**TRADING CORPORATION OF PAKISTAN (PVT) LIMITED**
**MINISTRY OF COMMERCE**
**GOVERNMENT OF PAKISTAN**

TCP/REBD/Furniture/01/2024 15th February, 2024.

## NOTICE INVITING TENDER

## PROCUREMENT AND INSTALLATION OF NEW FURNITURE

Trading Corporation of Pakistan (Pvt.) Ltd. (TCP), Karachi, a state-owned commercial organization working under the administrative control of Ministry of Commerce, invites Bids through e-Pak Acquisition & Disposal System (EPADS) https://eprocure.gov.pk on **"Single-Stage Single-Envelope"** procedure basis from Income Tax & GST registered Suppliers/vendors/Suppliers/vendors/Firms/Companies s/Companies who are on the Active Taxpayer List (ATL) for General Sales Tax and Income Tax of FBR for **"PROCUREMENT AND INSTALLATION OF NEW FURNITURE FOR TCP'S 8TH FLOOR SITUATED AT FTC BUILDING, BLOCK-A, SHAHRAH-E-FAISAL-KARACHI, PAKISTAN".**

2. A complete set of Bidding Documents containing required terms and conditions can be downloaded from http://eprocure.gov.pk and TCP website www.tcp.gov.pk free of cost.

3. The Bid Security to be attached with the Bid is **5%** in the form of Bank Draft/Pay order (refundable) drawn in favor of "Trading Corporation of Pakistan (Pvt) Limited; scanned copy of which is required to be uploaded through EPADS and hard copy in sealed envelope having proper marking of the Company must be submitted physically on the closing date and time of the tender to Trading Corporation of Pakistan head office on the address given below.

4. The bids shall be prepared in accordance with instructions in the tender / bidding document. Complete Tendering process shall be carried out through EPADS.

5. Interested Suppliers/vendors/Firms/Companies /bidders should register themselves on the EPADS before the closing date at https://eprocure.gov.pk/#/supplier/registration and submit their Bids addressed to General Manager (REBD),FTC Building, Block-B, 4TH& 5THFloor,TCP, Karachi.

6. For registration and guidance/training on EPADS, Suppliers/vendors/Firms/Companies s/companies may contact EPADS UAN: 051-111-137-237 or PPRA at www.ppra.org.pk.

7. Closing date for submission is ***March 05, 2024*, by 1100 hours**. The bids shall be opened on the **same day at 1130 hours**in the presence of the Suppliers/vendors/Firms/Companies /bidder s who wish to be present, in Board Room of TCP, FTC Building, Block-B, 4TH Floor, Shahrah-e-faisal, Karachi.

8. As per PPRA Rule 33, TCP may reject all bids or proposals at any time prior to the acceptance of a bid or proposal in accordance with Public Procurement Rules,2004 and E-Pak Procurement Regulations ,2023.

9. Any instrument/document/information found to be fake or got dishonored at any stage would result in blacklisting and legal action as per law.

**(RAIAIN SHAH)**
**GENERAL MANAGER (REBD)**

Trading Corporation of Pakistan (Pvt.) Limited
4th& 5th Floor, Block B, Finance & Trade Centre,
Shahra-e-Faisal, Karachi. 75530
(Pakistan)

www : tcp.gov.pk
Tel : (92-21) 99202947-9 UAN: 111-827-000
Fax : (92-21) 99202732, 99202595 & 99202731
Email : tcp@tcp.gov.pk

EMERGING PAKISTAN

# Trading Corporation of Pakistan (P

*Ministry of Commerce, Government of Pakistan*

**TENDER**

**For**

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**PROCUREMENT AND INSTALLATION OF NEW FURNITURE**

**COMPETITIVE BIDDING**
**SINGLE STAGE – ONE ENVELOPE PROCEDURE**

4th & 5th Floor, Block B, FTC Building, Shahrah-e-Faisal Karachi.
Phone: +92-21-111-TCP(827)-000, 99202947-49(PABX), Fax: +92-21-99202722,
E-Mail: tcp@tcp.gov.pk, URL:tcp.gov.pk

**TRADING CORPORATION OF PAKISTAN**
**(REAL ESTATE BUSINESS DEVELOPMENT DIVISION)**

TCP/REBD/Furniture/01/2024 Dated: 15th February, 2024

## NOTICE INVITING TENDER

## PROCUREMENT AND INSTALLATION OF NEW FURNITURE

1. Trading Corporation of Pakistan (Pvt.) Ltd. (TCP), Karachi, a state-owned commercial organization working under the administrative control of Ministry of Commerce, invites Bids through e-Pak Acquisition & Disposal System (EPADS) https://eprocure.gov.pk on **"Single-Stage Single-Envelope"** procedure basis from Income Tax & GST registered Suppliers/vendors/Suppliers/vendors/Firms/Companies s/Companies who are on the Active Taxpayer List (ATL) for General Sales Tax and Income Tax of FBR for **"PROCUREMENT AND INSTALLATION OF NEW FURNITURE FOR TCP'S 8TH FLOOR SITUATED AT FTC BUILDING, BLOCK-A, SHAHRAH-E-FAISAL-KARACHI, PAKISTAN".**
2. A complete set of Bidding Documents containing required terms and conditions can be downloaded from http://eprocure.gov.pk and TCP website www.tcp.gov.pk free of cost.
3. The Bid Security to be attached with the Bid is **5%** in the form of Bank Draft/Pay order (refundable) drawn in favor of "Trading Corporation of Pakistan (Pvt) Limited; scanned copy of which is required to be uploaded through EPADS and hard copy in sealed envelope having proper marking of the Company must be submitted physically on the closing date and time of the tender to Trading Corporation of Pakistan head office on the address given below.
4. The bids shall be prepared in accordance with instructions in the tender / bidding document. Complete Tendering process shall be carried out through EPADS.
5. Interested Suppliers/vendors/Firms/Companies /bidders should register themselves on the EPADS before the closing date at https://eprocure.gov.pk/#/supplier/registration and submit their Bids addressed to General Manager (REBD),FTC Building, Block-B, 4TH & 5TH Floor,TCP, Karachi.
6. For registration and guidance/training on EPADS, Suppliers/vendors/Firms/Companies s/companies may contact EPADS UAN: 051-111-137-237 or PPRA at www.ppra.org.pk.
7. Closing date for submission is ***March 05, 2024*, by 1100 hours**. The bids shall be opened on the **same day at 1130 hours** in the presence of the Suppliers/vendors/Firms/Companies /bidder s who wish to be present, in Board Room of TCP, FTC Building, Block-B, 4TH Floor, Shahrah-e-faisal, Karachi.
8. As per PPRA Rule 33, TCP may reject all bids or proposals at any time prior to the acceptance of a bid or proposal in accordance with Public Procurement Rules,2004 and E-Pak Procurement Regulations ,2023.
9. Any instrument/document/information found to be fake or got dishonored at any stage would result in blacklisting and legal action as per law.

