





Organization Name	Khyber Pakhtunkhwa Oil & Gas Company Limited (KPOGCL)
Subject	Rate Running Contract (RRC) for Supply of Office Furniture
Address for Depositing & Opening of Tender No: KPOGCL/ Tender /491/2017	3rd Floor, Ali Towers, University Road (Opposite Custom House) Peshawar,
Tel No.	+92 91 – 9216283 0300 500 1038 0333 538 0240 (SMS)
Fax No.	+92 91 – 9216295
Tender No	KPOGCL/Tender/491/2017
Procedure	Single Stage, Single Envelope, As Per KPPRA Rule 6(2)(a)
Terms & Conditions	<ol style="list-style-type: none"> <li>1. Quotations must be submitted in single envelope clearly marked on the top in bold COMMERCIAL OFFER beneath that Tender No 491/2017 and Bidders Name, Address, Phone, Fax &amp; Email must be written.</li> <li>2. Commercial Offer should indicate price of quoted Items and must be conform to the terms and conditions of the Tender. Original bank draft of bid amount Rs-50,000/- as bid security must be attached with Commercial Offer.</li> <li>3. The quoted Prices are to be inclusive of all taxes levied by the Governments on FOR basis. GST &amp; WHT must be mentioned separately as per Annex-B. PLEASE ENSURE COMPLETION OF “ANNEX-B” AS PER THE GIVEN FORMAT.</li> <li>4. The firm should be registered with FBR having income tax and sales tax certificates. The firm should be on active tax payer list, as per KPPRA Rule 8(3) (b).</li> <li>5. Quoted rates/price shall remain valid for a period of minimum 90 days.</li> <li>6. Item(s) are required within delivery period of 30 calendar days from issuance of Purchase Order. However, the delivery period should be factual as no extension will be subsequently granted except under extreme / un-avoidable circumstances. Any delay beyond 30 days shall result in encashing of the Bid Security.</li> <li>7. The quotations must be in original and are to reach at HQ, KPOGCL Office Peshawar by 1500 hours on 13-September-2017. No quotation will be accepted in photocopy, through Fax or e-mail and or after due date and time.</li> </ol>



	<p>8. KPOGCL reserves the right to cancel or reject all bids/ proposals at any time prior to its acceptance as per KPPRA Rule 47(1).</p> <p>9. Government taxes (GST/WHT) will be deducted at the time of payment as per Government prescribed rates.</p> <p>10. Offers are liable to be rejected if: -</p> <p>a) There is any deviation from any instruction.</p> <p>b) Offers are found conditional or incomplete in any respect.</p> <p>c) Multiple rates are quoted against one item or overwriting /Erasing in prices.</p> <p>11. Acceptance of tendered items will be carried out after Bulk Supply, Inspection at the office of HQ, KPOGCL (Peshawar). Payment will be made after Satisfactory Inspection Report by the Inspection Committee.</p> <p>12. If any fault / defect occur in the supplies during the usage period, , it will be repaired/ replaced as per the situation, by the Supplier at his own risk and cost.</p> <p>13. The quantity of items may increase or decrease depending upon circumstances.</p> <p>14. Documentary Proof must be provided as per Annex-A to these bidding documents.</p> <p>15. Technical Specifications and basic features of tendered items is at Annex B.</p>
<b>Advertisement Date</b>	12-Aug-2017
<b>Pre Bid Meeting Time,Date &amp; Location</b>	Nil
<b>Bid Closing Date</b>	13-September-2017
<b>Bid Closing Time</b>	15:00hrs
<b>Bid Opening Date</b>	13-September-2017
<b>Bid Opening Time</b>	15:30hrs
<b>Bid Security</b>	Rs-50,000/-
<b>Corrigendum</b>	Nil
<b>Document Cost</b>	Free to download from KPOGCL website.
<b>Remarks</b>	For any questions, please send email to: <a href="mailto:muhammad.ikram@kpogcl.com.pk">muhammad.ikram@kpogcl.com.pk</a>



**ANNEX-A**



S.N	The bidders shall clearly provide the proof of the following	Yes	No
1	Tax Certificates i.e GST, NTN.		
2	Filer/ Tax Payer.		
3	Firm in Operation (Certificate of incorporation/registration under the laws of Pakistan – Documentary proof/evidence required).		
4	Sample of all the items as per the given specifications to be shown on being declared lowest before bulk supply.		

A	B	C	D	E	F	G
	Item	Technical Description	Picture	Qty	Amount Per Unit with Taxes in Rupees	Total Amount with Taxes in Rupees ExF=G
<b>TABLES/CHAIRS/CABINETS</b>						
1	<b>TABLES</b>	<p><b>Office wooden Table With 3 Drawers</b></p> <p>Table Size 2.5'x4', Shesham Wemboard sheet, Concealed with 3 sides (Bottom to Top) with Laminated Sheet (Good quality), with 3 Drawers, upper drawer lockable,</p> <p>Color Furniture Polished</p> <p>Ref picture is attached or Equivalent</p> <p>Warranty 1 Year</p>				
2		<p><b>Office Small Wooden table</b></p> <p>Table Size 2'x3.5', Laminated Sheet Top, Concealed with 3 sides (Bottom to Top) with Laminated Sheet (Good quality), with 3 Drawers, upper drawer lockable, Color: Black</p>				

		Ref picture is attached or Equivalent Warranty 1 Year				
<b>3</b>		<b>Office Glass Table Small (Brown)</b> Material: Lamination Sheet Size: 18"x36" Glass top, Color: Dark Chocolate Ref picture is attached or Equivalent Warranty 1 Year				
<b>4</b>		<b>Office Glass Table</b> Material: Lamination Sheet Size: 5ftx3ft Glass top, Color: Dark Chocolate Ref picture is attached or Equivalent Warranty 1 Year				


5	<b>Chairs</b>	<p><b>Office Revolving Chair (Black High Back)</b></p> <p>Back height: 71mm</p> <p>Seat depth: 45 mm</p> <p>Seat and back is fully cushioned with black leather on top. Steel arms with black leather touch. Black in colour. with arms high back Heavy duty steel structure 5-prong base Height/width adjustable seating of fine quality leatherite, first quality foam.</p> <p>Ref picture is attached or Equivalent</p> <p>Warranty 1 Year</p>				
6		<p><b>Office Visitor Natural Cane knitted Chair</b></p> <p>Back height: 38 mm</p> <p>Seat depth: 49 mm</p> <p>Seat and back made with Natural cane strips. Steel frame with wooden arms on top.</p> <p>Metal Structure made of mild steel square pipe 25/25 mm, 20 Gage</p> <p>Ref picture is attached or Equivalent</p> <p>Warranty 1 Year</p>				



7		<p><b>Office Black Round Base Chair</b></p> <p><b>Steel Structure Frame Structure made of Round Steel Pipe, Properly cushioned having rubber strips with raw cotton filling fixed with 1st quality foam and covered with durable tapestry cloth Seat &amp; back made cushioned fixed with 1st quality foam</b></p> <p>Ref picture is attached or Equivalent</p> <p>Warranty 1 Year</p>				
8	<b>CABINET/RACKS</b>	<p><b>Steel Cabinet with 2 Doors</b></p> <p>Steel cupboards (6.5 feet x 3 feet) Steel Amirah of the size 78"x36"x19" with 2 steel doors for the books/library having four shelves making five compartments, 20 gauge over all with locking arrangement and complete in all respect. Silver Color</p> <p>Ref picture is attached or Equivalent</p> <p>Warranty 1 Year</p>				

9		<p><b>Steel Cabinet with 3 Drawers</b></p> <p>Depth: 61 mm</p> <p>Width: 46 mm</p> <p>Height: 112 mm</p> <p>Colour: silver steel</p> <p>Three Drawers, 20 gauge over all with locking arrangement and complete in all respect. Silver Color</p> <p>Ref picture is attached or Equivalent</p> <p>Warranty 1 Year</p>				
10		<p><b>Locker</b></p> <ul style="list-style-type: none"> <li>• Multi-walled body contain special fireproof stuffing material (foaming concrete).</li> <li>• Adjustable / removable shelf or drawer.</li> <li>• Strong locking mechanism and three-way locking bolts.</li> <li>• Heavy duty vault style door, hinges and multi-walled body construction.</li> <li>• Live action locking bolts and dead locking bolts secure the door in place.</li> <li>• Excellent power coating finish in body color deep grey, door color light grey</li> <li>• Open and close safe require</li> </ul>				



		<p>both electronic code access and combination lock access.</p> <ul style="list-style-type: none"> <li>• Equipped with emergency key lock system for the emergent situation happens.</li> <li>• Latest 12 times opening record with alarm system</li> <li>• Accessories(inside body): 1 shelf and 1 drawer</li> <li>• wheels for easily move from one place to another.</li> <li>• External: (H)770x(W)500x(D)530mm</li> <li>• Internal: (H)560x(W)360x(D)330mm</li> <li>• Packing Dimension: (H)790x(W)540x(D)560mm</li> <li>• Handy for easily open the door of the safe after input digital correct code.</li> <li>• Open/close:4-8 digital code, emergency key or emergency battery unit.</li> <li>• Weight: 146kg.</li> </ul> <p>Warranty 1 Year</p> <p><b>Ref picture is attached or Equivalent</b></p>				
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11		<p><b>Wooden Shelf with 2 Drawers</b></p> <p>File Rack (Wooden) Size 72" x 36" x 16" having 3 shelves &amp; 2 Drawers, compartment of 17", Shelve sizes 17", depth 16" made of high density Laminated sheet with 5 mm pvc edges (elegant design) with Polished matt finish</p> <p><b>Ref picture is attached or Equivalent</b></p> <p>Warranty 1 Year</p>				
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12		<p><b>Side Rack</b></p> <p>Material: Shesham Wemboard sheet</p> <p>Lenth: 77 mm</p> <p>Width: 40 mm</p> <p>Height: 68 mm</p> <p>Color: Furniture Polished</p> <p>Warranty 1 Year</p> <p><b>Ref picture is attached or Equivalent</b></p>				
13		<p><b>Sofa/ Puffies</b></p> <p>Back Height: 17"</p> <p>Seat depth: 21.5"</p> <p>Width: 22.5"</p> <p>Colour : Dark chocolate</p> <p>Fully cushend from top to bottom with lether on top.</p> <p>Warranty 1 Year</p> <p><b>Ref picture is attached or Equivalent</b></p>				

<b>14</b>		<b>Coat Hanging Wooden</b> Warranty 1 Year				
<b>15</b>	<b>Grand Total (Add Column F)</b>					
<b>16</b>	<b>WHT (4.5%) to be deducted on First and further demands from KPOGCL</b>	Deduction (4.5%)		<b>0.045</b>	<b>(G-15)x0.045</b>	
<b>17</b>	<b>GST (17%) to be deducted on First and further demands from</b>	Deduction (1/5 of 17%=3.4%)		<b>0.034</b>	<b>(G-15)x0.034</b>	

	<b>KPOGCL</b>					
<b>18</b>	<b>Net Payment By Cross Cheque</b>				Row (15-16-17)	
<b>19</b>	<b>Amount of Bid Bond</b>				<b>Rs-50,000/-</b>	

## Note:

1. In case of WHT Exemption, provide certificate or Government SRO, as the case may be.
2. In case of GST Exemption/percentage differentiation, Provide Certificate or Government SRO, as the case may be.
3. You may Quote for one or more items.

**We agree to supply the furniture items at the unit rates quoted above for the duration of the Rate Running Contract i.e. for the period of one year starting from the date of Finalization of the contract. In case our bid is found to be lowest on maximum number of items, we agree to match the rate for remaining items at a price quoted lowest by other bidders. The defect noticed during warranty /usage and quality check at the time of supply at KPOGCL premise during the Contracted Period will be replaced with items of better quality with no additional cost. We also agree to supply the subject items not mentioned in the format above at the market determined rates to the satisfaction of the KPOGCL.**

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**(Name and Signature of Authorized Signatory with Seal of the Vendor)**

**Stamp/Seal**

**Date:** \_\_\_\_\_