

**UNIVERSITY OF LAKKI MARWAT**

**TENDER DOCUMENTS FOR FURNITURE ITEMS**

|  |  |
| --- | --- |
| **Name of Firm** |  |
| **Phone & Mobile Number** |  |
| **CNIC/NTN** |  |
| **GST No.** |  |
| **Tender applied for** | **FURNITURE ITEMS** |
| **Call Deposit Amount** |  |
| **Call Deposit No.** |  |

**TERMS AND CONDITIONS FOR SUPPLY OF FURNITURE ITEMS**

1. **Qualification of the Vendor**

The following vendors/Suppliers are eligible to apply for the tender:

1. Only Registered Firm/Supplier/Original Manufacturer/Authorized Dealers/ Distributors can participate in the tender.
2. Firms/Supplier/Original Manufacturer/Authorized Dealers/ Distributors Registered with tax authorities.
3. The Firms/Supplier/Original Manufacturer/Authorized Dealers/ Distributors that have Never been black listed by any Government agency or authority.
4. **Documents Required**

The Firm/Supplier/Original Manufacturer/Authorized Dealers/ Distributors eligible to apply are required to submit the following documents with their bidding proposal:

1. Valid registration documents with Taxation Authorities. NTN/FTN/STRN etc.
2. Valid Professional Tax Certificate
3. Full Address and contact numbers of the office(s).
4. **General**
5. Any tender without 2% earnest money will be out rightly rejected.
6. Conditional/incomplete tenders will be not accepted.
7. Telephone/telexed/faxed/telegraphic quotations will not be entertained.
8. Bids submitted without prescribed Tender fee or Earnest Money shall be liable for rejection at the time of Tender opening. Tender fee and Earnest money shall be submitted separately along with Tender.
9. Sample will be provided at University by supplier or on demand of University.
10. **Method of Procurement**

Bidding will be conducted through “**Open Competitive Bidding”** process, specified in Rules of the Khyber Pakhtunkhwa Public Procurement Goods, Works and Services Rules. Bidding is open to all eligible bidders as defined in the KPPRA Procurement Rules 2014 that meet the minimum qualification criteria and required documents. It will be a “**Single Stage - Single Envelop**” procedure.

1. **Scope of Supply**

The bidder shall supply items of the specifications given in the attached Annexure-I

1. **Currencies of Bid**

The prices shall be quoted in Pakistani Rupees.

1. **Bid Earnest Money**

The bidders shall furnish, as part of his bid, earnest money equal to 2% of total quoted prices with their offer in the form of demand draft/pay order in favor of **UNIVERSITY OF LAKKI MARWAT**. The earnest money shall be denominated in Pak rupees and shall be in the form of Demand Draft, Pay Order or Call Deposit issued by a Pakistani scheduled Bank. The Earnest Money may be forfeited if a bidder withdraws his bid during the period of his bid validity.

1. **Deadline for Bid Submission**

All bids must reach and be received by the purchaser on or before the prescribed deadline during the office hours. The tenders will be opened at 12:00 PM on Dated 22-02-2021 in the Committee room of University of Lakki Marwat in the presence of University Purchase Committee.

1. **Late Bids**

Any bid received by the Purchaser after the prescribed deadline for submission of bids shall be returned un-opened to the bidder.

1. **Purchaser Right to Accept or Reject Any or All Bids**

UNIVERSITY OF LAKKI MARWAT (University Purchase Committee) reserves the right to reduce or increase the quantity, accept or reject any/all tenders/ bids as per KPPRA rules.

1. **Convincing**

Unsolicited advice/clarification and any personal approaches at any stage of Evaluations are strictly prohibited and may lead to disqualification.

1. **Delivery of Items**

The bidder shall make delivery of goods at his own cost within the specified period from the date of issuance of Purchase Order from the UNIVERSITY OF LAKKI MARWAT. In case of delay in supply within stipulated time then penalty @2% per day will be imposed for first 15 days and thereafter @4% per day in the subsequent period.

**14**. **Mode of Payments**

Payment shall be made in form of crossed cheque, which shall be issued after delivery of items and verification of the inspection committee/officer concerned

1. **Bid Evaluation Criteria**

The awards of contract would be based strictly on the sample provision, specification provided in the bidding documents, quality of the items and not only on the basis of lowest rates**.**

1. **Taxes**

All Government Taxes i.e Income Tax, GST, Professional Tax, Stamp Duty etc. will be deducted.

1. **TA/DA Claim**

No TA/DA claim will be entertained by the University.

1. **Bid Validity**

All offers shall remain valid for 180 days from the date of opening of bids, until any further extension required by the University of Lakki Marwat.

1. **Rate Escalations**

Quoted price shall remain valid, firm, and irrevocable and fixed till the fulfillment of obligations by the supplier and will not be subject to escalation on any account.

**CONVENER UPC**

**UNIVERSITY OF LAKKI MARWAT**

**Annexure - 1**

**UNIVERSITY OF LAKKI MARWAT, KP**

**Financial Proposal for Furniture Items**

**Name of the firm:**

**Address:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **S.No.** | **Items** | **Specifications** | **Quantity** | **Unit Rate with Taxes (Rs.)** | **GST**  **Rs.** | **Total Cost**  **with Taxes (Rs.)** |
| 01 | **Lab. Table with inset Cupboard and Glass**  **Size-(5\*3) with 3 feet height** | Latest Design as per sample provision | 17 |  |  |  |
| 02 | **Stools for Lab** | Latest Design as per sample provision | 60 |  |  |  |
| 03 | **Conference Table along with Mic for each Member**  **Room Size-(30x20 feet)** | * Frame made of sheesham wood * Top made of lamination front and sides will be covered. * Lapping on all sides with solid sheesham wood   Sprit polish. | 01 |  |  |  |
| 04 | **Conference room Chairs** | * Standard size * Seat & back leatherette cushioned with fine quality foam with warranty   5 wheels hydraulic base with arms | 22 |  |  |  |
| 05 | **Office Chairs** | Latest Design as per sample provision | 100 |  |  |  |

**Name & Designation Authorized Signature & Stamp**