

TENDER DOCUMENT

SUPPLY & INSTALLATION OF SCHOOL FURNITURE

at

Telecom Foundation Education System.

**PLOT NO.7 MAUVE AREA SECTOR G-9/4,
ISLAMABAD**

INVITATION TO BID

Telecom Foundation Education System (TFES) intends to hire the services of a well-reputed Furniture manufacturer / supplier, Firm/Contractor for the procurement, supply, delivery, and installation of furniture for Nursery, Primary, Middle, Secondary, and Higher Secondary classes at various TFES campuses (15 locations) across Pakistan.

1. TFES Invites sealed bids from well-reputed firms, registered with Tax Departments.
2. Bidding documents, which contain detailed terms and conditions, method of procurement, procedure for submission of bids, bid security, bid validity, opening of bid, evaluation criteria, clarification/rejection of bids can be collected from TF HQ by depositing the tender fees
3. Bidder may seek any clarity related to the terms and conditions of this tender document through email or contact details as mentioned below.
4. The bids, prepared in accordance with the instructions in the bidding documents, must reach at following address on or before **29 June 2026 at 04:00 pm** through courier or by hand submission. **Bids will be opened as per single stage method on the same day.** In case the day of bid submission and opening falls on a public holiday, next working day shall be considered as the deadline for the same.
5. Bids can be submitted in person, through post or via email (password protected file)
am-admin-civil-hq@telecomfoundation.org.pk
6. Bidder who submitted quote through email must ensure to submit original bid security on or before 29 June 2026 (04:00 pm) otherwise their bid will not be considered.

AM.ADMIN (Civil)

TF Complex Plot No.7 Mauve Area, Sector G-9/4 Islamabad. Tel: 051 2808169

www.telecomfoundation.org.pk

TABLE OF CONTENTS

1. INTRODUCTION OF THE COMPANY
2. SCOPE OF WORK UNDER THE TENDER
3. INSTRUCTIONS TO BIDDERS
4. SELECTION PROCEDURE/CRITERIA
5. TERMS OF PAYMENT
6. GENERAL OR SPECIAL CONDITIONS OF TENDER
7. CLARIFICATIONS

1. INTRODUCTION OF THE COMPANY

TFES operates multiple school campuses and intends to carry out development to ensure safety, stability, and durability of buildings.

2. SCOPE OF WORK

2.1. The furniture may include, but shall not be limited to, the following:

KG Furniture

- Crescent Activity Tables
- Hexagonal Activity Tables
- Rectangular Activity Tables
- Open Cubby Storage Units
- Multi Drawer Storage Units
- KG Plastic Chairs

Junior Section

- Single Desk & Chair Sets

Grades 1–2

Grades 3–5

Grades 6–7

Grades 8–10

The selected firm/vendor will assist TFES in providing quality furniture for its educational institutions and ensure timely delivery and installation in accordance with the requirements specified in the tender documents.

The responsibilities of the selected firm shall include, but not be limited to, the following:

2.2. Site Visit and Verification

- a) Conduct site visits to TFES campuses, where required.
- b) Verify delivery locations and installation requirements.

2.3. Supply of Furniture

- a) Manufacture and/or supply furniture as per the specifications and quantities provided by TFES.
- b) Ensure that all supplied furniture is new, unused, and free from defects.
- c) Comply with all requirements and standards specified in the tender documents.

2.4. Delivery and Installation

- a) Transport furniture to designated TFES campuses.
- b) Assemble and install furniture where required.
- c) Complete installation within the agreed project schedule (will be shared with the shortlisted company only).

2.5. Quality Assurance

- a) Selected supplier will be responsible to provide sample of each furniture item at free of cost and will not charge for any modifications / improvement in sample.
- b) Ensure quality control approved furniture sample throughout manufacturing, supply, and installation processes.
- b) Facilitate inspections by TFES representatives at any stage of the assignment.
- c) Replace any damaged, defective, or non-compliant items at no additional cost to TFES.

2.6. Reporting

- a) Submit delivery and installation progress reports, if required.
- b) Provide completion reports upon successful delivery and installation.

