the Prequalification shall not be disclosed to Applicants or any other persons not officially concerned with the Prequalification process until



	the notification of Prequalification results is made to all Applicants in accordance with ITA 28.
	20.2 From the deadline for submission of Applications to the time of notification of the results of the Prequalification in accordance with ITA 28, any Applicant that wishes to contact the Procuring Agency on any matter related to the Prequalification process may do so only in writing.
21. Clarification of Applications	21.1 To assist in the evaluation of Applications, the Procuring Agency may, ask an Applicant for a clarification (including missing documents) of its Application, to be submitted within a stated reasonable period of time. Any request for clarification from the Procuring Agency and all clarifications from the Applicant shall be in writing.
	21.2 If an Applicant does not provide clarifications and/or documents requested by the date and time set in the Procuring Agency's request for clarification, its Application shall be evaluated based on the information and documents available at the time of evaluation of the Application.
22. Responsiveness of Applications	22.1 The Procuring Agency may reject any Application which is not responsive to the requirements of the Prequalification Documents. In case the information furnished by the Applicant is incomplete or otherwise requires clarification as per ITA 21.1, and the Applicant fails to provide satisfactory clarification and/or missing information within prescribed time, it may result in disqualification of the Applicant.
23. Margin of Preference	23.1 Unless otherwise specified in the PDS , a margin of preference shall not apply in the Bidding process resulting from this Prequalification.
24. Sub-contractors	24.1 Subcontractors' qualification and experience will not be considered for evaluation of the Applicant. The Applicant on its own (without taking into account the qualification and experience of the Subcontractor) should meet the qualification criteria.

F. Evaluation of Applications and Prequalification of Applicants

25. Evaluation of Applications	25.1 The Procuring Agency shall use the factors, methods, criteria, and requirements defined in Section III, Qualification Criteria and Requirements, to evaluate the qualifications of the Applicants, and no other methods, criteria, or requirements shall be used. The Procuring Agency reserves the right to waive minor deviations from the qualification criteria if they do not materially affect the technical capability and financial resources of an Applicant to perform the contract, however subject to the provisions of ITA 27.
	25.2 Subcontractors proposed by the Applicant shall be fully qualified for their parts of the Scope of Supply of the Goods and Allied Services.
	25.3 In case of multiple contracts, Applicants should indicate in their Applications the individual contract or combination of contracts in which they are interested. The Procuring Agency shall prequalify each



	Applicant for the maximum combination of contracts for which the Applicant has thereby indicated its interest and for which the Applicant meets the appropriate aggregate requirements. The Qualification Criteria and Requirements are mentioned in Section-III. 25.4 Only the qualifications of the Applicant shall be considered. The qualifications of other related entities such as the Applicant's subsidiaries, parent entities, affiliates, subcontractors or any other firm(s) different from the Applicant shall not be taken into consideration in determining the qualifications of the Applicant.
26. Procuring Agency's Right to Accept or Reject Applications	26.1 The Procuring Agency reserves the right to accept or reject all the Applications, and to annul the Prequalification process at any time, without thereby incurring any liability to the Applicants.
27. Prequalification of Applicants	27.1 All Applicants whose Applications substantially meet or exceed the specified qualification requirements will be prequalified by the Procuring Agency. 27.2 An Applicant may be "conditionally prequalified," that is, qualified subject to the Applicant submitting or correcting certain specified nonmaterial documents or deficiencies to the satisfaction of the Procuring Agency. 27.3 Applicants that are conditionally prequalified will be so informed along with the statement of the condition(s) which must be met to the satisfaction of the Procuring Agency before or at the time of submitting their Bids.
28. Notification of Prequalification	28.1 The Procuring Agency shall notify all Applicants in writing of the names of those Applicants who have been prequalified or conditionally prequalified. In addition, those Applicants who have been disqualified will be informed separately. 28.2 The procuring agency shall communicate to those suppliers or contractors who have not been pre-qualified the reasons for not pre-qualifying them.
29. Request for Bids	29.1 Promptly after the notification of the results of the Prequalification, the Procuring Agency will invite the Bids from all the Applicants that have been prequalified.



30. Changes in Qualifications of Applicants	30.1 Any change in the structure or formation of an Applicant after being prequalified in accordance with ITA 27 and invited to bid (including, in the case of a JV, any change in the structure or formation of any member thereto) shall be subject to the written approval of the Procuring Agency prior to the deadline for submission of Bids. Such approval shall be denied if: (a) a prequalified Applicant proposes to associate with a disqualified Applicant or in case of a disqualified joint venture, any of its members; (b) as a consequence of the change, the Applicant no longer substantially meets the qualification criteria set forth in Section III, Qualification Criteria and Requirements; or (c) in the opinion of the Procuring Agency, the change may result in a substantial reduction in competition. 30.2 Any such change should be submitted to the Procuring Agency before the date of “Invitation to Bids”.
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31. Constitution of Grievance Redressal	31.1 Procuring agency shall constitute a Grievance Redressal Committee (GRC) comprising of odd number of person with proper power and authorization to address the complaint. The GRC shall not have any of the members of Procurement Evaluation Committee. The committee must have one subject specialist depending the nature of the procurement. 31.2 Any party or applicant can file its written complaint against the eligibility parameters or any other terms and conditions prescribed in the prequalification or bidding documents found contrary to provision of Procurement Regulatory Framework, and the same shall be addressed by the GRC well before the application/proposal submission deadline. 31.3 Any Bidder feeling aggrieved by any act of the procuring agency after the submission of his bid may lodge a written complaint concerning his grievances not later than seven of the announcement of technical evaluation report and five days after issuance of final evaluation report. 31.4 In case, the complaint is filed against the technical evaluation report, the GRC shall suspend the procurement proceedings. 31.5 In case, the complaint is filed after the issuance of the final evaluation report, the complainant cannot raise any objection on technical evaluation of the report: Provided that the complainant may raise the objection on any part of the final evaluation report in case where single stage one envelop bidding procedure is adopted. 31.6 The GRC shall investigate and decide upon the complaint within ten days of its receipt. 31.7 Any bidder or the procuring agency not satisfied with the decision of the GRC may file Appeal before the Appellate Committee of the Authority on prescribed format after depositing the fee as prescribed in “Redressal of Grievance Regulations, 2021”. 31.8 The Committee, upon receipt of the Appeal against the decision of the GRC complete in all respect shall serve notices in writing upon all the parties to Appeal. 31.9 The committee shall call the record from the concerned procuring agency or the GRC as the case may be, and the same shall be provided within prescribed time. 31.10 The committee may after examination of the relevant record and hearing all the concerned parties, shall decide the complaint within fifteen (15) days of receipt of the Appeal. 31.11 The decision of the Committee shall be in writing and shall be signed by the Head and each Member of the Committee. The decision of the committee shall be final.
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32. Mechanism of Blacklisting	32.1 The Procuring Agency shall bar for the time prescribed under Rule-19 of the Public Procurement Rules, 2004, from participating in their respective procurement proceedings, bidder or contractor who either: i. Involved in corrupt and fraudulent practices as defined under rule-2; ii. Fails to perform his contractual obligations; or iii. Fails to abide by bid securing declaration; 32.1 The Procuring Agency shall bar for not more than the time prescribed in Rule-19 of the Public Procurement Rules, 2004, from participating in their respective procurement proceedings, bidder or contractor who either: i. Involved in corrupt and fraudulent practices as defined in Rule-2 of Public Procurement Rules; ii. Fails to perform his contractual obligations; and iii. Fails to abide by the id securing declaration; 32.2 The show cause notice shall contain: (a) precise allegation, against the bidder or contractor; (b) the maximum period for which the Procuring Agency proposes to debar the bidder or contractor from participating in any public procurement of the Procuring Agency; and (c) the statement, if needed, about the intention of the Procuring Agency to make a request to the Authority for debarring the bidder or contractor from participating in public procurements of all the procuring agencies. 32.3 The procuring agency shall give minimum of seven days to the bidder or contractor for submission of written reply of the show cause notice 32.4 In case, the bidder or contractor fails to submit written reply within the requisite time, the Procuring Agency may issue notice for personal hearing to the bidder or contractor/ authorize representative of the bidder or contractor and the procuring agency shall decide the matter on the basis of available record and personal hearing, if availed. 32.5 In case the bidder or contractor submits written reply of the show cause notice, the Procuring Agency may decide to file the matter or direct issuance of a notice to the bidder or contractor for personal hearing. 32.6 The Procuring Agency shall give minimum of seven days to the bidder or contractor for appearance before the specified officer of the Procuring Agency for personal hearing. The specified officer shall decide the matter on the basis of the available record and personal hearing of the bidder or contractor, if availed
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	32.7 The procuring Agency shall decide the matter within fifteen days from the date of personal hearing unless the personal hearing is adjourned to a next date and in such an eventuality, the period of personal hearing shall be reckoned from the last date of personal hearing. 32.8 The Procuring Agency shall communicate to the bidder or contractor the order of debarring the bidder or contractor from participating in any public procurement with a statement that the bidder or contractor may, within thirty days, prefer a representation against the order before the Authority. 32.9 Such blacklisting or barring action shall be communicated by the procuring agency to the Authority and respective bidder or bidders in the form of decision containing the grounds for such action. The same shall be publicized by the Authority after examining the record whether the procedure defined in blacklisting and debarment mechanism has been adhered to by the procuring agency. 32.10 The bidder may file the review petition before the Review Petition Committee Authority within thirty days of communication of such blacklisting or barring action after depositing the prescribed fee and in accordance with “Procedure of filing and disposal of review petition under Rule-19(3) Regulations, 2021”. The Committee shall evaluate the case and decide within ninety days of filing of review petition 32.11 The committee shall serve a notice in writing upon all respondent of the review petition. The notices shall be accompanied by the copies of review petition and all attached documents of the review petition including the decision of the procuring agency. The parties may file written statements along with essential documents in support of their contentions. The Committee may pass such order on the representation may deem fit. 32.12 The Authority on the basis of decision made by the committee either may debar a bidder or contractor from participating in any public procurement process of all or some of the procuring agencies for such period as the deemed appropriate or acquit the bidder from the allegations. The decision of the Authority shall be final.
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Section II - Prequalification Data Sheet (PDS)	
A. General	
ITA 1.1	The identification number of the Invitation for Prequalification is: NADRA-RHO LHR-IFP/2026/FURNITURE. The Procuring Agency is: RHO NADRA 73-Trade Center M.A Johar Town Lahore The list of contracts is: Procurement of Furniture Items
ITA 2.1	The name of the Procuring Agency is: RHO NADRA Lahore The name of the Project or Procurement is: N.A
ITA 4.2	Maximum number of members in the JV shall be: [<i>“not allowed”</i>]
ITA 4.7	A list of debarred firms and individuals is available on the PPRA’s website: http://www.ppra.org.pk



