



Ref: SWOC/CEO.FUR/BA/ 21
May 24, 2021

TENDER NOTICE

**PROCUREMENT OF FURNITURE FOR NEWLY DEVELOPED CONFERENCE ROOM FOR CEO
SECRETARIAT 4TH FLOOR PIA DISTRICT SALES OFFICE – BLUE AREA ISLAMABAD**

Seal un-conditional tenders are invited from PIA 'B' class approved enlisted Furniture contractors as well as outside furniture contractors for the subject work. Tender should be addressed to General Manager (Facilities Management) and dropped in General Manager office by June 08, 2021 till 15:00 hrs and will be open on the same day at 15:30 hrs in the office of undersigned. All details regarding the tender can be downloaded from www.piac.com.pk and www.ppra.org.pk . 2 % Earnest money of the bid and tender fee Rs. 5000/- (Non-refundable) should be attached with the tender.

On the face of envelop reference must be written SWOC/CEO.FUR/BA/ 21

**GENERAL MANAGER
(FACILITIES MANAGEMENT DIVISION)**
1ST FLOOR, FLIGHT OPERATION BUILDING
PIA HEAD OFFICE.
Tel: 021-9904640
Email: gm.facilitiesmanagement@piac.aero

COPY TO:

1. FINANCE MANGER(W&P)
2. NOTICE BOARD


TENDER FORM

M/s _____

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 May 24, 2021

MANDATORY DOCUMENT CHECK LIST

S.NO.	DOCUMENTS	AVAILABILITY	
		YES	NO
01	Sealed Envelope of Bid.	<input type="checkbox"/>	<input type="checkbox"/>
02	Name & year of establishment of firm, registered address and Fax / telephone numbers / Email.	<input type="checkbox"/>	<input type="checkbox"/>
03	Details of furniture projects completed in last 05 years.	<input type="checkbox"/>	<input type="checkbox"/>
04	Financial status with Bank Certificate.	<input type="checkbox"/>	<input type="checkbox"/>
05	Latest bank statement with 01 years history.	<input type="checkbox"/>	<input type="checkbox"/>
06	Valid NTN certificate.	<input type="checkbox"/>	<input type="checkbox"/>
07	Pay Order of Rs. 5,000/- (Non Refundable)	<input type="checkbox"/>	<input type="checkbox"/>
08	Earnest Money (2% of the bid value)	<input type="checkbox"/>	<input type="checkbox"/>

- All documents stated in checklist are mandatory. If any requirement stated above (1-8) is not marked, the bid will be turned down and will not be considered in the competition

 Seal & Signature
 Of the contractor

 For: **Pakistan International Airlines**



TENDER FORM

M/s _____

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May 24, 2021

DESCRIPTION OF WORK: -

**PROCUREMENT OF FURNITURE FOR NEWLY DEVELOPED CONFERENCE ROOM FOR CEO
SECRETARIAT 4TH FLOOR PIA DISTRICT SALES OFFICE – BLUE AREA ISLAMABAD**

Dear Sir,

Please send not later than **08-06-2021** you're sealed quotations for the items mentioned in the attached sheet as per following terms and condition.

1. PIA reserves the right to accept or reject any quotations without assigning any reason as per PPRA rules.
2. An earnest-money of **2%** in the shape of pay-order/Bank Draft in favor of PIA is to be attached with quotation as earnest money.
3. Tender will be opened by on **08-06-2021** at **15:30** Hours by the under signed in presence of the contractors who care to attend.
4. Your quotation should remain valid up to **Three Months**.
5. Period required for completion of project is **One months**.
6. All works/sample/design will be executed / approved by the engineer on duty.
7. PIA reserves the right to cancel the work order at any stage of the work without assigning any reason as per PPRA RULE # 33.
8. PIA accepts only standard materials of original manufacturer strictly in accordance with the specifications. Any inferior or sub-standard materials, if used, shall be rejected out-rightly and registration of the contractor concerned may be cancelled.
9. PIA shall have the option to increase or decrease the quantity of any item mentioned in the quotation / work order.
10. The firm to whom the contract is awarded shall have to abide by the rules and regulations mentioned in the work order and as well as the all rules & regulations of PIA, PEC and PPRA.