2.7. LOCATION OF WORKS/DELIVERY

The delivery location for the services described in the scope of work and in BOQ are mentioned below:

Region -1- Punjab/Federal

- Lahore, Mianwali, Rawalpindi, Islamabad, Faisalabad, Sargodha, Jangle

Region -2- Khyber-Pakhtunkhwa

- Peshawar, Kohat, Bannu, D.I Khan

Region-3- Sindh

- Karachi Maleer, Karachi Orangi, Hyderabad.

Region -4- Baluchistan

- Quetta

TFES reserves the right to add or delete quantity of Furniture and schools as needed.

3. INSTRUCTIONS TO BIDDERS

Bidders must follow the following requirements for their bids:

- 3.1 Bid Security / Earnest money worth Rs. 500,000 shall be submitted in the form of Bank Draft/Pay Order in favor of Telecom Foundation. No Bid shall be entertained without Earnest money. It shall be retained for up to 90 days after the date of bid opening.
- 3.2 Bidders are required to submit their bids in a single stage package. The envelop shall be clearly marked as “**Bid Proposal for Supply & Installation of Furniture at TFES School Campuses**” in bold and Legible letters. The envelopes shall be labeled with the name, address and contact number of the bidder.
- 3.3 The Bidders shall bear all costs/expenses associated with the preparation and submission of the bids and TF shall in no case be responsible / liable for those costs/expenses. The per unit rate in financial bid must be complete in all respect and must include transportations, loading, unloading charges
- 3.4 Each bidder shall submit only one bid; multiple bid submissions shall render the bidder disqualified.
- 3.5 TF may, at any time prior to the deadline for submission of the Tender, on its own initiative or in response to a clarification requested by the Bidder(s), amend the Tender documents, on any account, for any reason. All amendment(s) shall be part of the Tender documents and binding on the Bidder(s).TF shall notify the amendment(s) in writing within reasonable time prior to the Bid submission date.
- 3.6 TF may, at its exclusive discretion extend the deadline for the submission of the tender in which case all rights and obligations of the TF and the Bidders previously subject to the deadline shall thereafter be subject to the deadline as extended.
- 3.7 TF may, at its exclusive discretion, terminate this Tender at any stage of the tender process without incurring any liability whatsoever and without assigning any reason or having to owe any explanation whatsoever.
- 3.8 Bidders are required to submit their bids in PAK Rupees (PKR) inclusive of all kind of taxes, duties, charges/levies applicable in Pakistan.
- 3.9 The bid validity period will be sixty (60) days, starting from the date of opening of the bids. Within the original validity of the bids, TF may request the Bidders to extend their bid validity for another period not exceeding the original bid validity. The bidders who choose not to extend their bid validity as desired by TF would be required to withdraw their bids and their Bid Security shall be returned to them.
- 3.10 The Bidder(s) may, by written notice served on the TF, modify or withdraw the Tender after submission, but prior to the deadline for submission of the Tender. The Bid(s), withdrawn after the deadline for submission of the Tender and prior to the expiration of the period of the Tender validity, shall result in forfeiture of the Bid Security.
- 3.11 The Bid(s) shall be rejected if:
- a. Bid Security is not submitted as per the requirements; or
 - b. Substantially non-responsive; or

- c. Submitted in other than prescribed manner, forms, annexes, or documents as specified herein; or
- d. Incomplete, un-sealed, un-signed, partial, conditional, alternative, late; or
- e. Bidder(s) has conflict of interest with the TF; or
- f. Bidder(s) engages in corrupt or fraudulent practices during the whole tender process; or
- g. There is any discrepancy between bidding documents and bidder's proposal, i.e. any non-conformity or inconsistency or informality or irregularity in the submitted bid.
- h. Quality Control & Quality Assurance Procedures should be included in Tender Document for all types of works,
- i. Inspection of material will be made by the vendor Project Manager & TF allotted officer / committee.
- j. Payment will be made as per actual installation of quantities. Bids are to be submitted at Admin Department of TF Head Office on or before, dated June 29, 2026. It shall be the bidder's responsibility to determine the manner in which timely delivery of his bid will be accomplished either in person, or by courier.