B. Contents of the Prequalification Document	
ITA 7.1	For clarification purposes, the Procuring Agency’s address is: [“same as in ITA1.1 above”] Attention: Director (Admin) Admin Branch Address: RHO NADRA 73-Trade Center M. A Johar Town, Lahore Tel No. +92-42-99232816, 99232833 Fax: +92-42-99232807 E-mail: hr.admin@nadra.gov.pk
ITA 7.1 & 8.2	Web page: <i>[In case used, identify the widely used website or electronic portal of free access where Prequalification information is published]</i>
ITA 7.2	Pre-Application Meeting will be held: <i>[No]</i>
C. Preparation of Applications	
ITA 10.1	This Prequalification document has been issued in the “English”
ITA 11.1 (d)	The Applicant shall submit with its Application, the following additional mandatory documents: i) Copy of Sales Tax Registration Certificate verified from FBR website. ii) Copy of NTN Certificate verified from FBR website. iii) Any document/print as proof of being Active Taxpayer iv) Undertaking on Stamp Paper of Rs. 100/- or above certifying that firm/bidder is not temporarily/ permanently debarred from Federal Government/ any Provincial Government or any Federal or Provincial Agency or Authority, department (without bearing any responsibility on NADRA whatsoever in this regard). Attested by Oath Commissioner
ITA 14.2	The source for determining exchange rates is <i>[insert a publicly available source]</i>
ITA 15.2	In addition to the original, the number of copies to be submitted with the Application is: <i>[0]</i>
D. Submission of Applications	
ITA 17.1	The deadline for Application submission is: Date: 02 October, 2026 Time: 1100 hrs For Application submission purposes only, the Procuring Agency’s address is same as ITA 1.1 Attention: Director (Admin) Admin Branch Address: RHO NADRA



	73-Trade Center M. A Johar Town, Lahore Tel No. +92-42-99232816, 99232833 Fax: +92-42-99232807 E-mail: lh.admin@nadra.gov.pk Applicants [<i>shall not</i>] have the option of submitting their Applications electronically.
ITA 19.1	The opening of the Applications shall be at 1130 Hrs on 02 October, 2026
ITA 19.2	<i>N.A</i>
E. Procedures for Evaluation of Applications	
ITA 23.1	A margin of domestic preference <i>“shall not”</i> apply
ITA 31.1	If an Applicant wishes to make a Prequalification related Complaint, the Applicant should submit its complaint, in writing (by the quickest means available, that is either by email or fax), to: For the attention: Redressal Committee Title/position: As Published on PPRA Website In summary, at this stage, a Prequalification related Complaint may challenge any of the following: the terms of the Prequalification Documents; and the Procuring Agency’s decision not to prequalify an Applicant.



Section III - Qualification Criteria and Requirements

This Section contains the methods, criteria, and requirements that the Procuring Agency shall use to evaluate Applications. The information to be provided in relation to each requirement and the definitions of the corresponding terms are included in the respective Application Forms.



Eligibility and Qualification Criteria				Compliance Requirements			Documentation
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission Requirements
				All Members Combined	Each Member	One Member	
1. Eligibility							
1.1	Nationality	Nationality in accordance with ITA 4.5	Must meet requirement	N/A	N/A	N/A	Forms ELI – 1.1 with attachments
1.2	Conflict of Interest	No conflicts of interest in accordance with ITA 4.6	Must meet requirement	N/A	N/A	N/A	Application Submission Letter
1.3	Eligibility	Not having been declared ineligible as described in ITA 4.7 and 5.1	Must meet requirement	N/A	N/A	N/A	Application Submission Letter
1.4	State-owned enterprise of	Meet conditions of ITA 4.8	Must meet requirement	N/A	N/A	N/A	Forms ELI – 1.1 with attachments
2. Historical Contract Non-Performance							
2.1	History of Non-Performing Contracts	Not debarred due to any Non-performance of contract or deviation from Bid Securing Declaration in accordance with the provision of Rule-19 of PP Rules or the period of debarment has been over.	Must meet requirement	N/A	N/A	N/A	Form PER-1
2.2	Pending Litigation	Applicant’s financial position and prospective long term profitability still sound according to criteria established in 3.1 below and assuming that all pending litigation will be resolved against the Applicant	Must meet requirement	N/A	N/A	N/A	Form PER-1



