



**PEOPLES UNIVERSITY**  
**OF MEDICAL & HEALTH SCIENCES FOR WOMEN**  
**NAWABSHAH, SHAHEED BENAZIRABAD, SINDH, PAKISTAN**

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**TENDER ENQUIRY NO.PUMHSW/S.B.A/FW./ 2079 DATED: 5<sup>th</sup> -March -2016**



**FINANCIAL TENDER FORM**  
**SUPPLY OF FURNITURE & FIXTURE**  
**FOR THE YEAR 2015-2016**

**DATE OF SUBMISSION & OPENING**

**TUESDAY 29<sup>th</sup> MARCH, 2016**

TIME OF RECEIVING TENDER	11:30 A.M
TIME OF OPENING TENDER	12:30 P.M
TENDER FEE Rs. 1,000/-	(Non-Refundable)



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**RECEIPT**

Received amounting of Rs. 1,000/- (Rupees: One Thousand only) vide receipt No. \_\_\_\_\_, Dated: \_\_\_\_\_ from M/s. \_\_\_\_\_ Regarding Tender Form fee (nonrefundable) for Supply of Furniture & Fixture for the year 2015-16

**ACCOUNT OFFICER /**  
**ASSISTANT ACCOUNT OFFICER**  
Peoples University of Medical &  
Health Sciences for Women  
Nawabshah, SBA.

**TERMS & CONDITIONS**  
**SUPPLY OF FURNITURE & FIXTURE**  
**FOR THE YEAR 2015-2016**



1. Supplier will have to provide **call deposit @ 2% of bid amount** in the favor of the **Vice Chancellor Peoples University of Medical & Health Sciences for Women Shaheed Benazirabad**, in case of failure the tender document will not be entertained
2. Quantity at any time can be increased / decreased or can deleted at any time.
3. The Supplier will have to produce evidence in respect of their registration with income tax and sales tax department.
4. The original brochure /catalogue must accompany with offer.
5. The bid shall comprise a single stage one envelope procedure. The envelope marked as "FINANCIAL PROPOSAL" and mentioned clearly address of the Bidder / Supplier
6. In case of failure on the part of Supplier to Supply as per specification or within the stipulated time without getting extension, penalty of 3% of the supply order per month or part thereof up to maximum limit of 10% will be imposed on the supplier.
7. The Successful bidders will be bound to carry out job according to specification provided in the BOQ with in specified time given in the supply order, failing which his earnest money shall be forfeited. The successful bidder has to furnish such undertaking in writing on the stamp paper of Rs: 100/-
8. The rates should be given inclusive of GST, Income Tax & any other government duty.
9. Income tax, G.S.T, Stamp duty & other applicable taxes and duties at the government prescribed rates are deductible from the bill.
10. The item(s) which is/are exempted from GST, the rates for the same must be quoted accordingly, stating clearly in BOQ, the cost of all those item(s) excluding G.S.T at the time of payment, no claim for GST shall be paid.
11. All those Suppliers who have been blacklisted by any Government Department, their bids shall not be entertained.
12. Suppliers must produce eligibility as per SPPRA rules. In case of non-production of eligibility tender forms will not be issued.
13. Conditional tenders will not be accepted.
14. Payment will be made on availability of funds, if delayed due to any reason; no extra interest / mark-up will be accepted / paid.
15. Rejected consignment shall be returned back to dealers / suppliers at their own cost.
16. An amount equivalent to 10 % of security deposit shall be withheld from the bills which will be refunded on satisfactory completion of the job, as per Clause-12 of General Conditions of the Contract of this bidding document.
17. The bid validity period shall be for 90 days after opening of tender.
18. Bid money to unsuccessful bidder shall be refunded after one week of tender opening on receipt of application on official letter pad.