4. **BID SELECTION PROCEDURE**

4.1 Single stage - one envelope bidding procedure: -

- (i) The bid shall comprise a single stage package containing single envelope contain combined the financial proposal and the technical proposal;
- (ii) TF Will evaluate the whole proposal in accordance with the evaluation criteria and the bid found to be the most advantageous bid shall be accepted.
- (iv) Unless otherwise expressly stated in writing by the initiator, the TF may, if it considers necessary, disclose any information of the unsolicited proposal or the bidders as part of procurement process.
- (V). TF reserves the right to award single or multiple contracts in its best interest.

- 4.2 The bids shall be opened at the specified time and place in presence of the authorized representatives of the bidders who chose to attend.
- 4.3 The bidders shall provide duly completed/filled in "Mandatory Requirements for Bidders to Qualify", along with supporting documents as provided therein. The TF Tender Committee shall evaluate the bids according to the "Mandatory Requirements for Bidders Qualify" and reject any bid that does not conform to the specified requirements and finally concluded as "non-responsive".
- 4.4 TF intent in issuing these Tender documents to award a contract to a bidder that meets specifications/requirements as laid out in tender documents and who fulfils all mandatory requirements mentioned in "Mandatory Requirements for Bidders to Qualify" and "General or Special Conditions of Tender". If any of the requirements agreed under this tender is not met by the Successful Bidder at the time of award/performance, the bid will be considered as non-responsive, and the bid of the next Bidder will be considered after forfeiting the Bid/Performance Security of such bidder.

- 4.5 In case of a tie between the qualified bidders for quoting least cost, the award of the contract will be decided through TOSS/DRAW by procurement committee which shall be binding and final.
- 4.6. Lowest Price, delivery time, bidder production capacity and pre-production sample approval will be the key factors in shortlisting / selecting the successful bidder.
- 4.7 Successful bidder shall have to sign a Contract with TF for this tender as per Draft Contract format.

5. **Pre-qualification / Technical Requirements for Bidders**

The following essential eligibility criteria are set for the bids to be considered valid and for final evaluation. Following minimum criteria will be followed for evaluation of successful bidders:

- a) Registered company/firm in Pakistan.
- b) Valid NTN and applicable tax registrations.
- c) Minimum 5 years of experience in manufacturing or supplying furniture.
- d) Demonstrated experience in educational, institutional, corporate, or government furniture projects.
- e) Sufficient production capacity and resources to execute the assignment. Customer verified testimonials of supplying school furniture with visuals against the past work done (Copies of three executed PO's / Contracts/Work Orders)
- f) Company past 3 years financials.

6. **GENERAL CONDITIONS OF TENDER.**

Following terms & conditions shall apply to this Tender:

- 6.1 The decisions of the Bid opening & Tender Committee will be binding on all bidders.
- 6.2 TF is not bound to accept any bid in this regard and reserves the right to annul the bidding process and reject all bids without assigning any reason.
- 6.3 During the examination, evaluation and comparison of the bids, TF at its sole discretion may ask any bidder for clarifications of its bid.
- 6.4 The amount submitted as Bid Security (if applicable for this tender) shall be refunded to the unsuccessful bidders after the award of said Tender.
- 6.5 If there is a discrepancy between the words and figures, the amount in words shall prevail. If there is a mistake in addition/ totaling, that shall be corrected. If the bidder does not accept the corrected amount of bid, his bid shall be rejected and his Bid Security shall be forfeited.
- 6.6 In case of any dispute between TF and Successful Bidder regarding any matter arising after the award of the Contract, the parties shall amicably resolve the dispute, through good faith negotiations. In case of no resolution of the dispute by the authorized representatives, the matter shall be referred to the Higher Management of TF, who shall resolve the dispute and its decision shall be final and binding.
- 6.7 Bids submitted in unsealed envelope or through fax shall not be entertained.

