

TENDER DOCUMENT

Permanent Equipment (Specifications/detail of items are in bidding document)



Government College University Faisalabad

Please read carefully this tender document and sign & stamp each page.



GOVERNMENT COLLEGE UNIVERSITY FAISALABAD

TENDER DOCUMENT No. 747.04.2023

SUPPLY OF FURNITURE / FIXTURE FOR CHINIOT AND HAFIZABAD SUB-CAMPUSES OF GCUF.

Purchase Price: Rs. 2,000/-

1. INVITATION TO THE BID

Sealed Tenders are invited from the well reputed firms / suppliers, who are registered with Sales Tax and Income Tax Department as Active Tax Payer for supply of Furniture / Fixture for Chiniot and Hafizabad Sub-Campuses of GCUF.

2. INSTRUCTIONS TO THE BIDDERS

2.1 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. **.(Both envelopes must be separately marked as “Financial Proposal” & “Technical Proposal” and packed in a main envelope.**

Bids in complete conformity with Tender Documents will be dropped in the office of Director Procurement & Inventory Control, Government College University Faisalabad, not later than **11:00 Hrs on 08.03.2024** which shall be opened on same day at **11:30 Hours.**

Note: Tender Number must be mentioned on envelope.

2.2. Bidders must ensure that they submit all the required documents indicated in the Tender / Bid Documents at the time of opening of Technical Bids and no request for submission of missing documents will be entertained after opening of the Technical Bids (related to specifications of equipment).

2.3. Item would be purchased on FOR basis, payment will be made in PAK Rupees.

2.4. It will be clearly understood that the Terms and Conditions mentioned in this document are intended to be strictly enforced.

2.5. Bids without supporting documents, undertaking, valid documentary evidence, and bids not conforming to terms and conditions given in the Tender Document will be liable for rejection. Bids received after due time and date and bids without Bid Security in shape of CDR or CDR less than required amount or Bid Security in shape of Cheque or Cross Cheque shall be rejected.

3 Tender Fee, Bid Security and Performance Security:

The Bid must be accompanied by Tender Fee of Rs:2,000/- in shape of Call Deposit Receipt (CDR) in original or deposit slip and Bid Security @ 2% (i.e. 185,780/-) of Estimated Price i.e. “9,289,000” PKR” (refundable) in shape of Call Deposit Receipt (CDR) in original. CDRs must be in favor of treasurer Government College University, Faisalabad. The rates / bids should be inclusive of all applicable Govt. Taxes.

4 Validity of Offers.

- i. Offers shall be valid for 120 days from the date of submission of bids.
- ii. Withdrawal / modification of the original offer within the validity period shall entitle the University to forfeit Bid Security.
- iii. Sales Tax Number and NTN Number must be mentioned on the letter head and bidding documents.

5. 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 described below.

TOTAL MARKS= 100

QUALIFYING MARKS = 70

Sr. No.	Parameters	Detail	Total Marks	Remarks																		
01	Mandatory Documents Required	The firm must attach these documents along with technical bid. Total Marks (30) <table><tr><th>Sr#</th><th>Documents/ Certificates required</th><th>Marks</th></tr><tr><td>I</td><td>Copy of National Tax Registration certificate and proof of filer</td><td>5</td></tr><tr><td></td><td>Copy of Sales Tax Registration certificate and proof of filer</td><td>5</td></tr><tr><td></td><td>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.</td><td>5</td></tr><tr><td></td><td><u>The bidder must be a manufacturer of the furniture. (FBR Registration Certificate as Manufacturer must be attached as proof)</u></td><td>15</td></tr><tr><td></td><td></td><td></td></tr></table>	Sr#	Documents/ Certificates required	Marks	I	Copy of National Tax Registration certificate and proof of filer	5		Copy of Sales Tax Registration certificate and proof of filer	5		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.	5		<u>The bidder must be a manufacturer of the furniture. (FBR Registration Certificate as Manufacturer must be attached as proof)</u>	15				30 (5+5+5+15)	Please Note that any bid received without documents mentioned in this category shall be rejected/ knockout in technical evaluation.
Sr#	Documents/ Certificates required	Marks																				
I	Copy of National Tax Registration certificate and proof of filer	5																				
	Copy of Sales Tax Registration certificate and proof of filer	5																				
	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.	5																				
	<u>The bidder must be a manufacturer of the furniture. (FBR Registration Certificate as Manufacturer must be attached as proof)</u>	15																				

