

FEDERAL PUBLIC SERVICE COMMISSION

Aga Khan Road, Sector F-5/1

NO.F.2-1/2024-2025/LOG-III

E-Tender Notice

**INVITATION OF BIDS FOR REPAIR OF FURNITURE AND FIXTURES OF
FPSC, ISLAMABAD FOR FY 2024-25.**

Federal Public Service Commission (FPSC) intends to invite bids for repair of furniture and fixtures of FPSC HQ's Islamabad through PPRA E-Pak Acquisition and Disposal System (EPADS). The firms should be Islamabad/Rawalpindi based and duly registered with Income Tax /Sales Tax Departments in terms of Rule 15 and Rule 16 of PPRA Rules 2004 read with PPRA S.R.O. 296(I)/2023 dated 27th February 2023 title "E-Pak- Procurement Regulations, 2023",

2. Bidding documents containing detailed Terms & Conditions, procedure for submission of application, bid security, conditions of eligibility, certificates of experiences and evaluation criteria, etc., can be downloaded from PPRA EPADS (eprocure.gov.pk) free of cost.

3. Applications should be submitted electronically **ONLY** through EPADS. Manual submission of bidding documents is **NOT** allowed. For registration and training on EPADS, prospective firm/workshop may contact Mr. Rizwan Mahmood, Director MIS, PPRA Room No. 109, 1st Floor, FBC building sector G-5/2, Islamabad, Contact No. 051-111-137-237.


4. The bidding documents, must be filled/uploaded/submitted on EPADS as per the following schedule: -

Submission Closing Date & Time	Friday, 3 rd January 2025. 11.00 AM
Opening Date & Time	Friday, 3 rd January 2025. 11.30 AM

5. FPSC reserves the right to reject all proposals at any time prior to acceptance as provided under Rule 33 of Public Procurement Rules, 2004.

Note:

1. All interested firms/workshops must register themselves at EPADS at: <https://eprocure.gov.pk/#/supplier/registration>. No physical submission shall be entertained.
2. Original Bid Security instrument **MUST BE** submitted to the undersigned office before the online submission deadline of the pre-qualification documents.


(M. Zubair Hayat)
Director (Logistics)
Ph: 051-9210782
Room # 01



BIDDING DOCUMENT

**For Repair of Furniture and Fixtures at FPSC HQ
Federal Public Service Commission (FPSC)**

Issued By: Federal Public Service Commission (FPSC), Islamabad
Compliance: As per **PPRA Rules** and **EPADS** (E-Pak Acquisition and Disposal System)

1. Invitation to Bid

The Federal Public Service Commission (FPSC) invites sealed bids from eligible and qualified firms for the **repair and maintenance of furniture and fixtures** at FPSC Headquarters, Islamabad. This bidding process will be conducted through the **EPADS** platform to ensure transparency and compliance with **PPRA Rules**.

2. Scope of Work

The scope of work includes, but is not limited to:

S.no	Furniture Item	Repair/Replacement Details	Approx. Quantity
1	Office Chairs	Upholstery, base repair, wheel fixing	100
2	Office Tables	Drawer handle replacement, surface polish	100
3	Computer Desks	Leg reinforcement, surface alignment	40
4	Visitor Chairs	Tightening screws, base repair, Re-canning	100
5	Window Blinds	Repair/replacement of roller blinds	1000 Sq Ft

Detailed quantity of requirements of furniture to be repaired are provided in **Annexure A**.

3. Eligibility Criteria

To participate in the bidding process, bidders must fulfill the following criteria:

1. Registered with FBR and listed on the **Active Taxpayers List (ATL)**.
2. Registered on the **EPADS platform**.
3. Minimum **three (3) years'** experience in furniture/fixture repair and maintenance.
4. Financially sound with audited accounts or bank statements for the last **two years**.
5. Not blacklisted by any government or private organization (affidavit required).

4. Instructions to Bidders

4.1 Bid Submission via EPADS

1. All bids must be submitted electronically through the **EPADS platform via uploading**.
2. Bidders must register/login on the platform at [www.eprocure.gov.pk].
3. Follow the EPADS bidding instructions and upload the required documents in PDF format.

4.2 Bid Components

- **Technical Proposal:**
 - Company profile, list of completed projects, technical capacity, and workforce details.
 - Proof of experience to undertake repair of furniture (Annexure A).
- **Financial Proposal:**
 - Itemized cost of repairs (as per Annexure A format).
 - Bid price inclusive of all applicable taxes.