LIST OF ANNEXURES

- Annex-I: FORM OF BID
- Annex-II: PRICE SCHEDULE
- Annex-III: COMPLIANCE CERTIFICATE/UNDERTAKEN
- Annex-IV: FORMAT OF AUTHORITY LETTER
- Annex-V: Furniture Pictures for Reference Purpose
- Annexure -VI BOQ

ANNEXURE - I

FORM OF BID

The AM Admin Civil

Telecom Foundation

Plot No.7 Mauve Area Sector G-9/4 Islamabad

Phone No. 051-2808059-62

Dear Sir,

Reference your Invitation to bid dated ---- **Bid Proposal for Supply & Installation of Furniture at TFES School Campuses**".

- I. We, hereby submit our bid along with the requirement as per the tender document. We acknowledge that TF is not bound to accept any bid in this regard and reserve the right to accept or reject any offer and to annul the bidding process and reject all bids without assigning any reason or having to owe any explanation whatsoever.
- II. The decision of Tender Committee shall be final and the Tender Committee will not be liable for any loss or damage to any party acting in reliance thereon.
- III. We agree to abide by this Tender for a period of sixty (60) days from the tender opening date or any extension thereto granted and it shall remain binding upon us and can be accepted at any time before the expiration of this period.
- IV. We submit herewith our Bid as one original.
- V. We undertake that all the information submitted by us is correct and true to the best of our knowledge and belief and nothing has been concealed and misstated by us in the Bid. In case any information is found wrong, misleading or misstated in this Bid, the same may lead to rejection of our bid and our disqualification.
- VI. We declare that our Bid is our only and final offer and no unsolicited offer of any description shall be made for consideration of the TF,

Yours' sincerely

Authorized Signature: _____

Name and Title of Signatory:

Name & Address of Company:

ANNEXURE-II

PRICE SCHEDULE (BOQ)

{PRICE SCHEDULE OF SUCCESSFUL BIDDER TO BE PLACED HERE}

The successful bidder will be responsible to quote as per bill of quantity and according to TF approved design

Complete BOQ is attached as Annexure III-A.

- a. Total submitted Bid amount without GST
- b. Total GST Amount of submitted Bid
- c. Grand Total of submitted Bid amount inclusive of allied services work

Amounting in words (Grand Total of Submitted Bid: Pak Rupees

NOTE:

- (i) Quantity is approximate and may change as per actual requirement. Payment shall be made on actual executed quantity.
- (ii) The quoted unit price shall be inclusive of all duties and Taxes including General Sales Tax (GST)/Sales Tax as per provincial laws.

Signature of Bidder: _____

Name of signatory: _____

Name of Bidder: _____

Stamp: _____

Date: _____

ANNEXURE-III

COMPLIANCE CERTIFICATE/UNDERTAKING

I, (Name); (CNIC#); (Designation), (Company Name) have gone through the Terms/Conditions of these Tender Documents and have found the document in whole as non-biased to any particular bidder/Bidder or product/ brand. I hereby undertake and firmly bound myself to abide by/ comply with all sections / conditions of these Tender Documents.

I do not have any objection/comment on any item and fully understand the item as compliant with

Authorized Signature of the bidder: _____

Name and Title of Signatory: _____

FORMAT OF AUTHORITY LETTER

Authority Letter

Know all men by these presents, we (name of the company and address of the registered office) do hereby appoint and authorize Mr. (full name and residential address) having CNIC # _____ (copy attached) who is presently employed with us and holding the position of [_____] in [name of the company] to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our proposal for the Hiring of Bidder for Provision of Services for Repair of Cracks in Brick Masonry Structures including RCC Components at TFES School Campuses in response to the Tenders invited by the TF including signing and submission of all documents and providing information/responses to TF in all matters in connection with our Bid.

We hereby agree to ratify all acts, deeds and things lawfully done by our said authorized representative pursuant to this Authority Letter and that all acts, deeds and things done by our aforesaid authorized representative shall and shall always be deemed to have done by us.

Dated this day of _____ 2026.