02	Past Working Experience	(a) Major Public / Government Institutions Served: (10 marks) <table><tr><td>i</td><td>No. of institutions served in last year (from July 2022 till tender opening date)</td><td>Marks</td></tr><tr><td>ii</td><td>1 to 3</td><td>4</td></tr><tr><td>iii</td><td>4 to 6</td><td>8</td></tr><tr><td>iv</td><td>7 & Above</td><td>10</td></tr></table> (b)Experience of firm in number of years (10 marks) <table><tr><td>i</td><td>Number of working years of firm</td><td>Marks</td></tr><tr><td>ii</td><td>1 to 3</td><td>4</td></tr><tr><td>iii</td><td>4 to 6</td><td>8</td></tr><tr><td>iv</td><td>7 &Above</td><td>10</td></tr></table>	i	No. of institutions served in last year (from July 2022 till tender opening date)	Marks	ii	1 to 3	4	iii	4 to 6	8	iv	7 & Above	10	i	Number of working years of firm	Marks	ii	1 to 3	4	iii	4 to 6	8	iv	7 &Above	10	20 (10+10)	Public / Government Institutions mean government institutions / Public Sector organizations / Public Sector Universities / Government Agencies / Autonomous Bodies etc. The firms must attach supply order/ work orders from clients or any other relevant documents supporting their experience.
i	No. of institutions served in last year (from July 2022 till tender opening date)	Marks																										
ii	1 to 3	4																										
iii	4 to 6	8																										
iv	7 & Above	10																										
i	Number of working years of firm	Marks																										
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iii	4 to 6	8																										
iv	7 &Above	10																										
3	Performance Certificate	<table><tr><td>i</td><td>(one mark for one certificate) Ten or above 10 marks maximum</td><td>10</td></tr></table>	i	(one mark for one certificate) Ten or above 10 marks maximum	10	10	The performance certificates should be attached from various organizations . <i>In case of same organizations, the project and year should be different.</i>																					
i	(one mark for one certificate) Ten or above 10 marks maximum	10																										
4	Financial Status	<table><tr><td>i</td><td>Last year Audited Balance Sheet (Financial Year 2022-23)</td><td>5</td></tr><tr><td>ii</td><td>Tax Return (Jan 2023 to Dec 2023)</td><td>5</td></tr><tr><td>iii</td><td>Bank Certificate*</td><td>5</td></tr><tr><td>iv</td><td>Bank Statement (Previous 12 months)</td><td>5</td></tr></table> <table><tr><td>(a)</td><td>Turnover above 06 Million</td><td>10</td></tr><tr><td>(b)</td><td>Above 05 Million to 06 Million</td><td>08</td></tr><tr><td>(c)</td><td>Above 04 Million to 05 Million</td><td>06</td></tr></table>	i	Last year Audited Balance Sheet (Financial Year 2022-23)	5	ii	Tax Return (Jan 2023 to Dec 2023)	5	iii	Bank Certificate*	5	iv	Bank Statement (Previous 12 months)	5	(a)	Turnover above 06 Million	10	(b)	Above 05 Million to 06 Million	08	(c)	Above 04 Million to 05 Million	06	30 (5+5+5+5+10)	All provided documents can be verified by the Department. In case of Bank Certificate, the Bank will certify about the,, reputation of firm and that they have never defaulted in financial transactions.			
i	Last year Audited Balance Sheet (Financial Year 2022-23)	5																										
ii	Tax Return (Jan 2023 to Dec 2023)	5																										
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(a)	Turnover above 06 Million	10																										
(b)	Above 05 Million to 06 Million	08																										
(c)	Above 04 Million to 05 Million	06																										

		(d)	Above 03 Million to 04 Million	04			
		(e)	Above 02 Million to 03 Million	02			
		(f)	Turnover below 01 Million	0			
7	After Sales Services Setup	Workshop / Physical Setup: 02 marks			10		(i) Documentary support regarding the facilities available at workshop with area details (ii) List of tools must be enclosed. (iii) After sale satisfactory performance reports issued by the concerned departments must be attached.
		Tools Availability: 02 marks					
		After Sales Satisfactory					
		Performance Report: 06 marks					
		(1 mark against each performance report)					

4.1 The bidder must provide company profile, name and address of the company along with details of chief executives, authorized persons or technical staff.

4.2 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.

6. **Failures and Terminations:**

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

- Bid received without Bid Security / Call Deposit or less CDR than the required.
- Bids received not in accordance with specifications of Tender Documents.
- Bid received later than the date and time fixed for tender.
- Tender is incomplete in any respect or is unsigned.
- Offer is ambiguous and the offer is conditional.
- Offer from a firm which is black listed at any level.
- Any erasing / cutting / overwriting etc.
- 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.
- Situation warranted, then University is authorized to forfeit the bid Security and the firm may also be black listed.