**(RADAIN SHAH)**
**GENERAL MANAGER (REBD)**

**TRADING CORPORATION OF PAKISTAN**
**REAL ESTATE BUSINESS DEVELOPMENT DIVISION**

TCP/REBD/Furniture/01/2024 Dated:24th January, 2024

## TENDER DOCUMENT

## TERMS & CONDITIONS

### 1. INSTRUCTIONS TO SUPPLIERS / VENDORS / FIRMS / COMPANIES / BIDDERS

Trading Corporation of Pakistan (Pvt.) Limited, Karachi, a state owned commercial organization working under the administrative control of Ministry of Commerce, Government of Pakistan, invites sealed bids from the reputable suppliers/companies/Suppliers/vendors/Firms, registered with General Sale Tax and Income Tax Authorities for supply and installation of furniture at TCP's 8th floor, Finance & Trade Centre (FTC), Block-A, Shahrah-e-Faisal, Karachi. The rates quoted must remain valid for at-least 90 days from the date of opening of bids for supply/installation of new furniture as per following specification and quantity: -

| S.# | DESCRIPTION | Quantity | Bid Offer (Inclusive of taxes) |
|---|---|---|---|
| **RECEPTION AREA:** | | | |
| 1. | **RECEPTION COUNTER:**<br>**1400 W x 600 D x 1140 H (mm)**<br>Made of laminated board & MDF with matching PVC edging, inclusive of 2 built-in drawers, soft closing channel &Handle. | **1** | |
| 2. | **DRAWER PEDESTAL:**<br>**16 W \| 20 D \| 23 H (Inches)**<br>Laminate (Brushed Oak), Laminate (Natural Veneer),with Handles | **1** | |
| 3. | **MANAGER CHAIR:**<br>**23 W \| 18 D \| 38 H (Inches)**<br>Tilting Mechanism,With Headrest (26-28 Black Fabric)<br>PP Back Frame with ABS cover, and Armrest (Normal Mesh, Black)<br>12MM Plywood+Molded Foam with Fabric | **1** | |
| 4. | **SOFA - 01 SEATER:**<br>**887 W x 756 D x 695 H (mm)**<br>Upholestered with Black leatherite. Ms base with Grey Powder | **2** | |
| 5. | **SIDE TABLE:**<br>**22 W \| 22 D \| 18 H (Inches)**<br>Lamination Finish: Melamine Based Elm Base Elm Base: Ms Base With Grey Powder Coat | **1** | |
| 6. | **SIDE TABLE:**<br>**22 W \| 22 D \| 18 H (Inches)**<br>Top Material: Apricot Veneer and MFC<br>Finish: Natural with Calcite Finish MFC Base<br>Powder Coated Metal | **1** | |

| S.# | DESCRIPTION | Quantity | Bid Offer |
|---|---|---|---|
| | Finish: Black | | |
| **MANAGER ROOM:** | | | |
| 8. | **DESK LEFT/RIGHT:**<br>L:685mm W:1350mm H:760mm<br>Working Top: Laminate Natural Veneer, TH 25-mm With PVC Edging.<br>Lower Top & Sides: Laminate Natural Veneer, TH 25-mm With PVC Edging.<br>Vanity Panel: Laminate Solid Color Charcoal Grey, TH 17-mm With PVC Edging.<br>Size: (1300 X 685 X 760-mm) | 5 | |
| 9. | **SIDE RACK LEFT:**<br>L:400mm W:1065mm H:670mm<br>Top: Laminate Natural Veneer, TH 25-mm With PVC Edging.<br>Fronts: Laminate Natural Veneer, TH 17-mm With PVC Edging.<br>Carcass: Laminate Solid Color Charcoal Grey, TH 17-mm With PVC Edging. with<br>Handle and Cable Cover<br>Base: Ms Legs with Charcoal Grey Powder Coat.<br>Size: (1065X 400 X 670-mm) | 5 | |
| 10. | **FILING CABINET BASE HEIGHT:**<br>L:425mm, W:1000mm, H:825mm<br>Fronts: Laminate Natural Veneer, TH 17-mm With PVC Edging.<br>Carcass: Laminate Solid Color Charcoal Grey, TH 17-mm With PVC Edging.<br>Handle with Charcoal Grey Powder Coat.<br>Base: Ms Legs with Charcoal Grey Powder Coat.<br>Size: (1000 X 425 X 825-mm) | 5 | |
| 11. | **MANAGER CHAIR WITH HEADREST**<br>**25 W \| 25 D \| 47 H (Inches)**<br>BLACK mesh upholstery, adjustable headrest, adjustable lumbar support, adjustable arm with PU Pad, recline back with multi-function mech, adjustable recline tension, nylon high base, PU castor." | 5 | |
| 12. | **VISITOR CHAIR (GREY/BLACK LINEN):**<br>**24 W \| 22 D \| 37 H (Inches)**<br>Material:Mesh Fabric & Metal, Finish: Black | 10 | |
| 13. | **SOFA 2 SEATER:**<br>L:760mm W:1395mm H:635mm<br>Upholstered with Black leatherite.<br>Ms base with Grey Powder. | 5 | |
| 14. | **CENTER TABLE:**<br>L:550mm W:1150mm H:462mm<br>TOP: Laminate Natural Veneer, TH 17-mm With PVC Edging.<br>BASE: Ms Pipe Frame With Charcoal Grey Powder Coat.<br>Size: (1150 X 550 X 450-mm) | 5 | |
| | | | |

