

**PAKISTAN METEOROLOGICAL DEPARTMENT
FLOOD FORECASTING DIVISION (FFD)
46-JAIL ROAD LAHORE**

Tel: + (92-42) 99200208

Fax: + (92-42) 99200209



BIDDING DOCUMENT

No.A-1(1)/Tender/2025/

For

**“Repair Of Furniture And Fixture
at Flood Forecasting Division Lahore”**

Compliance: As per PPRA Rules



**GOVERNMENT OF PAKISTAN
PAKISTAN METEOROLOGICAL DEPARTMENT
FLOOD FORECASTING DIVISION
46-JAIL ROAD LAHORE**

TENDER NOTICE

**INVITATION OF BIDS FOR REPAIR OF FURNITURE AND FIXTURES OF,
FLOOD FORECASTING DIVISION LAHORE**

Flood Forecasting Division Lahore, a unit of Pakistan Meteorological Department invites sealed bids on F.O.R. basis from the firms/parties, registered with Income Tax and Sales Tax Departments and who are on Active Taxpayers List of Federal Board of Revenue for the repair of furniture and fixtures of 46-Jail Road, Flood Forecasting Division, Lahore, as per the following:

Items	Repair/Replacement Details & Quantity	Estimated cost
Officer chairs, single seat sofas, Office tables, Visitor chairs, Doors, Window Blinds Conference Hall chairs, DFO table etc.	As per detailed specification provided in the bidding documents.	PKR 2.5 million

Terms and Conditions:

1. All Bidding documents must be filled/uploaded/submitted on EPADS as well as original bids along with Bid security must be submitted in hard forms to 46-Jail Road, Flood Forecasting Division, Lahore.
2. Original Bid Security (2% of the estimated cost) in shape of Bank Draft / Pay Order/CDR in favor of Chief Meteorologist, FFD Lahore must be submitted to the office of Flood Forecasting Lahore before the closing date.
3. The quantity of the items can be increased/ decreased subject to funds availability.
4. Incomplete or late received offer will not be considered, closing date and time of Bid is **20th May, 2025** at 10:30 AM PST and opening date and time is **20th May, 2025** at 11:00 AM PST.
5. The Procuring Agency reserves the right to cancel the bidding process at any stage without assigning any reason.
6. The successful bidders will furnish performance guarantee in the shape of CDR/Pay Order/Bank Draft @ 3% of his supply/work order in favour of Chief Meteorologist, FFD Lahore.
7. Method of Single Stage one Envelope Bidding Procedure under Rule 36(a) of Public Procurement Rules, 2004 will be used.
8. Bidding documents having detailed specifications are available free of cost at the website www.pmd.gov.pk PPRA EPADS www.eprocure.gov.pk as well as www.ppra.org.pk

Note: All Firms are directed to quote their Bids online through PPRA E-PADS as well as original Bids must be submitted in hard forms to 46-Jail Road, Flood Forecasting Division Lahore.

(Zaheer Ahmed Babar)
Chief Meteorologist
Ph:042-99200208

Bidding Document

1. Invitation to Bids

Flood Forecasting Division (FFD) Lahore invites sealed bids from eligible and qualified firms for the repair/replacement of **furniture and fixtures** at FFD Lahore. The bidding process will be conducted through **EPADS** platform to ensure transparency and compliance with **PPRA rules**.

2. Scope of Work

The Scope of Work includes:

S No	Item Description	Approx. Qty	Required Repairs/ Actions	Rate per unit	Total Cost
1.	Officer Chair	5	Re-upholstery (Replacement of Foam (Master), belt and fabric with rexine/leatherette) and repair including hydraulic system, wheel base etc.		
2.	Single seat Sofa	6	Replacement of outer fabric with rexine/leatherette and lacquer wood polish on visible wood surface.		
3.	Office table	25	Machine Lacquer wood polish (Gloss Finish), ICI/Berger or equivalent and repair including repair/replacement of drawers, locks, cabinet doors to the underside of table		
4.	Office table glass	15	Replacement of table top glass (3ft x 5ft) with new 6mm thick glass		
5.	Visitor Chair	12	Re-upholstery (Replacement of Foam (Master), belt and fabric with rexine/leatherette)		
6.	Visitor Chair	15	Machine Lacquer wood polish (Gloss Finish), ICI/Berger or equivalent		
7.	Door	2	Replacement of damaged ones with same specification, material and finish as existing one		
8.	Window Blinds	4 (Approx. 100 sqft)	Replacement of Roller blinds		
9.	Conference room Chairs	15	Replacement as per specification given in Annexure A		
10.	DFO table	1	Replacement as per specifications given in Annexure A		

3. GENERAL TERMS & CONDITIONS

1. Bidding Procedure:

- Single Stage-One Envelope Procedure as per PPRA Rule 36 (a).

