

UNIVERSITY OF EDUCATION LAHORE



TENDER DOCUMENT FOR SUPPLY OF FURNITURE ITEMS

Issued to: _____

Tender No. UE/Tender/2017-18/14

Table of Contents

S#	Description	Page #
	Tender Notice	1
1	Invitation to the Bid	2
2	Instructions to the Bidders	2
	Terms and Conditions of the Tender	5
3	Definitions	5
4	Tender Eligibility	6
5	Examination of the Tender Document	6
6	Amendment of the Tender Document	6
7	Bid Currency	6
8	Validity Period of the Bid	7
9	Bid Security	7
10	Bid Preparation and Submission	8
10	Financial Proposal	9
11	Modification and withdrawal of the Tender	11
12	Bid Opening	11
13	Preliminary Examination	12
14	Determination of the Responsiveness of the Bid	12
15	Technical Evaluation Criteria	14
16	Financial Proposal Evaluation	15
17	Rejection and Acceptance of the Tender	15
18	Contacting the Procuring Agency	16
19	Announcement of Evaluation Report	16
20	Award of Contract	17
21	Letter of Acceptance (LOA)	17
22	Payment of Performance Guarantee (PG)	17
23	Refund of Bid Security (BS)	17
24	Issuance of Supply Order or Signing the Contract	18
25	Redressal of Grievances by the Procuring Agency	18
	General Conditions of Supply Order /Contract	19
26	Delivery of Items	19
27	Liquidated Damages	22
28	Inspection and Tests	22
29	Release of Performance Guarantee (PG)	23
30	Contract Amendment	23
31	Termination for Default	23
32	Mechanism for Blacklisting	24
33	Force Majeure	24
34	Termination of Insolvency	25
35	Forfeiture of Performance Security	25
36	Payment	25
37	Warranty	26
38	Technical Specification and Schedule of Requirement	27
	Annexure-A: Technical Proposal Covering Letter	33
	Annexure-B: Checklist	34
	Annexure-C: Technical Bid Form	35
	Annexure-D: Affidavit	37
	Annexure-E: Financial Proposal Form	38
	Annexure-F: Price Schedule	39
	Annexure-G: Contract Agreement Form	44
	Annexure-H: Bank Guarantee Format	45



Tender Notice

Sealed tenders/ bids are invited from the firms registered with Sales Tax and Income Tax Departments for following Tender on the basis of **Single Stage (Two Envelope Procedure)** in terms of Rule No. **38 2(a)** of the Punjab Procurement Rules 2014 (PPRA Rules 2014).

Tender No.	Tender Name	Qty	Closing Time and Date	Opening Time and Date
UE/14	Supply of FURNITURE ITEMS	Details in Tender Document	30-11-2017 till 11:00 AM	30-11-2017 at 1:30 PM

- Tender Document will be immediately available after publishing of this Tender Notice (Rule No. 25(1)).
- Tender Document can be obtained from the Purchase Section, University of Education, College Road Township, Lahore from 08.00 am to 4.00 pm from Monday to Friday by depositing the **Tender Fee of Rs.1000**, in the HBL Township Branch, Barkat Chowk Lahore through challan form or through Pay Order in favor of Treasurer University of Education, Lahore.
- The Bid Security, not exceeding 5% of estimated price, in the form of “CDR i.e. Bank Draft, Pay Order etc.” in favor of Treasurer, University of Education is required to be submitted with the Financial Bid, without which the offer shall be rejected being non-responsive. The detail of amount of Bid Security is given in the Tender Document.
- 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.
- No supporting document will be accepted, at all, after opening of the Technical Bids.
- Bids received after due time and date or bids without Bid Security in shape of CDR or CDR less than required amount or Bid Security in shape of Cheque/ Cross Cheque shall be summarily rejected.

Secretary Purchase Committee
University of Education, College Road Township, Lahore
Ph. No.042-99262230

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1. **INVITATION TO THE BID**

- 1.1. Bids/Tenders are invited, for **Supply of FURNITURE ITEMS**, from Sales Tax and Income Tax Registered firms.

2. **INSTRUCTIONS TO THE BIDDERS**

- 2.1. Procurement will be made under Punjab Procurement Rules (PPRA)2014.
- 2.2. It will be clearly understood that the Terms and Conditions mentioned in this document are intended to be strictly enforced.
- 2.3. 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.
- 2.4. 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.
- 2.5. The bidder must quote rates of all items in a lot/package, partial bidding in a lot is not allowed.
- 2.6. **Mode of Advertisement:**
As per Rule 12(1) the advertisement is being placed on the website of PPRA Punjab (www.ppra.punjab.gov.pk), on two Newspapers and on the website of University of Education (www.ue.edu.pk).
- 2.7. **Type of Open Competitive Bidding**
As per Rule No. 38(2)a, Single stage two envelope procedure shall be followed with details given below:
- 2.7.1. The bid shall comprise of a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal;
- 2.7.2. The envelopes shall be marked as “FINANCIAL PROPOSAL” and “TECHNICAL PROPOSAL” in bold and legible letters to avoid confusion;

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- 2.7.3.** Initially, only the envelope marked “TECHNICAL PROPOSAL” shall be opened; The envelope marked as “FINANCIAL PROPOSAL” shall be retained in the custody of procuring agency without being opened;
- 2.7.4.** The Purchaser shall evaluate the technical proposal under **PPRA Rule # 32** and in a manner prescribed in this document, without reference to the price and reject any proposal which does not conform to the specified requirements as listed in said Sections. During the technical evaluation no amendments in the technical proposal shall be permitted;
- 2.7.5.** The financial proposals of technically qualified bidders shall be opened publicly at a time, and venue announced and communicated to the bidders in advance;
- 2.7.6.** After the evaluation and approval of the technical proposal the procuring agency, shall at a time within the bid validity period, publicly open the financial proposals of the technically accepted and qualified bids only. The financial proposal of bids found technically non-responsive shall be returned un-opened to the respective bidders .



2.8. BID DATA SHEET (Information for the Bidders)

1	Procuring Agency	University of Education, College Road Township, Lahore
2	Tender Number	UE/Tender/2017-18/14
3	Name of Tender	SUPPLY OF FURNITURE ITEMS
4	Tender Document available place	Purchase Section, University of Education, College Road Township Lahore
5	Cost of Tender Document	Rs.1000/- payable at HBL Township Branch through Challan Form <i>or</i> Pay Order in favor of the Treasurer University of Education, Lahore
7	Bid Security	Amount mentioned in Clause No. 9 of the Tender Document in shape of CDR i.e, Pay Order etc, in favor of “Treasurer University of Education, Lahore”
8	Performance Guarantee	10% of Contract Value after issuance of Letter of Acceptance
9	Tender Addressed to	Secretary Purchase Committee University of Education, Township, Lahore
6	Contact Number	Ph. 042-99262230, Fax:042-99262226
10	Due Date, Time and place of submission of Tender Document	30-11-2017 till 11:00 AM Diary Dispatch Section Room No. 117 New Admin Block University of Education, College Road, Township, Lahore
11	Date, Time and Place of Technical Bid Opening	30-11-2017 at 01:30 PM at Committee Room of University of Education
12	Date, Time and Place of the Financial Proposals	Shall be intimated subsequently to Technically Qualified firms

