



Hydrocarbon Development Institute of Pakistan

Tender Documents

Tender No.

Procurement

for

Office Furniture



Hydrocarbon Development Institute of Pakistan

Table of Content

INVITATION FOR BID.....	3
ELIGIBILITY CRITERIA	4
TERMS & CONDITIONS	5
TECHNICAL PROPOSAL	7
FINANCIAL PROPOSAL	8
VENDOR DETAILS	9
OFFICE FURNITURE SPECIFICATION.....	
Executive Chair	10
Executive Tables	11
Officer Chairs	12
Officer Tables.....	13
Side Rack	14
Visitor Chairs	15
Lab Staff Tables.....	16
Lab Chairs	17



INVITATION FOR BID

Date: 03 September, 2020
Bid Reference No.: _____

1. HDIP invites sealed bids from eligible firms registered under the laws of Pakistan in the appropriate category and duly qualified with the Employer for the purchase of **Office Furniture**, which will be completed in 60 days after the award of tender.
2. Bidders may acquire the complete set of Bidding Documents from the website, www.hdip.com.pk.
3. All bids must be accompanied by a **Bid Security of 5% of the value of tendered amount and must be delivered to HDIP 11:00 hours by 18th September 2020.** Bids will be opened at **11:30 hours** on the same day in the presence of bidders' representatives who choose to attend, at the same address.



ELIGIBILITY CRITERIA

The bidders must fulfill the following criteria in order to be eligible for the bidding process:

1. Registration of firm/company under the laws of Pakistan
2. Active National Tax Number
3. Active Sales Tax Registration Number
4. Proof of financial soundness of the firm and bank statement for the last two years.



TERMS & CONDITIONS

1. The interested bidders should submit the relevant documents like Company Profile and Company annual turnover etc.
2. Procurement shall be governed under the **PPRA** Rules.
3. Single Stage, Single Envelope method will be adopted for Bidding Process.
4. The bid shall comprise of a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal.
5. The envelopes shall be marked as “**FINANCIAL PROPOSAL**” and “**TECHNICAL PROPOSAL**” in bold and legible letters to avoid confusion.
6. The bidders must separately mention the Item Price and Sales Tax (Where Applicable) on prescribed Bid Form.
7. The total quoted price must be inclusive of all other taxes or duties.
8. The bidders must submit bid security of 5% of the value of tendered amount in the favor of undersigned in the shape of CDR from any scheduled Bank, otherwise tender will be rejected.
9. Sealed bids are required to be brought in person by the authorized representatives of the interested bidders by **18th September 2020 at 11:00 hours** positively. The bids received till the stipulated date and time shall be opened on the same day at **11:30 hours** in the presence of bidders or their authorized representatives by the Procurement Committee.
10. Incomplete Bid Forms or Bid Forms with overwriting will not be accepted.
11. Technical Proposal must include the pictures of products as well.
12. All bids should be submitted in tape or ring binding. Bids with loose papers shall be rejected. All documents should contain an index and proper page numbers attached in sequence as indicated for evaluation in the bidding documents and signatures of authorized person.
13. The successful bidder must submit **Performance Guarantee of 5% of total**



Hydrocarbon Development Institute of Pakistan

quoted amount in the favor of undersigned in the shape of CDR from any scheduled Bank otherwise tender award will be rejected.

14. HDIP may reject all bids at any time prior to the acceptance of a bid.
15. The successful bidder must supply the goods within 60 days from the issuance date of Purchase Order.
16. It will be the responsibility of the successful bidder to supply and fix all the goods within the stipulated time at the Project Director Office (HDIP, Plot-18, St. 6, H-9 Islamabad). HDIP will not bear any type of transportation cost.
17. The furniture fixation at the desired location will be the responsibility of successful bidder. They might visit the location prior to quoting to verify the sizes and dimension of corridors and doors to avoid any future inconvenience.
18. The goods must be new and refurbished goods or broken/damaged goods will not be accepted.



TECHNICAL PROPOSAL

Sr. No	Name of Article	Quantity	Technical Specifications	Picture
1.	Executive Chairs	03		
2.	Executive Tables having 03 (Drawers) along with Side Racks	03		
3.	Officer Chairs	14		
4.	Officer Tables	14		
5.	Side rack	14		
6.	Visitor Chairs	36		

Name of Firm

(Signature & Stamp)



FINANCIAL PROPOSAL

Sr. No	Name of Article	Quantity	Unit Price	GST	Total Price
1.	Executive Chairs	03			
2.	Executive Tables having 03 (Drawers) along with Side Racks	03			
3.	Officer Chairs	14			
4.	Officer Tables	14			
5.	Side rack	14			
6.	Visitor Chairs	36			
			Grand Total		

Name of Firm

(Signature & Stamp)



VENDOR DETAILS

Name of Vendor _____

Office Address _____

Authorized Person _____

GST No. _____

NTN _____

Telephone No. _____

Mobile No. _____

Fax No. _____

Email _____

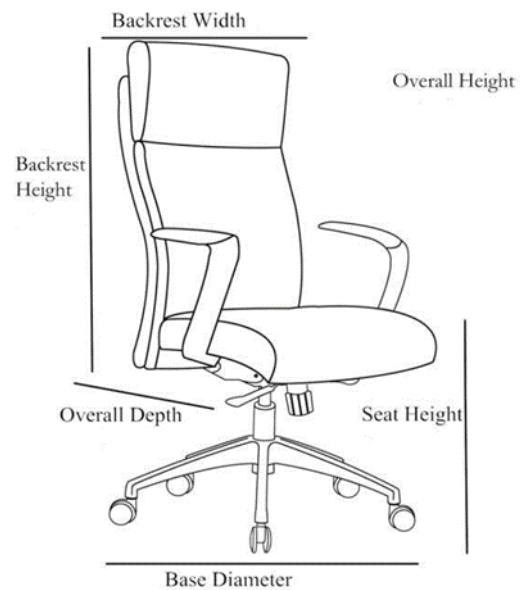


OFFICE FURNITURE SPECIFICATION

Executive Chair

- Revolving Chairs
- Adjustable lumbar support and instant seat height adjustment.
- Metal 5-prong base
- Height/Width adjustable arms with soft and durable urethane pads.
- Best quality leader cushioning
- Back Rest