4.3 Bid Security

- A **bid security of 5%** of the total bid price must be submitted in the form of a bank guarantee or pay order. The original must be delivered to the FPSC office before the bid submission deadline.

4.4 Key Dates

Activity	Date
Bid Issuance	Tuesday, 17 th December 2024
Bid Submission Deadline	Friday, 3 rd January 2025
Bid Opening	Friday, 3 rd January 2025

5. Evaluation Criteria

5.1 Evaluation Method

The **Single Stage, Two Envelope Procedure** will be adopted as per **PPRA Rules**.

5.2 Technical Evaluation (Qualifying Marks 70%)

Criteria	Weightage
Relevant Experience	30%
Technical Capacity	25%
Past Performance	20%
Compliance with Specifications	25%

5.3 Financial Evaluation (30%)

The lowest evaluated bid (i.e. Grand Total amount inclusive of all taxes) among technically qualified bidders will be awarded the contract.

6. General Terms and Conditions

1. FPSC reserves the right to accept or reject any bid as per **PPRA Rule 33**.
2. Bidders shall bear all costs associated with the preparation and submission of bids.
3. The successful bidder must complete the repair work within **30 days** of contract signing.
4. Payment will be made after satisfactory completion of work and verification by FPSC.

7. Contact Information

For clarification of bidding documents, contact:

Director Log

Federal Public Service Commission (FPSC)

Islamabad

Phone: 051-9210782

Annexures

Annexure A: Financial Proposal Template

ANNEXTURE – A
(Detail of repair requirements)

S No	Item Description	Total Qty	Required Repairs/Actions	Qty	Rate per Unit	Total Cost
1	Executive Chair	40	Re-canning, Re-polish and minor repair including hydraulic system, wheel base etc.	20		
			Re-upholstery(Replacement of Foam (Master), belt and fabric) and minor repair including hydraulic system, wheel base etc.	20		
2	Low Back Chair	25	Re-upholstery (Replacement of Foam (Master), belt and fabric) and minor repair including base, wheels, Arm rest	25		
3	Revolving/ Computer Chair	50	Re-upholstery (Replacement of Foam (Master), belt and fabric) and minor repair including base, wheels, Arm rest	20		
			Repair of hydraulic system	15		
			Tighten screws, reinforce structure	15		
4	Visitor Canning Chair	80	Lacquer wood polish (Gloss Finish), ICI/Burger or equivalent and reinforce structure	40		
			Re-Canning, Lacquer wood polish (Gloss Finish), ICI/Burger or equivalent	40		
5	Cushioned Visitors Chair	80	Re-upholstery (Replacement of Foam (Master), belt and fabric), Lacquer wood polish, Tighten screws and reinforce structure	80		
6	Exam Chair	75	Re-upholstery (Replacement of Foam (Master), belt and fabric) and repaint of iron frame including minor repair	75		
7	Exam Table	75	Polish, repaint of iron frame including minor repair	75		
8	Office Table	100	Lacquer wood polish (Gloss Finish), ICI/Burger or equivalent and minor repair	30		
			Lacquer polish on table top, Repair of Drawers, locks and repaint of iron frame	70		
9	Computer Desk	60	Re-polish & minor repair including keyboard/ mouse slide	40		
			Repair/Replacement of Drawer Lock	20		
10	Sofa Set	20	Re-upholstery (Replacement of Foam (Master), belt and fabric)	20		
11	Steel Almirah	100	Repaint Deco ICI/Burger or equivalent) and minor repair including locks and handles	100		
12	Steel Cabinet	100	Repaint Deco ICI/Burger or equivalent) and minor repair including handles, locks	70		
			Repair/ replacement of Bearing/Slides of Each cabinet	30		
13	Steel racks	30	Repaint and minor repair	30		

S No	Item Description	Total Qty	Required Repairs/Actions	Qty	Rate per Unit	Total Cost
14	Window Blinds	150	Repair/Replacement of Roller Blinds	150 (Approx. 1000 Sqft)		
15	Book Shelves	20	Support/Base sheet repair	20		
16	Door Closer	20	Repair/Replacement of Door closer	20		
17	Wooden Almirah	5	lacquer wood polish (Gloss Finish), ICI/Burger or equivalent and Locks	5		
18	Wooden File Racks (Small)	20	Repair and re-polish	20		
19	Wooden Side Rack	20	lacquer wood polish and minor repair	20		
20	Teapoy	20	lacquer wood polish (Gloss Finish), ICI/Burger or equivalent	20		
21	Carpets	15	Washing of carpets	15 (approx. 5000 Sqft)		
Grand Total Amount(Inclusive of All taxes						