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Purchase Section, University of Education,
Township, Lahore



TERMS AND CONDITIONS OF THE TENDER

3. Definitions

- 3.1.** "Purchaser" means University of Education, Lahore
- 3.2.** "UE" means University of Education, Lahore
- 3.3.** "Bidder/Tenderer" means the Firm/Company/Supplier/Distributor that may provide or provides the Goods and related services to any of the public sector organization under the contract and have registered for the relevant business thereof.
- 3.4.** "Contract" means the agreement entered into between the Purchaser and the Contractor, in form of Supply Order or as recorded in the Contract Form signed by the parties, including all Schedules and Attachments thereto and all documents incorporated by reference therein.
- 3.5.** "Contractor/The Successful Bidder" means the person whose Tender has been accepted and awarded letter of Acceptance followed by the Supply Order or Contract by the Purchaser.
- 3.6.** "Contract Value" means that portion of the Contract Price adjusted to give effect to such additions or deductions as are provided for in the Contract which is properly apportion-able to the Goods or Services in question.
- 3.7.** "Goods" means equipment, machinery, and/or other materials which the Contractor is required to supply to the Purchaser under the Contract.
- 3.8.** "Services" means installation, configuration, deployment, commissioning, testing, training, support, after sale service, etc. of Goods and other such obligations which the Contractor is required to provide to the Purchaser under the Contract.
- 3.9.** "PPRA" means Punjab Procurement Regulatory Authority.

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4. TENDER ELIGIBILITY

Eligible Bidder/Tenderer is one who:

- 4.1. has valid registration certificates for Income Tax and Sales Tax;
- 4.2. is an active Income Tax Payer;
- 4.3. has acquired fully equipped Furniture Work Shop;
- 4.4. is the manufacturer or the Authorized Dealer of quoted Brand;
- 4.5. conforms to the clause of "Responsiveness of Bid" given in this tender document;
- 4.6. has not been blacklisted.

5. EXAMINATION OF THE TENDER DOCUMENT

The bidder/Tenderer is expected to examine the Tender Document, including all terms and conditions.

6. AMENDMENT OF THE TENDER DOCUMENT

- 6.1. The Purchase Committee of University of Education, at any time prior to the deadline for submission of the Tender, at its own initiative or in response to a clarification requested by the Bidder(s), amend the Tender Document, on any account, for any reason. All amendment(s) shall be part of the Tender Document and binding on the Bidder(s).
- 6.2. The Purchaser shall notify the amendment(s) in writing to the prospective Tenderers/Bidders.
- 6.3. The Purchaser may, at its exclusive discretion, amend the Tender Document to extend the deadline for the submission of the Tender, in which case all rights and obligations of the Purchaser and the Tenderers previously subject to the deadline shall thereafter be subject to the deadline as extended.

7. BID CURRENCY

Bidder should quote price in Pak Rupees only and payments shall also be made in Pakistan Rupees only.

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8. VALIDITY PERIOD OF THE BID

- 8.1. Validity period of the bids shall be 90 days.
- 8.2. In exceptional circumstances, the Purchase Committee of University of Education may ask the Bidders for an extension of the period of validity. The request and the responses shall be made in writing. A bidder accepting the request will not be required nor permitted to modify its tender.

9. BID SECURITY

- 9.1. Bidder will submit Bid Security drawn in the name of Treasurer University of Education against each lot with details given below:

(The required amount of Bid Security, for each lot, does not exceed 5% of Estimated cost of the lot)

Lot#1: Wood Furniture

S#	Description	Amount of Bid Security
1	Wood Furniture Items	250,000

Lot#2: Plastic-Steel Furniture

S#	Description	Amount of Bid Security
1	Plastic-Steel Furniture	150,000

Lot#3: Steel Furniture

S#	Item Name	Amount of Bid Security
1	Steel Furniture	120,000

Lot#4: Revolving Chair

S#	Description	Amount of Bid Security
1	Revolving Chairs	60,000

Lot#5: Theatre Chairs

S#	Description	Amount of Bid Security
1	Theatre Chairs	200,000

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- 9.2. Cheque or Cross Cheque shall not be accepted at all.
- 9.3. The amount submitted as Bid Security shall be refunded to the unsuccessful bidders after the decision for the award of the said tender.
- 9.4. The Bid Security of Successful Bidder(s) may be converted as part of the Performance Guarantee for successful execution of the work.
- 9.5. Subject to the award of contract, the Bid Security in form of CDR shall be returned to successful bidder against submission of Performance Guarantee
- 9.6. 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.
- 9.7. The Bid Security may be forfeited if a Bidder:
 - a) Refuses to accept Letter of Acceptance of the Bid; or
 - b) Fails to furnish Performance Security.

10. **BID PREPARATION AND SUBMISSION**

- 10.1. The Tender shall be filed in / accompanied by the prescribed Forms, Annexes, Schedules, Drawings, Documents, Brochures, Literature, etc. which shall be completely filled in, stamped and signed by the Tenderer or his Authorized Representative. In case of copies, photocopies may be attested.
- 10.2. The Bids/Tenders should be submitted in two parts (1) **Technical Proposal** and (2) **Financial Proposal**. The Technical Proposal and Financial Proposal shall be submitted in separate covers.
- 10.3. **TECHNICAL PROPOSAL**

The Technical Proposal will enable the Purchase Committee to evaluate whether the bidder is technically competent and capable of executing the order and the specifications offered by the bidder meet the ones given in the Tender/Bid Documents. Only those bids which qualify in the technical stage will be eligible for the Financial Proposal opening. The Financial Proposals of bidders who failed in the Technical stage will not be opened.
- 10.4. The Technical Proposal form as given in the Bid/Tender Document shall be filled, signed and stamped in all pages. The Purchase Committee will not be responsible for

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the errors committed in the bids by the bidders.

- 10.5. The Technical Proposal should not strictly contain any Price/Cost indications as such otherwise the bids will be summarily rejected.
- 10.6. The Bidder should quote only one brand/model/make of each item.
- 10.7. The Bidder must quote all items in a lot, partial bidding is not allowed
- 10.8. Bidder must provide samples of the items given in the Tender Document. In case the bidder does not submit the sample of the items, that item will be rejected and its rate will not be included in the Comparative Statement.

10.9. Detail and Order of Documents to be furnished with the Technical proposal (Envelope A):

The documents attached with the Technical Bid must be signed and stamped by the Authorized Representative of the Bidder. The documents attached must be numbered and attached in the following order:

- 10.9.1. Covering letter **(Annexure-A)** duly signed and stamped by authorized representative.
- 10.9.2. Copy of Income Tax Registration Certificate
- 10.9.3. Copy of Sales Tax Registration Certificate.
- 10.9.4. Detailed specification of items.
- 10.9.5. Affidavit/Undertaking Covering Letter on Stamp Paper **(Annexure-D)**.
- 10.9.6. Detail of Facilities at the workshop
- 10.9.7. Authorization Certificate in case the bidder is not the manufacturer.
- 10.9.8. At least three relevant Supply Orders/Contracts received in the last three years.
- 10.9.9. Tender Document duly signed and stamped by the bidder.
- 10.9.10. Documentary evidence of facilities available at the workshop of the bidder.
- 10.9.11. Samples of the required items.