| S.# | DESCRIPTION | Quantity | Bid Offer |
|---|---|---|---|
| **GENERAL MANAGER ROOM:** | | | |
| 15. | **DESK AND SIDE RACK LEFT/ RIGHT:**<br>L:1418mm, W:2285mm, H:760mm<br>DESK with SIDERACK<br>Size: 2285(W) X 1481(D) X 760(H)<br>Desk Top: Made in MDF with Matching PVC Edging.<br>Desk Base: Legs Aluminum including Brackets and M.S Tube Beams with Black Powder Coating.<br>Side Rack: Made in MDF with Matching PVC Edging and Carcass with Matching PVC Edging.<br>Sade Rack Base: Made in M.S 19-MM Square Tube 18-SWG with Black Powder Coating. | 2 | |
| 16. | **HIGH BACK CHAIR BLACK:**<br>L:500mm W:680mm H:1185mm<br>Description:<br>Back+Seat: PU Leather hydrolysis resistance,<br>Armrest: PA Nylon with PU-faced, Multifunctional mechanism, Class 3 Gas Lift, Chromed base, Black PU wheels.<br>Color: Black | 2 | |
| 17. | **VISITOR CHAIR:**<br>L:550mm W:560mm H:900mm<br>"Elastic Mesh, Black Nylon Back Frame + Black Armrest, Black painted cantilever base, Tube diameter: 21mm Tube thickness:2.0mm. Mesh color is BLACK." | 4 | |
| 18. | **SOFA 2 SEATER**<br>Plywood Structure, MS-base<br>(LINEN MID GREY & LEATHERETTE BLACK):<br>L:756mm, W:1535mm, H:695mm | 2 | |
| 19. | **CENTER TABLE:**<br>L:600mm W:1200mm H:550mm<br>Top Material: Apricot Veneer and MFC<br>Finish: Natural with Calcite Finish MFC<br>Base: Powder Coated Metal<br>Finish: Black | 2 | |
| **GM, PS ROOM:** | | | |
| 20. | **TABLE LINEAR 2 PERSON (LINEN GREY):**<br>**47 W \| 24 D \| 29 H (inches), 18 mm Thickness (per person)**<br>Material: Aland Pine MFC. Base: Aluminum Casted Metal Base with White Powder Coat. Other Accessories: White Plastic Stationery Cable Cover, White Spine Vertical Cable Management. Partition: Steel Grey Mesh fabric Softboard Partition | 1 | |
| 21. | **DRAWER PEDESTAL:**<br>L:514mm W:402mm H:582mm<br>Fronts: Laminate Natural Veneer, TH 17-mm With PVC Edging.<br>Carcass: Laminate Solid Color Charcoal Grey, TH 17-mm With PVC Edging. Handle: with Charcoal Grey Powder Coat. Base: Wheel Caster Breakable and w/o Breakable. Size: (350 X450 X 600-mm) | 2 | |

| S.# | DESCRIPTION | Quantity | Bid Offer |
|---|---|---|---|
| 22. | **MANAGER CHAIR:**<br>L:565mm W:616mm H:990mm<br>Material: Mesh Fabric, Nylon Base, Nylon Caster,<br>Finish: Black, Mechanism: Swivel Tilt, Armrest: Fixed | 2 | |
| **EXECUTIVE DIRECTOR ROOM:** | | | |
| 23. | **TRADITIONAL EXECUTIVE DESK:**<br>L:914mm, W:1828mm, H:760mm<br>Structure made of veneer pressed & leatherite wrapped on particle board + solid wood & imported inlay pressed + polish finish. | 1 | |
| 24. | **TRADITIONAL SIDE RACK LEFT:**<br>L:610mm W:1220mm H:760mm<br>Structure made of veneer pressed on particle board with solid wood & imported inlay + polish finish. | 1 | |
| 25. | **EXECUTIVE CHAIR:**<br>L:500mm W:680mm H:1185mm<br>"Back+Seat: PU leather hydrolysis resistance, Armrest: PA Nylon with PU-faced, Multifunctional mechanism, proper gas lift, with Chromed base black PU wheels, Headrest pillow & lumbar pillow, a pillow blanket with 2 using function, Color: Black." | 1 | |
| 26. | **TRADITIONAL VISITOR CHAIR:**<br>L:521mm W:546mm H:775mm<br>Structure made of solid wood upholstered with best quality foam & leatherite polish finish. | 3 | |
| 27. | **TRADITIONAL SOFA 2 SEATER:**<br>L:840mm W:1750mm H:800mm<br>Fully Upholstered with best quality foam and leatherite. Inner structure made of solid acacia wood. | 2 | |
| 28. | **TRADITIONAL CENTER TABLE:**<br>L:914mm W:914mm H:406mm<br>"Structure made of veneer pressed on particle board & 5mm thick clear glass at table top, legs & rails in solid wood + polish finish. | 1 | |
| 29. | **TRADITIONAL ADD ON COAT HANGER:**<br>L:521mm W:521mm H:1417mm<br>"Complete made of solid wood, polish finish. | 1 | |
| 30. | **TRADITIONAL CREDENZA:**<br>L:508mm W:1830mm H:760mm<br>"Structure made of veneer pressed on particle board, imported inlay pressed & solid wood edging + polish finish." | 1 | |
| **EXECUTIVE DIRECTOR'S PS ROOM:** | | | |
| 31. | **DESK RIGHT/ RIGHT:**<br>L:685mm W:1350mm H:760mm<br>Working Top: Laminate Natural Veneer, TH 25-mm With PVC Edging.<br>Lower Top & Sides: Laminate Natural Veneer, TH 25-mm With PVC Edging.<br>Vanity Panel: Laminate Solid Color Charcoal Grey, TH 17-mm With PVC Edging.<br>Size: (1300 X 685 X 760-mm) | 1 | |