2. Bid components

- **Technical Proposal (if applicable)**
- **Financial Proposal**
 - Itemized cost of repair (as per format provided above)
 - Bid price for each item/service must be inclusive of all taxes.

3. Eligibility Criteria:

Bidders must:

- Be Registered with FBR (Valid NTN & GST, PST (if applicable))
- Provide an affidavit of non-blacklisting

4. Bid Submission:

- All the firms are directed to quote their bids online through PPRA EPADS as well as original bids must be submitted in hard form along with **Earnest money** to the office of Chief Meteorologist, 46-Jail Road Flood Forecasting Division, Lahore
- Mark Envelope as: "Repair of furniture and fixture of 46-Jail Road FFD Lahore"

5. Bid Security (Earnest Money):

- Original 2% bid security of the estimated cost must be submitted as a Pay order/ Bank draft/Demand Draft in favor of Chief Meteorologist, FFD in Pakistani Currency.
- Bid without Earnest Money will be rejected.

6. Bid Validity:

- The bids shall remain valid for a period of two months (60 days) from the date of opening of the tender (Rule 28)
- If required, the procuring agency may request an extension in the validity period, subject to the written consent of the bidder.

7. Performance guarantee

- The successful bidders will furnish performance guarantee in the shape of CDR/Pay Order/Bank Draft @ 3% of his supply/work order in favour of Chief Meteorologist, FFD Lahore.

8. Delivery/Completion Schedule:

- The successful bidder shall deliver the items on F.O.R. basis to 46-Jail Road, FFD, Lahore, or complete the assigned work, within **10 days** from the issuance of the award of contract/work order/purchase order.
- A 1% penalty per day will apply for delays beyond the specific time.

9. Quantity Variation:

- The quantity may be increased or decreased at the discretion of the **procuring agency**, without any change in unit rates or other terms and conditions.

10. Brand Name:

- Only one brand name for each item to be mentioned (if applicable).

11. Taxes:

- Prices quoted must be inclusive of all applicable taxes.
- Taxes will be deducted at source as per governments rule

12. Integrity of Bids:


- Tenderers are required to submit genuine offers after fulfilling all requirements of the Tender Enquiry. In case of a fake offer or willful misrepresentation, the same shall be treated as gross misconduct and fraud. Such offers shall be rejected outright and may lead to blacklisting of the firm and/or forfeiture of the Earnest Money Deposit (EMD).

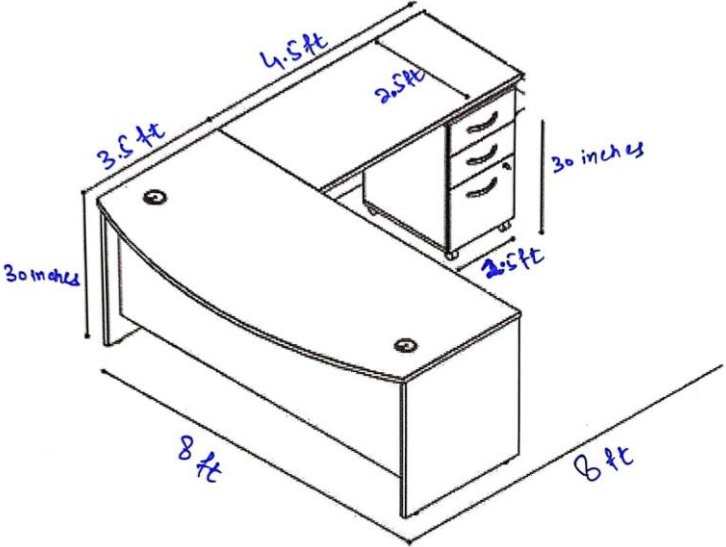
13. Rejection of Bids:

- The procuring agency reserves the right to reject any or all bid as per PPRA Rule 33.

