

Government of Pakistan
FINANCE DIVISION
(Services-I Section)

TENDER NOTICE

Finance Division invites proposals/bidding documents under PPRA rules Single Stage "Two Envelope" procedure. The annual tender for supply of Furniture and Fixtures on a need basis to the Finance Division for the current Financial Year 2025-26 is invited from reputed firms located in Islamabad / Rawalpindi, having AGPR Vendor Numbers, and whose names appear in the Active Taxpayers List of NTN and General Sales Tax (GST), as well as having telephone/fax facilities.

2. Detailed Terms & Conditions and the list of Furniture Items required for participating in the tender can be obtained from the undersigned on any working day. The Terms & Conditions and list of required Furniture Items can also be downloaded from the PPRA website www.ppra.org.pk and the Ministry of Finance website www.finance.gov.pk.
3. RFP documents must be carefully prepared and submitted as per the provided instructions by the closing date of **16.02.2026 at 10:30 am**. The bids will be opened on the same day at **11:00 am** in Committee Room, 6th Floor, Block "Q", Pak Secretariat, Islamabad, in the presence of the bidders.
4. The advertisement is also available on the PPRA website at www.ppra.org.pk. In case of a holiday, the next working day will be considered as the closing date after 15 days of this advertisement/publication.
5. Interested parties may send their technical and financial bids separately in sealed cover envelopes at the following address **Room No. 501, Block "Q", Pak Secretariat, Islamabad** latest by **16.02.2026 at 10:00 am**. The bidders or their authorized representatives may attend the bid opening meeting if they wish to be present.
6. Only e-PADS (Federal) registered bidders can apply for the tender.


(Akbar Ghani Khan Khattak)
Section Officer (Services-I)

TERMS & CONDITIONS FOR PURCHASE OF FURNITURE AND FIXTURE

F.No.1 (5) Ser-i/2025-26(F) sealed tenders are invited from the firms/Authorized dealers having proper offices and telephone facility, duly registered with sales tax authorities along with vendor number /NTN Number and also having sale/service center in Islamabad /Rawalpindi for supply of furniture. Tender can also be downloaded from the websites of Ministry of Finance www.finance.gov.pk and Public Procurement Regulatory Authority www.ppra.gov.pk

- i. Rates to be quoted shall be inclusive of GST and all taxes.
- ii. Samples of items should be attached/displayed (at their own expenses) in "Q" Block Ground Floor two days prior to opening the Tender otherwise offer will not be entertained.
- iii. The firms shall be liable to supply the requisite items at "Q" Block, Pak secretariat, Islamabad, at their own expenses and even at short notice if needed failing which the security deposit of the firm shall be forfeited and the firms shall be blacklisted.
- iv. The offered product must be compliant with the required specification,
- v. Earnest/Security bond must be attached in technical proposal envelop deposit amounting to Rs. 500,000/- in the shape of Pay order for purchase of furniture is required to be deposited in favour of Drawing & Disbursing Officer/Section Officer (Budget & Accounts), Ministry of Finance. Security/Earnest money will be returned to successful bidder after completion of warranty period.
- vi. For Purchase of Furniture Single stage-two envelope procedure is required. The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal. The envelopes shall be marked as 'FINANCIAL PROPOSAL' and 'TECHNICAL PROPOSAL' in bold and legible letters to avoid confusion.
- vii. Proof of previous relevant experience related working in public sector and Government sector for last one year must be provided documentary evidence in the form of work order/Supply order with the bid as a mandatory requirement.
- viii. The Tender Documents must accompany the following certificates:
 - Firms registration Certificates. (FBR)
 - National Tax Number. (FBR)
 - Sales Tax Registration Certificate. (FBR)
 - Vendor Number. (AGPR)
 - Account Maintenance Certificate.
 - Provision of Bank statement for the last six month.
- ix. Only typed quotation will be accepted. Use of white fluid or over writing will not be accepted. All firms are directed to quote their rates on original bid/rates must be submitted in hard form (hard copy) in the office of undersigned by the bidders.
- x. The suppliers are requested to furnish an affidavit on stamp paper valuing Rs.100/- that the firm is not blacklisted and has no dispute with any Government Organization(s). The Competent Authority reserves the right to accept or reject any tender by whole or partially without assigning any reason. The decision of Finance Division will be binding in this regard.
- xi. List of required Furniture items can be downloaded from the websites of Ministry of Finance www.finance.gov.pk and Public Procurement Regulatory Authority www.ppra.gov.pk.
- xii. The Competent Authority also reserves the right to cancel the contract entirely during the current financial year if items are found sub-standard and also not supplied timely. The security amount will be forfeited and the firm will be blacklisted.
- xiii. Sealed Tenders Complete in all respect may reach the Section Officer (Services-I), Ministry of Finance, Room # 506, 5th Floor 'Q' Block Pak. Sectt, Islamabad on or **before 16.02.2026 at 10:00 am** Tenders/ bids will be opened on the same day i.e. **at 11:00 am in Committee Room 6th Floor, Q-Block.**


