

**PAKISTAN SCIENCE FOUNDATION**  
**1-CONSTITUTION AVENUE, G-5/2**  
**ISLAMABAD**  
**(PSF Website [www.psf.gov.pk](http://www.psf.gov.pk))**

**INVITATION TO BID**

**TENDER NOTICE**

Pakistan Science Foundation, Islamabad, a funding organization for the development of Scientific and Technological Research for Socio-economic development and popularization of Scientific & Technological knowledge in the country, invites sealed bids from suppliers/ dealers, registered with Income Tax and Sales Tax Departments, Govt. of Pakistan and having names in Active Tax Payers list of IT and GST for Supply of **Office Furniture.**

Bidding Documents/BOQ, containing detailed terms and conditions, method of procurement, procedure for submission of bids, bid security, bid validity, opening of bid, evaluation criteria, clarification for rejection of bids, performance guarantee etc. are available for the interested bidders at the office of the undersigned, at Pakistan Science Foundation, 1-Constitution Avenue, G-5/2, Islamabad, on official request, without any cost. Bidding Documents/ BOQ can also be downloaded from our website [www.psf.gov.pk](http://www.psf.gov.pk) free of cost.

The bids, prepared in accordance with the instructions in the bidding documents duly annexed with 2% earnest money must reach at the office of the undersigned at 1-Constitution Avenue, G-5/2, Islamabad on or before 20-4-2022 till 11:00am. Bids will be opened on the same day at 11:30am. The advertisement is also available on PPRA website at [www.ppra.gov.pk](http://www.ppra.gov.pk).

**Project Manager,**  
National Technology Innovation Fund  
Pakistan Science Foundation  
1-Constitution Avenue, G-5/2  
Islamabad.  
Tel: 051-9202294  
Fax: 051-9202468

**PAKISTAN SCIENCE FOUNDATION**  
**1-CONSTITUTION AVENUE, G-5/2**  
**ISLAMABAD**  
[www.psf.gov.pk](http://www.psf.gov.pk)  
**TENDER DOCUMENT**

Name of Firm:- \_\_\_\_\_

Address:- \_\_\_\_\_

Tel. No. \_\_\_\_\_ Mobile No. \_\_\_\_\_ Fax. No. \_\_\_\_\_

GST Registration No. \_\_\_\_\_

NTN. No. \_\_\_\_\_

Active tax payers list No. with proof: \_\_\_\_\_

\*(Attested copies of certificates must be attached)

**Detail of Items:-**

Sr.	Description	Qty
1.	Officer Table set <ul style="list-style-type: none"> <li>• Size: 72inch x 36inch</li> <li>• 3 pieces set</li> <li>• Cushion front</li> <li>• Glossy polish</li> </ul>	03
2.	Officer Table set <ul style="list-style-type: none"> <li>• Size: 60inch x 30inch</li> <li>• 3 pieces set</li> <li>• Cushion front</li> <li>• Glossy polish</li> </ul>	04
3.	Officer Revolving Chairs with: <ul style="list-style-type: none"> <li>• Wooden arms</li> <li>• Neck Rest</li> <li>• Hand Step Liver</li> <li>• Metallic Cord Wheels</li> </ul>	07
4.	Office Chairs (for visitors) <ul style="list-style-type: none"> <li>• Imported Wooden structure</li> </ul>	15
5.	Office Almirah: Steel Almirah <ul style="list-style-type: none"> <li>• Size: 68inch x 36inch</li> <li>• Metallic</li> <li>• Glass door</li> <li>• All lock</li> </ul>	05
6.	Wooden Side Rack <ul style="list-style-type: none"> <li>• Size: 48inch x 16inch</li> <li>• Fine polished</li> <li>• Glossy look</li> </ul>	10
7.	Computer tables <ul style="list-style-type: none"> <li>• Size: 48inch x 24inch</li> <li>• Glossy Finish</li> </ul>	03
8.	Chairs for computer table <ul style="list-style-type: none"> <li>• Medical Pad</li> <li>• High Back</li> <li>• Head rest</li> </ul>	03
9.	5 Seater Sofa set <ul style="list-style-type: none"> <li>• Imported Leather</li> </ul>	02
10.	Paper Shredder, Aurora AS810SD	02
11.	Gas Heaters, 2.4 ton, Imported	05
12.	Telephone Sets with: <ul style="list-style-type: none"> <li>• CLI, Call record</li> <li>• Speaker and sensitive mic</li> </ul>	09

## **Terms & Conditions:-**

- i. **Firms should quote their rates inclusive of all taxes (if applicable) and should describe complete specifications of item in all aspects. Otherwise bid may be cancelled.**
- ii. Sample of the item can be seen at PSF before submitting the quotes.
- iii. The quotes should be accompanied with colored pictures of the items.
- iv. Work order will be issued after clearance of the sample items.
- v. The items must be delivered/installed at Pakistan Science Foundation, 1-Constitution Avenue, G-5/2, Islamabad.
- vi. **Bid Evaluation Criteria: Bid with lowest unit cost conforming to the specifications and terms and conditions shall be considered for award of contract to one or more bidders.**
- vii. Earnest money in the shape of DD/Pay Order @ 2% of the bid (returnable after lapse of period of warranty) in favor of Pakistan Science Foundation, Islamabad along-with Broacher/Technical Profile of the items offered for sale should be attached with the bid.
- viii. Free after sale service and warranty period (at-least one year) should be indicated in the bid.
- ix. The firm should not be blacklisted.
- x. The supply time shall be 1 week days after issuance of the supply order.
- xi. Performance guaranty of 10% (where applicable) of contract value/work order would be obtained from the successful vendors.
- xii. No transportation and carriage charges will be paid for delivery/installation.
- xiii. Items can be increased or decreased.
- xiv. The Competent Authority reserves the right to accept or reject all or any Tender before acceptance.
- xv. The interested parties may send their sealed tenders to the Project Manager, NTIF, PSF 1-Constitution Avenue, G-5/2, Islamabad on or before 20-4-2022 till 11:00am which will be opened on the same date at 11:30am in PSF in presence of the bidders / their authorized representatives if they care to do so. Late tenders/ incomplete tenders will not be entertained.

**Project Manager,**  
National Technology Innovation Fund  
Pakistan Science Foundation  
1-Constitution Avenue, G-5/2  
Islamabad.  
Tel: 051-9202294  
Fax: 051-9202468

## ACCEPTANCE CERTIFICATE

I \_\_\_\_\_  
OWNER/LEGAL REPRESENTATIVE OF M/S.

\_\_\_\_\_

Hereby, confirm that terms & conditions mentioned in this Tender document are acceptable to me (as a whole) and I shall abide by these terms and conditions.

2. The supplied items/jobs done will be of the best quality/standard and as mentioned in the Tender Documents. I will be bound to replace any number of items/materials, if found sub-standard, unsatisfactory or defective, without any extra claim to PSF, Islamabad. If failed to do so I agree that PSF has the right to confiscate/forfeit the earnest money and may likely blacklist our firm.

**(Supplier)**

**Signature with seal:**

**(Owner/representative) (Attested copy attached)**

**Dated**

**CNIC No.** \_\_\_\_\_

**Phone No.** \_\_\_\_\_ **(Attested copy attached)**

**Cell No.** \_\_\_\_\_