FINANCIAL PROPOSAL

- 10.10. The Financial Proposal of the bidder shall include the price break up of taxes/duties.

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All taxes/duties as applicable shall be responsibility of the bidders.

- 10.11.** The cost quoted by the bidder shall be kept 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.
- 10.12.** The quoted price will be inclusive of all taxes, duties, levies, insurance, freight (transportation charges), etc.
- 10.13.** The Bid is liable for rejection if Financial Proposal contains conditional offer.
- 10.14.** The Bidder must quote rates of all the items in a lot/package and quoting the partial items in a lot/package is not allowed. If the bidder does not quote for all items in a lot, its bid for that lot will not be accepted.

10.15. Details to be furnished with Financial proposal (Envelope B)

- 10.15.1.** Financial Proposal Covering Letter (**Annexure E**).
- 10.15.2.** Financial Proposal Form duly filled, signed and stamped by the Bidder (**Annexure F**).
- 10.15.3.** Bid Security of amount (total amount of the relevant lot) mentioned in Clause No. 9 of the Tender Document.

10.16. Sealing the Bid

- 10.16.1.** The Technical Proposal shall be placed in a separate cover (**Envelope-A**) and sealed appropriately. The Technical Proposal cover shall be marked as **“Technical Proposal for SUPPLY OF FURNITURE ITEMS”** – Bid Ref.: due on The “FROM” address and “TO” address shall be written without fail.
- 10.16.2.** The Financial Proposal (**Envelope-B**) shall contain rates of item quoted by the bidder. The Financial Proposal cover shall be marked as **“Financial Proposal for SUPPLY OF FURNITURE ITEMS”** – Bid Ref.: due on: The “FROM” address and “TO” address shall be written without fail.
- 10.16.3. Out Cover:** The Technical Proposal cover (Envelope-A) and Financial Proposal cover (Envelope B) shall then be put in a single outer envelope and sealed. The outer cover shall be marked as **“Bid for SUPPLY OF FURNITURE ITEMS”** –Bid Ref.: due on _____. The “FROM” address and “TO” address shall be written without fail.

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10.17. Mode of Submission of Bids

10.17.1. The Bid should be addressed to “Secretary Purchase Committee, University of Education, College Road Township, Lahore” and dropped in the Tender Box placed at Section of University of Education, College Road Township, Lahore.

10.17.2. The Bids received after Due Date and Time or Unsealed or incomplete or submitted by Fax or Email will be summarily rejected.

11. MODIFICATION/WITHDRAWAL OF THE TENDER

11.1. The Bidder may, by written notice served on the Purchaser, modify or withdraw the Tender after submission of the Tender, prior to the deadline for submission of the Tender.

11.2. The Tender, withdrawn after the deadline for submission of the Tender and prior to the expiration of the period of the Tender validity, shall result in forfeiture of the Tender Security.

12. BID OPENING

12.1. Technical Proposal Opening

The bid’s outer cover and Technical Proposal cover will be opened by the Purchase Committee of University of Education 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.

12.2. Suppression of facts and misleading information

12.2.1. 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 Contract or award of the Contract or further processing of the Bid as the case may be and that will be without any compensation to the Bidder and

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the Bid Security/Performance Guarantee, as the case may be, shall be forfeited.

- 12.2.2.** It is the Bidder's responsibility to prove the Bidder's requisite qualification, experience and capacity to undertake the project to the entire satisfaction of the Purchase Committee failing which the Bid may be rejected.

13. PRELIMINARY EXAMINATION

- 13.1.** The Procuring Agency shall examine the bids to determine whether they are complete, whether the required documents have been furnished and properly signed, and whether the bids are generally in order.
- 13.2.** In the financial bids (at the time of opening the financial proposal) the arithmetical errors shall be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the Bidders/Suppliers do not accept the correction of the errors, its bid shall be rejected. If there is a discrepancy between words and figures, the amount in words shall prevail.

14. DETERMINATION OF RESPONSIVENESS OF THE BID

- 14.1.** The Purchaser shall determine the substantial responsiveness of the Tender to the Tender Document, prior to the Tender evaluation, on the basis of the contents of the Tender itself without recourse to extrinsic evidence. A substantially responsive Bid is one which:
- 14.1.1.** meets a eligibility criteria for the Bidder / the Goods / the Services;
 - 14.1.2.** meets all the mandatory requirements of the evaluation criteria.;
 - 14.1.3.** meets the Technical Specifications for the Goods / the Services;
 - 14.1.4.** meets the delivery period / point for the Goods / the Services;
 - 14.1.5.** is accompanied by the required Bid Security;
 - 14.1.6.** is otherwise complete and generally in order;
 - 14.1.7.** Conforms to all terms and conditions of the Tender Document, without material deviation or reservation
 - 14.1.8.** which offers one Brand/Model/Make for each item (which does not contain

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any option)

- 14.2.** A material deviation or reservation is one which affects the scope, quality or performance of the Goods or limits the Purchaser's rights or the Bidder's obligations under the Contract.
- 14.3.** The Tender determined as not substantially responsive shall not subsequently be made responsive by the Tenderer by correction or withdrawal of the material deviation or reservation. However, the Purchaser may waive off any minor non-conformity or inconsistency or informality or irregularity in the Tender.
- 14.4.** The Purchase Committee may inspect the workshop of the Bidder to verify the Manufacturing Facilities quoted by the bidder in its bid.



15. TECHNICAL EVALUATION CRITERIA

The Bidders who have duly complied with the Eligibility/Qualification and Evaluation will be eligible for further processing.

The Bids which do not conform to the Technical Specifications or Bid conditions or the Bids from the Bidders without adequate capabilities for supply and maintenance / warranty services will be rejected. The Eligible/Technically Qualified Bidders will be considered for further evaluation.

Under PPRA Rules # 31, Technical Bids will be evaluated on the basis of following criteria and Financial Bids of only those bidders will be opened who have fulfilled the criteria:

Mandatory Requirements	Documents Required
Sales Tax Registration	Certificate of Registration
Income Tax Registration	Certificate of Registration
Conformance to the required specification of items given in Schedule of Requirement	Detailed Specifications with Brand and Model
Company Firm is not black Listed	Affidavit /Bidder's Undertaking on stamp paper
In-House Availability of: i- Seasoning Plant and ii-Automatic Edge Banding Plant (for wooden Furniture Only)	Documentary Evidence of Availability of Machinery at the workshop
The Bidder is either manufacturer or the Authorized Dealer of the items (Plastic Steel Furniture only)	Authorization Certificate from the manufacturer in case the bidder is not the manufacturer
In-House Availability of: i- Lathe machine ii- High Power Welding Plant iii- Powder Coating Unit (for Steel Furniture Only)	Documentary Evidence of Availability of Machinery at the workshop
The Bidder is either manufacturer or the Authorized Dealer of the items (for Revolving Chairs only)	Authorization Certificate from the manufacturer in case the bidder is not the manufacturer
The Bidder is either manufacturer or the Authorized Dealer of the items (Theater Chairs only)	Authorization Certificate from the manufacturer in case the bidder is not the manufacturer
At least three projects completed in the last three years	Copies of Supply Orders/Contracts received by the Bidder
Samples of items	One sample for each of the items mentioned in the technical specification

The bidder must provide Verifiable documentary proof against all the mandatory requirement along with the Technical Proposal and no document will be received or considered after opening of the Technical Proposal.