## GENERAL CONDITIONS OF THE CONTRACT



### CLAUSE 1. INSTRUCTIONS TO THE BIDDERS

- 1) The tenders shall be submitted with all documents and drawing literature & catalogue (in furniture & fixture) in sealed envelopes with sealing wax / gum. The envelope must contain tender enquiry No. on the top. The name of manufacturer and the supplier should be affixed on the face of envelope at the left side.
- 2) Tenders must be filled in with blue or black ink in the columns provided in BOQ documents duly signed.
- 3) The tenders must be free from erasing cutting and over writing. In case of erasing, cutting and over writing, authorized person should initial it.
- 4) The rates of each item should be written in figures as well as in words. In case of discrepancy the price in works will be taken as authentic and final.
- 5) Conditional Tenders will be ignored and will not be considered/entertained/accepted.
- 6) Original purchase receipt of tender fee or in shape of Pay order / DD original as tender form fee in favour of V.C PUMHS must be enclosed with the tender form.
- 7) The tendered rate should be inclusive of all taxes, Income & Sales Tax etc payable to Federal & Provincial Govt or Local bodies and no claims on this account shall be entertained.
- 8) The bidder shall furnish General sales tax (GST) Registration Certificate of the firm failing which the offer will be ignored. In case the item is exempted from GST either documentary evidence or certificate from competent authority shall be attached with the offer.
- 9) The bidder shall furnish copy of valid professional Tax (Excise & Taxation) Certificate
- 10) List of similar assignments with cost under-taken over the past (05) years.

### CLAUSE 2. SPECIAL CONDITIONS:

- 1) Store is required immediately. The tenders may, however, give their short guaranteed delivery period by which the supply will be completed positively.
- 2) Tenders are required to specify make, country of origin and furnish detailed technical Description literature / catalogue along with their offer.
- 3) The Bidders shall quote their firm and final price both in figures & words on "Free Delivery basis to Consignee end
- 4) Tenderer shall submit guarantee letter that the supplied Furniture are the original / brand new product / latest model none of the part is replaced, old or refurbished.
- 5) No manufacturer shall authorize their distributor/agent/any firm or person to quote the same item which manufacturer is quoting it in any tender. Failing that offers of both the manufacturer, which the manufacturer as well as other bidder shall be ignored.
- 6) Tenderer shall purchase separate tender document furnish purchase receipts for each alternate offer in case they want to submit alternate offer for any items. All the bids with alternate offer without separate purchase receipt (original) are supposed to be rejected. Also, choice to select/ignore any their alternate offer shall rest with the purchase committee
- 7) The bidder shall confirm the refund of cost difference if the same goods is/was supplied at lower rates to any other Govt./Semi Government institution or Armed Forces in the province or outside in the same fiscal year.
- 8) The successful supplier / bidder must be bound to supply the awarded items mentioned dated supply orders on the quoted rates.

### CLAUSE: 3. PURCHASER'S RIGHT TO VARY QUANTITIES.

The Purchase Committee reserves the right to increase/decrease or delete the quantities of any items at the time of award of contract and also reserves the right to enhance the quantities of goods/service originally specified in the Schedule of Requirement without any change in unit price or other terms and conditions of goods at any time during contract period.

### CLAUSE: 4. PURCHASERS RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS:

The Purchase Committee reserves the right to accept or reject any bid in accordance with the provision provided in SPPRA rules and to annul the bidding process and rejects all bids at any time prior to contract award without thereby incurring any liability to the affected bidder or bidders, on the grounds for the Purchaser's action.

### CLAUSE 5. ELIGIBLE BIDDERS

This Invitation for Bids is open to all original Manufacturers, within Pakistan and abroad, and their Authorized Agents/Importers/Suppliers subject to the conditions that:

- a) In the case of foreign Manufacturers, they shall offer the product Certified by the ISO-CE-FDA;
- b) Original technical broacher is mandatory

The Agents/Suppliers/Importers must possess valid authorization from the Manufacturer. In case of Manufacturers, they should have documentary proof to the effect that they are the original Manufacturers of the required specifications.

Bidders shall not be under a declaration of ineligibility for corrupt and fraudulent practices issued by any Government (Federal or Provincial), a local body or a public sector organization.

The bidders should have operational office(s) in Pakistan and possess financial sustainability to meet timely supply of items.



**CLAUSE 6. CRITERIA FOR EVALUATION OF BIDS.**

1. Registration with income tax & sales tax departments
2. Earnest money
3. Quoted prices.
4. Operational cost
5. Specification compliance.
6. Submission of catalogue,
7. Original brochure of product
8. Past performance of manufacturer/sole distributor in terms of supply and after sale service.
9. Delivery schedule

**CLAUSE: 7. NOTIFICATION OF AWARD**

- 1) Prior to the expiration of the period of bid validity, the Purchaser will notify the successful bidder in writing about the acceptance of the offer delivery by hand or by registered letter, to confirmed in writing that the bid has been accepted.
- 2) The notification of award will constitute the formation of the contract.

