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**TENDER DOCUMENT**

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**“SUPPLY OF OFFICE FURNITURE”  
PAKISTAN HORTICULTURE DEVELOPMENT &  
EXPORT COMPANY**

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Ground Floor, SLIC building No.5, China Chowk, Islamabad

**PAKISTAN HORTICULTURE DEVELOPMENT & EXPORT COMPANY**

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## **BACKGROUND**

Pakistan Horticulture Development & Export Company (PHDEC) intends to shift its office to 1154 Sq. Ft. space at Ground Floor, SLIC building No.5, China Chowk, Blue area, Islamabad. In order to carry out Supply of Office Furniture in the said Office Space PHDEC requires the services of firms/ companies registered with Income Tax and Sales Tax and are on Active Tax Payers' List of FBR. As-Built plan of Ground Floor, SLIC building No.5 is attached at **Annex-I**.

## **EVALUATION PROCESS**

It is our intention to select the firm that presents the best combination of experience, capacity and competence to cater the needs of PHDEC. PHDEC will examine and will review/evaluate the documents submitted. Participating firms may visit site office to supply office furniture items, as per tender document.

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## TENDER DOCUMENTS

### “SUPPLY OF OFFICE FURNITURE”

<u>Sr.No</u>	<u>Item</u>	<u>Qty.</u>	<u>Specifications</u>
1	Executive Revolving Chair	1	Chair Blue Korean Made Boohoo Brand, High-High back Executive chair, seat & back upholster in ergonomic designed pre seat foam. All machine, hydraulic, base & handle imported from Korea with PU castors (Korean Import)
2	Credenza (Cabinet)	1	Unit top to be made of melamine laminated particle board, having 02 shelve & 02 compartment with open able door lockable. <b>Size: 1500 x 400 x 750 mm H</b>
3	Manager table with side rack	8	Unit top to be made of melamine laminated particle board. All edges to be covered with 2mm thick PVC Edging side rack having 01 drawer and 01 compartment <b>Table: 1200 x 750 x 750 mm H</b> <b>Rack: 900 x 450 x 750 mm H</b>
4	Manager Table with side rack	1	Unit top to be made of melamine laminated particle board. All edges to be covered with 2mm thick PVC Edging base to be made of M.S. power coated frame, side rack having 03 drawer and 02 compartment <b>Table: 1200 x 750 x 750 mm H</b>
5	Visitor chairs	22	Unit to be made of Beech wood with arms, seat cushioned with Black leatherette matching polish
6	Low Height Cabinet	7	Unit to be made of 18mm thick laminated melamine board with PVC edging on all sides, unit to have shelve for and open able door, lockable <b>Size: 800 x 400 x 1200 x mm H</b>
7	Full Height Cabinet	4	Unit to be made of 25mm thick laminated melamine particle board, all edges to be covered with 2mm thick PVC edging have 02 open able doors with 04 shelve, lockable <b>Size: 800 x 400 x 1200 x mm H</b>
8	High Back Chairs	10	High Back, seat & Back with MESH, fully adjustable, gas lift (Korean Import)

9	Center Table (Small size)	1	Material: made of veneer pressed on particle board and 5mm thick clear glass at table top, legs and rails in solid wood, polish finish <b>Size: L-914 x D 914 x H-405 mm</b>
10	Coat Hanger	8	Unit to be made of solid sheesham wood, walnut or polish <b>Size: Stranded: H1440 mm H</b>
11	Kitchen Cabinet	1	Unit be made of melamine laminated particle board. All edges to be covered with 2mm thick PVC edging, having 01 adjustable shelves, 02 doors with locks <b>Size: 800 x 400 x 800 mm H</b>

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### **Terms and Conditions**

1. The quotations should be sent in a sealed cover duly written on the Envelope “**Quotation**” which will be opened in the presence of the bidders.
2. The rates should be in round figure **inclusive of Sale Tax**.
3. The bidders shall have to deposit @2% of the total value of the bid as **earnest money** (refundable) in form of Pay order/Demand Draft only (Cheques are not acceptable) in favour of Pakistan Horticulture Development & Export Company, Islamabad along with quotation.
4. Earnest money will remain with PHDEC till the completion of the supply etc. It will be forfeited, if the firm fails to complete the task within specified period with sub-standard material.
5. The bidders must have established offices in Islamabad/ Rawalpindi, which will be inspected by the Company’s authorized Officer (if deemed necessary).
6. The participating firms will have to give their GST/NTN number/Profile and indicate complete period of the task.
7. Bids should reach the PHDEC up to **April 28<sup>th</sup>, 2023 at 10:00 am**. The same shall be opened in the conference of PHDEC same day at 11:00 am in the presence of bidders.
8. Selected firm must complete all tasks **within 15 days**.
9. The Company reserves the right to accept or reject any or all the quotations according to PPRA rules.

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ANNEX-I