For: **Pakistan International Airlines**

Seal & Signature
Of the contractor



11. No excuse of non – availability of materials of fluctuation in the market rates etc. shall be accepted after the work order is issued.
12. Security deposit 10% will be deducted from each running bill and same will be returned after six months. In case of any discrepancy found, the same will be withheld without prior notification.
13. If the work is delayed after given time period, Rs. 2000 / day will be deducted, up to max. 10% of total project cost.
14. Before execution of final job, sample of each item shall be approved from the client. Color scheme of furniture items would be finalized by Engineer In charge.
15. The attached Performa of permit to work is mandatory job to be followed at the time of award of work. Annexure 'A'

Seal & Signature
Of the contractor

For: **Pakistan International Airlines**







M/s _____

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PROCUREMENT OF FURNITURE FOR NEWLY DEVELOPED CONFERENCE ROOM FOR CEO SECRETARIAT 4TH FLOOR PIA DISTRICT SALES OFFICE – BLUE AREA ISLAMABAD

BOQ

Description	Picture	Qty	Unit	Rate	Amount (Rs.)
<u>Furniture Works</u>					
<p>Head Chair Standard size fixed position angle control at two positions. Extra torsion adjustment control. Ergonomically designed poly propylene arm rests. Adjustable seat height Gas Lift type & swivel. Guaranteed PU Molty-Excel Foam Seat & Back rest. 5-Prong Nylon with reinforced fiber glass base for added seating support.</p>		1	Each		
<p>Conference Chairs Standard size fixed position angle control at two positions. Extra torsion adjustment control. Polypropylene arm rests. Adjustable seat height Gas Lift type & swivel. PU Molty-Excel Foam Seat & Back rest. 5-Prong Nylon with reinforced fiber glass base for added seating support.</p>		18	Each		
<p>Conference room Table Size: L 18' xW 6'xH 30" Conference Table, Work top in laminate finish on 1-1/2" thick MDF board with solid wood lipping (thickness: 2-1/2") of matching color on edges, complete in all respects as directed by Engineer In charge.</p>		1	Each		
<p>Wallpaper Providing and fixing of best quality imported wall paper with approved design and color directed by</p>		410	Sq.ft		

For: **Pakistan International Airlines**

Seal & Signature
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Engineer In charge.					
<p>Wooden Solid Flush Doors Supply and fix, soft wood, sashes and door, glazed with molded or chamfered bars, panels filled in with glass incl chowkats, door closer, stopper, handles, tower bolt, holdfasts and hung with hinges or pivots incl iron mongrey as desired, 32 mm thick. Size 3' x7' complete in all respects as directed by Engineer In charge.</p>		21	Sq. ft.		
<p>Computer tableSize: standardWork top in laminate finish on 1-1/2" thick MDF board with solid wood lipping (thickness:2-1/2") of matching color on edges, including keyboard tray, adjustable CPU Holder with lockable wheels and adjustable width , Side drawers trolley, complete in all respects as directed by Engineer In charge.</p>		1	Each		
<p>Computer Chair Standard size fixed position angle control at two positions. Extra torsion adjustment control. Ergonomically designed poly propylene arm rests. Adjustable seat height Gas Lift type & swivel. Guaranteed PU Molty-Excel Foam Seat & Back rest.5-Prong Nylon with reinforced fiber glass base for added seating support.</p>		1	Each		
<p>Console Size: L 6' x W 21"xH 34" Console, Work top in laminate finish on 1-1/2" thick MDF board with solid wood lipping (thickness:2-1/2") of matching color on edges, complete in all respects as directed by Engineer In charge.</p>		1	Each		
Total					

For: **Pakistan International Airlines**

Seal & Signature
Of the contractor



	Add 17% PST	
	Grand Total	

- Must be inclusive of all taxes.
- All contractors are advised to ensure prior visit of site before submitting the tender, for assessment of job, but not mandatory.