(Akbar Ghani Khan Khattak)
Section Officer (Services-I)

Government of Pakistan
Finance Division
(Services Section)

LIST OF FURNITURE ITEMS

s.No	Name of items	Specification	Accounting Unit	Each item Rates inclusive GST/all taxes
1	Executive Officer Revolving Chairs	High back executive Chair with heavy duty hydraulic system big size Machine, decline system fully cousin wooden base.	One	
2	Officer Revolving Chairs	High back Plastic Jali executive Chair with heavy duty hydraulic system steel base.	One	
3	Officer Revolving Chairs	Revolving Chair with wooden arms wooden base with high quality foam leather right.	One	
5	Steno Chairs/Computer chairs	Imported Mash back	One	
6	Steno Chairs/Computer chairs	Full Cushions with steel base and 11" Machine	One	
7	Assistant Revolving Chair	High Back Chair full cushions with heavy duty hydraulic system and steel base (Imported)	One	
8	Assistant Revolving Chair	High Mash back revolving chair superior quality foam, Steel Base (imported)	One	
9	Visitors Chairs	Visitor chairs Leather Steel frame Superior quality	One	
10	Visitors Chairs	Visitor Chairs Wooden leather seat Superior quality foam.	One	
11	Visitors Chairs	Made of Taali wood with Superior quality foam and lather right	One	
12	Executive Officers Table	Made of Sheesham vim board with lacquer brown polish best quality with three moveable drawers with side Rack (size 7' x 3'.5)	One	
13	Officers Table	Officer table made of sheesham vim board with lacquer polish, three moveable drawers and side Rack (size 6' x 3')	One	
14	Assistant Table	Made of Sheesham vim board with lacquer brown polish best quality with three drawers on the right side with locks, tray & box (For Computer) front side (size 4' x 2'.)	One	
15	File Rack Wooden	Made of sheesham wood/ vim board lacquer polish, best quality. (size. H.2'.6",D.1.8",L.3')	One	
16	Side rack	made of sheesham vim board, lacquer polish, key board try and CPU box.(size 3'x1'.5)	One	
17	Computer Table.	Made of sheesham vim board with lacquer polish, one drawer, with lock, CPU box and key board tray. (size 4'x 2')	One	
18	Computer Table	Made of lamination Sheet, one draws and key board try. (size 3'.5 x 2')		
18	Centre Table/Coffee Table (set of three)	Made of sheesham, dark brown lacquer polish with glass top.(size 4' x 2' big) (size 2'x2" small)	One	
19	Sofa (3/5/7) Seater cloth/leathrite, foam, spring (Best quality) per seat	Best quality cloth/leatherite full cushion sofa with Molty foam/ equivalent or higher quality	One	
20	Wall hanging boxes /Fixed wall Almirah	Made of wood/lamination doors with catchers locks, and PVC gola. (Rates must be quoted on per sq ft basis)	One	
21	Steel Cabinet	Made of Steel, 20 Gage, 4 Feet Hight,4 Drawers with quality lock	One	
22	AC ducting Cover	Wooden/lamination with PVC gola. Rate per. Sq.ft	One	
23	Foot Rest	Made with sheesham Wood	One	
24	Coat Hanger	Made of Sheesham/Taali wood with lacquer polish	One	