Below diagram for your reference:





OFFICE FURNITURE SPECIFICATION

Executive Tables

Table size	Length 6 ft., Width 3 ft., Height 2.5 ft.
Made	Wood (Shesham)
Color	Brown Mahogany Wood
Drawers/Cabinet	3 drawers with locks on one side while one drawer and cabinet on other side
Side racks Dimension	Length 3 ft., Width 1.5 ft., Height 2.5 ft, 1 with keyboard tray
Dimensions	Please follow the below diagram for design:

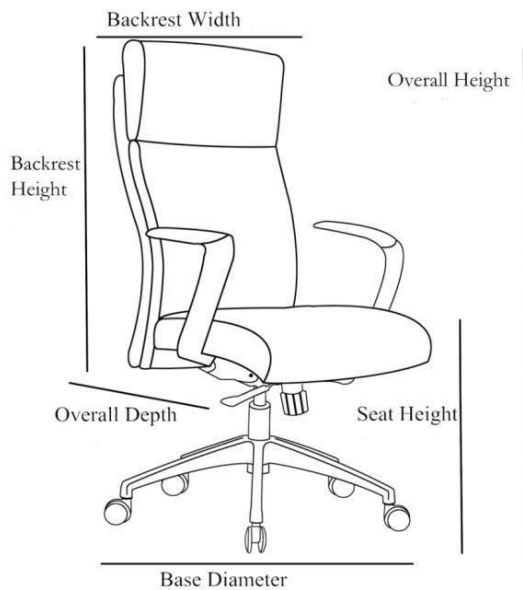




OFFICE FURNITURE SPECIFICATION

Officer Chairs

- Revolving Chairs
- Instant seat height adjustment.
- Metal 5-prong base
- Best quality leader cushioning





OFFICE FURNITURE SPECIFICATION

Officer Tables

Table Dimensions	Length 4.5 ft., Width 2.5 ft, Height 2.5 ft
Made	Wood (Shesham)
Color	Brown Mahogany Wood
Drawers/Cabinet	3 Drawers with locks on one side while one two cabinets on the other side.

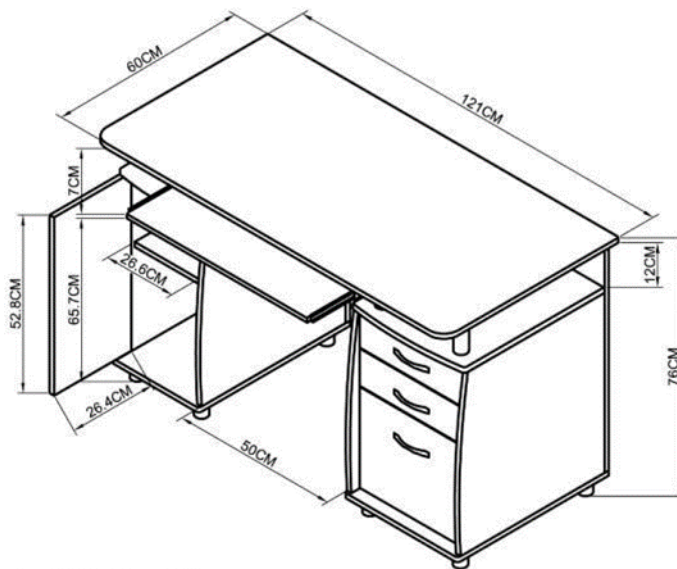




OFFICE FURNITURE SPECIFICATION

Side Rack

Table size	Length 4 ft., Width 2 ft, Height 2.49 ft.
Made	Wood (Shesham)
Color	Brown Mahogany Wood
Drawers/Cabinet	2 Drawers with locks along with 1 cabinet on one side and 1 CPU box on the other side
Keyboard Tray	1 Keyboard tray as per the below diagram
Dimensions	Please follow the below diagram for dimensions and design:



Size: 121W x 60D x 76H CM



OFFICE FURNITURE SPECIFICATION

Visitor Chairs

- Best quality cushioning
- Color Brown Mahogany Wood
Please refer to the below picture for design:





OFFICE FURNITURE SPECIFICATION

Lab Staff Tables

Table Dimensions	Length 4.5 ft., Width 2.5 ft, Height 2.5 ft
Made	Wood (Shesham)
Color	Brown Mahogany Wood
Drawers/Cabinet	3 Drawers with locks on one side while one two cabinets on the other side.





OFFICE FURNITURE SPECIFICATION

Lab Chairs

- Instant seat height adjustment.
- Metal 5-prong base
- Best quality leather cushioning
- Color Black
- Minimum Dimensions:

Seat Height 1.5 ft.

Overall Height 3 ft.

Backrest Width

1.66 ft. Overall

Depth 1.5 ft.

Base Diameter

2.08 ft.

Please refer to the below picture for design:

