


## **REQUEST FOR QUOTATION: FOR SUPPLY OF EXECUTIVE CHAIR, FOR BOARD ROOM**

1. Punjab Industrial Estates Development and Management Company (PIEDMC) was established by the Govt. of Punjab with Public Private Partnership to facilitate industrial growth of Punjab.
2. PIEDMC intends to purchase executive chairs as per following specification, terms and conditions.

### **Specifications:**

#### **Manager High Back Chair:**

a.	Material:	High quality frame with SS armrest, Lumber protection, High quality imported 5 caster Base, Semi synchronized knee tilt mechanism, Hydraulic jack A+rating (4 <sup>th</sup> grade), and back lock, Polyurethane high-quality wheels, High quality leatherette, High quality molty foam.	
b.	Dimensions (MM):	Arm to Arm Distance = 25.05” Back Height from seat= 2ft Seat width= 21.5” Chair Height up to seat= 22.5”	

**Shape of the required chair**

### **Terms and Conditions**

1. Mode of Payment
  - a. Payment will be made through cross cheque in the name of company as per following schedule
    - I. 90% on supply of goods
    - II. 10% after defect liability period of one year.
2. Tax Deduction : As per prevailing tax laws.
3. Completion Time : Within 20 calendar days after the date of issuance of Purchase Order.
4. The bid must be accompanied with Rs. 32,000/- (Rupees thirty-two thousand Only), which is 4.5% of the estimated cost, as Bid Security in the form of CDR / Pay Order/Demand Draft from a scheduled Bank in Pakistan in favor of PIEDMC, which will be released on satisfactory supply of the goods.
5. The Bid must be valid for at least 90 calendar days.

6. Rates are to be quoted as per BOQ given below.

Description	Quantity	Rate per Unit (PKR)	Amount (PKR)
Manager High Back Chair	30		

7. The sample chair is available with PIEDMC. The interested bidders may see the same before submitting their bids. Inferior quality chairs to the sample chair will not be accepted.

**Evaluation & Award of Contract:**

8. Evaluation will be carried out on Least Cost Method; and award will be made to the lowest evaluated responsive bidder; from among those bidders who have fulfilled the criteria mentioned below.

- (a) The vendor should be an active tax payer. Documentary evidence to be provided
- (b) The vendor should be in business for not less than 5 years. Documentary evidence to be provided
- (c) Firm should be registered with the income tax department. Documentary evidence to be provided
- (d) Vendor should be Sales Tax registered. Documentary evidence to be provided
- (e) All vendors/suppliers/manufactures are bound to give sample of the chair as per design and specification attached with this document. The vendors/suppliers/manufactures whose chair would be as per design and specifications and approved by the client shall stand responsive, whereas the vendors/suppliers/manufactures whose chair would not be as per design and specification shall stand non-responsive. The work shall be awarded to lowest evaluated responsive bidder.

9. The quotations in prescribed manner should reach the undersigned by 1030 hrs, **21<sup>st</sup> September, 2021**; and will be opened at 1100 hrs on the same day in the presence of bidders or their representatives who wish to remain present.

(Farhan Munawar)  
GM (Admin & HR)