Seal & Signature
Of the contractor

For: **Pakistan International Airlines**



ANNEXURE 'A'

PERMIT TO WORK

Seal & Signature
Of the contractor

For: **Pakistan International Airlines**

Date	Permit Valid from:	To	Permit No:
Area Authority (AA) (where work is performed)	Executing Department (ED) (who orders work.		Contractor /Operator (CO) (who undertakes the task)
1. ED Describe work to be undertaken:			
2. ED defines Location of Work (site/ equipment/ vessel etc.)			
3. ED defines Type of work/s (tick mark one or more of following)			
<input type="checkbox"/> Construction <input type="checkbox"/> Maintenance <input type="checkbox"/> burning <input type="checkbox"/> welding <input type="checkbox"/> cutting <input type="checkbox"/> grinding <input type="checkbox"/> dry grit/ shot blasting <input type="checkbox"/> working on gas pipe lines <input type="checkbox"/> electrical <input type="checkbox"/> chilled water <input type="checkbox"/> energized systems <input type="checkbox"/> temporary electrical arrangement <input type="checkbox"/> hazardous chemicals <input type="checkbox"/> handling/transporting/generating hazardous wastes <input type="checkbox"/> Excavation/trenching <input type="checkbox"/> Using a gas, diesel, LP (propane) powered engine indoors <input type="checkbox"/> Operating a powered or self-propelled work platform <input type="checkbox"/> handling asbestos <input type="checkbox"/> radiography <input type="checkbox"/> working on fire protection/detection systems <input type="checkbox"/> working on security/ safety systems <input type="checkbox"/> compressed air/gases <input type="checkbox"/> heating, ventilation, or air conditioning equipment <input type="checkbox"/> Working with chemicals, polishing or grinding <input type="checkbox"/> Working at heights of more than 6 feet/ roofs <input type="checkbox"/> Working in confined spaces <input type="checkbox"/> lifting heavy materials or hoisting with cranes or hoists <input type="checkbox"/> Moving machinery <input type="checkbox"/> Electrical Hazards <input type="checkbox"/> Hazardous fumes <input type="checkbox"/> Working on any hazardous equipment <input type="checkbox"/> other.....			
4. ED defines Equipment/ Tools to be used:			
5. ED and AA jointly define Personal Protective Equipment Required:			
<input type="checkbox"/> Hard Hat <input type="checkbox"/> Safety Shoes <input type="checkbox"/> Rubber Boots <input type="checkbox"/> Protective Clothing	<input type="checkbox"/> Ear Plug <input type="checkbox"/> Ear Muffs <input type="checkbox"/> Dust Mask <input type="checkbox"/> Face Shields	<input type="checkbox"/> Safety Belt/ Harness <input type="checkbox"/> Full Face Mask <input type="checkbox"/> Safety Goggles <input type="checkbox"/> Leather/ Rubber Gloves	<input type="checkbox"/> Heat Resistant Gloves <input type="checkbox"/> Breathing Apparatus <input type="checkbox"/> Others..... <input type="checkbox"/> Others.....
6. ED and AA jointly define Fire Fighting Measures			
Fire Fighting Team required <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Fire Extinguisher <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A details..... Fire Hose <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A details.....			
7. ED, AA and CO jointly Identify Operation Controls (tick mark appropriate columns at para 11 and state further specific to job operational controls in this column).			
a.			
b.			
c.			
Action in case of Emergency:			
8. CONFIRMATION (to be filled by ED)			
I HAVE INSPECTED THE EQUIPMENT & AREA AND VERIFIED THAT OPERATIONAL CONTROLS (Ref. Para 3,4,5,6,7 and 11) ARE IN PLACE FOR SAFE EXECUTION OF JOB.			
Issued by: _____ Sign: _____ Date & Time: _____			
9. ACCEPTANCE (AA where work is performed and CO who perform the work)			
I HAVE UNDERSTOOD THE PTW AND SHALL IMPLEMENT OPERATIONAL CONTROLS (Ref. Para 3, 4,5,6,7 and 11) WHILE PERFORMING THE WORK.			
AA nominated incharge for work: _____ Sign: _____ Date & Time: _____			
Contractor / Operator performing the work: _____ Sign: _____ Date & Time: _____			
10. Verification after completion of work			
Work Completed <input type="checkbox"/> Yes <input type="checkbox"/> No If No, Permit Extended from to			
Site cleared for Normal Operation <input type="checkbox"/> Yes <input type="checkbox"/> No Work Completion date & time:			
Area Authority (AA): _____ Signature: _____ Date & Time: _____			
Contractor/Operator who performed the work: _____			
Signature: _____ Date & Time: _____			

11. ED, AA and CO jointly Identify Operational Controls and ensure implementation (these are in addition to Para 3, 4, 5, 6, and 7)

		Responsibility		
		Area Auth	ED	Contractor/ operator
☐ Electrical Work/ Moving Machinery Equipment electrically Isolated/ Mechanically disconnected Safety tags/ Caution Signs placed	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
☐ Construction / Maintenance Barricade area / Place ' work in progress. sorry for inconvenience' boards Safety hats, safety Shoes Scaffolding / ladders in good condition Safety harness used when working above 6 ft. height Waste Collection areas defined. Waste disposal defined. Fire arrangements in place / Extinguisher assessable Electrical / gas connections disconnected and made safe	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
☐ Welding/ Cutting/ Brazing/ Burning Flash Back Arrestor installed at Oxygen and Acetylene Cylinders Pressure Gauges on Gas Cylinders are available and Functional Electric Arc Welding leads are completely insulated Area clear of explosive/ flammable materials Area cordoned off Fire Extinguisher assessable	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
☐ Lifting, Loading & unloading Fork Lift/Crane/Chain block has appropriate loading capacity Load testing of Crane/Chain block done Crane/ Fork Lift Operator has Authorization/ valid Driving License Load Cart available in Crane Wire ropes suitably sized and strong Area cordoned off	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
☐ Handling/ Storage of Chemicals Drains plugged to prevent spillage going into sewerage Spill prevention controls in place Spill response equipment available Availability and understanding of MSDS	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
☐ Working at Height Ladder/ Scaffolding/ platform properly placed, stable and well tied PPEs(shoes, dress, are worn) Scaffolding planks are tied Arrangement available for anchoring safety belt/harness ☐ Barricade of surrounding area Structure is safe and sound for climbing Operator trained and fit to climb	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
☐ Radiography Area cordoned off & Caution Sign displayed License available Radiation Testing Done	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
☐ Confined Space Inlet & Outlet Valves properly closed	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			

Vessel/ line de-pressurized & earthed	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
Vessel/ pipeline flushed and free from toxic/ flammable/ corrosive vapors	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
Vessel/ Temperature Suitable for Entry	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
Adequate Mechanical/ Natural ventilation provided	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
Gas Test Results after isolation and ventilation: Time _____ Oxygen _____% >19.5 % Explosive _____% L.E.L < 10% Toxic _____ PPM <10PPM H ₂ S Testers signature: _____	No of persons entering into the Confined Space _____			
<u>Periodic atmospheric tests:</u> Time _____ O ₂ %: _____ LEL %: _____ Toxic(ppm) _____ Time _____ O ₂ %: _____ LEL %: _____ Toxic(ppm) _____ Time _____ O ₂ %: _____ LEL %: _____ Toxic(ppm) _____	Names i. _____ ii. _____ iii. _____ iv. _____ Name of standby person out side the confined space _____			