| S.# | DESCRIPTION | Quantity | Bid Offer |
|---|---|---|---|
| 32. | **FILING CABINET MEDIUM HEIGHT**:<br>L:425mm W:1000mm H:1200mm<br>Fronts: Laminate Natural Veneer, TH 17-mm With PVC Edging.<br>Carcass: Laminate Solid Color Charcoal Grey, TH 17-mm With PVC Edging.<br>Handle: Handle with Charcoal Grey Powder Coat.<br>Base: Ms Legs with Charcoal Grey Powder Coat.<br>Size: (1000 X 425 X 1200-mm) | 1 | |
| 33. | **DRAWER PEDESTAL:**<br>L:514mm W:402mm H:582mm<br>Fronts: Laminate Natural Veneer, TH 17-mm With PVC Edging.<br>Carcass: Laminate Solid Color Charcoal Grey, TH 17-mm With PVC Edging.<br>Handle: Handle with Charcoal Grey Powder Coat.<br>Base: Wheel Caster Breakable and w/o Breakable.<br>Size: (350 X450 X 600-mm) | 1 | |
| 34. | **MANAGER MEDIUM BACK CHAIR (GREY/BLACK LINEN):**<br>L:534mm W:560mm H:915mm<br>BLACK mesh upholstery, adjustable headrest, adjustable lumbar support, adjustable arm with PU Pad, recline back with multi-function mech, adjustable recline tension, nylon high base, PU castor." | 1 | |
| **CONFERENCE ROOM:** | | | |
| 35. | **MEETING TABLE 8 PERSON RECTANGLE**:<br>L:1000mm W:1000mm H:18mm<br>Table Top: Aland Pine MFC , Legs: Aluminum Casted Base with white Powder Coat Finish, Other Accessories: Two Stationary Trays, Vertical Spine Cable Management, & Riser, High-quality material ,abrasion-resistant for long-lasting durability. | 1 | |
| 36. | **MANAGER CHAIR**:<br>L:565mm W:616mm H:990mm<br>Material: Mesh Fabric, Nylon Base, Nylon Caster, Finish: Black, Mechanism: Swivel Tilt, Armrest: Fixed | 8 | |
| **GENERAL WORK STATION FOR 10 PERSONES:** | | | |
| 37. | Linear 04 person<br>**47 W \| 24 D \| 29 H (inches), 18 mm Thickness (per person)**<br>Material: Aland Pine MFC. Base: Aluminum Casted Metal Base with White Powder Coat. Other Accessories: White Plastic Stationery Cable Cover, White Spine Vertical Cable Management. Partition: Steel Grey Mesh fabric Softboard Partition with<br>ARIEL FABRIC SCREEN PARTITION 1100 MM WITH CLIP PARTITION | 2 | |
| 38. | **Linear 02 person**<br>**47 W \| 24 D \| 29 H (inches), 18 mm Thickness (per person)**<br>Material: Aland Pine MFC. Base: Aluminum Casted Metal | 1 | |

| S.# | DESCRIPTION | Quantity | Bid Offer |
|---|---|---|---|
| | Base with White Powder Coat. Other Accessories: White Plastic Stationery Cable Cover, White Spine Vertical Cable Management. Partition: Steel Grey Mesh fabric Softboard Partition with<br>ARIEL FABRIC SCREEN PARTITION 1100 MM WITH CLIP PARTITION | | |
| 39. | **DRAWER PEDESTAL:**<br>L:514mm W:402mm H:582mm<br>Fronts: Laminate Natural Veneer, TH 17-mm With PVC Edging.<br>Carcass: Laminate Solid Color Charcoal Grey, TH 17-mm With PVC Edging.<br>Handle: Handle with Charcoal Grey Powder Coat.<br>Base: Wheel Caster Breakable and w/o Breakable.<br>Size: (350 X450 X 600-mm) | 10 | |
| 40. | **FILING CABINET BASE HEIGHT:**<br>L:425mm W:1000mm H:825mm<br>Fronts: Laminate Natural Veneer, TH 17-mm With PVC Edging.<br>Carcass: Laminate Solid Color Charcoal Grey, TH 17-mm With PVC Edging.<br>Handle: Handle with Charcoal Grey Powder Coat.<br>Base: Ms Legs with Charcoal Grey Powder Coat.<br>Size: (1000 X 425 X 825-mm) | 4 | |
| 40. | **MANAGER CHAIR:**<br>L:565mm W:616mm H:990mm<br>Material: Mesh Fabric, Nylon Base, Nylon Caster, Finish: Black, Mechanism: Swivel Tilt, Armrest: Fixed | 10 | |
| **DEPUTY MANAGERS ROOM:** | | | |
| 41. | **DESK RIGHT/ RIGHT:**<br>L:685mm W:1350mm H:760mm<br>Working Top: Laminate Natural Veneer, TH 25-mm With PVC Edging.<br>Lower Top & Sides: Laminate Natural Veneer, TH 25-mm With PVC Edging. Vanity Panel: Laminate Solid Color Charcoal Grey, TH 17-mm With PVC Edging.<br>Size: (1300 X 685 X 760-mm) | 2 | |
| 42. | **SIDE RACK RIGHT:**<br>L:400mm W:1065mm H:670mm<br>Top: Laminate Natural Veneer, TH 25-mm With PVC Edging.<br>Fronts: Laminate Natural Veneer, TH 17-mm With PVC Edging.<br>Carcass: Laminate Solid Color Charcoal Grey, TH 17-mm With PVC Edging.<br>Handle: Handle with Charcoal Grey Powder Coat.<br>Cable Cover: As per the approval by the Engineer In Charge<br>Base: Ms Legs with Charcoal Grey Powder Coat.<br>Size: (1065X 400 X 670-mm) | 2 | |
| 43. | **DESK LEFT/ RIGHT:**<br>L:685mm W:1350mm H:760mm | 2 | |



