



GOVERNMENT COLLEGE UNIVERSITY FAISALABAD

TENDER DOCUMENT No.690/11/2020

SUPPLY OF FURNITURE ITEMS FOR VARIOUS UNIVERSITY DEPARTMENTS & SUB-CAMPUSES OF GCUF

Sealed Tenders are invited from the well reputed firms / suppliers, who are registered as Manufacturer / Wholesalers of Furniture, Sales Tax as Operative and Income Tax as Active Tax Payer with FBR for the Supply of Furniture items for Various University Departments & Sub-Campuses of GCUF.

1. GENERAL TERMS & CONDITIONS

- 1.1 The procurement shall be completed in accordance with Punjab Procurement Rules 2014, on **Single Stage – Single Envelope** Bidding Procedure. (Financial proposal along with technical specifications of product).
- 1.2 Bids in complete conformity with Tender Documents will be dropped in Tender Box placed at Procurement Department of the GCUF, not later than cut-off date & time at **11:00 Hrs on 09.12.2020.**
- 1.3 Bids shall be opened on same day at **11:30 Hours** at the office of Director Procurement & Inventory Control (in CPC Meeting) in the presence of the authorized representatives of the responding firms/companies, who intend to participate.

Note:

- *Tender Number must be mentioned on envelope.*
- *Bids shall be written in the letter head of the company /firm along with other prescribed documents.*
- *All pages of the bid must be properly counter signed.*
- **After issuance of supply order, the successful bidder shall manufacture sample of each item and will get its approval from procurement department of GCUF in order to ensure its quality & specifications in accordance with tender documents / supply order before start of bulk manufacturing of those items.**

2. Tender Fee & Bid Security

- 2.1 The bid must be accompanied by Tender Fee of Rs:1,000/- (CDR) (Non-Refundable) and 2% of Estimated Price i.e; Rs.1,542,960/- in shape of Call Deposit Receipt (CDR) (Refundable) in original.
- 2.3 CDRs must be in favor of Treasurer, Government College University, Faisalabad.

3. Bid Validity

- 3.1 All bids and prices shall be valid for 120 days from the opening date of tender.
- 3.2 Withdrawal / modification of the original offer within the validity period shall entitle the University to forfeit Bid Security.
- 3.3 All prices should be quoted on the letter head of the bidder in Pak Rupees inclusive of all applicable Government taxes, transportation, commissioning, installation, affixation & testing cost etc;
- 3.4 The earnest money to the successful bidder will be released after delivery/installation/affixation of required goods.
- 3.5 For successful bidder, 10 % of each claim (non-consumable items) will be deducted as security deposit to be released after successful expiry of the warranty period.

4. Eligibility Criteria & Supporting Documents: -

Bid of a supplier/firm will be considered only if following supporting documents are annexed in order to meet the minimum eligibility criteria. .

- 4.1 The bidder must be Manufacturer/Wholesaler of Furniture Items.
- 4.2 The bidder must provide company profile, name and address of the company along with details of chief executives or authorized persons.
- 4.3 The firm must have minimum 3 years' experience in relevant line of business with minimum annual turnover of Rs. 05 Million. In this regard, relevant Supply Order/ Work Orders from Government/Semi-Government Organizations must be attached as poof.
- 4.4 The bidder must provide proof of financial soundness having minimum balance of Rs. 2.5 million in the firm's bank account.
- 4.5 Copy of National Tax Registration certificate and proof of filer.
- 4.6 Copy of Sales Tax Registration certificate and proof of filer.
- 4.7 An affidavit on Rs. 100/- stamp paper that currently firm is not blacklisted or debarred by any Government/Semi-Government department to participate in bidding.
- 4.8 Tender Fee (Non-Refundable) and Bid Security @ 2% of Estimated Price (refundable) in shape of Call Deposit Receipt (CDR) in original and must be issued from Payees Account only.

5. Failures and Terminations:

No bid of a supplier / firm will be considered if:-

- 5.1 If the firm is not registered as Manufacturer or Wholesaler of furniture items.
- 5.2 Bid received without Bid Security / Call Deposit.
- 5.3 Bids received with cheque or bank guarantee.
- 5.4 Bid received later than the date and time fixed for tender.
- 5.5 Bid is conditional, ambiguous or incomplete.
- 5.6 Bid from a firm which is black listed at any level.
- 5.7 Any supplementary or revised offer after opening of the tender.
- 5.8 The supplier fails to deliver the consignment within specified delivery period strictly in accordance with the terms and conditions as laid down in the Purchase Order/ Tender Documents.
- 5.9 If any punitive situation warranted, then University is authorized to forfeit the bid Security and the firm may also be black listed.

6. Mode of Delivery:-

6.1 The delivery shall only be accepted as per directions in supply order with loading /unloading at firm's cost.

6.2 Upon the successful supply, fixation, placing, installation, demonstration and inspection carried out by the end user department, the said bidder shall submit all necessary documents for payment of bill directly to DP&IC along with delivery challan/Certificate duly signed & stamped by the authorized person of department within stipulated period.

6.3 If the bidder is authorized for any exemption of taxes (Sales Tax/Income Tax), shall claim it in the financial proposal and submit relevant documents along with bill for payment.

Other special conditions

7.1 Any overwriting/crossing etc in the bid should be properly counter signed by the person signing the bid. All pages of the bid must be properly countersigned.

7.2 The decision of the Central Purchase Committee will be binding on all concerned and will in no case be challenged on any forum court/law.

7.3 The warranty period for the supplied items shall be declared one year on final inspection of the Committee and end user. However, this warranty period may be extended if deemed necessary due to unavoidable circumstances.

7.4 In case the successful bidder fails to supply the goods strictly in accordance with the terms and conditions laid down in the supply order/bidding documents or fail to provide the required maintenance in a satisfactory manner, the security deposited by him shall be forfeited and requisite store equipment, etc will be purchased and professional service hired at his risk and expenses.

7.5 LDC (Late delivery Charges) penalty shall be imposed @2% per month of delay upto maximum of 10% of total price.

7.6 In case any material is found not in conformity with specifications provided in the tender, either on account of inferior quality, defective workmanship, faulty design, faulty packing or is short supplied, or wrongly supplied, the supplier will replace the same upon free of charges or pay the full cost of replacement besides LD charges.

7.7 No partial/advance payment shall be made against partial supply.

7.8 All bids & bidders will be governed by PPRA Rules 2014 as and when amended.

7.9 The University may reject all bids/proposals at any time prior to the acceptance of a bid or proposal as per PPRA Punjab rule 35, however upon bidder request the ground of rejection will be communicated to the concerned but no justification will be given as per PPRA rule 35 (2).

Incharge Officer

Procurement & Inventory Control

Allama Iqbal Road Faisalabad, Phone: 041-9201468

ISSUED TO:

M/s-----

TENDER NOTICE No. 690/10/2020
SUPPLY OF FURNITURE ITEMS FOR VARIOUS UNIVERSITY
DEPARTMENTS & SUB-CAMPUSES OF GCUF.

Sr#	Name Item	Qty	A/U	Unit Price (Rs.)	Total Price (Rs.)
1.	<u>Office Revolving Chairs with High Back</u> Structure: Made of cast aluminum, High back, having 5-legs revolving cum tilting pedestal durable (adjustable height, hydraulic) and load bearing caster, good quality wheels. Imported. Seat + Back: Made of solid seasoned wood covered with 1st quality foam & synthetic upholstery leatherette cloth.	Nos.	8		
2.	<u>Office Revolving Chairs with Low Back</u> Structure: Made of cast aluminum, Low back, having 5-legs revolving cum tilting pedestal durable (adjustable height, hydraulic) and load bearing caster, good quality wheels. Imported. Seat + Back: Made of solid seasoned wood covered with 1st quality foam & synthetic upholstery leatherette cloth.	Nos.	20		
3.	<u>Visitor/Office Chair Wooden-Cushioned (For Faculty and Administrative Staff)</u> Structure: Made of solid seasoned sheesham wood finished with nitrocellulose (N.C.) lacquer polish. Seat + Back: Made of solid seasoned wood covered with 1st quality foam & synthetic upholstery cloth. Complete finished in all respect. Additional wooden support between front legs.	Nos.	67		
4.	<u>Office Table with Side Rack</u> Size: 5' x 2'-6" x 2'-6" (H) Structure: Made of high density (MDF Sheet) particle board pressed with sheesham veneer	Nos.	02		

	on both sides, Top thickness 25 mm thick. Top pressed with one side formica texture and other side sheesham veneer. Inner rails made of solid seasoned wood. All edges covered with sheesham beading 3 mm thick. One side having 3-drawers, while one drawer and one cabinet on other side (all lockable with quality lock). Drawer side rails made of MDF. Bottom of drawer 5 mm thick MDF without staining. Front of drawer made of first quality veneer board. Complete finished with nitrocellulose (N.C.) lacquer polish. Best quality handles and Foot Rest. <u>Office Side Rack</u> Size: 3' x 1'-6" x 2'-6" (H) Structure: Made of high density (MDF Sheet) fiber board pressed with melamine lamination sheet on both sides, Top thickness 32 mm thick, with shelves for office files and folders. Complete finished with nitrocellulose (N.C.) lacquer polish.				
5.	<u>Office Table</u> Size: 5' x 2'-6" x 2'-6" (H) Structure: Made of high density (MDF Sheet) particle board pressed with sheesham veneer on both sides, Top thickness 25 mm thick. Top pressed with one side formica texture and other side sheesham veneer. Inner rails made of solid seasoned wood. All edges covered with sheesham beading 3 mm thick. One side having 3-drawers, while one drawer and one cabinet on other side (all lockable with quality lock). Drawer side rails made of MDF. Bottom of drawer 5 mm thick MDF without staining. Front of drawer made of first quality veneer board. Complete finished with nitrocellulose (N.C.) lacquer polish. Best quality handles and Foot Rest.	Nos.	06		

6.	<u>Office Table</u> Size: 4' x 2'-6" x 2'-6" (H) Structure: Made of high density (MDF Sheet) particle board pressed with melamine lamination sheet on both sides, inside top and foot rails made of solid seasoned sheesham wood, All edges covered with 2 mm thick sheesham wood gola (polished). Table having one side with one drawer lockable (quality lock) and Cabin lockable (quality lock), while other side having sliding keyboard and mouse tray (quality railing) with through back. Top and back cable holes. Best quality handles and Foot rest. Complete finished with nitrocellulose (N.C.) lacquer polish in all respect.	Nos.	14		
7.	<u>Computer Chair (Revolving)</u> Structure: Made of cast aluminum having 5-legs revolving cum tilting pedestal durable (adjustable height, hydraulic) and load bearing caster, good quality wheels. Seat + Back: Made of solid seasoned wood covered with 1st quality foam and tapestry cloth.	Nos.	22		
8.	<u>Computer Table</u> Size: 3' x 2' x 2'-6" (H) Structure: Made of high density (MDF Sheet) particle board pressed with melamine lamination sheet on both sides, inside top and foot rails made of solid seasoned sheesham wood, All edges covered with 2 mm thick sheesham wood gola (polished). Table having with one side CPU box and one drawer lockable (quality lock), other side sliding keyboard and mouse tray (quality railing) with through back. One half width shelf under the tray. Top and back cable holes. Best quality handles and Foot rest. Complete finished in all respect.	Nos.	12		

9.	<u>Rostrum</u> Size: 1'-8" × 2'-6" × 4' (H) Structure: Made of solid sheesham wood, 3 side panel, Top and bottom of ¾" high density (MDF Sheet) sheesham winboard, wooden support at bottom / floor section, wooden corner supports at inner back side. GCUF logo on front panel. Complete finished with nitrocellulose (N.C.) lacquer polish.	Nos.	26		
10.	<u>Wooden Cupboard</u> Size: 6' x 3' x 1'-6" Structure: Made of ¾" high density (MDF Sheet) sheesham winboard, edges covered with 2 mm thick sheesham wood gola (polished). Sliding Glass against the shelves in wooden railing. Shelves having space size for office files/folders. Bottom covered cabins lockable having a middle shelf, slightly forward than upper part. Best quality handle. Complete finished with nitrocellulose (N.C.) lacquer polish.	Nos.	1		
11.	<u>Wooden Rack Single side,</u> Size 6'x4x 16", Structure: Made of high density (MDF Sheet) particle board pressed with melamine lamination sheet on both sides, All edges covered with 2 mm thick sheesham wood gola (polished)., 05 shelves made of approved color high density lamination board with sealer lacquer.	Nos	2		
12.	<u>Staff Room Table</u> Size: 8'x5'x2.5' (H) Structure: Made of high density (MDF Sheet) particle board pressed with sheesham veneer on both sides, Top thickness 25 mm thick. Top pressed with one side formica texture and other side sheesham veneer. Inner rails made of solid seasoned wood. All edges covered	Nos.	01		

	with sheesham beading 3 mm thick. Complete finished with nitrocellulose (N.C.) lacquer polish. Foot Rest.				
13.	Work Table Size 4'x4'x3, made of MS pipe 2"x 2" square 16 SWG prime quality pipe is used for table, Top of the table is made of wood thickness 2", Customized powder coated paint	Nos.	04		
14.	Single Seater Sofa Structure: Made of solid sheesham wood 1st Quality seat & back foam Premium Quality leatherette upholstery Fine Block Stitching Selected color of leather, Master Molty Foam .	Nos.	3		
	Total Amount Rs.	Qty	188		

Name of the Firm & Address _____ **Ph No** _____

N.T.No. _____ **Sales Tax No.** _____

Issued By: Incharge Officer Procurement & Inventory Control Allama Iqbal Road Faisalabad, Phone: 041-9201468
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