

GOVERNMENT COLLEGE UNIVERSITY FAISALABAD



TENDER DOCUMENT No. 707/07/2021

SUPPLY OF FURNITURE & ELECTRIC ITEMS FOR HAFIZABAD CAMPUS, GCUF.

Sealed Tenders are invited from the well reputed firms / suppliers, who are registered with Sales Tax as operative and Income Tax Department as Active Tax Payer for supply of Furniture & Electronic Items for the Hafizabad Campus, 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 – Single Envelope** Bidding Procedure. (Financial proposal only as per furniture samples available in DP & IC, GCUF).
- 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 18.11.2021.**
- 1.3 The bids 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.

Note:

- *Tender Number must be mentioned on envelope.*
- *The firms must visit this office to check the approved furniture samples before submission of bid.*
- *The qualified firms shall get approve a sample of furniture items after issuance of supply order.*

2. Tender Fee & Bid Security

- 2.1 The Bid must be accompanied by Tender Fee of Rs:**1,000/-** (Non-Refundable) and 2% of Estimated Price i.e; Rs.1,823,400/- (refundable) in shape of Call Deposit Receipt (CDR) in original.
- 2.2 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 will be deposited before issuance of supply order 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 may be Manufacturer/Wholesaler/ Importer or General Order Supplier 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, Hafizabad Campus 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. 707/07 / 2021
--

SUPPLY OF FURNITURE & ELECTRONIC ITEMS FOR THE HAFIZABAD CAMPUS, GCUF

Sr #	Name Item	Qty		Unit Price (Rs.)	Total Price (Rs.)
1.	Revolving Chair-Low Back) Imported 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).	10			
2.	Office Chair Structure: Made of solid seasoned sheesham wood finished with nitrocellulose (N.C.) lacquer polish & 12+2% moisture content. Width of legs 1.2x1.2 inch. Seat 19 inch + Back height form Ground 33 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.	10			

3.	Rostrum for Class Room, Size: 1'-8" × 2'-6" × 4' (H) Structure: Made of solid sheesham wood with $12 \pm 2\%$ moisture content, 3 side panel, Top and bottom of $\frac{3}{4}$" high density (Lasani MDF Sheet) sheesham winboard, wooden support at bottom / floor section, wooden corner supports at inner back side. GCUF logo of marble or steel on front panel. Complete finished with nitrocellulose (N.C.) lacquer polish.	08			
4.	Computer Table, Size: 3' x 2' x 2'-6" (H) Structure: Made of high density (lasani MDF Sheet) particle board pressed with melamine lamination sheet on both sides with $12 \pm 2\%$ 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 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 with nitrocellulose (N.C.) lacquer polish in all respect.	03			

5.	Office Table Size: 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.	05			
6.	Steel Almirah with Wheel Stand: Size: 72" x 48" x 18" Weight: 72 to 75 kg with fixed wheel stand. Color: Silver Paint Surface finished with acid washed, phosphatized powder Structure: • All structure made of 22 gauges with four shelves of high quality material of SPCC/SECC/SGCC. • Surface finished with acid washed, phosphatized powder. • Quality lock and key provision (Key lock not a bar/rod lock). • Labeling pocket size: 4" x 2.5". Wheel Stand: • Fixed Wheel Stand made of 14-gauge angel iron 1.5" x 1.5" (minimum weight 800 gram in 1 foot). 04-Nos heavy duty bearing caster wheels of size 4"(200 kg load capacity) fixed on additional angle patti.	06			

7.	Water Dispenser, PEL, Dawlance, Orient, Haier (or Equivalent) 115 Straight Glass Door, Capacity (Litres) 4.9L	01			
8.	Student Tablet chairs Structure: Made of 20/20 mm mild steel square pipe 18 guage (I.I.L. Karachi or Equivalent). Finished with nitrocellulose (N.C.) silver paint. Seat 18 x 18.5 inch+ Back height from ground 31.5 inch+ seat height 18.5 inch from ground+ Writing Arm Board 19.5x9x0.75: Strips made of solid seasoned sheesham wood. Writing arm board made of solid seasoned sheesham wood (the moisture content should be 12% $\pm$ 2%. Finished with nitrocellulose (N.C.) lacquer polish. With rubber shoes. Complete finished in all respect. Full length support at back strips with screws should be provided. A tag bearing the manufacturers name and contact details should be placed (permanently) at a visible place of each article, so that during the Technical Guarantee Period the end user(s) can communicate with the manufacturing for sale after service. Writing pad should have 2/3rd horizontal double support, underneath the writing pad. About 4% of the total order should be with left hand writing pads (for Left hander).Back side pipe bends should be through using a die not by manual means or through cutting the pipe.	450			

9.	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			
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