| S.# | DESCRIPTION | Quantity | Bid Offer |
|---|---|---|---|
| | Working Top: Laminate Natural Veneer, TH 25-mm With PVC Edging.<br>Lower Top & Sides: Laminate Natural Veneer, TH 25-mm With PVC Edging. Vanity Panel: Laminate Solid Color Charcoal Grey, TH 17-mm With PVC Edging.<br>Size: (1300 X 685 X 760-mm) | | |
| 44. | **SIDE RACK LEFT:**<br>L:400mm W:1065mm H:670mm<br>Top: Laminate Natural Veneer, TH 25-mm With PVC Edging.<br>Fronts: Laminate Natural Veneer, TH 17-mm With PVC Edging.<br>Carcass: Laminate Solid Color Charcoal Grey, TH 17-mm With PVC Edging.<br>Handle: Handle with Charcoal Grey Powder Coat.<br>Cable Cover: As per the approval by the Engineer In Charge<br>Base: Ms Legs with Charcoal Grey Powder Coat.<br>Size: (1065X 400 X 670-mm) | 2 | |
| 45. | **DRAWER PEDESTAL:**<br>L:514mm W:402mm H:582mm<br>Fronts: Laminate Natural Veneer, TH 17-mm With PVC Edging.<br>Carcass: Laminate Solid Color Charcoal Grey, TH 17-mm With PVC Edging.<br>Handle: Handle with Charcoal Grey Powder Coat.<br>Base: Wheel Caster Breakable and w/o Breakable.<br>Size: (350 X450 X 600-mm) | 4 | |
| 46. | **FILING CABINET BASE HEIGHT:**<br>L:425mm W:1000mm H:825mm<br>Fronts: Laminate Natural Veneer, TH 17-mm With PVC Edging.<br>Carcass: Laminate Solid Color Charcoal Grey, TH 17-mm With PVC Edging.<br>Handle: Handle with Charcoal Grey Powder Coat.<br>Base: Ms Legs with Charcoal Grey Powder Coat.<br>Size: (1000 X 425 X 825-mm) | 4 | |
| 47. | **MANAGER CHAIR WITH HEADREST**<br>**25 W \| 25 D \| 47 H (Inches)**<br>BLACK mesh upholstery, adjustable headrest, adjustable lumbar suport, adjustable arm with PU Pad, recline back with multi-function mech, adjustable recline tension, nylon high base, PU castor." | 4 | |
| **GENERAL WORKSTATION FOR 16 PERSONS:** | | | |
| 48. | **ARIEAL LINEAR 4 PERSON**<br>**47 W \| 24 D \| 29 H (inches), 18 mm Thickness (per person)**<br>Material: Aland Pine MFC. Base: Aluminum Casted Metal Base with White Powder Coat. Other Accessories: White Plastic Stationery Cable Cover, White Spine Vertical Cable | 4 | |

| S.# | DESCRIPTION | Quantity | Bid Offer |
|---|---|---|---|
| | Management. Partition: Steel Grey Mesh fabric Softboard Partition with ARIEL FABRIC SCREEN PARTITION 1100 MM WITH CLIP PARTITION | | |
| 49. | **DRAWER PEDESTAL:**<br>L:514mm W:402mm H:582mm<br>Fronts: Laminate Natural Veneer, TH 17-mm With PVC Edging.<br>Carcass: Laminate Solid Color Charcoal Grey, TH 17-mm With PVC Edging.<br>Handle: Handle with Charcoal Grey Powder Coat.<br>Base: Wheel Caster Breakable and w/o Breakable.<br>Size: (350 X450 X 600-mm) | **16** | |
| 50. | **MANAGER CHAIR:**<br>L:565mm W:616mm H:990mm<br>Material: Mesh Fabric, Nylon Base, Nylon Caster, Finish: Black, Mechanism: Swivel Tilt, Armrest: Fixed | **16** | |
| 51 | **FILING CABINET BASE HEIGHT:**<br>L:425mm, W:1000mm, H:825mm<br>Fronts: Laminate Natural Veneer, TH 17-mm With PVC Edging.<br>Carcass: Laminate Solid Color Charcoal Grey, TH 17-mm With PVC Edging.<br>Handle with Charcoal Grey Powder Coat.<br>Base: Ms Legs with Charcoal Grey Powder Coat.<br>Size: (1000 X 425 X 825-mm) | **25** | |
| | **TOTAL** | | |

**Note:-**

**i. TCP reserves the right to increase or decrease the quantity.**

**ii. TCP reserves the right to change the color scheme of furniture before the signing of Agreement.**

## 2. GENERAL CONDITIONS:-

a. Trading Corporation of Pakistan (Pvt.) Limited, Karachi (hereinafter referred as TCP) invites reputable Suppliers/vendors/Firms/Companies s /vendors/ suppliers to submit bids .

b. Only professional vendors/suppliers/Suppliers/vendors/Firms/Companies registered with Income tax and GST and active on Active Tax payer list are eligible to submit bids for the supply of the above stated items.

c. All entries in the bids are to be in English language. Corrections, etc, shall be signed by the authorized persons.

d. The supply of furniture items should be completed within 30 days of receipt of Work Order from TCP. There is no provision of Partial/advance payment.

e. The bids will be subject to all applicable taxes.

f. The Tender will be conducted under National Competitive Bidding pursuant to "Single Stage One Envelop Procedure" as per Rule 36 (a) of Public Procurement Rules 2004 and is open to all eligible participants.

g. The successful Suppliers/vendors/Firms/Companies /bidder shall be required to deliver all the equipment's/items as mentioned in this tender within **30 calendar days** of issuance of Work order, which can be extended by TCP on the valid request by vendor/Suppliers/Firms/Companies /bidder /firm/supplier on sole discretion of TCP.

h. Suppliers/vendors/Firms/Companies /bidder must read terms & conditions of this tender document, tender notice and relevant laws carefully prior to submission of bids/offer.
i. The parties who have been defaulter and/or in litigation with TCP at any time shall not be eligible to participate in the bid.
j. Any alteration, cutting, overwriting, or any similar action will attract rejection of the bid; such bid will not be considered as a valid/responsive bid.
k. In case of any difference in amount written in figures or words, the lowest amount will be treated as offer.
l. The Procuring Agency reserves the right to increase/decrease the quantity of the required items and /or purchase part items already tendered/awarded either in full or in part. The Procuring Agency reserves the right to accept or reject any or all of the bids.
m. In case of any unforeseen situation or government holiday resulting in closure of office on the date of opening. Bid shall be submitted /opened on next working day at the given time.

3. **MANDOTORY CRITERIA FOR RESPONSIVE BID: -**

a. Suppliers/vendors/Firms/Companies /bidder must provide copy of NTN, GST registration certificate issued by Federal Board of Revenue.
b. Suppliers/vendors/Firms/Companies /bidder must be in Active Taxpayer list/verifiable from FBR website (attach Copy).
c. Bank Statement/Financial Statement for the last one year. Annual turnover should be 20 Million or above.
d. Tender shall be prepared and submitted through EPADS Portal strictly in accordance with the instructions set forth herein.
e. Suppliers/vendors/Firms/Companies /bidder should attach at least 5 work orders alongwith satisfactory certificate issued to their Suppliers/vendors/Firms/Companies in last 2 years proving the supply of new furniture.
f. The Suppliers/vendors/Firms/Companies (s) who defaulted on its contract(s) awarded by TCP or any other Government or Semi Government entity is not eligible to participate in the tender. The Suppliers/vendors/Firms/Companies s who have not fulfilled their contractual obligation with TCP shall also not be eligible to participate in the Bid(s) unless they clear their dues alongwith penalties or fulfill their contractual obligations with TCP.
g. The Suppliers/vendors/Firms/Companies should not be blacklisted by TCP or any other Government or Semi Government entity. An affidavit of Rs. 100/- to this effect shall be attached.

4. **BID EVALUATION CRITERIA**

a. Most advantageous responsive Suppliers/vendors/Firms/Companies /bidder shall be awarded the contract.
b. TCP can ask for any details / information in respect of the offer submitted by Suppliers/vendors/Firms/Companies / bidder, under the provision of Public Procurement Rules, 2004. However, the original bid shall be treated for the evaluation purpose.
c. Bids will be evaluated on the basis of cumulative value of all items mentioned at clause-1.

## 5. BID SECURITY / PERFORMANCE GUARANTEE:

a. Bid shall be accompanied in original @ 5% in the shape of Pay Order/Bank Draft in favor of **"Trading Corporation of Pakistan (Pvt.) Limited**. scanned copy of which is required to be uploaded through EPADS and hard copy in sealed envelope having proper marking of the Company must be submitted physically on the closing date and time of the tender to Trading Corporation of Pakistan head office on the address given in the NIT.
b. Bid Security of the unsuccessful Suppliers/vendors/Firms/Companies /bidder (s), including those Bid(s) which are not accepted for any reason, will be returned after award of tender to the successful Suppliers/vendors/Firms/Companies /bidder (s).
c. Bid Security shall be forfeited and process shall be initiated as per PPRA rules, if the Suppliers/vendors/Firms/Companies /bidder or Successful Suppliers/vendors/Firms/Companies /bidder (i) resorts to deceit and/or fraud in its dealings with the TCP (including the Evaluation Committee), its advisors, employees or agents or otherwise in relation to the award of the Contract; or (ii) is proven to have personally or through an intermediary, either directly or indirectly, offered or attempted to offer a bribe to any TCP's employee involved with the Bid or the award of the Contract.
d. Successful Suppliers/vendors/Firms/Companies /bidder will be required to submit a Performance Guarantee within 5 days of issuance of award letter, equivalent to ten percent (10%) of the quoted amount in the shape of a Demand Draft or Pay Order in Pak Rupees in favor of Trading Corporation of Pakistan (Pvt.) limited . Performance Guarantee will be returned after successful completion of awarded work. Bid security of successful Suppliers/vendors/Firms/Companies /bidder will be returned upon submission of Performance Guarantee

## 6. FORFEITURE OF BID BOND/PERFORMANCE GUARANTEE:

a. The performance guarantee shall be forfeited if the Suppliers/vendors/Firms/Companies /bidder (s) fails to sign the contract agreement within seven days after the issuance of award letter or fails to supply the full or part furniture and accessories within the specified period as per contracted terms and conditions.
b. Commits any breach of contract or fails to fulfill any terms or conditions of the contract.

## 7. SUBMISSION OF BIDS:

a. The Suppliers/vendors/Firms/Companies /bidder shall prepare and submit its bid on EPAD Portal (eprocure.gov.pk)
b. The bids received before 11AM on 05th march 2024 will be opened on the same day at 11:30 am in the TCP Board Room in presence of Suppliers/vendors/Firms/Companies /bidder s or their authorized representatives who may wish to be present.
c. All bids must be submitted on the prescribed proforma given at **Annexure-I**.

## 8. DOCUMENTS CONSTITUTING CONTRACT:

The Notice Inviting Tender (NIT), Terms & Conditions of Tender, Bid/offer submitted by the Suppliers/vendors/Firms/Companies /bidder and the Letter of acceptance issued by the TCP and Contract Agreement (Suppliers/vendors/Firms/Companies /bidder undertakes to sign the agreement on E-Stamp issued by GoS which will be arranged by the

Suppliers/vendors/Firms/Companies /bidder ) shall constitute the Contract between the Buyer and the Seller. The bidder shall sign Contract Agreement within three (03) working days after the submission of original Performance Guarantee.

## 9. CHANGE IN ORDER:

TCP at any time by a written notice to the Suppliers/vendors/Firms/Companies /bidder make changes in the scope of the work. The mutually agreed changes shall be considered as a part of the work and the term & conditions of the contract/tender documents shall apply.

## 10. VALIDITY OF BID:-

The bid shall remain valid for acceptance for **90 days** with effect of the date of opening of tender.

## 11. DELIVERY PERIOD:-

The successful Suppliers/vendors/Firms/Companies /bidder shall be required to deliver all the furniture items as mentioned in this tender within **30 calendar days** of issuance of Work order, which can be extended by TCP on the valid request by vendor/Suppliers/Firms/Companies / bidder on sole discretion of TCP.

## 12. DELIVERY LOCATION:-

Complete supply, installation / delivery of furniture with all other accessories will be made by the supplier/vendors/Firms/Companies /bidder at TCP Principal Office located at **8th Floor, Block-A, Finance Trade Centre, Shahrea Faisal Karachi**.

## 13. BASIS OF OFFERS/ PRICE:

a. The price shall be quoted in Pak Rupees only .
b. The quoted price shall be inclusive of all taxes, expenditure, including transportation, installation charges, and other charges, if any, whatsoever.
c. TCP shall only be responsible for the price to which the contract shall be awarded. Any claim beyond this amount shall not be entertained, under any circumstances.
d. The Suppliers/vendors/Firms/Companies /bidder s will have no rights to change their stance, in respect of price, specification and requirement once the bid is dropped.
e. Any Conditional bid will not be accepted.
f. TCP reserves the right to accept or reject any or all offers wholly or partially as per PPRA Rules-2004.

## 14. COMPLETION OF WORK:

a. The work is not to be considered complete until the TCP has certified in writing that it has been completed. The warranty period shall be one (1) year and commence from the date of issuance of completion certificate.
b. Any & all material/ parts required to complete the above task in a satisfactory manner will be arranged by the Successful Suppliers/vendors/Firms/Companies /bidder.

## 15. ESCALATION IN PRICE:

It is clear that there is no price variation clause in the tender. Therefore, all the items prices quoted shall be fixed, irrevocable & valid till the completion of work and shall not be any variation on any account.

## 16. REJECTION/DISQUALIFICATION OF BIDS:

a. TCP may reject all bids or proposals at any time prior to the acceptance of a bid/Award of work . TCP shall upon request communicate to any supplier or contractor who submitted a bid or proposal the grounds for its rejection of all bids or proposals but is not required to justify those grounds.
b. Tender shall be prepared and submitted through EPADS Portal strictly in accordance with the instructions set forth herein.
c. Any Bid received by the TCP after the Bids Submission Deadline for any reason whatsoever will be rejected and returned unopened to the Suppliers/vendors/Firms/Companies /bidder .
d. TCP shall disqualify a Suppliers/vendors/Firms/Companies if it finds at any time that the information submitted by the Suppliers/vendors/Firms/Companies concerning its qualification was false and materially incorrect.

## 17. SELECTION OF SUPPLIERS/VENDORS/FIRMS/COMPANIES :

A company/Suppliers/vendors/Firms/Companies will be selected after an open and transparent tendering process in accordance with Public Procurement Regulatory Authority (PPRA) Ordinance, 2004.

## 18. PAYMENT:

a. **100%**payment shall be processed by TCP, after successful supply of furniture and its installation, as required under the terms & conditions, after 15 days of supply/installation of furniture subject to obtaining satisfactory completion certificate from TCP Committee.
b. The seller shall submit the following documents to process the payment: -
    i. Seller's Invoice including GST invoice.
    ii. Certificate on letterhead that the furniture items supplied are new and in accordance with the Specifications in the tender.

c. All the applicable taxes (Federal, Provincial & any other) will be deducted as per prevailing government policy.

## 19. CANCELLATION OF CONTRACT:

If the Seller fails to provide and deliver full or part of the furniture as per specifications and within the specified period, TCP shall be entitled at its option to cancel the contract besides forfeiture of Performance Guarantee. The Buyer shall not be liable to any risks and costs whatsoever in consequence of such cancellation of the contract.



## 20 ARBITRATION:

Any difference or dispute or liability of whatsoever nature arising out of the contract or in any way relating to the contract or to its construction or fulfillment should be settled as far as possible, amicably between the Buyer and Seller. Should the parties fail to come to an amicable settlement the same shall be referred to the Chairman TCP, for final decision. The decision of Chairman TCP shall be final and binding on both the parties i.e., Seller &TCP.



## FORMAT OF COVERING LETTER

**The General Manager (REBD)**
Trading Corporation of Pakistan,
4th & 5th Floor, Block B, FTC Building,
Shahra-e-Faisal,
**Karachi.**

**SUBJECT: PROCUREMENT AND INSTALLATION OF NEW FURNITURE**
***(Tenderers are requested to fill in the blank spaces in this Form of Tender)***

Dear Sir,

i. Having inspected the Site and checked all local conditions affecting the works, and having also examined all Tender Documents including the Instructions to Tenderers, we understand that the general work of this tender. Tender Documents including Instructions to Tender, General & Special Conditions of Contract work for the total sum of Rs. (Rupees)_____.

ii. We accept the above Tender Documents as valid and binding, including those parts not countersigned in full by us. We conSuppliers/vendors/Firms/Companies that we have satisfied ourselves about the Site and all other conditions which influence or may influence the works, and we do not require any clarification and additional information thereto and that we cannot raise any claim for not knowing them.

