

**TENDER NOTICE**

Finance Division invites sealed tenders from reputed firms based at Islamabad/Rawalpindi for supply, installation and commissioning of following items.

S. No.	Item	Quantity
1	Revolving Chair	46

2 Detailed specifications of Revolving Chairs, Terms and Conditions and Technical Evaluation Criteria for participating in Tender can be obtained from the undersigned on any working day or may be downloaded from the website of PPRA ([www.ppra.org.pk](http://www.ppra.org.pk)) and Finance Division ([www.finance.gov.pk](http://www.finance.gov.pk).)

3. The method of single stage-Two envelopes will be followed for the tender. The bidders must furnish their Technical Proposals and Financial Proposals in separate envelopes. The envelopes shall be clearly marked as "**Technical Proposals**" and "**Financial Proposals**."

4. Interested parties may send their bids in sealed cover at the following address latest by 13-06-2022 at 11:00 a.m, which will be opened the same day at 11:30 hours in Room No.501, 5<sup>th</sup> Floor, Block "Q" Pak Secretariat, Islamabad. The bidders or their authorized representatives may attend the meeting if they wish to be present.

**(Qalandar Khan)**  
Section Officer (Services-I)  
Room No. 506, Q-Block,  
Pak. Secretariat, Islamabad  
Phone: 9208101

**TERMS & CONDITIONS OF TENDER NOTICE**

1. The firm must have Income Tax registration, National Tax and GST Number & Vender No.
2. Rates to be quoted shall be inclusive of GST and all taxes.
3. The firms shall be liable to supply the requisite items at "Q"-Block, Pak Secretariat, Islamabad at their own expenses and even at short notice if needed failing which the security deposit of the firm shall be forfeited and the firms shall be blacklisted.
4. Earnest Money in the shape of Pay order / demand draft equal of Rs. 100,000/- (Rupees One Hundred Thousand only) of the bid to be attached with the Financial bid. The pay order / demand draft shall be in favor of D.D.O, Finance Division, Islamabad which will be released after satisfactory completion of warranty period in case of successful bidder. However security deposit of the non-successful bidders will be returned after approval of the case by the Competent Authority.
5. The method of single stage- Two envelopes will be followed for the tender. The bidders must furnish their Technical Proposals and Financial Proposals in separate envelopes. The envelopes shall be clearly be marked as "Technical Proposals" and "Financial Proposals."
6. All admissible taxes shall be deducted at source.
7. An affidavit that the firm has neither been involved in any litigation with any party nor has been blacklisted by any government organization.
8. The purchase will be made strictly in accordance with PPRA Rules, 2004.
9. Finance Division reserves the right to reject any or all bids conveying position the reason therefore.\
10. The participated firm should visit the office of the undersigned and inspect the sample of revolving chair before submitting the tender documents.
11. Offered bid must be according to enclosed specification.
12. After visit and inspection the sample of revolving chair in the office of undersigned, the firm must provide their own sample in the undersigned office at least two days before opening off tender documents.
13. Each Firm is required to offer a warranty period certificate for a period of One Year for parts, fram, foam and leather/leatherette.
14. Participating Firms must have offices in Islamabad / Rawalpindi.

(Qalandar Khan )  
Section Officer (Services-I)