BID DATA SHEET (Information for the Bidders)

1	Procuring Agency	Government College University Faisalabad
2	Tender Number	747.04.2023
3	Name of Tender	Supply of Furniture / Fixture for Chiniot and Hafizabad Sub-Campuses of GCUF.
4	Tender Document available place	Director Procurement & Inventory Control, Government College University Faisalabad
5	Cost of Tender Document	Rs.2,000/- CDR or Pay Order in favor of the Treasurer GC University Faisalabad
6	Bid Security	Amount mentioned in Clause No. 3 of the Tender Document in shape of CDR i.e, Pay Order etc, in favor of “Treasurer GC University Faisalabad”
7	Performance Security	10% deducted from final Bill
8	Tender Addressed to	Director Procurement & Inventory Control, H Block , Allama Iqbal Road, Government College University Faisalabad
9	Contact Number	Ph. 041-9201468
10	Due Date, Time and place of submission of Tender Document	08-03-2024 till 11:00 AM Director Procurement & Inventory Control, GC University Faisalabad
11	Date, Time and Place of Technical Bid Opening	08-03-2024 at 11:30 AM at Director Procurement & Inventory Control, Government College University Faisalabad
12	Date, Time and Place of the Financial Proposals	Shall be intimated subsequently to Technically Qualified firms

Signature and Stamp of Vendor / Bidder _____

7 Other Special conditions

- 7.1** The decision of the Vice Chancellor of Government College University, Faisalabad, would be final & binding on both the parties.
- 7.2** Cheque or Cross Cheque shall not be accepted at all.
- 7.3** The amount submitted as Bid Security shall be refunded to the unsuccessful bidders after the decision for the award of the said tender.
- 7.4** The Bid Security of Successful Bidder(s) may be converted as part of the Performance Security for successful execution of the work.
- 7.5** Subject to the delivery of goods against the Supply Order, the Bid Security in form of CDR shall be returned to vendor.
- 7.6** If the Bid Security is found less than the required amount then the bid will be rejected irrespective of the rates and the stage of the bid process.
- 7.7** The Bid Security may be forfeited if a Bidder refuses to accept supply order of the Bid
- 7.8** Firms having authorization letter from manufacturer for this equipment would be preferred.
- 7.9** **Model number, country of origin and Company name must be mentioned on both technical and financial bid.**
- 7.10** Technical brochure must be attached (if any).
- 7.11** 10% performance security applicable under the rules shall be deducted from the final bill of the successful bidder.
- 7.12** All Government Taxes will be deducted according to applicable rules.
- 7.13** 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).

8. Suppression of facts and misleading information

During the bid evaluation, if any suppression or misrepresentation of information is brought to the notice of the Purchase Committee, the Committee shall have the right to reject the Bid and if it happens so after selection of the Bidder, the Purchase Committee may terminate the supply order or award of the supply order or further processing of the Bid as the case may be and that will be without any compensation to the Bidder and the Bid Security / Performance Guarantee, as the case may be, shall be forfeited.

9. BID OPENING

9.1. Technical Proposal Opening

The bid's outer cover and Technical Proposal cover will be opened by the Central Purchase Committee on the date and time as specified in the Tender Notice /Bid Data Sheet. The bids will be opened in the presence of the bidders who choose to be present. A maximum of two representatives for each bidder would be allowed to attend the Bid Opening. Technical Specifications are given in Appendix 1.

9.2. If demanded by the technical committee, the vendor will be bound to provide the sample of the required item / items to the technical committee in accordance with the specifications mentioned in the bid document. In case of non-compliance, the bidder will be rejected in the concerned item / items. All the allied charges relating to sample will be borne by the vendor at his own expense and there will be no responsibility / liability at the end of University.

9.3 FINANCIAL PROPOSAL

9.3.1 The Financial Proposal of the bidder shall also include the price break up of taxes/duties as given in Appendix 2. All taxes/duties as applicable shall be responsibility of the bidders.

9.3.2. The cost quoted by the bidder shall be kept by firm and unchanged for a period specified in the Bid/Tender Documents from the date of opening of the bids. The bidder shall keep the price firm/unchanged during the period of Contract including during the period of extension of time if any.

9.3.3. The quoted price will be inclusive of all taxes, duties, levies, insurance, freight (transportation charges), etc.

9.3.4. For items to be imported on the name of University, Bidder will bear the Clearance and transportation Charges for delivery at site.

