

National Integrated Development Association (NIDA-Pakistan)

General Conditions & Specifications for Office Furniture

Location: NIDA-Pakistan Provincial Office House No M-2 Old Bara Road University Town Peshawar Ph. 091-5844577 NIDA-Pakistan Head Office Township Besham Near Midway Hotel Besham Shangla Ph. 0996-400327	BID No: NIDA-Pakistan 002/2017
Date: 17-02-2017	

S/ NO	Item Name	Detailed Specifications for Furniture	No Of Units	Unit Price	Total Price
1	Executive Chair	Revolving Chairs - Adjustable lumbar support and Instant seat height adjustment. Heavy duty five finger Steel base. Heavy Duty Machine Under Seat. Adjustable arms with soft, durable urethane pads. Minimum Dimensions: Overall: 30-1/4"Wx28-3/4"Dx42" to 44-1/2"H. Best Quality leather cushioning.	06		
2	Executive Table	Office Table Made of Lamination Sheets With PVC Edge Bandings With Glass Top fixed with support of Bolts. Top Glass 5 mm must be supported depending on the design of Table. 03 Drawers on one side running on ball railings and upper drawer lockable. OR Office Table Made of Lamination Sheets with top 12mm glass Sheet Supported with 04 legs and glass fixed with Bolts. 03 Drawers on one side running on ball railings and upper drawer lockable. Size: 1500 X 900 mm.	06		
3	Conference Table	Conference Table Made of Lamination Sheets With PVC Edge Bandings, detachable table top with both ends rounds PVC Coated heavy duty base 250 mm leather patch in center with cable holders. Size: 1500X3000 mm	01		

4	Conference Room Chair	Lumbar support and Instant seat. Seat and Back Support completely cushioned with leather or heavy duty Rexin. Framed with 14 gauge S type. Dimensions: Overall: 30-1/4"Wx28-3/4"Dx42" to 44-1/2"H.	14		
5	File Racks	Made of High density lamination sheets with PVC edge bandings on edges. Two Small Shutters at bottom both lockable. Size: 1820 X 900 mm	02		
6	File Racks	Made of High density lamination sheets with PVC edge bandings on edges, with 04 inner rack of size 400 mm Minimum Size each. Size: 1820 X 900 mm	04		
6	Electronic Safe	LCD display. Low battery indication. Fine powder coating finish. Wrong code alarm. Having one shelf in middle of the safe. Concealed emergency manual key lock. Anchor holes on the back or the bottom of the safe to install the safe to the wall or floor with mounting bolts. Complimentary mounting bolts and floor carpet. External (H)200x(W)310x(D)200mm. Extra External battery connection apartment including. Low electricity consumption, four 1.5v/LR 6 alkaline batteries. Open/close 3-8 digital code and emergency key Packing Dimension (H) 225x(W)375x(D)290mm. Shell(PC): with one, Double locking bolts Weight: 10.5 Kg. Door: 5mm, Body 2mm	01		



Terms & Conditions:

1. Covering Letter must accompany the bidding documents on the letter pad of the business of vendor duly signed, stamped and dated.
2. Vendors / suppliers must be registered with government and having valid NTN and GST registration certificate Where Applicable. Proof of registration is required.
3. Bidding documents can be collected from NIDA-Pakistan Provincial Office House No M-2 Old Bara Road University Town Peshawar Ph; 091-5844577 OR NIDA-Pakistan Head Office Near Midway Hotel Township Besham KPK Shangla Ph: 0996-400327 from 9:00 AM to 5:00 PM, from 19th Feb 2017, to 26th Feb, 2017 by hand or by sending an email to nidaapplications@gmail.com clearly mentioning the required documents in the subject line.
4. Sealed Bids should reach to NIDA-Pakistan Provincial Office House No M-2 Old Bara Road University town Peshawar through registered courier, on or before 05:00 hours on 2nd March, 2017. Bids received after due date will not be accepted. Open Bids or Bids not properly sealed will not be accepted.
5. Samples shall be asked from the successful bidder after screening the bids and verification of National Tax Number (NTN) & GST Certificate.
6. The delivery address for the mentioned items will be Head office Besham (NIDA-Pakistan Head office Near Midway Hotel Township besham KPK Shangla, Ph 0996-400327.
7. The selected vendor must deliver within 07 days after issuance Purchase order.
8. NIDA-Pakistan reserves the right to cancel/reject any or all offers without assigning any reason. NIDA-Pakistan reserve the right to increase or decrease the number of items mentioned in the bidding documents,
9. It is under sole discretion of NIDA-Pakistan to award the bid based on the quality and price.
10. Payment will be made to vendor / vendors on their business name after satisfactory delivery of services (complete in all respect) through cross cheque .
11. NIDA-Pakistan Procurement Committee or representatives of NIDA-Pakistan reserves the right to inspect the work/services/goods in successful bidder's warehouse for verification.
12. Quoted price must be inclusive of delivery costs and all admissible taxes while relevant taxes will be deducted at source. Copies of NTN numbers must accompany the sealed bids.
13. An agreement will be signed with successful bidder(s) for timely supply of appropriate quality items and method of payment. Failure to meet the conditions of the agreement will result in cancellation of the agreement at the risk and cost of the supplier.
14. In case the service/supplies are delayed, NIDA-Pakistan will impose a fine/penalty of 0.5 % / Day of the total amount of contract for each day of delay.

Note: Pictures are shown for reference only. The bidders must provide actual technical brochures of the types and models and specifications of the furniture offered.

15. NIDA-PAK reserves the right to forfeit the Performance Guarantee in case of breach of the agreement.
16. Bids Offered must be valid for minimum 90 days after the bid opening.
17. Tender publication does not constitute any commitment on part of NIDA-PAK unless a written agreement is signed by both parties.
18. Lowest price will not be the sole criteria. Quality, previous experience and timely delivery will be considered.
19. Bidding documents must include detailed profile of the business showing past experience and financial position of the suppliers.
20. Bidding Documents must be completed in all respect. Incomplete or partial bids shall be cancelled.
21. Sealed bids must accompany the following documents.
 - (a) Registration Certificate
 - (b) NTN Certificate & STRN Where applicable
 - (c) Company Profile
 - (d) Bank Statement/Bank Account Details

Note: Pictures are shown for reference only. The bidders must provide actual technical brochures of the types and models and specifications of the furniture offered.

Declaration of Eligibility

Tenderer / Supplier:

I, the undersigned *(Name and address of representative)*

Representative of

(Name and address of company)

Declare none of the following conditions is applicable to us;

- Are not registered companies.
- Are not bankrupt or in the process of going bankrupt.
- Have been convicted for an offense concerning professional conduct.
- Have been guilty of grave professional misconduct (proven by any means which the contracting authorities can justify).
- Have not fulfilled obligations related to payment of taxes.
- Are guilty of serious misinterpretation in supplying information.
- Are in situation of conflict of interest (with prior relationship to project or family or business relationship to parties on **NIDA-Pakistan**).
- Were declared as serious fault of implementation owing to a breach of their contractual obligations.
- Are on any list of sanctioned parties issued by the Government of Pakistan, United Nations.

In the presence of

Declared

(Name & Signature of Vendor/ Supplier)

(Stamp)

(Name)

(Signature)