Eligibility and Qualification Criteria		Compliance Requirements	Documentation
No.	Subject	Requirement	Submission Requirements
3. General/Specific Experience & Financial Performance			
TO BE FILLED BY THE BIDDER (Please tick the appropriate) Total Marks=50			
3.1	EXPERIENCE /NUMBER OF YEARS Establishment of Firm/Company/ Business Entity (FBR/PRA/PEC)	Obtained Marks	Marks 10 Nos
	>=08 Years	10	Attach documents as proof
	>=5 Years & < 08 Years	09	
	>2 Years & < 5 Years	07	
	<=2 Years	06	
3.2	EXPERIENCE /NUMBER OF YEARS – RELATED (Proof of PO's/WO's)	Obtained Marks	Marks 10 Nos
	>=08 Years	10	Attach documents as proof
	>=5 Years & < 08 Years	09	
	>2 Years & < 5 Years	07	
	<=2 Years	06	
3.3	WORTH OF SUPPLIES/ SERVICES – RELATED (Last Two Years)	Obtained Marks	Marks 10 Nos
	Contract /POs Worth > =3 M	10	Attach documents as proof (Contract/POs) with available copies, verifiable.
	Contract /POs Worth >= 02 M & < 3 M	09	
	Contract /POs Worth > =01 M & < 02 M	08	
	Contract /POs Worth > 0.5 M & < 01 M	07	
	Contract /POs worth < = 0.5M	06	
3.4	PERSONNEL/STAFF	Obtained Marks	Marks 10 Nos
	Staff >= 25	10	Attach list of Support team
	Staff >= 15 & < 25	09	
	Staff >= 10 & < 15	08	
	Staff > 6 & < 10	07	
	Staff <= 6	06	
3.5	COMPANY/FIRM FINANCIAL STATUS	Obtained Marks	Marks 10 Nos
	Worth >= 04 Million	10	Audited Financial Statement of Last Two Years Or In case of Sole Proprietor Ship Bank Statement from 01/07/2024 to 30-06-2026
	Worth >= 03 M & < 04 M	09	
	Worth >= 02 M & < 03 M	08	
	Worth >= 01 M & < 02 M	07	
	Worth < 01 Million	06	
Note: - Pre-Qualification passing marks are 30 (Thirty). - Contractor/ Firm/ Vendor scoring less than 30 marks overall shall be considered Disqualified in Pre-qualification process. - Please attach relevant document to support the option you have selected in eligibility & Qualification criteria. In case of no supporting documents (where applicable), no marks will be given in that field.			



Section IV - Application Forms



Application Submission Letter

Date: *[insert day, month, and year]*

IFP-No. and title: *[NADRA-RHO LHR-IFP/2026/FURNITURE]*

To: *[insert full name of Procuring Agency]*

We, the undersigned, apply to be prequalified for the referenced IFP and declare that:

- (a) **No reservations:** We have examined and have no reservations to the Prequalification Document, including Addendum(s) No(s), issued in accordance with Instructions to Applicants (ITA) 8: *[insert the number and issuing date of each addendum]*.
- (b) **No conflict of interest:** We have no conflict of interest in accordance with ITA 4.6;
- (c) **Eligibility:** We (and our subcontractors) meet the eligibility requirements as stated ITA 4.1, we have not been suspended by the Procuring Agency based on execution of a Bid/Proposal Securing Declaration in accordance with ITA 4.9;
- (d) **State-owned enterprise or institution:** *[select the appropriate option and delete the other]*
[We are not a state-owned enterprise or institution] / [We are a state-owned enterprise or institution];
- (e) **Not bound to accept:** We understand that you may cancel the Prequalification process at any time without incurring any liability to the Applicants, in accordance with ITA 26.1. Only suppliers or contractors who have been pre-qualified shall be entitled to participate further in the procurement proceedings
- (f) **True and correct:** All information, statements and description contained in the Application are in all respect true, correct and complete to the best of our knowledge and belief.

Signed: *[insert signature(s) of an authorized representative(s) of the Applicant]*

Name: *[insert full name of person signing the Application]*

In the capacity of: *[insert capacity of person signing the Application]*

Duly authorized to sign the Application for and on behalf of: *[insert full name of the Applicant or the name of the JV]*

Address: *[insert street number/town or city/country address]*

Dated: *[insert date the document is signed i.e. day number]* day of *[insert month]*, *[insert year]*

[For a joint venture, either all members shall sign or only the authorized representative, in which case the power of attorney to sign on behalf of all members shall be attached]



Form ELI -1.1

Applicant Information Form

Date: *[insert day, month, year]*

IFP No. and title: *[NADRA-RHO LHR-IFP/2026/FURNITURE]*

Page *[insert page number]* of *[insert total number]* pages

Applicant's name along with nationality <i>[insert full name]</i>
In case of Joint Venture (JV), name of each member along with nationality: <i>[insert full name of each member in JV]</i>
Applicant's actual or intended country of registration: <i>[indicate country of Constitution]</i>
Applicant's actual or intended year of incorporation: <i>[indicate year of Constitution]</i>
Applicant's legal address [in country of registration]: <i>[insert street/ number/ town or city/ country]</i>
Applicant's authorized representative information Name: <i>[insert full name]</i> Address: <i>[insert street/ number/ town or city/ country]</i> Telephone/Fax numbers: <i>[insert telephone/fax numbers, including country and city codes]</i> E-mail address: <i>[indicate e-mail address]</i>
1. Attached are copies of original documents of ☐ Articles of Incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal entity named above, in accordance with ITA 4.5. ☐ In case of JV, letter of intent to form JV or JV agreement, in accordance with ITA 4.2. ☐ 2. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.

In case of JV, the Applicant's information shall include information on each JV member and letter of intent to form JV or JV agreement, in accordance with ITA 4.2



Form ELI -1.1 (continued)

Applicant Information Form

Date: [insert day, month, year]

IFP No. and title: [NADRA-RHO LHR-IFP/2026/FURNITURE]

Page [insert page number] of [insert total number] pages

1. Applicant's name			
2. Street Address:	Postal Code:	City:	Country:
3. P.O. Box and Mailing Address:			
4. Telephone Number:			
5. Fax Number:			
6. E-mail Address:			
7. Web Site:			
8. Contact Name:			
9. Contact Title:			
10. Type of Business:			
11. If Other, specify:			
12. Nature of Business:			
13. Year Established:			
14. Dates, Numbers, and Expiration Dates of Current Licenses and Permits:			
15. Current registration with relevant authorities information: (PEC)/(PRA)/S. Tax/FBR			
16. Proof of product and facility registrations with Procuring Agency's country regulatory authority and international agencies [If Applicable]			
17. Name of government agency(ies) responsible for inspecting and licensing of facilities in the country of origin of the raw material and or processing of the goods:			
Date of last inspection:			
18. Quality Assurance Certification (Please include a copy of your latest certificate with the PQ Application):			



19. Production capacity: <i>[insert peak and average production capacity over the last three years in units/day or units/month, etc.]</i>
20. List of names and addresses of sources of raw material and what products they will be used in:
21. Proof of raw material product and facility registrations with Procuring Agency's country regulatory authority and international agencies [If Applicable]:
22. Raw materials tested prior to use:
23. Presence and characteristics of in-house quality control laboratory
24. Names and addresses of external quality control laboratories used:
25. Are all finished products tested and released by quality control prior to release for sale? Yes ___ No ___, If not, why?
26. List control tests done during production? If so list.
27. List tests conducted after production and prior to release of product on market:
28. Are technical documents available in: <i>[Procuring Agency should insert language]</i> Yes No



Form FIN – 3.1

Financial Situation and Performance

[The following table shall be filled in for the Applicant and for each member of a Joint Venture]

Applicant's Name: *[insert full name]*

Date: *[insert day, month, year]*

Joint Venture Member Name: *[insert full name]*

IFP No. and title: **[NADRA-RHO LHR-IFP/2026/FURNITURE]**

Page *[insert page number]* of *[insert total number]* pages

1. Financial data

Type of Financial information in (currency)	Historic information for previous <i>[insert number]</i> years, <i>[insert in words]</i> (amount in currency, currency, exchange rate*, PKR equivalent)				
	Year 1	Year 2	Year 3		
Statement of Financial Position (Information from Balance Sheet)					
Total Assets (TA)					
Total Liabilities (TL)					
Total Equity/Net Worth (NW)					
Current Assets (CA)					
Current Liabilities (CL)					
Working Capital (WC)					
Information from Income Statement					
Total Revenue (TR)					
Profits Before Taxes (PBT)					
Cash Flow Information					



Cash Flow from Operating Activities					
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* Refer ITA 14 for the exchange rate

3. Financial documents

The Applicant and in case of JV, members of JV shall provide copies of financial statements for *[number]* years pursuant Section III, Qualifications Criteria and Requirements, Sub-factor 3.1. The financial statements shall:

- (a) reflect the financial situation of the Applicant or in case of JV member, and not an affiliated entity (such as parent company or group member).
 - (b) be independently audited or certified in accordance with local legislation.
 - (c) be complete, including all notes to the financial statements.
 - (d) correspond to accounting periods already completed and audited.
- ☐ Attached are copies of financial statements¹ for the *[number]* years required above; and complying with the requirements.

¹ If the most recent set of financial statements is for a period earlier than 12 months from the date of Application, the reason for this should be justified.



Form FIN - 3.2

Average Annual Turnover (Annual Sales Value)

[The following table shall be filled in for the Applicant and for each member of a Joint Venture]

Applicant's Name: *[insert full name]*

Date: *[insert day, month, year]*

Joint Venture Member Name: *[insert full name]*

IFP No. and title: **[NADRA-RHO LHR-IFP/2026/FURNITURE]**

Page *[insert page number]* of *[insert total number]* pages

Annual turnover data			
Year	Amount Currency	Exchange rate* (If applicable)	PKR equivalent
<i>[indicate calendar year]</i>	<i>[insert amount and indicate currency]</i>		
		Average Annual Turnover **	

* Refer ITA 14 for date and source of exchange rate.

** Total PKR equivalent for all years divided by the total number of years. See Section III, Qualification Criteria and Requirements, ITA 3.2.



Current Contract Commitments / Contracts in Progress Form CON-1

1. Name of Contract(s)
2. Procuring Agency Contact Information [insert address, telephone, fax, e-mail address]
3. Value of outstanding contracts [current PKR equivalent]
4. Estimated delivery date
5. Average monthly invoices over the last six months (PKR/mon.)

**Form- EXP-1**

44. Contracts over <i>[insert amount]</i> during the last three years:				
Procuring Agency	Value	Year	Goods/Services Supplied	Country of Destination



Form- PER 1

Historical Contract Non-Performance, and Pending Litigation and Litigation History

[The following table shall be filled in for the Applicant and for each member of a Joint Venture]

Applicant's Name: *[insert full name]*

Date: *[insert day, month, year]*

Joint Venture Member Name: *[insert full name]*

IFP No. and title: **[NADRA-RHO LHR-IFP/2026/FURNITURE]**

Page *[insert page number]* of *[insert total number]* pages

☐ Not debarred due to deviation from commitment of Bid Securing Declaration- ☐ Not debarred due to non-performance			
Year	Non-performed portion of contract	Contract Identification	Total Contract Amount (current value, currency, exchange rate and PKR equivalent)
<i>[insert year]</i>	<i>[insert amount and percentage]</i>	Contract Identification: <i>[indicate complete contract name/ number, and any other identification]</i> Name of Procuring Agency: <i>[insert full name]</i> Address of Procuring Agency: <i>[insert street/city/country]</i> Reason(s) for nonperformance: <i>[indicate main reason(s)]</i>	<i>[insert amount]</i>
Pending Litigation, in accordance with Section III, Qualification Criteria and Requirements			
☐ Pending litigation in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.3 as indicated below.			
Year of dispute	Amount in dispute (currency)	Contract Identification	Total Contract Amount (currency), US\$ PKR Equivalent (exchange rate)



<i>[insert year]</i>	<i>[insert amount]</i>	Contract Identification: [indicate complete contract name, number, and any other identification] Name of Procuring Agency: <i>[insert full name]</i> Address of Procuring Agency: <i>[insert street/city/country]</i> Matter in dispute: <i>[indicate main issues in dispute]</i> Party who initiated the dispute: <i>[indicate "Procuring Agency" or "Supplier"]</i> Status of dispute: <i>[Indicate if it is being treated by the Adjudicator, under Arbitration or being dealt with by the Judiciary]</i>	<i>[insert amount]</i>
☐ No consistent history of court/arbitral award decisions in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.4. ☐ Consistent history of court/arbitral award decisions in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.4 as indicated below.			
Year of award	Outcome as percentage of Net Worth	Contract Identification	Total Contract Amount (currency), PKR Equivalent (exchange rate)
<i>[insert year]</i>	<i>[insert percentage]</i>	Contract Identification: [indicate complete contract name, number, and any other identification] Name of Procuring Agency: <i>[insert full name]</i> Address of Procuring Agency: <i>[insert street/city/country]</i> Matter in dispute: <i>[indicate main issues in dispute]</i> Party who initiated the dispute: <i>[indicate "Procuring Agency" or "Supplier"]</i> Court/ arbitral award decision: <i>[Indicate if the award decision was against the Applicant or any member of a joint venture.]y]</i>	<i>[insert amount]</i>



Manufacturer's Authorization

[The Applicant shall require the Manufacturer to fill in this Form in accordance with the instructions indicated. This letter of authorization should be on the letterhead of the Manufacturer and should be signed by a person with the proper authority to sign documents that are binding on the Manufacturer.]

Date: *[insert date (as day, month and year) of Application Submission]*
IFP No.: **[NADRA-RHO LHR-IFP/2026/FURNITURE]**

To: *[insert complete name of Procuring Agency]*

WHEREAS

We *[insert complete name of Manufacturer]*, who are official manufacturers of *[insert type of goods manufactured]*, having factories at *[insert full address of Manufacturer's factories]*, do hereby authorize *[insert complete name of Applicant]* to **submit a Prequalification Application and submit a Bid** the purpose of which is to provide the following Goods, manufactured by us *[insert name and or brief description of the Goods]*, and to subsequently negotiate and sign the Contract.

We hereby extend our full guarantee and warranty in accordance with the **General Conditions of Contract**, with respect to the Goods offered by the above firm.

Signed: *[insert signature(s) of authorized representative(s) of the Manufacturer]*

Name: *[insert complete name(s) of authorized representative(s) of the Manufacturer]*

Title: *[insert title]*

Dated on _____ day of _____, _____ *[insert date of signing]*

Section V - Eligible Countries

Eligibility for the Provision of Goods and Related Services

This Section contains information regarding eligible countries in accordance with the Policy of the Federal Government.

In reference to ITA 5.1, for the information of the Applicants, at the present time, Workshop(s) / Supplier(s) from the following countries are excluded from this Prequalification process:

All the applicants are allowed to participate in the subject prequalification without regard to nationality, except bidders of some nationality, prohibited in accordance with policy of the Federal Government. Following countries are ineligible to participate in the procurement process:

1. Armenia
2. Israel
3. India
4. Taiwan

Ministry of Interior, Government of Pakistan has notified List of Business-Friendly Countries (BVL), information can be accessed through following link:

5. <http://www.dgip.gov.pk/Files/Visa%20Categories.aspx#L>

Section VI – Scope of Supply

1.Scope of Supply

(Procurement of Furniture Items)

- a. For Procurement of Furniture Items an Open Framework Agreement for Three (3) Years will be signed with Pre-Qualified Firms/ Vendors. Furthermore, in accordance to requirements of RHO NADRA Lahore Request for Quotations (RFQ) will be issued and successful firms/ vendors will be issued call of orders/ POs.
- b. The quantity of works/ supplies may **increase or decrease** as per NADRA Field offices requirements (as per requirement or due to financial constraint (if any)). The CONTRACTOR shall be responsible to provide Furniture Items at NADRA Offices/ DAUs, located at RHO NADRA Lahore, Gujranwala, Sheikhupura, Narowal, Kasur, Okara, Nankana Sahib and Sialkot Districts.
- c. It is mandatory for all bidders to provide samples of their offered furniture items to tender/ pre-qualification board for technical evaluation as and when required.
- d. Partial detail of items is mentioned below:

Sr	Description	A/U
1	Chair- HB Executive Chair , revolving with arms, Lockable revolving and tilting mechanism. Adjustable seat height- gas lift and swivel. Twin wheel castors. Nylon fibre base. Poly propylene armrests with standard specifications. High density moulded foam. (As Per Sample)	No
2	High Back Executive Revolving Chair Lockable revolving and tilting mechanism, • Extra torsion adjustment control to provide the desired tilt mechanism. Fixed position angle control system. Adjustable seat height- gas lift and swivel. 5 – prong pressure die-cast Nylon with reinforced fiberglass base for added seating support. Twin wheel castors, which meet the requirement of BIFMA and DIN standards. (As Per Sample)	No
3	High Back Executive Revolving Chair (Adjustable Arms & Headrest) Lockable revolving and tilting mechanism, • Extra torsion adjustment control to provide the desired tilt mechanism. Fixed position angle control system. Adjustable seat height- gas lift and swivel. 5 – prong pressure die-cast Nylon with reinforced fiberglass base for added seating support. Twin wheel castors, which meet the requirement of BIFMA and DIN standards. Adjustable Armrest & Adjustable Headrest. (As Per Sample)	No
4	High Back Executive Revolving Chair Lockable revolving and tilting mechanism pivoted. • Extra torsion adjustment control to provide the desired tilt mechanism. Fixed position angle control system. Adjustable seat height- gas lift and swivel. Metallic Arms with Leatherite Padded. 5 – prong pressure die-cast Aluminum with reinforced fiberglass base for added seating support. Twin wheel castors, which meet the requirement of BIFMA and DIN standards. (As Per Sample)	No
5	Chair - LB Computer chair , revolving with arms, Lockable revolving and tilting mechanism. Adjustable seat height- gas lift and swivel. Twin wheel castors. Nylon	No

	fiber base. Poly propylene armrests with standard specifications. High density moulded foam. (As Per Sample)	
6	Chair - Counter Chair Revolving with arms Lockable revolving and tilting mechanism. Adjustable seat height- gas lift and swivel. Twin wheel castors. Nylon fiber base. Poly propylene armrests with standard specifications. High density moulded foam. Pipe frame with powder coated material. (As Per Sample)	No
7	Chair - Visitor Chair With arms. Pipe frame with powder coated material. Seat and back made of High-density moulded foam. (As Per Sample)	No
8	<u>Executive Table Finish in Polish as per Sample and requirement. Size : (L7'3" W 3'3" Side Rack L 6'6" D 2')</u> • Complete in all respect as per sample, • Using Export Quality Veneer (Ash / Oak) • Complete top and Side in 2 inch thickness Total Product features are: • Nail-less • Use of KD Fittings • Leatherite Padding on Work Top • Easy to dismantle • Having Three Drawer • Table Top and sides Thickness 2 inches & Side Rack Top & Bottom 1 Inch • Imported hardware • 14 inch channel ball bearing for soft closing, S.S Strip 6x6 mm. Export Quality MDF, Veneer & partial board with imported hardware	No
9	<u>Office Table with Two Drawers (Table Size: L 4' W2' H2'6")</u> Finish in laminate as per Sample. • Complete in all respect as per design, 1-inch top thickness. • Using Export Quality of MDF and particle board with Formica of Formite Company or equivalent pressed in high pressure hydraulic machinery. • 2mm PVC lipping on edges by compressing on edge bending machine, having features of: • Easy to Dismantle • Nail-less • KD Fittings • Standardized Thickness of Sheet. • Imported hardware Export Quality particle board and imported hardware along with Handle. (As Per Sample)	No
10	<u>Office Table with Two Drawers (Table Size : L 5' W2'6" H2'6")</u> • Finish in laminate as per Sample. • Complete in all respect as per design, 1 inch top thickness. • Using Export Quality of MDF and particle board with Formica of Formite Company or equivalent pressed in high pressure hydraulic machinery. • 2mm PVC lipping on edges by compressing on edge bending machine, Office Table with Two Drawers Total Including features of: • Easy to Dismantle • Nail-less • KD Fittings • Standardized Thickness of Sheet • Imported hardware Export Quality particle board and imported hardware along with Handle. (As Per Sample)	No
11	<u>Side Rack (Size : L3'6" W 1'6" H 2'6")</u> Finish in laminate as per Sample. • Complete in all respect as per sample, 1 inch top thickness. • Using Export Quality of MDF and particle board with Formica of Formite Company or equivalent pressed in high pressure hydraulic machinery. • 2mm PVC lipping on edges by compressing on edge bending machine, Product having features of:	No

	• Easy to Dismantle • Nail-less • KD Fittings • Standardized Thickness of Sheet. • Imported hardware Export Quality particle board and imported hardware along with Handle. Side Rack Having three Drawers two open shelf and one Keyboard Trey (As Per Sample)	
12	<u>Manager Table L Shape</u> (Size L1 5' x L2 5'-4" x D1 30" x D2 18"), 2 M.S. Powder Coated Legs, with Fix Drawer Unit and Spacer Along with Side Table having three Drawers & Keyboard Trey Finish in laminate as per Sample • Complete in all respect as per design, 1 inch top thickness. • Using Export Quality of MDF and particle board with Formica of Formite Company or equivalent pressed in high pressure hydraulic machinery. • 2mm PVC lipping on edges by compressing on edge bending machine, Total Product features are: • Easy to Dismantle • Nail-less • KD Fittings • Standardized Thickness of Sheet • Imported hardware Export Quality particle board in and imported hardware along with Handle (As Per Sample)	No
13	<u>File Cabinet</u> (Size L 3' x D 15" x H 6'-7") Laminate Door. Finish in laminate as per Sample. • Complete in all respect as per Sample • Using Export Quality of MDF and particle board with Formica of Formite Company or equivalent pressed in high pressure hydraulic machinery. • 2mm PVC lipping on edges by compressing on edge bending machine, Total Product features are: • Easy to Dismantle • Nail-less • KD Fittings • Using Soft Hinges with soft closing • Standardized Thickness of Sheet. • Imported hardware Export Quality particle board in and imported hardware along with Handle (As Per Sample)	No
14	<u>File Cabinet Low Height</u> (Size : L 3' x D 15" x H 34") Finish in laminate as per Sample. • Complete in all respect as per design, • Using Export Quality of MDF and particle board with Formica of Formite Company or equivalent pressed in high pressure hydraulic machinery. • 2mm PVC lipping on edges by compressing on edge bending machine, Total Product features are: • Easy to Dismantle • Nail-less • KD Fittings • Using Soft Hinges with soft closing • Standardized Thickness of Sheet • Imported hardware Export Quality particle board in and imported hardware along with Handle (As Per Sample)	No
15	<u>Anodized Aluminum Workstations A Set of Four Persons Parallel Sitting</u> (Size : L8' W4' Panel Height 4' Along with Keyboard Trey & Mobile Drawer) Finish in laminate as per Sample. • Complete in all respect as per design, • Using Export Quality of MDF and particle board with Formica of Formite Company or equivalent pressed in high pressure hydraulic machinery. • 2mm PVC lipping on edges by compressing on edge bending machine,	No

	Total Product features are: • Easy to Dismantle • Nail-less • Use of KD Fittings , PVC Connecting strips & Counter top brackets • Using Soft Channels in Mobile Drawer with centralized Locking • Using Soft tuck able board with A1 Fabric • Standardized Thickness of Sheet Top in 1 inch thickness • Imported hardware Export Quality particle board in and imported hardware along with Handle (As Per Sample)	
16	Anodized Aluminum Workstations A Set of Single Person (Size : L4' W2' Panel Height 4' Along with Keyboard Trey & Mobile Drawer) Finish in laminate as per Sample • Complete in all respect as per design, • Using Export Quality of MDF and particle board with Formica of Formite Company or equivalent pressed in high pressure hydraulic machinery. • 2mm PVC lipping on edges by compressing on edge bending machine, Total Product features are: • Using Pure Anodized Aluminum on all Edges of Panels & Aluminum Pole for connecting the workstation to each other • Nail-less • Use of KD Fittings , PVC Connecting strips & Counter top brackets • Using Soft Channels in Mobile Drawer with centralized Locking • Using Soft tuck able board with A1 Fabric • Standardized Thickness of Sheet Top in 1 inch thickness • Imported hardware Export Quality particle board in and imported hardware along with Handle (As Per Sample)	No
17	Pure Anodized Aluminum Workstations A Set of Two Persons Along the Wall (Size : L8' W2' Panel Height 4' Along with Keyboard Trey & Mobile Drawer) Finish in laminate as per Sample • Complete in all respect as per design, • Using Export Quality of MDF and particle board with Formica of Formite Company or equivalent pressed in high pressure hydraulic machinery. • 2mm PVC lipping on edges by compressing on edge bending machine, Total Product features are: • Easy to Dismantle • Using Pure Anodized Aluminum on all Edges of Panels & Aluminum Pole for connecting the workstation to each other • Nail-less • Use of KD Fittings , Pvc Connecting strips & Counter top brackets • Using Soft Channels in Mobile Drawer with centralized Locking • Using Soft tuck able board with A1 Fabric • Thickness of Sheet is Standardized (no variation as in local product) Top in 1 inch thickness • Imported hardware Export Quality particle board in and imported hardware along with Handle (As Per Sample)	No
18	Executive Table 6'6"x36"x30" with Side Rack 42"x18"x30" both with 8mm glass top, finished in good quality. Table and rack made of shisham vin board also with solid wood shisham, Table having two cabinet, four drawer one tea tray and one door cabinet, rack having one key board tray one door cabinet and one shelf, finished with siller locker and hardware (As Per Sample)	No
19	Executive Table with Side Rack Table Size 5'-6"x36"x30" Rack Size 42"x18"x30" both with 8mm glass top, finished in good quality. Made by shisham vin board + solid shisham wood. Table having three drawers cabinet and two cabinet door with Side rack having one drawer one keyboard tray and CPU cabinet one shelf finished with lacquer polish and good workman ship (as per sample)	No
20	Single Seater Sofa having imported latherite (As Per Sample)	No
21	Stool - Normal Stool Visitor (As Per Sample)	No

22	Stool - Executive Stool Visitor Hydraulic (As Per Sample)	No
23	Locker & Cabinets - Cash Locker 14 Gauge (As Per Sample)	No
24	Locker & Cabinets - Steel File Cabinet Three Drawer 20 gauge (As Per Sample)	No
25	Locker & Cabinets - Steel File Cabinet Four Drawer 20 gauge (As Per Sample)	No
26	Visitor Sofa Plastic - Visitor Sofa Three-Seater Plastic + Iron Pipe (As Per Sample)	No
27	Visitor Sofa Plastic - Visitor Sofa Four-Seater Plastic + Iron Pipe (As Per Sample)	No
28	Steel Plastic Folding Table (As Per Sample)	No
29	Folding Chair- China (As Per Sample)	No
30	Steel Three-Seater Bench (Heavy Duty) Without Cushions Bench comprising of three seats with backs of upright position profile finished with epoxy coating as per approved design /color, consisting of a single block with internal structure bench, mounted on triangular powder coated beam of black/ grey etc. color of Steel double frame (Heavy Gauge), well connected with seat, arms and legs and easy for installation. Seats and back should be of cold rolled perforated steel. Cold-rolled steel arms and legs with epoxy coated antioxidant finish. Weight of bench should not be less than 30.5 Kg (As Per Sample)	No
31	Steel Three-Seater Bench (Heavy Duty) Without Cushions Bench comprising of three seats with backs of upright position profile finished with epoxy coating as per approved design /color, consisting of a single block with internal structure bench, mounted on triangular powder coated beam of black/ grey etc. color of Steel double frame (Heavy Gauge), well connected with seat, arms and legs and easy for installation. Seats and back should be of cold rolled perforated steel. Cold-rolled steel arms and legs with epoxy coated antioxidant finish. Weight of bench should not be less than 35 Kg (As Per Sample)	No
32	Steel Three-Seater Bench (Heavy Duty) With Cushions Bench comprising of three seats with backs of upright position profile finished with epoxy coating as per approved design /color, consisting of a single block with internal structure bench, mounted on triangular powder coated beam of black/ grey etc. color of Steel double frame (Heavy Gauge), well connected with seat, arms and legs and easy for installation. Seats and back should be of cold rolled perforated steel. Cold-rolled steel arms and legs with epoxy coated antioxidant finish. Weight of bench should not be less than 33.5 Kg (As Per Sample)	No
33	Steel Three-Seater Bench (Heavy Duty) With Cushions Bench comprising of three seats with backs of upright position profile finished with epoxy coating as per approved design /color, consisting of a single block with internal structure bench, mounted on triangular powder coated beam of black/ grey etc. color of Steel double frame (Heavy Gauge), well connected with seat, arms and legs and easy for installation. Seats and back should be of cold rolled perforated steel. Cold-rolled steel arms and legs with epoxy coated antioxidant finish. Weight of bench should not be less than 35 Kg (As Per Sample)	No

1.1 Terms & Conditions

- a. The quotations will have a minimum validity period of 120 x days from the last date of submission for (RFQ).
- b. The Financial Bid shall be considered as inclusive of all applicable taxes
- c. The company shall bear all costs associated with the preparation and submission of its documents, while the NADRA, in no case shall be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.
- d. The executed work/ goods will be matched by inspection committee as per scope of work and if any irregularity found during inspection, then the committee has right to reject the entire executed work/ delivered items and payment process can be retained till the

rectification of work/ supply of goods.

- e. The price / bid rate in words should be final and clearly written / typed without any ambiguity.
- f. The lowest, responsive/evaluated bid as a complete package (where applicable) shall be accepted during Financial Bidding process.
- g. The Bidder shall be responsible for all new taxes, if any, levied by the Government until completion of the order.
- h. The benefit of exemption from or reduction in the taxes and duties shall be passed on to the Procuring Agency.
- i. While making a price quote, trend/inflation in the rate of good and services/works in the market should kept in mind. No request for increase in price due to market fluctuation in the cost of goods and services shall be entertained.
- j. If at any stage the successful bidder withdraws from providing services or good due to market fluctuation in the cost of goods and services legal action shall be taken against the defaulter i.e. Forfeiting of bid security/performance guarantee, amount of already executed work and also the firm will be blacklisted on PPRA Website.
- k. Contract can be awarded to 2nd lowest evaluated bidder after the forfeiting bid security of 1st lowest bidder if suits to procuring agency in all respects.
- l. If there is a discrepancy between unit price and total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and total price shall be corrected. If bidder does not accept the correction of errors, its bid shall be rejected and its bid security shall be forfeited.
- m. Incomplete/conditional bids will not be accepted, and furnishing of incorrect information shall be liable to legal action.
- n. Any type of corrupt or fraudulent practices and provision of false information will lead to the blacklisting of firm.
- o. In case the selected bidders do not accept the work order/contract, the bid security will be confiscated and a poor performance certificate will be issued to vendor.
- p. Delivery charges of material & other cost during work will be the responsibility of the bidder firm/contractor.
- q. **The successful bidder will be bound to deliver goods/ works within stipulated time (as mentioned in RFQs). In case of failure LD would be applicable as per (SCC Liquidated damages).**
- r. Payments will be made after successful completion of services and job completion certificate duly (Signed and Stamped) by In-charge of concerned office/DAU and after inspection report submitted by RHO NADRA Lahore inspection committee as the case

may be. It is responsibility of the contractor to submit completion/ satisfactory certificate after completion of job.

- s. The scope of services/ supplies will be strictly followed by the CONTRACTOR as described in (Schedule of Requirements/ Scope of Work).
- t. **In case the CONTRACTOR fails to provide the Works/ goods at the time of execution, NADRA RHO Lahore will deduct percentage (%) of gross amount mentioned in SCC (Liquidated Damages) from CONTRACTOR's bill.**
- u. The CONTRACTOR shall submit his invoice / bills completed in all respects to Admin Branch NADRA RHO Lahore for the work carried.
- v. NADRA RHO Lahore shall have the power to withheld any invoice / bill if the works or any parts thereof are not being carried out to its satisfaction or according to the defined scope of work / NADRA Tender Documents "Schedule of Requirements/ scope of work".
- w. The CONTRACTOR shall be responsible to for the payment of income tax, on income arising out of the contract and the rates / prices stated in Schedule of Tender Prices shall be deemed to cover all taxes.
- x. The Contractor shall be responsible to provide one year **warranty** for provided goods.
- y. The CONTRACTOR shall be responsible for the payment of all other taxes announced by Government of Pakistan on services arising out of the contract.
- z. NADRA RHO LAHORE shall have the right to terminate the contract by giving a notice of thirty (30) days to the CONTRACTOR if:
 - i. In the opinion of the NADRA RHO Lahore/ NADRA Competent Authority, the CONTRACTOR's performance is unsatisfactory.
 - ii. The CONTRACTOR fails to abide by any of the conditions of the contract or the instructions of NADRA RHO Lahore.
 - iii. NADRA RHO Lahore shall also have the right to terminate the contract by giving a 30 days' notice if it decides to discontinue the services of the CONTRACTOR due to any reason other than those mentioned above.
- aa. The CONTRACTOR shall also have the right to withdraw from the contract with NADRA RHO Lahore by giving a notice of sixty (60) days if the CONTRACTOR fails to comply or is incapable to perform as per the standards / defined scope of works by NADRA RHO Lahore.
- bb. NADRA RHO Lahore will have the right to forfeit the performance guarantee in the scenarios given at "z" and "aa" for (withdrawal / termination) of contract and blacklisting of the contractor as per Public Procurement Rules 2004.

2. Delivery Schedule

The successful bidder shall be liable to supply the requisite items/ services at their own expenses and within the specified time which shall be mentioned by RHO NADRA Lahore in respective “Call-off Orders” that shall be issued from time to time, at Admin Branch, RHO NADRA, 73-Trade Center M.A Johar Town, Lahore

Section VII – Schedule of Requirements

Sr	Description	Estimated Quantity	Tentative Date of Supply/Order	Tentative Delivery Date	Delivery Locations
1	Chair- HB Executive Chair, revolving with arms, Lockable revolving and tilting mechanism. Adjustable seat height- gas lift and swivel. Twin wheel castors. Nylon fibre base. Poly propylene armrests with standard specifications. High density moulded foam. (As Per Sample)	As Per Requirement with subsequentl y call-off quotations	As per release of funds and identification of need.	2 to 4 weeks of order.	RHO NADRA Lahore and its offices located at Lahore, Gujranwala, Sheikhupura, Narowal, Kasur, Okara, Nankana Sahib and Sialkot Districts.
2	<u>High Back Executive Revolving Chair</u> Lockable revolving and tilting mechanism, • Extra torsion adjustment control to provide the desired tilt mechanism. Fixed position angle control system. Adjustable seat height- gas lift and swivel. 5 – prong pressure die-cast Nylon with reinforced fiberglass base for added seating support. Twin wheel castors, which meet the requirement of BIFMA and DIN standards. (As Per Sample)	do	do	do	
3	<u>High Back Executive Revolving Chair (Adjustable Arms & Headrest)</u> Lockable revolving and tilting mechanism, • Extra torsion adjustment control to provide the desired tilt mechanism. Fixed position angle control system. Adjustable seat height- gas lift and swivel. 5 – prong pressure die-cast Nylon with reinforced fiberglass base for added seating support. Twin wheel castors, which meet the requirement of BIFMA and DIN standards. Adjustable Armrest & Adjustable Headrest. (As Per Sample)	do	do	do	
4	<u>High Back Executive Revolving Chair</u> Lockable revolving and tilting mechanism pivoted. • Extra torsion adjustment control to provide the desired tilt mechanism. Fixed position angle control system. Adjustable seat height- gas lift and swivel. Metallic Arms with Leatherite Padded. 5 – prong pressure die-cast Aluminum with reinforced fiberglass base for added seating support. Twin wheel castors, which meet the requirement of BIFMA and DIN standards. (As Per Sample)	do	do	do	

5	Chair - LB Computer chair, revolving with arms, Lockable revolving and tilting mechanism. Adjustable seat height- gas lift and swivel. Twin wheel castors. Nylon fiber base. Poly propylene armrests with standard specifications. High density moulded foam. (As Per Sample)	do	do	do	
6	Chair - Counter Chair Revolving with arms Lockable revolving and tilting mechanism. Adjustable seat height- gas lift and swivel. Twin wheel castors. Nylon fiber base. Poly propylene armrests with standard specifications. High density moulded foam. Pipe frame with powder coated material. (As Per Sample)	do	do	do	
7	Chair - Visitor Chair With arms. Pipe frame with powder coated material. Seat and back made of High-density moulded foam. (As Per Sample)	do	do	do	
8	<u>Executive Table Finish in Polish as per Sample and requirement. Size : (L7'3" W 3'3" Side Rack L 6'6" D 2')</u> • Complete in all respect as per sample, • Using Export Quality Veneer (Ash / Oak) • Complete top and Side in 2 inch thickness Total Product features are: • Nail-less • Use of KD Fittings • Leatherite Padding on Work Top • Easy to dismantle • Having Three Drawer • Table Top and sides Thickness 2 inches & Side Rack Top & Bottom 1 Inch • Imported hardware • 14 inch channel ball bearing for soft closing, S.S Strip 6x6 mm. Export Quality MDF, Veneer & partical board with imported hardware (As per Sample)	do	do	do	
9	<u>Office Table with Two Drawers (Table Size: L 4' W2' H2'6")</u> Finish in laminate as per Sample. • Complete in all respect as per design, 1-inch top thickness. • Using Export Quality of MDF and particle board with Formica of Formite Company or equivalent pressed in high pressure hydraulic machinery. • 2mm PVC lipping on edges by compressing on edge bending machine, having features of: • Easy to Dismantle • Nail-less • KD Fittings • Standardized Thickness of Sheet. • Imported hardware	do	do	do	

	Export Quality particle board and imported hardware along with Handle. (As Per Sample)				
10	<u>Office Table with Two Drawers (Table Size : L 5' W2'6" H2'6")</u> • Finish in laminate as per Sample. • Complete in all respect as per design, 1 inch top thickness. • Using Export Quality of MDF and particle board with Formica of Formite Company or equivalent pressed in high pressure hydraulic machinery. • 2mm PVC lipping on edges by compressing on edge bending machine, Office Table with Two Drawers Total Including features of: • Easy to Dismantle • Nail-less • KD Fittings • Standardized Thickness of Sheet • Imported hardware Export Quality particle board and imported hardware along with Handle. (As Per Sample)	do	do	do	
11	<u>Side Rack (Size : L3'6" W 1'6" H 2'6")</u> Finish in laminate as per Sample. • Complete in all respect as per sample, 1 inch top thickness. • Using Export Quality of MDF and particle board with Formica of Formite Company or equivalent pressed in high pressure hydraulic machinery. • 2mm PVC lipping on edges by compressing on edge bending machine, Product having features of: • Easy to Dismantle • Nail-less • KD Fittings • Standardized Thickness of Sheet. • Imported hardware Export Quality particle board and imported hardware along with Handle. Side Rack Having three Drawers two open shelf and one Keyboard Trey (As Per Sample)	do	do	do	
12	<u>Manager Table L Shape (Size L1 5' x L2 5'-4" x D1 30" x D2 18")</u> , 2 M.S. Powder Coated Legs, with Fix Drawer Unit and Spacer Along with Side Table having three Drawers & Keyboard Trey Finish in laminate as per Sample • Complete in all respect as per design, 1 inch top thickness. • Using Export Quality of MDF and particle board with Formica of Formite Company or equivalent pressed in high pressure hydraulic machinery. • 2mm PVC lipping on edges by compressing on edge bending machine, Total Product features are:	do	do	do	

	• Easy to Dismantle • Nail-less • KD Fittings • Standardized Thickness of Sheet • Imported hardware Export Quality particle board in and imported hardware along with Handle (As Per Sample)				
13	File Cabinet (Size L 3' x D 15" x H 6'-7") Laminate Door. Finish in laminate as per Sample. • Complete in all respect as per Sample • Using Export Quality of MDF and particle board with Formica of Formite Company or equivalent pressed in high pressure hydraulic machinery. • 2mm PVC lipping on edges by compressing on edge bending machine, Total Product features are: • Easy to Dismantle • Nail-less • KD Fittings • Using Soft Hinges with soft closing • Standardized Thickness of Sheet. • Imported hardware Export Quality particle board in and imported hardware along with Handle (As Per Sample)	do	do	do	
14	File Cabinet Low Height (Size : L 3' x D 15" x H 34") Finish in laminate as per Sample. • Complete in all respect as per design, • Using Export Quality of MDF and particle board with Formica of Formite Company or equivalent pressed in high pressure hydraulic machinery. • 2mm PVC lipping on edges by compressing on edge bending machine, Total Product features are: • Easy to Dismantle • Nail-less • KD Fittings • Using Soft Hinges with soft closing • Standardized Thickness of Sheet • Imported hardware Export Quality particle board in and imported hardware along with Handle (As Per Sample)	do	do	do	
15	Anodized Aluminium Workstations A Set of Four Persons Parallel Sitting (Size : L8' W4' Panel Height 4' Along with Keyboard Trey & Mobile Drawer) Finish in laminate as per Sample. • Complete in all respect as per design, • Using Export Quality of MDF and particle board with Formica of Formite Company or equivalent pressed in high pressure hydraulic machinery. • 2mm PVC lipping on edges by compressing on edge bending machine, Total Product features are:	do	do	do	

	• Easy to Dismantle • Nail-less • Use of KD Fittings , PVC Connecting strips & Counter top brackets • Using Soft Channels in Mobile Drawer with centralized Locking • Using Soft tuckable board with A1 Fabric • Standardized Thickness of Sheet Top in 1 inch thickness • Imported hardware Export Quality particle board in and imported hardware along with Handle (As Per Sample)				
16	Anodized Aluminum Workstations A Set of Single Person (Size : L4' W2' Panel Height 4' Along with Keyboard Trey & Mobile Drawer) Finish in laminate as per Sample • Complete in all respect as per design, • Using Export Quality of MDF and particle board with Formica of Formite Company or equivalent pressed in high pressure hydraulic machinery. • 2mm PVC lipping on edges by compressing on edge bending machine, Total Product features are: • Using Pure Anodized Aluminum on all Edges of Panels & Aluminum Pole for connecting the workstation to each other • Nail-less • Use of KD Fittings , PVC Connecting strips & Counter top brackets • Using Soft Channels in Mobile Drawer with centralized Locking • Using Soft tuck able board with A1 Fabric • Standardized Thickness of Sheet Top in 1 inch thickness • Imported hardware Export Quality particle board in and imported hardware along with Handle (As Per Sample)	do	do	do	
17	Pure Anodized Aluminum Workstations A Set of Two Persons Along the Wall (Size : L8' W2' Panel Height 4' Along with Keyboard Trey & Mobile Drawer) Finish in laminate as per Sample • Complete in all respect as per design, • Using Export Quality of MDF and particle board with Formica of Formite Company or equivalent pressed in high pressure hydraulic machinery. • 2mm PVC lipping on edges by compressing on edge bending machine, Total Product features are: • Easy to Dismantle • Using Pure Anodized Aluminum on all Edges of Panels & Aluminum Pole for connecting the workstation to each other • Nail-less • Use of KD Fittings , Pvc Connecting strips	do	do	do	

	& Counter top brackets • Using Soft Channels in Mobile Drawer with centralized Locking • Using Soft tuck able board with A1 Fabric • Thickness of Sheet is Standardized (no variation as in local product) Top in 1 inch thickness • Imported hardware Export Quality particle board in and imported hardware along with Handle (As Per Sample)				
18	Executive Table 6'6"x36"x30" with Side Rack 42"x18"x30" both with 8mm glass top, finished in good quality. Table and rack made of shisham vin board also with solid wood shisham, Table having two cabinet, four drawer one tea tray and one door cabinet, rack having one key board tray one door cabinet and one shelf, finished with siller locker and hardware (As Per Sample)	do	do	do	
19	Executive Table with Side Rack Table Size 5'-6"x36"x30" Rack Size 42"x18"x30" both with 8mm glass top, finished in good quality. Made by shisham vin board + solid shisham wood. Table having three drawers cabinet and two cabinet door with Side rack having one drawer one keyboard tray and CPU cabinet one shelf finished with lacquer polish and good workman ship (as per sample)	do	do	do	
20	Single Seater Sofa having imported latherite (As Per Sample)	do	do	do	
21	Stool - Normal Stool Visitor (As Per Sample)	do	do	do	
22	Stool - Executive Stool Visitor (As Per Sample)	do	do	do	
23	Locker & Cabinets - Cash Locker 14 Gauge (As Per Sample)	do	do	do	
24	Locker & Cabinets - Steel File Cabinet Three Drawer 20 gauge (As Per Sample)	do	do	do	
25	Locker & Cabinets - Steel File Cabinet Four Drawer 20 gauge (As Per Sample)	do	do	do	
26	Visitor Sofa Plastic - Visitor Sofa Three-Seater Plastic + Iron Pipe (As Per Sample)	do	do	do	
27	Visitor Sofa Plastic - Visitor Sofa Four-Seater Plastic + Iron Pipe (As Per Sample)	do	do	do	
28	Steel Plastic Folding Table (As Per Sample)	do	do	do	
29	Folding Chair- China (As Per Sample)	do	do	do	

30	Steel Three-Seater Bench (Heavy Duty) Without Cushions Bench comprising of three seats with backs of upright position profile finished with epoxy coating as per approved design /color, consisting of a single block with internal structure bench, mounted on triangular powder coated beam of black/ grey etc. color of Steel double frame (Heavy Gauge), well connected with seat, arms and legs and easy for installation. Seats and back should be of cold rolled perforated steel. Cold-rolled steel arms and legs with epoxy coated antioxidant finish. Weight of bench should not be less than 30.5 Kg (As Per Sample)	do	do	do	
31	Steel Three-Seater Bench (Heavy Duty) Without Cushions Bench comprising of three seats with backs of upright position profile finished with epoxy coating as per approved design /color, consisting of a single block with internal structure bench, mounted on triangular powder coated beam of black/ grey etc. color of Steel double frame (Heavy Gauge), well connected with seat, arms and legs and easy for installation. Seats and back should be of cold rolled perforated steel. Cold-rolled steel arms and legs with epoxy coated antioxidant finish. Weight of bench should not be less than 35 Kg (As Per Sample)				
32	Steel Three-Seater Bench (Heavy Duty) With Cushions Bench comprising of three seats with backs of upright position profile finished with epoxy coating as per approved design /color, consisting of a single block with internal structure bench, mounted on triangular powder coated beam of black/ grey etc. color of Steel double frame (Heavy Gauge), well connected with seat, arms and legs and easy for installation. Seats and back should be of cold rolled perforated steel. Cold-rolled steel arms and legs with epoxy coated antioxidant finish. Weight of bench should not be less than 33.5 Kg (As Per Sample)				
33	Steel Three-Seater Bench (Heavy Duty) With Cushions Bench comprising of three seats with backs of upright position profile finished with epoxy coating as per approved design /color, consisting of a single block with internal structure bench, mounted on triangular powder coated beam of black/ grey etc. color of Steel double frame (Heavy Gauge), well connected with seat, arms and legs and easy for installation. Seats and back should be of cold rolled perforated steel. Cold-rolled steel arms and legs with epoxy coated antioxidant finish. Weight of bench should not be less than 35 Kg (As Per Sample)				