(Zaheer Ahmed Babar)
Chief Meteorologist
Ph:042-99200208

Annexure-A
(Details as per requirement)

Item name & specifications	Picture
<p>1. <u>Conference Chairs</u></p> <p>Specifications</p> <ul style="list-style-type: none">• Design: Black Color, Stylish, ergonomic, and modern design suitable for conference halls and meeting rooms• Frame: PP (Polypropylene) black frame for durability and strength• Backrest: Breathable mesh back for airflow and comfort• Armrests: PP black armrests with ABS covers• Seat: Padded seat with high-density foam for comfortable long-term seating• Base: Sleek metallic base with black powder-coated paint for stability and support• Dimensions:<ul style="list-style-type: none">◦ Width: atleast 23 inches◦ Depth: atleast 23 inches◦ Height: 36 inches• Materials:<ul style="list-style-type: none">◦ Frame: PP (Polypropylene)◦ Backrest: Mesh◦ Armrests: PP with ABS cover• Base: Sturdy metallic base with black powder-coated paint finish for corrosion resistance and aesthetic appeal• Additional Features:<ul style="list-style-type: none">◦ Non-slip foot caps for floor protection◦ Weight capacity: (250 lbs)	 <p style="text-align: center;">◦</p>

Item name & Specifications	Picture
<p>DFO Table</p>	 <p>The image is an isometric line drawing of an L-shaped executive desk. The desk has a curved front on the shorter arm. Dimensions are labeled in blue: the shorter arm is 3.5 ft deep and 8 ft wide; the longer arm is 4.5 ft deep and 8 ft wide. The height of the desk is indicated as 30 inches. A set of drawers is located on the longer arm, with a depth of 2.5 ft. The overall width of the longer arm is also labeled as 8 ft.</p>
<p>Specifications:</p> <p>Custom L-Shaped Executive Desk with Straight Inner Side & Curved Visitor Front</p> <p>Design & Shape</p> <ul style="list-style-type: none"> • L-shaped executive workstation with a straight inner (user-facing) side for ergonomic use • Curved outer (visitor-facing) side for a clean, inviting appearance • The front side of the table (3.5 ft depth × 8 ft width) is designed for visitor-facing interaction, featuring a graceful curved front • The lateral side of the table (2.5 ft depth × 8 ft width) serves as the primary working zone, ideal for computer monitors, documents, and daily operations • Arms are joined at a 90° corner, allowing natural workflow across both sides • Groove incorporated along the entire length of the desk's top surface to fit a 5mm thick glass seamlessly • The groove ensures the glass rests securely between the wooden sheets, with the wooden board acting as the frame and the glass sitting in the center, providing a clean, sleek aesthetic • Full-length modesty panel on the front (user-facing) side for privacy • All external edges are rounded or curved, ensuring safety and a professional finish <p>Dimensions</p> <ul style="list-style-type: none"> • Short Arm (Visitor Side): 8 feet (width) × 3.5 feet (depth) • Long Arm (Working Side): 8 feet (width) × 2.5 feet (depth) • Height: 30 inches (standard desk height) <p>Materials & Construction</p> <ul style="list-style-type: none"> • Desk constructed from 18mm thick Sheesham veneerboard — engineered plyboard core with natural Sheesham wood veneer on exposed faces • Surface finished with premium-quality Sheesham veneer sheet, polished and lacquered in a Dark Mahogany finish to enhance the deep tones and natural grain of the wood • All visible edges to be lipped with solid Dyar wood, in matching Sheesham veneer, with a rounded profile for a seamless and elegant look • The edge banding is made from solid dyar wood, offering a luxurious and high-end appearance • Board treated for termite and moisture resistance to ensure longevity • High quality wood feet (height: 3-4 inches) for added stability, durability, and ease of cleaning 	

- **Feet material:** High quality wood, finished in matching **Dark Mahogany** to blend seamlessly with the desk surface

Integrated Features

- **Under-desk retractable keyboard & mouse trays** — one for each of the three main work areas (centered on the long arm and the short arm)
- **Drawer unit** on the bottom **side** of the desk with:
 - **Mobile file Cabinet consisting of 3 vertically stacked drawers** for storage
 - **Smooth sliding mechanisms** with **concealed channels**
 - **Cable grommets** on both the short and long arms for neat and organized wiring

Optional cable management tray mounted underneath the desk for additional wiring control

- **CPU space provision under the desk with ventilation slots and a cable routing hole to ensure proper airflow**