For:

[Signature]

[Name, designation and Address]

Accepted

[Signature]

[Name, title address of the Authorized Representative]

Date:

Annexure V

Furniture Pictures for Reference Purpose

Sr. No	Furniture for Classes	Item Name	Picture
1	KG Classes Tabel	Crescent Activity Table, Table top 25mm MDF with HPL, frame powder coated Steel 38 mm Steel tube, Nylon Glides 40 mm, pvc edge banding Color Yellow, Dimension L1800XW1200XH520-560 MM	 1 CRESCENT ACTIVITY TABLE
2	KG Classes Tabel	Hexagonal Activity table, Table top 25mm MDF with Laminate, frame powder-coated Steel, Legs @38 mm steel tube (6 legs), Nylon Glides pvc edge banding Color Blue Dimension Across flat 1200XH520-560 MM	 2 HEXAGONAL ACTIVITY TABLE
3	KG Classes Tabel	Rectangular Activity table, Table top 25mm MDF with Laminate, frame powder coated Steel, Legs @38 mm, adjustable leveling feet, Rounded pvc edge Color Red Dimension L1200 X W600 X H520-560 MM	 3 RECTANGULAR ACTIVITY TABLE
4	Storage Unit	Open Cubby storage unit, 18 mm MDF/Melamine board, 6-9 mm MDF, Edge 2mm PVC edge banding, Finish Scratch resistant Melamine, Base PVC Feet (20-30 mm) Dimension L2400-3000 X D350 - 400 X H700-800 mm compartment size W300 x H300 x D350mm	 5 OPEN CUBBY STORAGE UNIT
5	Multi Drawer Storage unit	Multi Drawer Storage Trolley, Frame material Plywood, Drawer material PP (5-10 L Capacity, wheels Nylon castors (50-75mm) handle Integral Finger Pulls, color Red, Yellow, Green, Blue Dimension W1000 X D450 X H950 mm	 MULTI-DRAWER STORAGE TROLLEY

6	KG Chairs Plastic	Student Chairs Plastic, Seat height:300–350 mm, Seat width: 300 mm, Seat depth: 280–350 mm, Overall height: 550–650 mm, Material PP (Seat & back), Frame Powder coated steel, Tube diameter 22-25mm, Nylon floor protectors, Load capacity 50-75 kg Yellow, Red, Blue, Green	4 CHAIR 
7	Grade 1 to 2	Single Deck & Chair Set (Set include one Desk & Chair) Desk Frame: Pipe 1-18 G Bag hanger, Book Tray 5.8 MM Wire book Tray Powder Coating: Top: Formica # 7109 Laminated Plywood, Pencil Groove Chair Frame: Frame Pipe 1" - 18 Gauge, Seat & Back: Curved Ply Wood Desk & Chair set small size, Seat height: 14", Desk Size: 24" L x 16" W x 24" H, Color: Yellow	
8	Grade 3 to 5	Single Deck & Chair Set (Set include one Desk & Chair) Desk Frame: Pipe 1-18 G Bag hanger, Book Tray 5.8 MM Wire book Tray Powder Coating: Top: Formica # 7109 Laminated Plywood, Pencil Groove Chair Frame: Frame Pipe 1" - 18 Gauge, Seat & Back: Curved Ply Wood Desk & Chair set small size, Seat height: 16", Desk Size: 24" L x 16" W X 26" H Color: Green	
9	Grade 6 to 7	Single Deck & Chair Set (Set include one Desk & Chair) Desk Frame: Pipe 1-18 G Bag hanger, Book Tray 5.8 MM Wire book Tray Powder Coating: Top: Formica # 7109 Laminated Plywood, Pencil Groove Chair Frame: Frame Pipe 1" - 18 Gauge, Seat & Back: Curved Ply Wood Desk & Chair set small size, Seat height: 18", Desk Size: 24" L x 16" W X 28" H Color: Blue	

10	Grade 8 to 10	Single Deck & Chair Set (Set include one Desk & Chair) Desk Frame: Pipe 1-18 G Bag hanger, Book Tray 5.8 MM Wire book Tray Powder Coating: Top: Formica # 7109 Laminated Plywood, Pencil Groove Chair Frame: Frame Pipe 1" - 18 Gauge, Seat & Back: Curved Ply Wood Desk & Chair set small size, Seat height: 20", Desk Size: 24" L x 16" W X 30" H, Color: Red	
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ANNEXURE-VI**BILL OF QUANTITIES (BOQ)**

The BOQ shall comprise the following categories.