**CLAUSE: 8. AWARD OF CONTRACT & CONTRACT AGREEMENT.**

Subject to the fulfillment of all formalities, the Purchaser will award the contract the successful Bidder whose bid has been determined to be qualified to perform the contract satisfactory.

**CLAUSE: 9. PAYMENTS.**

**(A) Interim/Running Bill.**

The competent authority of procuring agency shall pass/certify the amount to be paid to the contractor, which he considers due and payable in respect thereof, subject to deduction of security deposit, advance payment if any made to him and taxes. All such intermediate payment shall be regarded as payments by way of advance against the final payment only and not as payments for supply actually done and completed, and shall not preclude the competent authority from recoveries from final bill and rectification of defects and unsatisfactory items of works pointed out to him during defect liability period.

**(B) The Final Bill.**

A bill shall be submitted by the contractor within one month of the date fixed for the completion of the work otherwise Purchase & Store Officer's certificate of the total amount payable for the supply shall be final and binding on all parties.

**CLAUSE 10. PERFORMANCE SECURITY**

An amount equivalent to 10 % of security deposit shall be withheld from the bills of the successful tenderers / bidders which will be refunded on satisfactory completion of the job, as per clause 12 of general conditions of the contract of this bidding document.

**CLAUSE: 11. REDUCED RATES**

In cases where the items of supply are not accepted as so completed, the competent authority may make payment on account of such items at such reduced rates as he may consider reasonable in the preparation of final or on running account bills with reasons recorded in writing.

**CLAUSE: 12. REFUND OF SECURITY DEPOSIT / PERFORMANCE SECURITY.**

On completion of the whole of the works (a work should be considered as complete for the purpose of refund of security deposit to a contractor from the last date on which its final supplies and installation has been made by a competent authority, the defects notice period has also passed and the competent authority has certified that all defects notified to the contractor before the end of this period have been corrected, the security deposit lodged by a contractor (in cash or recovered in installments from his bills) shall be refunded to him after the expiry of three months from the date on which the supplies & installation are completed.

**CLAUSE: 13. UNDERTAKING:**

- That I/We agree whether our tender accepted for total, partial or enhanced quantity for all or any single item. I/We also agreed to supply and accept the said item at the rates for the supply of contracted quantity within the stipulated period shown in the contract.
- I/We understand and confirm the refund of cost difference if the same goods is/was supplied at lower rates to any other Govt/Semi Govt: Institution, Armed Forces, in the province in the same fiscal year.
- I/We undertake that, if any of the information submitted in accordance to this tender enquiry found incorrect, our contract may be cancelled at any stage on our cost and risk.

**Contractor**  
Sign with stamp

  
**PROF. DR. SHAMSUDDIN SHAIKH**  
Director Academics PUMHSW &  
Convener Purchase Committee  
PUMHSW, Shaheed Benazirabad

**TENDER FORM**  
**SUPPLY OF FURNITURE & FIXTURE'S**  
**FINANCIAL YEAR 2015-2016**  
**(BILL OF QUANTITY) B.O.Q**



(Such quantity can be Reduced / Increased at any time)