iii. The rates and prices we have quoted and all information and data attached with Tender are complete and without any hidden technical and/or financial reservations or implications. They have been duly checked and are correct in every aspect.

iv. The rates and prices entered in the Tender are Suppliers/vendors/Firms/Companies and are inclusive of all taxes, equipment, sales tax, surcharges, local & federal taxes, insurances, charges, royalties. Overhead and profit and all other direct and indirect costs related to and connected with the satisfactory execution of services.

v. We undertake, if our Tender is accepted, to complete the work in the stipulated time in the best of manner.

vi. We further agree to abide by this Tender for a period of (90) Ninety Calendar days from the date of opening of the Tender and it shall remain binding upon us for this period.

vii. Annexures are enclosed as per following details:

| S.NO | DESCRIPTION | ANNEXURE |
|---|---|---|
| 01 | Bid form | I |
| 02 | Letter of acceptance | II |
| 03 | Integrity Pact | III |
| 04 | Contract Agreement | IV |

Dated this _____ day of _____ 24.

Signature of Tenderer _____
duly authorized to sign the Tender on behalf of:

_____ _____

Name of the Tenderer in Block letter Seal of the Company
Address:

In presence
of:

Name of
witness
Designation of
Witness
Address:

**ANNEXURE –I**

## TRADING CORPORATION OF PAKISTAN (PRIVATE) LIMITED

BID FORM FOR PROCUREMENT/INSTALLATION OF NEW FURNITURE

**Name & Address of Suppliers/vendors/Firms/Companies /bidder :**

_____

Telephone: _____
Fax: _____
Email: _____
Sales Tax Registration No. _____
National Tax No. _____

**2. Brand of Furniture:** _____
*(The detailed broacher is enclosed)*

**3. Quoted Price in digits** Rs._____ *(inclusive of all applicable taxes, duties, etc.)*

**4. Quoted Price in words**

Rupees _____
Rupees _____ *(inclusive of all applicable taxes, duties, etc.)*

**5. Amount of Bid Security in digits** Rs._____

**6. Amount of Bid Security in words** Rupees _____

**7. We shall abide by all the terms and conditions of the tender.**

**8. We understand that, in case of any difference of quoted price in words and digits, the lowest quoted price will be considered, as quoted price.**

Please think again, before signing the bid, no alteration shall be allowed by TCP at a belated stage under any circumstances whatsoever.

Signature: _____
Name: _____
Designation: _____
CNIC No. _____-_____-_ *(copy enclosed)*
Date: _____
Stamp: _____

**Annex-II**

## SAMPLE FORMS
## Letter of Acceptance

**Date:**_____

**To,**

Trading Corporation of Pakistan
Karachi,

Dear Sir,

Having examined the bidding documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver the required item in conformity with the said bidding documents for the sum of *[total bid amount in words and figures]*or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we will submit a sum equivalent to Five (5) percent of the Contract Price in shape of Pay order for the due performance of the Contract, in the form prescribed by the Purchaser.

We agree to abide by this Bid for a period of 90 days from the date fixed for Bid opening of the Instructions to Suppliers/vendors/Firms/Companies /bidder s, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any bid you may receive.

Dated this_____day of_____2023_____

*[signature]* *[in the capacity of]*

Duly authorized to sign Bid for and on behalf of___





**Annex-III**

## Integrity Pact

***DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC. PAYABLE BY THE SUPPLIERS /CONTRACTORS/ CONSULTANTS.***

Contract Number: _____ Dated: _____

Contract Value: _____

Contract Title: _____

[NameofSupplier/Contractor/Consultant] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Sindh (GoS) or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoS)through any corrupt business practice.

Without limiting the generality of the foregoing, [Name of Supplier/Contractor/Consultant] represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit, in whatsoever form, from Procuring Agency (PA), except that which has been expressly declared pursuant hereto.

[NameofSupplier/Contractor/Consultant] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with PA and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

[NameofSupplier/Contractor/Consultant] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to PA under any law, contract or other instrument, be voidable at the option of PA.

Notwithstanding any rights and remedies exercised by PA in this regard, [NameofSupplier/Contractor/Consultant] agrees to indemnify PA for any loss or damage incurred by it on

Account to fits corrupt business practices and further pay compensation to PA in an amount equivalent to ten time the sum of any commission, gratification, bribe, finder's fee or kick back given by [NameofSupplier/Contractor/Consultant] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or

benefit, in whatsoever form, from PA.

| | |
|---|---|
| [Procuring Agency] | [Supplier/ Contractor/ Consultant |

Annex-IV

## CONTRACT FORM

This agreement made the --------- day of ---------- 2024, between TCP (herein after called the Procuring Agency) of the one part and (Name of Supplier) of (City and Country of Supplier) herein after called the Supplier of the other part.

WHEREAS, the Procuring Agency invited the bids for certain items and ancillary services, viz., Procurement - -- of -------- for ----------, TCP , Karachi. Has accepted the bid by the supplier for the supply and installation of furniture items in the sum of (contract price) ( herein called the contract price).

NOW, THIS AGREEMENT WITNESSES AS FOLLOWS:

In this agreement word and expression shall have the same meaning as are respectively assigned to them in the condition of contract referred to.

2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.

a) The bid form and the price schedule submitted by the Suppliers/vendors/Firms/Companies /bidder
b) Schedule of requirement, the technical specification mentioned in the terms & conditions of the Tender Document.
c) The procuring agency's Notification of award/work order.

3. In consideration of the payments to be made by the Procuring agency to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Procuring agency to provide the items and services and to remedy defects therein in conformity in all respects with the provisions of the Contract.

4. The Procuring agency hereby covenants to pay the Supplier in consideration of the provision of the items and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

INWITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written

Signed, sealed, delivered by_____ the_____(for the Procuring agency)

Signed, sealed, delivered by_____the_____(for the Supplier)