



No. PMU (BOR) PO/50-68/ 2011
Project Management Unit
Board of Revenue, Punjab
Ph: 042-37586711 Fax: 042-37522498

Dated Lahore, 19th December, 2011

To

M/S -----

Subject: **RFQ FOR SUPPLY OF OFFICE FURNITURE FOR LAHORE CANTT SERVICE CENTER**

Land Records Management & Information Systems Project is a World Bank Assisted Project of the Board of Revenue, Government of the Punjab. The PMU (LRMIS) intends to purchase 'Office Furniture' for Lahore Cantt Service Center during the implementation of this project. You are requested to provide a quotation for the supply of below mentioned furniture items with the following specifications:

1. DETAIL OF FURNITURE ITEMS:

Sr. No.	DESCRIPTION OF ITEM	UNIT	QUANTITY
1	Computer Table	Each	12
2	Computer Chair	Each	38
3	Visitor's Chair (Movable)	Each	18
4	Filing Cabinet	Each	7
5	Table For Printers	Each	3

2. TECHNICAL SPECIFICATIONS:

Sr. No.	Item	Description
1.	Computer Table	Brand New Computer Table complete in all respect with the design as shown in diagram having i. Size (LWH): 4 (ft) x 2 (ft) x 30 (in). ii. The table is made from 3/4 (in) thick prime quality MDF/Lasani



- sheet polished/painted in deco/lacquer in the approved color with table top in Formica.
- iii. Shall have One compartment H16" to house computer CPU with side opening for cables
- iv. Shall have 2 fixed drawers above the CPU compartment.
- v. Shall have a sliding keyboard tray with imported telescopic slide rails
- vi. Shall have suitable openings for computer cabling and ventilation.
- vii. Shall have central locking arrangement for the drawers on inner side with prime quality lock.
- viii. Shall be painted/polished in deco/lacquer where required
- ix. Prime quality seasoned shisham wood / Deodar wood / Ash wood / Beach wood / Teac wood MDF to be used where required.

2. Computer Chair



- Brand New Revolving Computer Chair with medium high back and arms in approved design having
- i. Imported good quality 5-star plastic body revolving base with best quality imported wheel casters attached with base.
- ii. The chair shall have hydraulic up & down and reclining features.
- iii. Seat and back made from wood or synthetic molded material, cushioned with best quality foam and covered with prime quality leatherette / fabric in approved color
- iv. Shall be polished or painted in deco/lacquer where required

3. Filing Cabinet

- Brand New Cabinet in approved design as shown opposite complete in all respects having
- i. Size (HWD): 6(ft) x 3(ft) x 18(in).
- ii. The Cabinet is made from 3/4 (in) thick prime quality MDF / Lasani in approved color with



- iii. Shall have five shelves made with best quality $\frac{3}{4}$ (in) thick MDF / Lasani with appropriate supporting arrangement for oncoming load of files with wooden/PVC lipping.
- iv. Shall have two front open-able leaves made from $\frac{3}{4}$ (in) thick best quality MDF / Lasani with PVC lipping each with best quality locking arrangement, handle etc complete in all respect.
- v. Shall be deco painted or lacquer polished where required as approved.
- vi. Prime quality seasoned shisham wood / Deodar wood / Ash wood / Beach wood / Teac wood / Lasani / MDF to be used where required.

4. Table for Printer



- Brand New Table for printers complete in all respects in approved design shown opposite having
- i. Size (HWD):30(in) x 27(in) x 24(in)
 - ii. The Table is made from best quality $\frac{3}{4}$ (in) MDF / Lasani in the approved color and design.
 - iii. The table top is finished in Formica. The show of top is 1(in) to 1.25 (in) in a tapered shape
 - iv. Shall have two drawers with prime quality imported telescopic sliding rails and central locking arrangement with handles as per approved design as shown in the photograph.
 - v. Shall be deco painted or lacquer polished where required as approved by the client
 - vi. Prime quality seasoned shisham wood / Deodar wood / Ash wood / Beach wood / Teac wood to be used where required.

5. Visitor Chairs

Brand New Chair with medium back and arms in approved



- design having
- i. Structure made from prime quality seasoned wood / molded synthetic material adequately reinforced and appropriately finished in NC Lacquer polish / deco paint in approved shade.
 - ii. Seat and back cushioned with best quality foam and covered with leatherette / fabric in approved color & design.
 - iii. Prime quality seasoned Shisham wood / Deodar wood / Ash wood / Beach wood / Teac wood / Moulded Synthetic material duly reinforced to be used where required.

3. DELIVERY

- a. Delivery Schedule: Within 14 days after issuance of Purchase Order
- b. Place of Delivery: Lahore Cantt Service Center

4. QUALIFICATION CRITERIA

- a. The bidder must be a manufacturer of furniture
- b. The bidder must be a Sales Tax registered firm as well as hold NTN Number.
- c. Must be registered in the relevant category (Registration of firm required)
- d. Minimum 7-years experience
- e. Minimum Annual sales of Rs.10 Million for the last 2-years
- f. Copies of Audit Reports required for two financial years

5. ELIGIBLE COUNTRIES

This Invitation for Bids is open to all suppliers from eligible source countries as defined in *Guidelines: Procurement under IBRD Loans and IDA Credits*, dated January 1995, hereinafter referred as the *IBRD Guidelines for Procurement*, except as provided on the World Bank website hereinafter.

<http://web.worldbank.org/WBSITE/EXTERNAL/PROJECTS/PROCUREMENT/0,,contentMDK:20063147~pagePK:84269~piPK:84286~theSitePK:84266,00.html>

In addition, bidders, goods, and services from following countries or territories are ineligible in accordance with the provisions of paragraph 1.8(a) of the *Guidelines: Procurement under IBRD Loans and IDA Credits*.

- i. Israel

6. The PMU will not be responsible for any costs or expenses incurred by the firms in connection with the preparation or delivery of quotations.

7. The PMU reserves the right to accept or reject one or all the quotations either fully or partially without assigning any reason thereof.

8. The quoted prices should be valid for 15 days.
8. The quoted prices must include all applicable taxes and delivery charges at destination. If not specifically mentioned in the quotation, it will be presumed that the quoted prices include all applicable taxes, delivery charges and are valid for 15 days.
9. The bidder must offer one (1) year comprehensive warranty at site.
10. The PMU may increase or decrease the quantities of any / all items up to 15% at the quoted prices.
11. In case of failure to complete the work in stipulated time period, the 'Purchase Order' may be cancelled, and the firm may not be allowed to participate in future tenders. Moreover Liquidated damages will be imposed @ 0.5% of the contract price per week for late completion of work.
12. Any conditional quote will be rejected.
13. If so desired, please offer your quotation latest by **31.12.2011**

Procurement Officer
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