

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



Tender Document

Tender No. Misc. - 094

**Supply of Furniture, Electrical Equipment, Crockery and
Stationary Items for Agricultural Engineering
Department**

at

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

TENDER DOCUMENT

TENDER No. Misc.-094

Supply of Furniture, Electrical Equipment, Crockery and Stationary Items for Agricultural
Engineering Department

at

Khwaja Fareed University of Engineering and Information Technology

TENDER PRICE Rs. 1000/-

Last date of submission: _____

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 to purchase “**Supply of Furniture, Electrical Equipment, Crockery and Stationary Items for Agricultural Engineering Department**” as provided at Annex ‘A’. The supplier will be responsible for Supply, delivery, installation and commissioning of all specified items, 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 **11:00 AM** on **31-08-2018**. Technical Proposals will be opened on same day at **11:30 AM** 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. Responding bidder shall deliver two sealed copies of the bid. Each copy being physically separate, bound, sealed and labeled. Proposals shall be delivered at the address given below.

Director Procurement

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

Tel. # 068-5882420

2.3. Any queries regarding this proposal should be directed to the designated Technical Contact Person listed below.

Engr. Dr. Yasir Niaz, Assistant Professor, HoD Agricultural Engineering Department

Email: yasir.niazl@kfueit.edu.pk, yasir_niaz2002@hotmail.com, Tel. # 068-5882440, 0335-3420890

2.4. 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.

2.5. 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. The Name and Address
- ii. Profile of company
- iii. List of Previous/Current customers of related supplies, with contact person and telephone/fax numbers.
- iv. Detailed product design information
- v. Copy of National Tax Registration Certificate
- vi. Copy of Sales Tax Registration Certificate
- vii. Bank letter of financial standing
- viii. An affidavit on Rs 100/- Stamp Paper that currently they are not black listed or debarred by any Government/Semi-Government Department to participate in bidding and to supply equipment. Failure to submit such affidavit may lead to disqualification.
- ix. Any additional information the bidder may like to furnish e.g. repair/maintenance other concerned facility
- x. Detailed item specifications matched corresponding to the BOQ as given at **Annex 'A'**
- xi. Signed and stamped Tender document
- xii. Bank Draft of the Earnest Money

4. Financial Proposal Format

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

- i. Equipment prices duly entered on the form in the attached BOQ
- ii. Validity period of the quoted price
- iii. Any other Terms and Conditions

5. Terms & Conditions

- 5.1. This invitation for bids is open to all national original Manufacturers/ Distributors/Agents in Pakistan for Supply and installation.
- 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 guarantee will not be accepted. 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 receiving of the decision of award letter along with judicial stamp paper of the value 0.25 % of total contract award price for signing contract agreement which shall remain valid for 12 months beyond delivery period. This performance guarantee will be released after the completion of warranty/guarantee period, along with the satisfactory completion report which will be intimated to the Seller and the Director Procurement KFUEIT, Rahim Yar Khan for their onward issuance of No Objection Certificate (NOC) for the release of performance guarantee.
- 5.6. KFUEIT Rahim Yar Khan reserves the right to accept / reject any or all proposals without assigning any reason thereof.
- 5.7. The quantity of an order may vary depending on the quoted prices and the allocated funds.
- 5.8. The decision of the KFUEIT procurement committee will be binding on all concerned and will in no case be challenged in any forum.
- 5.9. 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.
- 5.10. Delivery period will be 30 days from the date of issuance of purchase order/supply order.

- 5.11.** Delivery shall be completed according to the agreed upon schedule.
- 5.12.** 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.
- 5.13.** The University will get the item inspected at KFUEIT Rahim Yar Khan and reject the item, if not found according to the stated specifications.
- 5.14.** The University reserves the right to claim compensation for the losses caused by delay in the delivery of equipment.
- 5.15.** It is the sole responsibility of the bidder to comply with local, national and international laws.
- 5.16.** In case any supplies/material are found not in conformity with the specifications provided in the tender, either on account of inferior quality, defective workmanship, faulty design, faulty packing or is short supplied, or wrongly supplied, the supplier will replace the same free of charges or pay the full cost of replacement.
- 5.17.** All the proposals submitted will become the property of the University.
- 5.18.** All prices should be valid for at least 60 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 Khawaja Fareed University of Engineering & Information Technology, Rahim Yar Khan during the office hours with a copy of Delivery Challan.
- 5.20.** Items 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. Brochures mentioned and product details must be attached.

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. Technical evaluation process may include, but not limited to the consideration of the following with respect to the functional requirements given ahead:

- a. Technical specifications of proposed item

b. Company Profile

- I. Age of the company
- II. Financial strength of the bidder

Financial Evaluation process will be based on the consideration of the quoted price.

