

GOVERNMENT COLLEGE UNIVERSITY FAISALABAD



TENDER DOCUMENT No. 702/02/2021

SUPPLY OF FURNITURE ITEMS FOR THE OFFICE OF KAMYAB JAWAN MARKAZ, GCUF.

Sealed Tenders are invited from the well reputed firms / suppliers, who are registered with Sales Tax and Income Tax Department as Active Tax Payer and registered as Manufacturer of Furniture for Purchase of Furniture Items for the office of Kamyab Jawan Markaz established by HEC, GCUF.

GENERAL TERMS & CONDITIONS

1. Tender Opening Date & Procedure:

- 1.1 The procurement shall be completed in accordance with Punjab Procurement Rules 2014, on **Single Stage – Two Envelope** Bidding Procedure. (Technical & Financial proposal separately).
- 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 14.09.2021.**
- 1.3 Technical bid shall be opened first on the 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 cares to participate. The representatives of the responding firms/companies must have an authorization letter from the firm on their letterheads to participate.
- 1.4 Financial bids of the technically accepted firms will be opened. However, the financial bids of the technically disqualified bidders will be returned unopened.

Note:

- *Tender Number must be mentioned on envelope.*
- *Both Technical and financial proposal 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.*
- *The firms must visit this office to check the approved furniture samples before submission of bid.*
- *The technically and financially qualified firms shall get approve a sample of furniture items.*

2. Tender Fee & Bid Security

- 2.1 The Technical Bid must be accompanied by Tender Fee of Rs:1,000/- (Non-Refundable) in shape of Call Deposit Receipt (CDR) in original.
- 2.2 The Financial Bid must be accompanied by 2% of Estimated Price i.e; Rs.707,800/- (refundable) in shape of Call Deposit Receipt (CDR) 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 equipment.
- 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/ Importer 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 experience in relevant line of business. In this regard, relevant Supply Order/ Work Orders from Government/Semi-Government Organizations must be attached as poof.
- 4.4 Copy of National Tax Registration certificate and proof of filer.
- 4.5 Copy of Sales Tax Registration certificate and proof of filer.
- 4.6 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.
- 4.7 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.

4. Failures and Terminations:

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

- 5.1 Bid received without Bid Security / Call Deposit.
- 5.2 Bids received with cheque or postal order.
- 5.3 Bid received later than the date and time fixed for tender.

- 5.4 Bid is conditional, ambiguous or incomplete.
- 5.5 Bid from a firm which is black listed at any level.
- 5.6 Any supplementary or revised offer after opening of the tender.
- 5.7 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.
- 5.8 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 at GCUF premises 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.

7 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 short supplied, or wrongly supplied, the supplier will replace the same 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).

TENDER NOTICE No. 702/02 / 2021**SUPPLY OF FURNITURE ITEMS FOR THE OFFICE OF KAMYAB JAWAN MARKAZ**

Sr #	Name Item	Qty	Unit Price (Rs.)	Total Price (Rs.)
1.	Executive Revolving Chair-High Back (Imported) Made of cast aluminum, High back, having 5-legs revolving cum tilting pedestal durable (adjustable height, hydraulic) and load bearing caster, imported quality wheels. Seat 21x22.5 inch + Back height from ground 51 inch: Made of solid seasoned wood covered with 1st quality foam (A grade master molty foam) & with brown colored leather (fine quality).	01		
2.	Revolving Chair-Low Back) Structure: Made of cast aluminum, Low back, having 5-legs revolving cum tilting pedestal durable (adjustable height, hydraulic) and load bearing caster, improted quality wheels. Seat 18 x 19 inch + Back 44 inch: Made of solid seasoned wood covered with 1st quality foam (A grade master molty foam) & with brown colored leather (fine quality).	07		
3.	Executive Table With Side Rack Size: 6' x 3' x 2'-6" (H) Structure: Made of high density (Lasani MDF Sheet) particle chipboard pressed with seasoned sheesham wood veneer on both sides. Table top /side profile made of solid seasoned sheesham wood with 3 cushioned panels with through back finished with nitrocellulose (N.C.) lacquer polish. One side having 4-drawers, while one drawer and one cabinet on other side, centrally lock system. Drawer side rails made of MDF. Bottom of drawer 5 mm thick MDF without staining. Front of drawer made of first quality veneer board. Cushioned panels leatherette cloth with through back finished with nitrocellulose (N.C.) lacquer polish. Complete table sets. Complete finished with nitrocellulose (N.C.) lacquer polish. Best quality handles and Foot Rest. 8mm glass on top (tapered edges/boarders). Complete finished in all respect. <u>Side Rack Wooden</u> Size: 3' x 1'-6" x 2'-6" (H)	01		

	Structure: Made of high density (MDF Sheet) chipboard pressed with sheesham veneer on both side. Top + Side profile + Footing: Made of solid seasoned sheesham wood. Complete finished with nitrocellulose (N.C.) lacquer polish. Complete finished in all respect.			
4.	Office TableSize: 4' x 2'-6" x 2'-6" (H) Structure: Made of high density (lasani MDF Sheet) particle board pressed with melamine lamination sheet on both sides and with 12+-2% moisture content, 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.	04		
5.	Sofa Set, Seats 3 +1+1, Structure Made of Solid sheesham wood. 1st quality Master Molty Foam in seat and back. Premium quality leatherette upholstery fine block stitching. Selected color & design	02		
6.	<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 woodgola (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.	04		
7.	3 Seater Steel Bench LR-103 (Weight upto 32 KG) Description: 1. Seat: Using 1.5mm thickness 201#material, stainless steel after stamping and welding, surface brushed treatment 2. Seat Side: Using 201 stainless steel after bending, surface polishing treatment 3. Arms/Legs: Using 201# stainless steel welding with surface polishing treatment. 4. Connector: Using 2.0mm thickness steel after stamping with powder coating 5. Beam: Using 80 x 40 x 1.8mm rectangular tube, sprayed with static powder after antirust treatment Dimension 3 Seater: 1800*670*790mm 0.09CBM	04		

8.	Office Visitor Chair Structure: Made of solid seasoned sheesham wood finished with nitrocellulose (N.C.) lacquer polish & 12 $\pm$ 2% moisture content. Width of legs 1.2x1.2 inch. Seat 19 inch + Back height form Ground 32 inch, Back Support 11 inch+ width of arms 2 inch: Made of solid seasoned wood covered with 1st quality foam (A grade master molty foam) & with brown colored leather (fine quality). Additional wooden support between front legs. Complete finished with nitrocellulose (N.C.) lacquer polish in all respect.	20		
9.	<u>Wooden Book Rack</u> Size: 6' x 3' x 2' Structure: Made of high density (Lasani MDF Sheet) 16-17 mm thick particle board pressed with melamine lamination sheet with 12 $\pm$ 2% moisture content, edges covered with 3 mm sheesham beading. Five-shelves having space size for large file folders, with six partition shelves under rails solid seasoned wood. Front open,	02		
10.	Filling Cabinets wooden Size: 18"x 24"x54" Structure Made of high density (Lasani MDF Sheet) with 12 $\pm$ 2% moisture content, edge covered with sheesham wood, four drawer with best quality reeling, separate lock and handle of top quality, best quality polish in selected color	01		
Total Amount Rs				

Details of Call Deposit Receipt (CDR)

Signature_____

No_____ **Amount**_____

Name of Bidder_____

Bank_____ **Branch**_____ **City**_____

CNIC No _____

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