

**Khwaja Fareed University of Engineering &
Information Technology, Rahim Yar Khan**



Tender Document

Tender No. Misc-180

Supply of Furniture

at

**Khwaja Fareed University of Engineering
& Information Technology
Rahim Yar Khan**

TENDER DOCUMENT

TENDER No. Misc-180

Supply of Furniture

at

Khwaja Fareed University of Engineering and Information Technology

TENDER PRICE Rs. 1,000/-

Last date of submission: 27-08-2020

FOR OFFICE USE ONLY

Serial No. _____

Sold to: M/S _____

Date of Sale _____

Bank Challan No. _____

Date _____

1. Overview

Khwaja Fareed University of Engineering & Information Technology, Rahim Yar Khan intends “**Supply of Furniture**” as provided at **Annex ‘A’**. The supplier will be responsible for Supply and delivery of Furniture, wherever required, at the Khwaja Fareed University of Engineering & Information Technology, Rahim Yar Khan. This document provides complete instructions for bidders intending to participate in this Tender.

2. Instructions for Bidders

2.1. Response to the Tender (Bid) should be submitted in one part which shall include two separately sealed envelopes of **Technical Proposal** and **Financial Proposal** before **12:00 PM** on **27-08-2020**. Technical Proposals will be opened on same day at **12:30 PM** in the presence of representatives of responding bidders, if any, and Financial Proposals will be opened after completion of technical evaluation. The exact time and place for opening of financial proposals will be informed to technically qualified bidders.

2.2. Proposals shall be delivered at the address given below.

Dr. Aamir Alaudin, Director Procurement

Procurement Department

**Khwaja Fareed University of Engineering & Information Technology
Abu Dhabi Road, Rahim Yar Khan.**

Tel. # 068-5882460

2.3. All bids must be submitted by filling the **Annex ‘B’**. Same should be enclosed in the financial proposal. Bidder must use the same numbers and labels used in this Request for Proposal.

2.4. The original Tender Document duly signed and officially sealed by the bidder must be submitted in whole with the proposals. Any conditional, ambiguous, incomplete, supplementary or revised offer after the opening of tender shall not be entertained.

3. Technical Proposal Format

Bidders are required to include the following documents/information in their technical proposals in the order given below:

- i. Profile of company complete in all respect
- ii. List of Previous and Current customers along with Purchase Orders of related Services.
- iii. Copy of National Tax Registration Certificate or Copy of Online Taxpayer Verification
- iv. Copy of Sales Tax Registration Certificate or Copy of Online Active Taxpayer
- v. Bank letter of financial standing along with Bank Statement
- vi. An affidavit on Rs 100/- Stamp Paper issued after date of publishing of tender which illustrate that currently they are not black listed or de-barred by any Government/Semi-Government Department to participate in bidding. Failure to submit such affidavit may lead to disqualification.
- vii. Detailed item specifications provided by supplier corresponding to the specification as given at **Annex 'A'**
- viii. Proposed delivery schedule for delivery of Furniture
- ix. Signed and Stamped Complete Tender document
- x. Bank Draft of the Earnest Money attached with technical proposal

4. Financial Proposal Format

Financial Proposal must include the following in the order given below:

- i. Prices duly entered on the form in the attached BOQ
- ii. Validity period of the quoted price

5. Terms & Conditions

5.1. This invitation for bids is open to all national original Manufacturers/ Distributors/Suppliers in Pakistan for supply.

5.2. All prices should be quoted in Pak Rupees and inclusive of all Government Taxes & Levies.

5.3. A bank draft equal to 2% of the estimated cost should accompany the Tender as **Earnest Money** drawn in favor of **KFUEIT Rahim Yar Khan**. The Tender shall not be considered without Earnest Money. Bank draft for Earnest Money should be placed with the Technical proposal.

- 5.4. Earnest Money for bidders not selected will be returned a minimum of two weeks after announcement of award and returned to successful bidder after signing the contract. If the selected bidder fails to sign the contract within stipulated time, Earnest Money will be forfeited.
- 5.5. A Bank draft of 5% of the total amount as **Performance Guarantee** will be provided by the supplier in favor of KFUEIT, Rahim Yar Khan within 10 days after decision of award of contract along with judicial stamp paper of the value 0.25 % of total cost which shall remain valid for 12 months beyond delivery period. This performance guarantee will be released after the completion of warranty/guarantee period and obtaining No objection Certificate (NOC) for the release of performance guarantee from end user department.
- 5.6. The quantity of an order may vary depending on the quoted prices and the allocated funds.
- 5.7. The decision of the KFUEIT competent authority will be binding on all concerned and will in no case be challenged in any forum.
- 5.8. KFUEIT Rahim Yar Khan reserves the right to modify the conditions / specifications of the Tender Document with written intimation to all the participants who have purchased the Tender Document.
- 5.9. Delivery period will be as per contract agreement and terms & conditions of purchase order/supply order.
- 5.10. Delivery shall be completed according to the agreed upon schedule as per contract agreement and terms & conditions of purchase order/supply order.
- 5.11. In case the selected bidder fails to execute the contract strictly in accordance with the terms and conditions laid down in the contract, the Performance Guarantee shall be forfeited.
- 5.12. The University will get the item inspected at KFUEIT Rahim Yar Khan and reject the item, if not found according to the stated specifications.
- 5.13. The University reserves the right to claim compensation for the losses caused by delay in the delivery of equipment.
- 5.14. It is the sole responsibility of the bidder to comply with local, national and international laws.
- 5.15. In case any supplies is found not in conformity with the specifications provided in the tender, either on account of inferior quality, defective workmanship, faulty design,

or is short supplied, or wrongly supplied, the supplier will replace the same free of charges or pay the full cost of replacement.