S. #	Name & Description of Item	Rate Per Unit in PKR	Quantity	Total in PKR	Total in Words
01	<b>IRON BEDS WITH NIWAR ( GOOD QUALITY)</b> (Size: 3' x 6' x 1'-6"), Best quality steel pipe 16 gauge with back rest, curved on upper side with 3 rods, welded. Center supporting rod, Painted with oil spray paint, knitted with (A quality Niwar).		100 Nos		
02	<b>COMPUTER TABLE</b> 3'x2'x2.5' Material Description. The computer table should be made by Lamination board 3/4" thick, one drawer right side & C.P.U Box below the drawer. 3/4" thick lamination will also be used in back of the table. Drawer front will be of lamination, sides & back will be of new imported Partal wood. 6mm thick lasani will be used in the bottom of drawer. All edges of the table must be sealed with 6mm thick Shisham / Golden Teak wood beading. Metallic runner and china lock		10 Nos		
03	<b>COMPUTER CHAIR</b> Black powder quoted metallic hydraulic revolving base of five prong with tilting back option, best quality disc wheels. Seat & back will be of plywood covered with best quality American / Bannu cloth inside molty foam with guaranty. All material shall be used of "A" quality		10 Nos		
04	<b>OFFICE CHAIR WITH ARMS</b> Complete chair will be made of shisham wood. Seat 21"x18"x17" Back legs height 36". Front legs 1 3/4"x1 3/4" (Slightly tapered). Back legs 2"x1 1/4" (from middle slightly curved). Seat patties 2 1/2"x1 1/4", leg patties 1"x1", Back upper patties 3"x1" (Slightly curved), Back lower Patties 2"x1", Back strip (Middle) 3" 3/4". Back strip side 1"x3/4" (2 Nos) Arms 19"x2"x1", SSeat knitted with best quality singapori knitted. Finished with spirit polish (Glossy Finish).		40 Nos		
05	<b>EXECUTIVE REVOLVING CHAIR</b> Complete chair will be made of shisham wood. Seat 21"x18"x17" Back legs height 36". Front legs 1 3/4"x1 3/4" (Slightly tapered). Back legs 2"x1 1/4" (from middle slightly curved). Seat patties 2 1/2"x1 1/4", leg patties 1"x1", Back upper patties 3"x1" (Slightly curved), Back lower Patties 2"x1", Back strip (Middle) 3" 3/4". Back strip side 1"x3/4" (2 Nos) Arms 19"x2"x1", SSeat knitted with best quality singapori knitted. Finished with spirit polish (Glossy Finish).		20 Nos		

S. #	Name & Description of Item	Rate Per Unit in PKR	Quantity	Total in PKR	Price In Words
06	<b>STEEL ALMIRAH</b> Size: 72"x34"x18", 4 shelves, 5 compartments, 20 SWG, All sides, top, bottom, shelf & back made of one piece steel sheet and same gauge., locking system with Metallic handle and key holes cover in Nickel. Almirah shall be in gray synthetic enamel spray paint (Hammer Finish).		10 Nos		
07	<b>FILE CABINET STEEL</b> 54"x24"x18", 4 Drawers, 22 SWG locking system. Drawer channel Runner. Finish with gray hammer color.		05 Nos		
08	<b>OFFICE TABLE</b> Size: 5'x3'x2½" Top, Sides, front & drawer box of the table will be All made of original shesham veneer board ¾' thick, All open edges shesham veneer board all must be sealed with 10mm thick Golden teak beading. Tea Tray will be provided. Front, back & foot rails shall be of Golden teak/solid shisham wood. Three Drawers at right side size 16"x20". Drawers front shesham veneer board. Drawer sides and back imported Partal wood. Bottom of drawer 6mm Top, Tinted Brown Shaded Glass 6mm, Thick. Brass Handles of antique color, best quality china lock No.666 and ball bearing drawer channels with locking provision shall be used. French Polish (Spirit) glossy finish. Note:- All wood used must be seasoned straight grain & free from all defect Specially sap.		15 Nos		
09	<b>STUDENT CHAIR WITH ARMS</b> Complete chair will be made of shisham wood. Seat 21"x18"x17" Back legs height 36". Front legs 1¾"x1¾" (Slightly tapered). Back legs 2"x1¼" (from middle slightly curved). Seat patties 2½"x1¼", leg patties 1"x1", Back upper patties 3"x1" (Slightly curved), Back lower Patties 2"x1", Back strip (Middle) 3" ¾". Back strip side 1"x¾" (2 Nos) Arms 19"x2"x1", S5eat knitted with best quality singapori knetted . Finished with spirit polish (Glossy Finish).		50 No		
10	<b>STUDENT READING TABLE WOODEN</b> (Size 36"x2"x2-6") Made of best Quality seasoned shesham wood and 2 inch legs sides covered with teak ply on ¾" tick chipboard, best quality with one drowse & box on 1.side with lock, table top Formica texture Japan made.		50 No		
11	<b>SOFA SET</b> <b>(Complete) five seater with center table &amp; side table</b> Full cushioned five seater American velvet with Master Molty Foam A-One quality		05 No		
<b>Grant Total</b>		Total Amount		In words	

**Contractor**  
Sign with stamp

  
**PROF. DR. SHAMSUDDIN SHAIKH**  
Director Academics PUMHSW &  
Convener Purchase Committee  
PUMHSW, Shaheed Benazirabad

