



Tender No.0609 / 2019

“PROCUREMENT OF OFFICE FURNITURE”

Bidding Documents

SPECIAL INSTRUCTIONS

- No Cutting erasing is allowed in the Tender bid.
- Bid offered strictly in accordance with the bid document will only be accepted.
- Only typed bid will be accepted (no hand written)
- Bid Security will be accepted in the form of CDR (Call Deposit Receipt)

**THIS IS FOR STRICT COMPLIANCE, FAILING WHICH THE RESPECTIVE BID
SHALL STAND CANCELLED**

Contact Address:

Director Administration

Punjab Curriculum and Textbook Board,

Lahore

Tel: +92 42 99230681, Ext:217

TERMS & CONDITIONS

1. The price of this tender document is Rs.100/- (Non Refundable)
2. The Tender complete in all respect along with **2%** Bid Security of Estimated Price / Cost in the shape of only

“Call Deposit Receipt” (CDR) in favor of **“PUNJAB CURRRICULUM & TEXTBOOK BOARD LAHORE (PCTB)”**, should reach in Administration Wing by **21-09-2019** at **11:00 a.m** in the Committee Room of PCTB , Lahore.

3.

Item No.	Description	Quantity
01	One office table 7/3.3 feet	1
02	Office table 6/3 feet	1
03	One side rack 6/2.6 feet	1
04	One executive chair	2
05	visitors chairs	8
06	One two-seater sofa chesterfield	1
07	One sectional sofa 8/8 feet	1
08	Centre table pc	2
09	Leatherite and studs	As per actual

4. The total estimated cost is Rs. 900,000/-
5. The amount of bid security @2% is 18,000/- only
6. The quotations will be opened on **21-09-2019** at **11:30 a.m.** in Committee Room of PCTB, Lahore.
7. The offered price should be inclusive of all taxes.
8. The rate must be quoted only in **Pakistani Rupees**
9. Quoted rates must be valid for **90 days**
10. No offer shall be considered if it is:
 - a) Submitted without Tender Document
 - b) Submitted without Bid Security money.

- c) Received after the date and time fixed for the receipt of tenders.
 - d) Is unsigned
 - e) Is ambiguous
 - f) Is conditional
 - g) Is received by Telegram.
 - h) Is received with a validity period shorter than the required in the tender enquiry.
 - i) Does not confirm to general conditions of the enquiry i.e it is not accompanied by sample or manufacturers literature where required.
 - j) Is for store materially and substantially different from that required in the tender enquiry.
11. A stamp paper of Rs.50/- will be attached with the bid that the firm is not black listed at PPRA, suspended or removed in any Government, Semi Government, Autonomous Bodies, Public sector university and any other Department.
 12. The performance security will be 10% of the bidding amount.
 13. The sample may be provided as & when required by Technical Committee.
 14. Applicable Govt. levies will be deducted at source from the bill.
 15. The equipment / stores supplied by the bidder shall be brand new, in original manufacturer packing and complete in all respects. Cost of transportation of supplied equipment / goods to the site of PCTB and cost of installation and commissioning of equipment shall be the responsibility of the supplier.
 16. Supply of material should be made within stipulated period of the Purchase Order positively; in case of failure the amount of CDR may forfeited and purchase will be made at the risk and cost of the defaulter or any penalty as per PPRA rules can also be imposed.
 17. The buyer shall notify the supplier in writing/through telephone of any defects that occur during the warranty period. On receipt of such notification/telephonic message the supplier shall attend the breakdown call within a maximum of 2 working days.
 18. The firm offering prices for supply of machinery and equipment should have sufficient qualified technical staff and be equipped and having capability to undertake the maintenance or replacement for the equipment supplied to the PCTB.

19. The bidding documents should be dropped in **Tender Box** in the committee room of PCTB at 11:00 hours on 21st September 2019.
20. The successful bidder will submit stamp duty @ 0.25% of the total value of contract / purchase order at the time of submission of bill to the end user.
21. Bids must be quoted on company's letter pad duly signed stamped by the bidder
22. Please attach NTN, GST and professional tax certificates with bidding documents.
23. Please attach the copy of your FBR Active taxpayer serial Number list for the current financial year.
24. Please read, sign all the tender documents, terms and conditions carefully and attached with your bidding documents.
25. Please clearly mentioned Tender number, company name and address in front of envelop.
26. Any further information if required can be obtained during office hour from 8.00a.m to 4.00 pm (Monday to Friday) from Director Admin office PCTB, Lahore

We, M/s. _____ hereby certify that we have read and agreed with all terms and conditions mentioned above.

Signature: _____

Designation: _____

Dated: _____

Stamp: _____

**Director
Administration**
PCTB, Lahore
Tel: +92 42 99230681,
Ext:217

SCHEDULE OF TENDER

Sr. No.	Item (Detail & Specification)	Qty.	Unit Cost Including all Taxes & Charges	Total Cost Including all Taxes & Charges
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				

Signature of the Tenderer

Name of the Firm: _____

Address: _____

Contact Nos: _____

Official Stamp: _____