9.3.5. The Bid is liable for rejection if Financial Proposal contains conditional offer.

9.3.6 Any cutting/ over writing shall not be accepted in the financial offer.

Appendix “A”

Technical Specifications

TENDER DOCUMENT No. 747.04.2023

SUPPLY OF FURNITURE / FIXTURE FOR CHINIOT AND HAFIZABAD SUB-CAMPUSES OF GCUF.

Sr.No.	Items with Specification or Equivalent	QTY
1.	Computer Table SPECIFICATIONS 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$2% moisture content, inside top and foot rails made of solid seasoned sheesham wood, All edges covered with 2 mm thick sheesham wood gola (polished). Table having with one side CPU box and one drawer lockable (quality lock), other side sliding keyboard and mouse tray (quality railing) with through back. One half width shelf under the tray. Top and back cable holes. Best quality handles and Foot rest. Complete finished with nitrocellulose (N.C.) lacquer polish in all respect. 	95
2.	Office / Visitor Chairs Technical Specifications: Structure: Made of solid seasoned sheesham wood finished with nitrocellulose (N.C.) lacquer polish & 12$\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. With foot rest. 	10

3.	Computer Chairs Revolving Technical Specifications Made of cast aluminum having 5-legs revolving cum tilting pedestal durable (adjustable height, hydraulic) and load bearing caster, imported quality wheels. Seat 16 x 18 inch+ Back height from ground 38 inch: Made of solid seasoned wood covered with 1st quality foam A grade master molty foam) & with Brown colored leather (fine quality). 	87
4.	Office Table Technical Specifications 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. 	15

5. **Student / Tablet chairs for class rooms**

Technical Specifications

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.



6.	Rostrum for Class Room Technical Specifications 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. 	16
7.	White board (6'x4') standard Technical Specifications Size: 8' x 4' Structure: Made of high density (Lasani MDF Sheet), pressed with white shine UV formica (easily erasable, without any traces of blackening or black spotting), edges covered with solid seasoned sheesham wood. Wooden support at bottom for dusters. Wall hanging supports. Including nail, glue. Complete in all respect. 	06
8.	Notice / display board (4'x6') with glass front Technical Specifications Notice Board 4' x 6', Depth 6 inch, frame made of high density (Lasani MDF Sheet), sliding glass 5mm with lock. Green or brown Cloth inside with soft sheet for thumb pins. 	06

Appendix “B”

Financial Offer

TENDER DOCUMENT No. 747.04.2023

SUPPLY OF FURNITURE / FIXTURE FOR CHINIOT AND HAFIZABAD SUB-CAMPUSES OF GCUF.

1	2	3	4	5	6		7	11	12
Sr. No.	Item Name With accessories as per technical bid	Model / Part #	Brand / Manufacturer Name/Countr y of origin	Qty	Currency Descriptio n (e.g. USD, EURO, ,PKR etc)	Unit Price	Rate of Sale TAX	Total Price (PKR) including GST etc	2% Bid Security (PKR) as per Estimated Price

Note: Rate should also be quoted on Firm’s letter head pad.

10 REJECTION AND ACCEPTANCE OF THE TENDER/BID

10.1. The Purchase Committee has the right, at his exclusive discretion, to increase / decrease the quantity of any or all item(s), under PPRA Rules 2014 without any change in unit prices or other terms and conditions, accept a Tender reject any or all tender(s), cancel / annul the Tendering process at any time prior to issuance of supply order, without assigning any reason or any obligation to inform the Tenderer of the grounds for the Purchaser's action, and without thereby incurring any liability to the Tenderer and the decision of the Purchaser shall be final.

10.2. The Tender / bid shall be rejected if:

10.3. It is substantially non-responsive; or

10.3.1 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; or

10.3.2. The Bidder submits any financial conditions as part of its bid which are not in conformity with tender document.

11. PAYMENT

100% payment will be made to the Successful Bidder after delivery and installation of goods and on receipt of the following documents:

- i. Bill
- ii. Delivery Challan
- iii. General Sales Tax Invoice
- iv. Installation report

Director

Procurement & Inventory Control, GC University Faisalabad
Government College University Faisalabad

ISSUED TO:

M/S -----

Details of Call Deposit Receipt (CDR)

Signature_____

No_____ **Amount**_____

Name of Bidder_____

Bank_____ **Branch** _____ **City**_____ **CNIC No** _____

Name of the Firm & Address _____ **Contact** -----

N.T.No. _____

Sales Tax No._____

Issued By:

Director
Procurement& Inventory Control
Government College University Faisalabad
041-9201468