Sr. No	Furniture for Classes	Item Name	Quantity	Per Unit Rate (Without GST)	Total Amount
1	KG Classes Tabel	Crescent Activity Table, Table top 25mm MDF with HPL, frame powder coated Steel 38 mm Steel tube, Nylon Glides 40 mm, pvc edge banding Color Yellow, Dimension L1800XW1200XH520-560 MM	50		
2	KG Classes Tabel	Hexagonal Activity table, Table top 25mm MDF with Laminate, frame powder-coated Steel, Legs @38 mm steel tube (6 legs), Nylon Glides pvc edge banding Color Blue Dimension Across flat 1200XH520-560 MM	50		
3	KG Classes Tabel	Rectangular Activity table, Table top 25mm MDF with Laminate, frame powder coated Steel, Legs @38 mm, adjustable leveling feet, Rounded pvc edge Color Red Dimension L1200 X W600 X H520-560 MM	50		
4	Storage Unit	Open Cubby storage unit, 18 mm MDF/Melamine board, 6-9 mm MDF, Edge 2mm PVC edge banding, Finish Scratch resistant Melamine, Base PVC Feet (20-30 mm) Dimension L2400-3000 X D350 - 400 X H700-800 mm compartment Size W300 x H300 x D350mm	50		
5	Multi Drawer Storage unit	Multi Drawer Storage Trolley, Frame material Plywood, Drawer material PP (5-10 L Capacity, wheels Nylon castors (50-75mm) handle Integral Finger Pulls, color Red, Yellow, Green, Blue Dimension W1000 X D450 X H950 mm	50		

6	KG Chairs Plastic	Student Chairs Plastic, Seat height:300–350 mm, Seat width: 300 mm, Seat depth: 280–350 mm, Overall height: 550–650 mm, Material PP (Seat & back), Frame Powder coated steel, Tube diameter 22-25mm, Nylon floor protectors, Load capacity 50-75 kg Yellow, Red, Blue, Green	491		
7	Grade 1 to 2	Single Deck & Chair Set (Set include one Desk & Chair) Desk Frame: Pipe 1-18 G Bag hanger, Book Tray 5.8 MM Wire book Tray Powder Coating: Top: Formica # 7109 Laminated Plywood, Pencil Groove Chair Frame: Frame Pipe 1" - 18 Gauge, Seat & Back: Curved Ply Wood Desk & Chair set small size, Seat height: 14", Desk Size: 24" L x 16" W x 24" H, Color: Yellow	502		
8	Grade 3 to 5	Single Deck & Chair Set (Set include one Desk & Chair) Desk Frame: Pipe 1-18 G Bag hanger, Book Tray 5.8 MM Wire book Tray Powder Coating: Top: Formica # 7109 Laminated Plywood, Pencil Groove Chair Frame: Frame Pipe 1" - 18 Gauge, Seat & Back: Curved Ply Wood Desk & Chair set small size, Seat height: 16", Desk Size: 24" L x 16" W X 26" H Color: Green	721		
9	Grade 6 to 7	Single Deck & Chair Set (Set include one Desk & Chair) Desk Frame: Pipe 1-18 G Bag hanger, Book Tray 5.8 MM Wire book Tray Powder Coating: Top: Formica # 7109 Laminated Plywood, Pencil Groove Chair Frame: Frame Pipe 1" - 18 Gauge, Seat & Back: Curved Ply Wood Desk & Chair set small size, Seat height: 18", Desk Size: 24" L x 16" W X 28" H Color: Blue	434		
10	Grade 8 to 10	Single Deck & Chair Set (Set include one Desk & Chair) Desk Frame:	611		

		Pipe 1-18 G Bag hanger, Book Tray 5.8 MM Wire book Tray Powder Coating: Top: Formica # 7109 Laminated Plywood, Pencil Groove Chair Frame: Frame Pipe 1" - 18 Gauge, Seat & Back: Curved Ply Wood Desk & Chair set small size, Seat height: 20", Desk Size: 24" L x 16" W X 30" H, Color: Red		
		Sub Total		
		Applicable GST		
		Grand Total		

Note:

The per unit rate in financial bid must be complete in all respect and must include transportations, loading, unloading charges.

Delivery Time: