

GOVERNMENT OF PAKISTAN
MINISTRY OF ENERGY (PETROLEUM DIVISION)
GEOLOGICAL SURVEY OF PAKISTAN, LAHORE



Tender Documents

(One Stage One Envelope Procedure on FOR Lahore basis)

For

REPAIR OF OFFICE FURNITURE
(FY 2023-24)

Senior Chemist/Chairman Purchase Committee
Geological Survey of Pakistan,
Near Expo Centre, Johar Town, Lahore.
Ph. +92-42-99232931, Fax. +92-21-99232940

Signature and Seal of Bidder

Signature and Seal of Bidder

Government of Pakistan
Ministry of Energy, Petroleum Division
Geological Survey of Pakistan, Lahore

Tender Notice for Repair of Office Furniture
(From Already Pre-Qualified Firms)

1. Sealed Bids (Single Stage, One Envelope Procedure) are invited from already pre-qualified firms for “**Repair of Office Furniture**”.
2. The Tender documents can be obtained from the office of the **Senior Chemist/Chairman Purchase Committee, Geological Survey of Pakistan, Trade Center II, near Expo Center, M.A. Johar Town, Lahore**; or also available on PPRA and GSP website www.ppra.org.pk and www.gsp.gov.pk respectively.
3. The sealed bids along with bid money of Rs. 100,000/- in accordance with the instruction in the Tender documents, must reach at office of the **Senior Chemist/Chairman Purchase Committee** on or before 23rd of April, 2024 (Tuesday) at 1300 Hrs. The proposals will be opened in the presence of available bidders on the same day at 1400 Hrs.

ASIF HANIF
Chairman Purchase Committee
Geological Survey of Pakistan,
Trade Center near Expo Center, M.A. Johar Town, Lahore.
Tel: 042-99232931

Signature and Seal of Bidder

TECHNICAL BID

Signature and Seal of Bidder

Last date of submission of technical bids on 23-04-2024 at 1300hrs and will be open on same day at 1400hrs.

List of Mandatory Documents for Eligibility

Sr.	Documents.	Remarks (Accepted/Rejected)
1	Repairing should be in the presence of office representative.	
2	Pay Order/Call Deposit Receipt/ Bank Draft for Bid Security of 100,000/- Rs. Repairing warranty should 6 months for all works.	
3	Polish should be Lacquer grade	
4	Poshish should be of Latherite	
5	Paint as Hammered Paint	

Technical Evaluation, Procedure and Criteria

- (i) Bidding company/firm may participate in whole tender items or few items.
- (ii) **Procedure for opening of Bids**
Single stage – One envelope, procedure would be adopted for opening of bids.
The procedure and terms are as follows:
 - a) The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the Financial Proposal and the Technical Proposal.
 - b) The envelopes shall be marked as “FINANCIAL PROPOSAL” and “TECHNICAL PROPOSAL” in bold and legible letters to avoid confusion.
 - c) Initially, only the envelope marked “TECHNICAL PROPOSAL” shall be opened.
 - d) The Technical Proposals shall be evaluated for compliance with technical requirements of this document, without reference to the price and reject any proposal which does not conform to the specified requirements as listed in said Sections.
 - e) The envelope marked as “FINANCIAL PROPOSAL” shall be opened in front of Procurement Committee members and the representatives of qualified bidders.
 - f) The Financial Proposal of bids found technically nonresponsive or unqualified shall be returned un-opened to the respective bidders;
 - g) The opened financial proposals will be evaluated, and amount totals will be checked/ verified for correctness. The lowest priced bid compliant in all respects will be considered for the award of procurement order.
 - h) The place of delivery will be respective offices of the GSP mentioned in the

Signature and Seal of Bidder

documents according to the demand of the respective offices.

Terms & conditions: - (On Stamp Paper signed and stamp by the bidder)

Sealed bids (as per prescribed bid forms) addressed to the Director, Geological Survey of Pakistan, Lahore will be received till 23-04-2024, 1300 hours and will be opened at 1400 hours on same date in the presence of all bidders or their authorized representative who may choose to attend.

1. Bids should accompany a pay order as bid security for an amount equal to 100,000/- Rs. in the name of Director, Geological Survey of Pakistan, Lahore. Failure to furnish the same shall lead to disqualification of the bid. Bid security will be returned after satisfaction certificate from technical committee.
2. Income tax/GST (if admissible) will be charged as per prevailing laws of the Government of Pakistan by bidders.
3. Bids should be free from cutting/overwriting. The bid amount should be written both in figure as well as in words which must be clear and legible. Failure to do so shall lead to disqualification from the bid.
4. Bid have a minimum validity period of 180 days from the last date for submission of the Tender.
5. The Competent Authority/Purchase Committee reserves the right to accept or reject any or all bids by assigning proper reasons before submission and after opening of bids.
6. At the time of services, below specification goods will result in cancellation of bid.
7. The purchase committee may decrease or increase the number of items if required.
8. Conditional bids shall not be accepted.
9. GENERAL: These terms and conditions shall form an integral part of this Purchase Order and both the Supplier/Seller and the Procuring agency shall be bound by all the provisions contained hereunder.
10. INSPECTION: All items of this order will be subject to acceptance/rejection by the Purchase and technical Committee/3rd Party Inspector (if required), who will give its decision within 10 working days of receipt of material. Rejected services shall be repeated by the Supplier within 10 days from the date of receipt of the letter/fax, issued by the purchase committee. The Supplier will be liable to pay storage charges @ ½ % of the cost of rejected material on every day basis if the same is not removed within 10 days. After 10 days the penalty will be charged at the rate of 2.5% per day with the supplier's maximum liability under this clause not to exceed 2.5% of the total value of the Purchase Order.
11. GOVERNING LAW: This Purchase Order and any matter relating thereto shall be governed by the prevailing laws of Govt. of Pakistan and PPRA rule 2004.
12. WARRANTIES: Supplier/Seller warrants that all goods, material, equipment or services furnished herein above will confirm strictly to the Procuring agency's specifications.

Signature and Seal of Bidder

13. **TITLE:** Supplier/seller warrants that the services shall be delivered free from any and all security interests, liens, encumbrances and claims of any nature.
14. **COMPLIANCE WITH LAWS:** Supplier/seller agrees to indemnify the Purchase for any loss, damage or cost suffered by the Procuring agency as a consequence of the Supplier/seller's failure, deliberate or otherwise, to comply with any applicable laws, rules, regulations or orders/directives of any public sector entity and/or Government.
15. **ARBITRATION:** Any dispute, difference or question arising out of or in respect of this Purchase Order shall be settled by arbitration in accordance with the Grievances redressal committee.

Signature and Seal of Bidder

FINANCIAL BID

Signature and Seal of Bidder



Government of Pakistan
MINISTRY OF ENERGY (PETROLEUM DIVISION)
Geological Survey of Pakistan

1. Name _____
2. Father's Name _____
3. Address of Bidder _____

4. Ph# _____ Mobile _____
5. CNIC _____
6. Items _____ Attach list as in schedule of prices
7. Bid price (in figure) Rs. _____
(in words) _____
8. Bid Security Rs. 100,000/-
9. Pay Order# _____

(Signature of Bidder)
Dated _____

Signature and Seal of Bidder

SCHEDULE OF PRICES

Item No.	Item	Description of Services	Quantity	Rate per Unit w/o PST	PST per Unit	Total Amount (Rs) including PST	Estimated Period for Repair/Service (days)
1	Clerical Chair Steel/Wood	Polish and Paint	47				
2	Executive Table	Polish	4				
3	Clerical Table Wood (Steel Legs)	Polish, Repair and Paint	8				
4	Center Table Wood	Polish	4				
5	Dressing Stool	Polish	1				
6	Presidential Chair Wood	Polish and Polish	5				
7	Presidential Table Wood	Polish	2				
8	Counter Wood	Polish	1				
9	Dressing Table	Polish	1				
10	Dice Wood	Polish	2				
11	Peon Bench Wood/Steel	Polish, Repair and Paint	10				
12	Wooden Side Table	Polish	8				
13	Revolving Computer Chair	Polish and Repair	9				
14	Conference Table Wood	Polish	7				
15	Wooden Almirah	Polish	78				
16	Office Table Wooden/Steel	Polish, Paint and Repair	18				
17	Officer Table Wooden	Polish and Repair	21				
18	Computer Table	Polish	27				

Signature and Seal of Bidder

19	Easy Chair Wood	Poshish and Polish	24				
20	Visitor Chair Wood	Poshish and Polish	155				
21	Revolving Officer Chair	Poshish, Repair and Polish	30				
Total							

Total Amount in Words including Tax (Rs.): _____

Signature and Seal of Bidder



Geological Survey of Pakistan
TRADE CENTRE, PHASE II, JOHAR TOWN, LAHORE.

Attach original pay order here

Signature and Seal of Bidder