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, Electrical Equipment, Crockery and Stationary Items for Agricultural Engineering Department

Sr. #	Item Name	Quantity
Furniture Items		
01	Executive Chair Revolving Chair with arms Adjustable lumbar support Instant seat height adjustment. Seat/back cushioned with best quality orthopedic foam with best quality raxine cushioning, Back Rest etc. Revolving, Reclining and Hydraulic Lift System With 320mm five-pronged S.S. Base with twin disc castors and hydraulic Pedestal. Perfect symmetric design synchronized, responsive mechanism Comfortable headrest High quality urethane seat	01
02	Office Table Table Size: Length x Width x Height = 5"x3"x2.5" ft Top structure, through back & drawer boxes made of high density chipboard, Pressed with both side shisham veneer board, 3 drawers running on imported three step 1.2 mm thick ball railing with soft closing effect Upper/Top drawer lockable Finished with nitrocellulose (NC) lacquer	01
03	Visitor Chairs Structure made of wood Seat back cushion with green leatherate, Finished with N.C. Lacquer	04
04	File Cabin Made of mild steel sheet of 20 gauge 04-Nos drawers with center locking system (Imported lock) having with four handles insides with Name tags (pockets) Outside Finished with Silver Paint.	01
Electrical Equipment		
05	Water Dispenser PEL/Orient/Dawlance equivalent or better	01
06	Micro Wave Oven (Medium) Dawlance, equivalent/Better	01
07	Electric Extension Lead 5m Wire with 8 three pins sockets	02

Sr. #	Item Name	Quantity
08	Electric Kettle Steel made Good Quality 1.7 liter.	01
Crockery		
09	Sugar Pot good quality	01
10	Table Set Good Quality	01
11	Tea Set Good Quality	01
12	Water Set good quality Luminarc/Toyonasic/Ocean or equivalent	01
Stationery		
13	Air Freshener good quality assorted flavors	06
14	Paper Rim A4 70 gm, 500 sheets, Double A equivalent or better	10
15	Ball Point Pen (Black) Signature Needle Tip, (2.5 Packet each having 10 no.)	25
16	Ball Point Pen (Blue) Signature Needle Tip, (2.5 Packet each having 10 no.)	25
17	Ball Point Pen (Red) Signature Needle Tip, (2.5 Packet each having 10 no.)	25
18	Gell Pen Blue/Black/Red Mix Dollar Gel-1, Equivalent/Better (10 Pieces)	10
19	Box File good quality	10
20	File Cover KFUEIT Printed (Sample available at University)	20
21	Envelope (File Size) White	50
22	Envelope 11"x15"	25

Sr. #	Item Name	Quantity
23	Envelope A4 White	25
24	Envelope White 11"x5"	25
25	Pencil Sharpener (S.S) Good Quality Fine Blade	5
26	Eraser Rubber, Al-30 Pelikan, ORO, Dux	10
27	Calculator 14 Digit citizen	01
28	Wall Clock medium size good quality	02
29	Scotch Tape 1"	01
30	Large paper punch machine	01
31	2 Hole Punch Machine small	01
32	Ring File	20
33	Highlighter (Different Color in total 10 piece)	10
34	Sticky notes (memo paper)	10
35	Gum stick medium	02
36	Stapler Machine 24/6	01
37	Stapler Machine Large	01
38	Stapler Pin 24/6 (pack)	10

Sr. #	Item Name	Quantity
39	Stapler Pin Large (pack)	10
40	Steel Scale 1'	02
41	Pakistan Table Flag	02
42	Paper Cutter standard size good quality	01
43	Paper Weight	02
44	Notice Board with complete frame front glass & lock	01
45	White Board 8'x4'	01
46	Tissue Box 100 Pair Rose Petal or equivalent/better	20

Supply of Furniture, Electrical Equipment, Crockery and Stationary Items for Agricultural Engineering Department (Bid Form)

Sr. No.	Item Name	Qty.	Unit Rate (Including all taxes)	Total Price (Including all taxes)
1	Executive Chair	01		
2	Office Table	01		
3	Visitors Chairs	04		
4	File Cabin	01		
5	Water Dispenser	01		
6	Micro Wave Oven	01		
7	Electric Extension	02		
8	Electric Kettle	01		
9	Sugar Pot	01		
10	Table Set	01		
11	Tea Set	01		
12	Water Set	01		
13	Air Freshener	06		
14	Paper Rim A4 70 gm	10		
15	Bal Point Pen (Black)	25		
16	Bal Point Pen (Blue)	25		
17	Bal Point Pen (Red)	25		
18	Gell Pen Blue/Black/Red	10		
19	Box File	10		
20	File Cover KFUEIT Printed	20		
21	Envelope (File Size) White	50		
22	Envelope 11"x15" White Legal	25		
23	Envelope A4 White	25		

Sr. No.	Item Name	Qty.	Unit Rate (Including all taxes)	Total Price (Including all taxes)
24	Envelope White 11"x5"	25		
25	Sharpner	05		
26	Eraser	10		
27	Calculator (14 digit)	01		
28	Wall Clock	02		
29	Scotch Tape 1"	01		
30	Large Paper Punch Machine	01		
31	2 Hole Punch Machine Small	01		
32	Ring File	20		
33	Highlighter (Different Color)	10		
34	Sticky Notes (Memo Paper)	10		
35	Gum Stick Medium	02		
36	Stapler Machine 24/6	01		
37	Stapler Machine Large	01		
38	Stapler Pin 24/6 (Pack)	10		
39	Stapler Pin Large (Pack)	10		
40	Steel Scale 1'	02		
41	Pakistan Table Flag	02		
42	Paper Cutter	01		
43	Paper Weight	02		
44	Notice Board	01		
45	White Board	01		
46	Tissue Box 100 Pair	20		
				TOTAL: _____
Total in Words: _____				

Company Evaluation Criteria

- i. Profile of company
- ii. List of Previous/Current customers, Purchase Orders.
- 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 /Recent 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 matched corresponding to the BOQ as given at **Annex 'A'**
- viii. Signed and Stamped Complete Tender document
- ix. Bank Draft of the Earnest Money