5.16. All the proposals submitted will become the property of the University.

5.17. All prices should be valid for at least 120 days. Withdrawal or any modification of the original offer within the validity period shall entitle the KFUEIT Rahim Yar Khan to forfeit the Earnest Money in favor of the KFUEIT Rahim Yar Khan and/or putting a ban on the future inquires or taking any other suitable action against the bidder.

5.19. Delivery of the items will be free of charge at Khwaja Fareed University of Engineering & Information Technology, Rahim Yar Khan during the office hours with a copy of Delivery Challan.

5.20. Items of furniture being ordered should be brand-new and according to order specification from the current production and covered under normal warranty/guarantee etc. as mentioned in the quote.

6. Tender Evaluation Criteria

All bids shall be evaluated on technical and financial merit. The Company Evaluation Criteria is attached at **Annex 'C'** for reference.

7. Undertaking

On behalf of the company it is certified that we agree to the all the Instructions and Terms & Conditions given in this Tender Document

Name of bidder.....

Authorized person.....

Authorized signature.....




Stamp.....



Office Address.....

Tel No

Fax No

Supply of Furniture

Sr. No.	Specifications/Minimum Requirements	Qty.	Pictures
1-	<p>Executive set (i.e. Executive table 1 No., Side rack 2 Nos., Executive Chair 1 No.) Detail specifications as under</p> <p>Executive table size 82" x 36" x 31.5". Two drawers and one cupboard on each side of table. Size of upper drawer W17" x H4.5" x D15.5". Size of lower drawer W17" x H5.5" x D15.5" Size of cupboard W17" x H12.5" x D31.5" Also, one central drawer size W34" x H4.5" x D15.5". All the table including drawers are made of solid teak wood. Fine quality polish made in Indonesia.</p> <p>Executive rack size 59" x 18" x 32". Two cupboards on left and right of the rack and three drawers between two cupboards. Size of cupboard W20.5" x H23" x D16" (with one shelf) Size of each drawer W15" x H5.5" x D13". All the table including drawers made of solid teak wood. Fine quality polish made in Indonesia.</p> <p>Executive Chair Size W26" x D22.5" x H45" Hydraulic, teak wood structure, fine quality foam on seat and back covered with pure leather and fine quality polish on wood made in Indonesia.</p>	1 Set	<p>Front and back view of the table</p>  <p>Executive rack</p>  <p>Executive chair</p> 

Sr. No.	Specifications/Minimum Requirements	Qty.	Pictures
2-	<p>Visitor Chair Size W22" x D22" x H40" Made of teak wood, fine quality seat and back covered with leatherette and fine quality polish made in Indonesia.</p>	18 Nos.	
3-	<p>Conference table Size 16' x 5' x 30". Top made of laminated board with 3 nos. technology box. Steel pipe structure with fine quality powder coating.</p>	1 No.	

Sr. No.	Specifications/Minimum Requirements	Qty.	Pictures
4-	<p>Executive sofa set 3+2+2, fine quality molty foam covered with leatherette. Size of three-seater is W92" x D32" x H27" Size of two-seater is W67" x D34" x H27"</p>	1 Set	

Supply of Furniture
(Bid Form)

Sr. No.	Item Name with Specification	Qty.	Unit Price (inclusive of all taxes and Shipment charges)	Total Amount (inclusive of all taxes and Shipment charges)
01	Executive set (i.e. Executive table 1 No., Side rack 2 Nos., Executive Chair 1 No.)	01 Set		
02	Visitor Chair	18		
03	Conference table	01		
04	Executive sofa set (3+2+2)	01 Set		
TOTAL: _____				
Total in Words: _____				

Company Evaluation Criteria

- i. Profile of company complete in all respect
- ii. List of Previous and Current customers along with Purchase Orders of related Services.
- iii. Copy of National Tax Registration Certificate or Copy of Online Taxpayer Verification
- iv. Copy of Sales Tax Registration Certificate or Copy of Online Active Taxpayer
- v. Bank letter of financial standing along with Bank Statement
- vi. An affidavit on Rs 100/- Stamp Paper issued after date of publishing of tender which illustrate that currently they are not black listed or de-barred by any Government/Semi-Government Department to participate in bidding. Failure to submit such affidavit may lead to disqualification.
- vii. Detailed item specifications provided by supplier corresponding to the specification as given at **Annex 'A'**
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