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16. FINANCIAL PROPOSAL EVALUATION

- 16.1. Technically qualified/successful bidder(s)/Tenderer(s) shall be called for opening of the Financial Proposal(s). The Financial Proposals will be opened in the presence of the Bidders at the time and venue indicated by the Purchaser accordingly. The technically Eligible/Successful Bidder(s)/Tenderer(s) or their authorized representatives against each Lot shall be allowed to take part in the Financial Proposal(s) opening against their relevant Lot(s).
- 16.2. Financial Proposal evaluation will be conducted under the Punjab Procurement Rules, 2014. The Price evaluation will include all duties, taxes and expenses etc. In case of any exemption of duties and taxes made by the Government in favor of the Purchaser, the contractor shall be bound to adjust the same in the Financial Proposal.
- 16.3. Rates of those items will not be announced or included in the Comparative Statement whose samples have been rejected being not as per quality demanded or specifications given in the Tender Document.

17. REJECTION AND ACCEPTANCE OF THE TENDER/BID

- 17.1. The Purchaser shall have 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 award of Contract, 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.
- 17.2. **The Tender / bid shall be rejected if:**
 - 17.2.1. It is substantially non-responsive; or
 - 17.2.2. The bidder does not meet any of the mandatory criteria mentioned in Clause No. 15; or
 - 17.2.3. It does not contain the documentary proof against any of the mandatory criteria mentioned in Clause No. 15; or
 - 17.2.4. The bidder does not have the complete manufacturing facilities required in

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- the evaluation criteria (for wooden furniture or steel furniture); or
- 17.2.5. The bidder is not the manufacturer or the Authorized Dealer (Plastic furniture, Theater chair and Revolving chair).
 - 17.2.6. The bid is incomplete, partial, conditional, alternative, late; or
 - 17.2.7. the Authorization Certificate could not be verified; or
 - 17.2.8. the bidder does not attach Bid Security in Shape of CDR; or
 - 17.2.9. the bid security is not attached or it is less than the required amount; or
 - 17.2.10. the Bidder submits more than one Bids against one Tender; or
 - 17.2.11. the Bidder tries to influence the Tender evaluation / Contract award; or
 - 17.2.12. the Bidder engages in corrupt or fraudulent practices in competing for the Contract award; or
 - 17.2.13. 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
 - 17.2.14. The Bidder submits any financial conditions as part of its bid which is not in conformity with tender document.
 - 17.2.15. The bidder quotes partial items in a lot.
 - 17.2.16. The samples provided by the bidders are of low quality (material, workmanship and finish) and not as per specifications given in the Tender Document *(such items will not be included in the Comparative Statement)*.

18. **CONTACTING THE PROCURING AGENCY**

- 18.1. No Bidder shall contact the Purchase Committee of University of Education on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded.
- 18.2. Any effort by a Bidder to influence the Procuring Agency in its decisions on bid evaluation, bid comparison, or Contract Award will disqualify the bidder and rejection of the bid. Canvassing by any Bidder at any stage of the Tender evaluation is strictly prohibited.

19. **ANNOUNCEMENT OF EVALUATION REPORT**

The Procuring Agency shall announce the results of bid evaluation in the form of a report giving justification for acceptance or rejection of bids at least ten days prior to

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the award of Contract. The report shall be made available on PPRA website and all the bidders shall be informed of this.

20. AWARD OF CONTRACT

20.1. The Tender will be awarded to the Lowest Evaluated Bidder who has been declared Technically Qualified.

21. Letter of Acceptance (LOA)

After acceptance of the Bids by the Purchase Committee, Letter of Acceptance (LOA) will be issued only to the Successful Bidder(s).

22. PAYMENT OF PERFORMANCE GUARANTEE (PG)

22.1. The Successful Bidder(s) will be required to remit the Performance Guarantee equivalent to **10 % of the value of the contract price**. The PG should be paid by way of Cash Deposit Receipt (CDR) or Bank Guarantee drawn in favor of “Treasurer University of Education” as unconditional Guarantee.

22.2. The PG should be submitted after receipt of Letter of Acceptance for signing the contract.

22.3. The Performance Guarantee will be forfeited if the Successful Bidder withdraws the Bid during the period of Bid validity specified in the Bid Documents or if the Bidder(s) fails to sign the contract.

23. REFUND OF BID SECURITY (BS)

The Bid Security (BS) of the Successful Bidder may be adjusted towards Performance Guarantee payable by the firm. If the successful Bidder(s) submits Performance Guarantee for the stipulated value in full by way of Cash Deposit Receipt (CDR) and/or Bank Guarantee, the BS will be refunded. The BS of the unsuccessful Bidder will be refunded on the written request of the Bidder. The Bid Security of the successful bidder shall be released upon his request provided the bidder submits the Performance Guarantee in the shape of CDR and/or Bank

BIDDER’S SIGNATURE AND STAMP



Guarantee.

24. ISSUANCE OF SUPPLY ORDER OR SIGNING THE CONTRACT

- 24.1. The Purchase Committee shall issue Supply Order or sign a Contract with the Successful bidder who has submitted the Performance Guarantee.
- 24.2. The Successful Bidder will provide the stamp paper of .25% of total order value for issuance of Supply Order or Signing the Contract.

25. REDRESSAL OF GRIEVANCES BY THE PROCURING AGENCY

- 25.1. Any bidder feeling aggrieved by any act of the procuring agency after the submission of his bid may lodge a written complaint concerning his grievances not later than 10 days after the announcement of the bid evaluation report.
- 25.2. The committee shall investigate and decide upon the complaint within fifteen days of the receipt of the complaint.
- 25.3. Mere fact of lodging of a complaint shall not warrant suspension of the procurement process.
- 25.4. Any bidder not satisfied with the decision of the committee of the procuring agency may lodge an appeal in the relevant court of jurisdiction.



GENERAL CONDITIONS OF CONTRACT / SUPPLY ORDER

26. DELIVERY OF ITEMS

26.1. Delivery Period for of items will be as under:

Delivery Period (From issuance of the Letter of Acceptance)	Wood Furniture:	30 days
	Plastic- Steel Furniture:	30 days
	Steel Furniture :	30 days
	Revolting Chairs:	30 days
	Theater Chairs:	45 days

26.2. The Supplier will be responsible for **delivery of items** at following locations:

Lot#1: Wood Furniture

Sr. #	Item Name	QTY	Location
1	Rostrum	1	Attock Campus
		9	Division of Education
		15	Faisalabad
		1	Faisalabad
		1	Lower mall Campus
		12	Multan
		2	Vehari
Total		41	
2	Stage Chairs	5	Attock Campus
		5	Faisalabad
		5	Multan
		5	Vehari
Total		20	
3	Office Table 5ft with rack	7	Bank Road
		8	D.G Khan Campus
		12	D.G Khan Campus
		1	Lower mall Campus
		5	Lower mall Campus
		10	Multan
		10	Township Campus
		1	Vehari
		1	Township Campus
Total		55	
4	Visitor Chairs	20	Bank Road
		40	D.G Khan Campus
		4	Lower mall Campus
		20	Multan
		30	Township Campus
		12	Township Campus
Total		126	
5	Office Table 6ft with rack	1	D.G Khan Campus
		1	Township Campus
Total		2	

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6	Centre Tables (2x2)	1	D.G Khan Campus
		1	Township Campus
Total		2	
7	Library Tables	5	D.G Khan Campus
Total		5	
8	Dining Table (4'x3')	10	Lower mall Campus
		20	Township Campus
Total		30	
9	Circulation Desk	1	Bank Road
Total		1	
10	Computer Table	50	Attock Campus
		50	Bank Road
		50	D.G. Khan Campus
		50	Division of Education
		30	Faisalabad
Total		230	
11	Single Seater Sofa Chair	2	D.G Khan Campus
		2	Township Campus
Total		4	
12	Newspaper Stand	2	Township Campus, Lahore
13	Sofa Cum Bed	2	Lower Mall Campus, Lahore
14	Dining Table with Six Chairs	1	Lower mall Campus Lahore

Lot#2: Plastic-Steel Furniture

Sr. #	Item Name	QTY	Location
1	Class Room Chairs	350	D.G Khan Campus
		250	Division of S & T
		350	Multan
Total		950	
2	Plastic Chairs	250	Faisalabad
		200	Lower mall Campus
Total		450	
3	Computer Chair	50	Attock Campus
		50	Bank Road
		50	D.G. Khan Campus
		50	Division of S & T
		50	Division of Education
		30	Faisalabad
		50	Lower Mall Lahore
Total		330	
4	Dining Chairs (Plastic/Steel)	60	Lower mall Campus, Lahore
		80	Township Campus, Lahore
Total		140	

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Purchase Section, University of Education,
Township, Lahore



5	Study Chairs	170	Lower mall Campus
		230	Township Campus
Total		400	
6	Executive Chairs (Low Back)	7	D.G Khan Campus

Lot#3: Steel Furniture

Sr. #	Item Name	QTY	Place
1	Book Racks (MS)	30	Bank Road
Total		30	
2	Library Chairs	40	Bank Road
		20	D.G Khan Campus
Total		60	
3	Cots	170	Lower mall Campus Lahore
Total		170	
4	Study Table (3'x2')	90	Lower mall Campus Lahore
		130	Township Campus Lahore
Total		220	
5	Sofa Steel (3 Seater)	10	Township Campus Lahore
Total		10	

Lot#4: Revolving Chairs

Sr. #	Item Name	QTY	Place
1	Executive Chairs (High Back)	7	Bank Road
		14	D.G Khan Campus
		60	Division of S & T
		5	Lower mall Campus
		10	Multan
		10	Township Campus
		1	Vehari
Total		107	

Lot#5: Theatre Chairs

Sr. #	Item Name	QTY	Place
1	Theatre Chairs	90	Attock Campus
		90	Multan
		160	Vehari
Total		340	

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Purchase Section, University of Education,
Township, Lahore



- 26.3.** Before delivery of items to the above locations, the Bidder must get the items inspected at UE Township, Lahore.
- 26.4.** The supplier will bear all costs associated with the preparation, delivery and installation of the Items and the Purchaser will in no case be responsible or liable for those costs. The supplier will make such arrangements to ensure safe delivery of goods. Any damage sustained during transportation / delivery will be rectified by the supplier at his cost.

27. LIQUIDATED DAMAGES

- 27.1.** When the supplier fails to deliver or install the goods or both within the time period specified in the contract, the Purchase Committee may, without prejudice to any other remedy it may have under the contract, deduct from the contract price, as liquidated damages, a sum equivalent to 0.1% of the price of the delayed goods per day of delay, maximum up to 10% of the price of total value of the contract.
- 27.2.** The Successful Bidder will be responsible to provide the delivery, delivery Challan and Bill within the delivery period in order to avoid Late Delivery Charges.

28. INSPECTION AND TESTS

- 28.1.** The Inspection Committee of UE shall inspect and test the Goods supplied, the Services provided, under the Contract/Supply Order, to verify their conformity to the Technical Specifications.
- 28.2.** The Inspection Committee of UE, if deem necessary, may inspect and check the quality of Un-Finished Items at the premises of the Contractor / Successful Bidder.
- 28.3.** During the inspection, the unfinished items may be rejected or the bidder will be required to rectify / modify the unfinished items:
- 28.4.** Finished Items will be accepted only after the inspection carried out by the Inspection Committee. The Inspection Committee will check that:
- 28.4.1.1.** Items provided are as per specifications given.
 - 28.4.1.2.** The material used in the items is of top quality.
 - 28.4.1.3.** Pieces of Furniture Items look and feel solid with no twist.

BIDDER'S SIGNATURE AND STAMP



- 28.4.1.4. Parts (exposed / unexposed) are sanded smoothly and well fitted with no gaps between them.
 - 28.4.1.5. Drawers (in case of tables) are smoothly glided with even gaps and proper alignment.
 - 28.4.1.6. Both Workmanship and finish of items are of top quality.
- 28.5. After the inspection or test if the Purchase Committee is of the opinion that items do not conform to the specification and the criteria mentioned above, the Inspection Committee may reject them, and the supplier shall either replace the rejected goods or make all alterations necessary to meet the requirements of the specifications free of cost to University of Education.

29. **RELEASE OF PERFORMANCE GUARANTEE (PG)**

The Performance Guarantee will be refunded to the Successful Bidder(s) **after completion of delivery of Goods.**

30. **CONTRACT AMENDMENT**

- 30.1. The Purchaser may, at any time, by written notice served on the Contractor, alter, amend, omit, increase, decrease or otherwise change the nature, quality, quantity and scope, of all / any of the Goods / the Services / the Works, in whole or in part.
- 30.2. No variation in or modification in the Contract shall be made, except by written amendment signed by both the Purchaser and the Contractor.

31. **TERMINATION FOR DEFAULT**

The Purchase Committee of University of Education may, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the tenderer, terminate this Contract in whole or in part if:

- 31.1. the bidder fails to provide services within the period(s) specified in the Contract, or within any extension thereof granted by the Procuring entity.
- 31.2. the successful bidder fails to deliver goods and services as per its technical specifications offered in the bid

BIDDER'S SIGNATURE AND STAMP



- 31.3. the successful bidder fails to perform any other obligation(s) under the Contract.
- 31.4. the bidder, in the judgment of the Purchase Committee has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

32. **BLACKLISTING**

If the Contractor fails / delays in performance of any of the obligations, under the Contract / Letter of Acceptance, violates any of the provisions of the Contract / Letter of Acceptance, commits breach of any of the terms and conditions of the Contract / Letter of Acceptance or found to have engaged in corrupt or fraudulent practices in competing for the award of contract / Letter of Acceptance or during the execution of the contract / Letter of Acceptance, the Purchaser may without prejudice to any other right of action / remedy it may have, blacklist the Contractor, either indefinitely or for a stated period, for future tenders in public sector, as per mechanism provided in Punjab Procurement Rules, 2014.

33. **Force Majeure**

Majeure means an act of nature or an event beyond the control of the Supplier and not involving the Supplier's fault or negligence directly or indirectly purporting to misplanning, mismanagement and/or lack of foresight to handle the situation. Such events may include but are not restricted to acts of the Procuring Agency in its sovereign capacity, wars or revolutions, fires, floods, earthquakes, strikes, epidemics, quarantine restrictions and freight embargoes. If a Force Majeure situation arises, the Supplier shall promptly notify the Procuring Agency in writing with sufficient and valid evidence of such condition and the cause thereof. The Committee constituted for Redressal of grievances, shall examine the pros and cons of the case and all reasonable alternative means for completion of purchase order under the Contract and shall submit its recommendations to the competent authority. However, unless otherwise directed by the Procuring Agency in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical and shall seek reasonable alternative means for performance not prevented by the Force Majeure event.

BIDDER'S SIGNATURE AND STAMP



34. TERMINATION FOR INSOLVENCY

The Procuring Agency may at any time terminate the Contract by giving written notice of 30 days' time to the Supplier if the Supplier becomes bankrupt or otherwise insolvent. In this event, termination shall be without compensation to the Supplier, provided that such termination shall not prejudice or affect any right of action or remedy which has accrued or shall accrue thereafter to the Parties.

35. FORFEITURE OF PERFORMANCE SECURITY

35.1. If the Contractor fails / delays in performance of any of the obligations, under the Contract / violates any of the provisions of the Contract / commits breach of any of the terms and conditions of the Contract the Purchaser may, without prejudice to any other right of action / remedy it may have, forfeit Performance Security of the Contractor.

35.2. Failure to supply required items/services within the specified time period will invoke penalty as specified in this document. In addition to that, Performance Security amount will be forfeited and the company will not be allowed to participate in future tenders as well.

36. PAYMENT

36.1. 100% payment will be made by University of Education 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. Inspection/Completion report







37. Warranty

37.1. The Supplier shall confirm that the goods supplied under this contract are new and unused. The Supplier shall further warrant that all goods supplied under this contract shall have no defect arising from design materials or workmanship or from any act or omission of the supplier that may arise under the normal use of the supplied goods in the conditions prevailing in the University.





37.2. The Purchase Committee shall notify the supplier in writing of any claim arising under the warranty. Upon receipt of such notice, the supplier shall repair or replace the defective goods or parts within **15 days**, inclusive of, where applicable, the cost of inland delivery of the repaired or replaced goods or parts from the port of entry to the final destination and their installation.

38. SPECIFICATIONS AND SCHEDULE OF REQUIREMENT

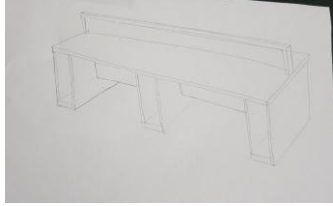



Lot#1: Wood Furniture

S#	Item Name	Qty	Specifications		Sample Required
1	Rostrum	41	height 4' Width : 20" and 18" at the bottom , Depth: 2' Structure made of 3/4" thick commercial Lamination board on top including edges covered with lipping Pasting with fully automated heat edge banding machine without any nails or screws. . Complete in all respect		YES
2	Stage Chairs	20	Chair Frame made of Seasoned Shesham wood with high back, Seat and Back made of Quality Foam with leatherite (leather Right brand) with A class material, duly Polished with Lacquer and high class Finish (As per or similar to the sample)		NO
3	Office Table 5ft with rack	55	Office Table 5 ft with Rack Size: 5x2 1/2 x 2 1/2' Side Rack: 4x1 1/2x2 1/2' Structure made of 3/4" thick Lamination Board including edges covered with lipping Pasting with fully automated heat edge banding machine without any nails or screws. . Complete in all respect with locks, polish, handles, drawers rails etc.		YES
4	Visitor Chairs	126	visitor Chair Structure made of solid Sheshum wood with moisture level less than 10%, legs & sides etc cushion with master molty foam on seat & back, Complete with approved leatherette/fabric & polish etc.		YES

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5	Office Table 6ft with rack	2	Office Table 6 ft with Rack Size: 6x3x2 1/2' Side Rack: 4x1 1/2x2 1/2' Structure made of Solid wood and 3/4" thick High Density Shesham Veneer including edges covered with lipping Pasting with fully automatic heat edge banding machine without any nails or screws. Complete in all respect with locks, polish, handles, drawers rails etc.		NO
6	Centre Tables (2x2)	2	Centre Table with Glass top Size: 2'x2'x18" Made with solid seasoned sheshum wood, with 8mm glass top finished with NC lacquer Edges covered with lipping Pasting with fully automated heat edge banding machine without any nails or screws. . Complete in all respect		NO
7	Library Tables	5	Library Tables 8'*4'*2.5 ft. Structure made Solid wood and of 3/4" thick Lamination board on top including edges covered with lipping Pasting with fully automated heat edge banding machine without any nails or screws. . Complete in all respect		NO
8	Dining Table (4'x3')	30	Library Tables 4*3*2.5 ft Structure made Solid wood and of 3/4" thick Lamination board on top including edges covered with lipping Pasting with fully automated heat edge banding machine without any nails or screws. . Complete in all respect		YES
9	Circulation Desk	1	Circulation Counter Structure made of 3/4" thick Lamination Board including edges covered with lipping Pasting with fully automated heat edge banding machine without any nails or screws. . Complete in all respect with locks, polish, handles, drawers rails etc. Counter made of two parts Part-I Length= 6' Height=3.5' Part-II: Length 4' Height= 3.5' As per Picture attached	 	NO

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10	Computer Table	For 230 (no. of Students)	<p>Size: 8'x4' Height 29" and 8'x2' Height 29" with space for CPU in every 32 " (Space of 8' feet table will be used by three students on each side with partition of 1 feet at the center of 8x4' table. With channel of 4" made of lamination board for cables.</p> <p>Top made of 3/4" thick High Density Lamination Board including edges covered with lipping Pasting with fully automated heat edge banding machine without any nails or screws.</p> <p>The no. of seats (32" for each student) will be made according to size of the room.</p> <p>Students will be accommodated in the given lab by giving each student a space of Length 32", width:24", height: 29" and space for the CPU. Two Types of Tables will be made of sizes 8'x4' Height 29" and 8'x2' Height 29".</p> <p>The large size table (8'x4')will accommodate six students and smaller table (8'x2') will be for three students</p>		NO
11	Single Seater Sofa	4	<p>Single Seater Sofa Chair</p> <p>Structure made of solid Sheshum wood with moisture level less than 10%, legs & sides etc cushion with master molty foam on seat & back, Complete with approved leatherette/fabric & polish etc.</p>		NO
12	Newspaper Stand	02	<p>Newspapers Stands</p> <p>Structure made of Solid wood and top made of Lamination wide enough to place the newspapers</p>		NO
13	Sofa Cum Bed	01	<p>Structure made of Solid wood with arms</p> <p>Seat and back made of first quality foam</p>		No
14	Dining Table with Six Chairs	01	<p>Table made of Wood</p> <p>Size: 6'x3'</p> <p>with Formica pasted on the top along with Six Chairs</p> <p>Chairs made of shesham wood and foam on the seat with Letherite with A class material, duly Polished with Lacquer and high class Finish</p>		NO

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Lot#2: Plastic-Steel Furniture

S#	Item Name	Qty	Specification		Sample Required
1	Class Room Chairs	950	Frame made of Steel Pipe 18 gauge, Seat made of molded Plastic Study Tablet Frame 16 gauge (Model: Boss: B-06 S, S- 40 or Equivalent)		YES
2	Plastic Chairs	450	Seat made Unbreakable Compounding Material. Frame made of MS Steel 18 gauge Model: Boss: BP- 315 S-58 or Equivalent		YES
3	Computer Chair for Labs	330	Seat Made of Plastic Shell with Mechanical Jack with wheels Model: Boss: B-15 M- O-64or Equivalent		YES
4	Dining Chairs (Plastic/Steel)	60	Seat made Unbreakable Compounding Material. Frame made of MS Steel 18 gauge Model: Boss: BP- 310 S-59 or Equivalent		YES
5	Study Chairs (Plastic / Steel)	400	Frame made of Steel Pipe 18 gauge, Seat made of molded Plastic Model: Boss: B-06, S-36 or Equivalent		YES
6	Executive Chairs Low Back)	7	Office Chair Revolving (Boss) Model B-514 or equivalent		No

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Lot#3: Steel Furniture


S#	Item Name	Qty	Specification		Sample Required
1	Book Racks (MS)	30	Height 7' Width 6' 8" Depth 1' Structure made of 1" Square Pipe of gauge 16 with metal wheels. No. of Shelves 5, backside covered with sheet		No
2	Library Chairs	60	Students Chairs (for library) without Arms Structure made of MS Steel square Pipe of 3/4" and 16 Gauge with powder Coating. Seat and Back with Foam and Cushion As per Sample		No
3	Cots	170	Size: 6' x 3' x 1'-6" (H) (16 Gauge) Legs, Round pipe 1.5" made of 38 mm mild steel round pipe, finished with blue Powder coating. Knitted with top quality cotton thread niwar. Tubular		YES
4	Study Table (3'x2')	220	Structure made of MS Pipe 1" Gauge: 16 Lamination board on top Edges duly sanded and polished One drawer Complete in all respect with locks, handles, drawers rails etc.		YES
5	Sofa Steel Three Seater	10	Three Seater made of MS with Powder Coating weight around 30 kb As per picture attached		No



Lot#4: Revolving Chairs

S#	Item Name	Qty	Specification		Sample Required
1	Executive Chairs (High Back)	107	High Back Chair with three Step Back Jack and five leg Base Model: Boss b-517 O-98 or Equivalent		YES

Lot#5: Theatre Chairs

	Item Name	Qty	Specification		Sample Required
1	Theatre Chairs with foldable seat and tablet	340	Structure made with MS Pipe and sheet of 16 gauge with mechanism for folding seat and foldable hidden in arm tablet. Seat and back upholstered in first quality foam with high quality industrial marketing fabric (As per or Similar to the picture)		YES



Annexure- A

Technical Proposal Covering Letter

To

Secretary Purchase Committee

University of Education,

Lahore

Dear Sir,

We are hereby submitting our Proposal, which includes the Technical Proposal and the Financial Proposal sealed in two separate envelopes. We have attached the **Technical Bid Form, Check List, Detailed Specifications** and the required **supporting documents** along with our Technical Bid.

Yours sincerely,

Authorized Signature

(In full and initials)

Name and Designation of Signatory Name of Firm Address



Annexure- B Check List

The bidder must attach this list along with the Bid

1.1. Packing of the Bid

S#	Description	YES/NO
1	Whether the Bid is submitted in Two Envelopes	
2	Technical Proposal	<i>Envelope A</i>
3	Financial Proposal	<i>Envelope B</i>
4	Whether both Technical and Financial Proposals are put into another Outer Envelope.	

1.2. SUBMISSION AND ARRANGEMENT OF SUPPORTING DOCUMENTS

The Bidder must provide all the Supporting Documents, number all the pages of supporting documents, provide the page information and arrange the documents in the following order:

Envelope A: Enclosures of Technical Proposal		Attached YES/NO	Page#
1	Covering Letter		
2	Copy of Income Tax Registration Certificate		
3	Copy of Sales Tax Registration Certificate		
4	Affidavit/Undertaking on the Stamp Paper		
5	Specifications of quoted items on the Letter Head of the bidder		
6	Details of Facilities (along with documentary evidence) available at the Workshop (wooden and Steel Furniture)		
7	At least Three relevant Supply Orders/Contracts received in the past		
8	Authorization in case the Bidder is not the Manufacturer (Plastic-Steel Furniture, Theatre and Revolving Chair)		
9	The specified catalogues / brochures of items quoted by the bidder (if any)		
Note: All the above documents and any other supporting document must be numbered and page number must be mentioned in the column specified for the purpose.			
Total Number of pages attached with the Technical Bid		_____ Pages	
10	Tender Document duly signed and stamped each page by the bidder must be attached at the end of the Technical Bid but numbering is not required for this document.		

Envelope B : Enclosures of Financial Proposal		Attached YES/No	Page #
1	Financial Proposal Form duly filled, signed and stamped by the bidder		
2	Price Schedule Form duly filled, signed and stamped by the bidder		
3	Bid Security in shape of CDR		

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Annexure- C

Technical BID FORM

S#	Particulars		Bidder's Response
A	Information about the Bidder		
	Name of the Company		
	Year of Incorporation/Registration		
	NTN Registration Number		
	GST Registration Number		
	No. of Branches in Punjab		
	Location of Branches in Punjab (Cities)		
	Address		
	Office Telephone Number		
	Email Address of the Company		
	Name of Contact Person		
	Mobile No. of Contact Person		
	Email Address of Contact Person		
B	Facilities available at the workshop of the Bidder (Detail of Plant and Machines required in the Evaluation Criteria)		
	Name of the Lot	Name of the Plant / Machines	Availability (Y/N)
	Wood Furniture	Wood Seasoning Plant	
		Automatic Edge Banding Plant	
	Steel Furniture	Lathe machine	
		High Power Welding Plant	
		Powder Coating Unit	

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	Name of the Lot		Manufacturer or Authorized Dealer			
	Plastic- Steel Furniture					
	Revolving Chair					
	Theatre Chair					
C	Delivery and Installation Period (No. of Days) offered by the Bidder					
	Name of the Lot		No. of Days from issuance of Letter of Acceptance			
1	Wood Furniture					
2	Plastic-Steel Furniture					
3	Steel Furniture					
4	Revolving Chair					
5	Theatre Chairs					
D-	Past Performance (Detail of Top Three relevant Projects Completed from 2014 onwards)					
S#	Name of Project	PO/LOA/ Contract No & Date	Value of Project	Item Detail	Customer (Name of Institution)	Customer Contact Person Name and Phone No.
1						
2						
3						

BIDDER'S SIGNATURE AND STAMP

Purchase Section, University of Education,
Township, Lahore



Annexure- D AFFIDAVIT/BIDDER'S UNDERTAKING ON THE STAMP PAPER

Ref: **Tender No. UE/Tender/2017-18/14 published on PPRA on**

1. We have examined the Tender/Bid Document and we undertake to meet the requirements regarding supply of Items, warranty and services as required and are prescribed in the Tender Document.
2. It is certified that the information furnished here in and as per the document submitted is true and correct and nothing has been concealed or tampered with.
3. We have read the provisions of Tender/Bid Document and confirm that these are acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in our response shall not be given effect to.
4. We agree to unconditionally accept all the terms and conditions set out in the Tender/Bid Document
5. We undertake, if our Bid is accepted, to supply the items within the delivery period mentioned in the Tender Document.
6. We understand that no document regarding evaluation criteria will be accepted after opening of the Technical Bids and we are bound to provide all the documentary proofs regarding evaluation criteria or any other supporting document at the time of opening of Technical Bids.
7. We agree that the Purchase Committee of University of Education is not bound to accept the lowest or any of the bids received. We also agree that the Purchase Committee reserves the right in absolute sense to reject all the products/ services specified in the Bid Response without assigning any reason whatsoever under PPRA Rules 2014.
8. We also declare that our Company/Organization is not blacklisted by any of the Departments/ Institutions/Autonomous Bodies/Federal or Provincial Government in Pakistan.



[Name and Signatures of authorized Person along with stamp]

Annexure- E Financial Proposal Form
(to be attached with Financial Proposal)

To

Secretary Purchase Committee

University of Education,

Lahore

Dear Sir,

With Reference to your Tender No. UE/Tender/2017-18/14 for *(title of the Tender)*. Please find attached our Financial Proposal for the sum of Rs. (insert amount in words and figures)_. This amount is inclusive of all taxes.

We have attached the Bid Security of amount Rs. (insert amount in words and figures) having CNo. along with our Financial Bid.

Yours sincerely,

Authorized Signature

*Purchase Section, University of Education,
Township, Lahore*

BIDDER'S SIGNATURE AND STAMP



Annexure- F

Price Schedule

(Please attach this page along with Financial Bid or quote rates on the Letter Head of the Bidder)

Lot#1: Wood Furniture

S#	Item Name	Qty	Unit Rate with GST	Total Amount with GST
1	Rostrum	41		
2	Stage Chairs	20		
3	Office Table 5ft with rack	55		
4	Visitor Chairs	126		
5	Office Table 6ft with rack	2		
6	Centre Tables (2x2)	2		
7	Library Tables (8x4)	5		
8	Dining Table (4'x3')	30		
9	Circulation Desk	1		
10	Computer Table (8x4) and (8x2) (Each Student will be given space of Length= 32" and width= 24" of tables of above sizes).	230 Students		
11	Single Seater Sofa	4		
12	Newspaper Stand	2		
13	Sofa Cum Bed	1		
14	Dining Table with six Chairs	1		
Total Amount with GST (Rs)				

Note: The payment of Computer table will be made as per Actual no. of students accommodated in the given lab (each student will be given space of Length 32", width:24", height: 29" and space for the CPU. Two Types of Tables will be made" Size: 8'x4' Height 29" and 8'x2' Height 29" with space for CPU in every 32 "

BIDDER'S SIGNATURE AND STAMP

Purchase Section, University of Education,
Township, Lahore



Lot#2: Plastic-Steel Furniture

S#	Item Name	Qty	Model Offered by Bidder	Unit Rate with GST	Total Amount with GST
1	Class Room Chairs (Model: Boss: B-06, S-40 or Equivalent)	950			
2	Plastic Chairs Model: Boss: BP-315 or Equivalent	450			
3	Computer Chair for Labs Model: Boss: B-15 M or Equivalent	330			
4	Dining Chairs (Plastic/Steel) Boss: BP- 310 or Equivalent	60			
5	Study Chairs (Plastic / Steel) Boss: B-06, S-36 or Equivalent)	400			
6	Executive Chairs Low Back)(Boss) Model B-514 or equivalent	7			
Total Amount with GST(Rs)					



Lot#3: Steel Furniture

S#	Item Name	Qty	Unit Rate with GST	Total Amount with GST
1	Book Racks (MS) Height 7' Width 6' 8" Depth 1'	30		
2	Library Chairs	60		
3	Cots Size: 6' x 3' x 1'-6" (H) (16 Gauge) Legs,	170		
4	Study Table (3'x2') Structure made of MS Pipe 1" Gauge: 16 Lamination board on top	220		
5	Sofa steel Three Seater	10		
Total Amount with GST (Rs)				



Lot#4: Revolving Chairs

S#	Item Name	Qty	Brand/Model Offered by the Bidder	Unit Rate with GST	Total Amount with GST
1	Executive Chairs (High Back)	107			



Lot#5: Theater Chairs

Item Name	Qty	Unit Rate with GST	Total Amount with GST
Theatre Chairs with foldable seat and tablet	340		



Annexure- G Contract Agreement Form

THIS AGREEMENT made the *[day]* day of *[month]* *[year]* between *[University of Education]* (hereinafter called “the University”) of the one part and *[name and address of Supplier]* (hereinafter called “the Supplier”) of the other part:

WHEREAS the University invited Tenders for certain goods and related services, viz, *[brief description of goods and related services]* and has accepted a Tender by the Supplier for the supply of those goods and related services in the sum of Rs. *[Contract Price in figures and in words]* (hereinafter called “the Contract Price”).

NOW THEREFORE the parties hereby agree as follow:

- 1- The following documents attached shall be deemed to form and integral part of this Contract:
 - i- Tender/Bid Document
 - ii- Letter of Acceptance
 - iii- Performance Guarantee equal to 10% of Contract Price in shape of CDR or Bank Guarantee.
- 2- The Terms and Conditions of Supply Order/Contract given in the Tender/Bid Document will be applicable.
- 3- The mutual rights and obligations of the University and the Supplier will be preserved in light the of Terms and Conditions mentioned in the Tender /Bid Document.

IN WITNESS whereof the parties have caused this Contract to be executed in accordance with the laws of Pakistan on the day, month and year written above.

For University of Education:

For the Supplier:

Signature

Print Name

Title



Annexure- H

Bank Guarantee Format for Performance Security

[This is the format for the Performance Security to be issued by a scheduled bank of Pakistan]

Contract No: Date:

To:

[Name and address of Procuring Entity]

PERFORMANCE GUARANTEE No: *[insert Performance Guarantee number]*

We have been informed that *[name of supplier]* (hereinafter called “the Supplier”) has undertaken, pursuant to Contract No *[reference number of Contract]* dated *[date of Contract]* (hereinafter called “the Contract”) for the supply of *[description of goods and related services]* under the Contract.

Furthermore, we understand that, according to your conditions, Contracts must be supported by a performance guarantee.

At the request of the Supplier, we *[name of bank]* hereby irrevocably undertake to pay you, without cavil or argument, any sum or sums not exceeding in total an amount of Rs. *[insert amount in figures and in words]* upon receipt by us of your first written demand accompanied by a written statement that the Supplier is in breach of its obligation(s) under the Contract conditions, without you needing to prove or show grounds or reasons for your demand of the sum specified therein.

This guarantee is valid until *[date of validity of guarantee]*, consequently, we must receive at the above-mentioned office any demand for payment under this guarantee on or before that date.

[Signatures of authorized representatives of the bank]

Signature

Seal