

UNIVERSITY OF KOTLI AZAD JAMMU and KASHMIR

Purchase Section

University of Kotli Azad Jammu and Kashmir

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Tender Document

Purchase of Furniture & Fixture for Youth Development Center

Last Date for obtaining Tender Document: 09-08-2024 (09:30 am)

Last Date and Time for Submitting Sealed Financial Bids: 09-08-2024 at 10:00 am.

Time and Place of opening Financial Bids: 09-08-2024 at 11:30 am in Meeting Room of UoK.

Note:

- (a) Rates should be quoted on this tender document only
- (b) The bidding document can be obtained (during office hours) from the office of Treasurer or Secretary Purchase Committee, after depositing tender fee of Rs. 5000/- (non-refundable) in shape of bank challan/ bank draft/pay order in favor of the Treasurer, University of Kotli, Azad Jammu & Kashmir. Tender Documents is also available on official website of the University of Kotli Azad Kashmir. In case of downloading, the submission of Quotation is subject to deposit of Rs. 5,000 as Tender Fee and it will be required at the time of Tender submission.

PURCHASE SECTION**Tender Document****Purchase of Furniture & Fixture****FORM OF BID**

Name of Company/Firm/Supplier: _____

GST No: _____ (Please attach copy)

NTN No: _____ (Please attach copy)

Phone No: _____ Mobile No: _____

Fax No: _____ Email: _____

Tender Fee (Rs. 5000/-, nonrefundable) vide Draft/Challan No: _____ Dated: _____

Earnest Money / CDR No (Refundable): _____ Dated: _____ Rs. _____

Full Address of Company/Firm/Supplier: _____

Terms & Conditions

- a) Detailed Specifications are given in this tender document. Firms are asked to quote the prices according to the specifications on tender document only.
- b) The bidder should not be blacklisted by any Government/Semi-Government/Private Organization. An affidavit on stamp paper (valid legal document) to this effect will be required with technical bids.
- c) All required documents must be provided at the time of submission of quotation. Relevant manuals/details must be supplied along with items of technical nature (where necessary/applicable).
- d) Financial proposals should accompany Rs. 130000/- as 5% Bid Security/Earnest Money of estimated value of procurement in shape of CDR/Bank Draft/Pay Order in favor of Treasurer, UoK. The rates should be quoted in Pak Rupees, on F.O.R UoK and must be valid for 90 days. CDR of the firm will be confiscated if the firm fails to provide material on quoted/approved rates, once the tender is open. Moreover, if the supplier fails to complete the supply of ordered items as per terms & conditions laid down in the supply order, CDR will also be forfeited. CDR of successful bidder(s) will be retained by the University during the tenancy of agreement.
- e) The rates should be quoted on F.O.R. University of Kotli basis.
- e) Price quoted must be in Pak rupees. Price quoted other than Pak Rupees shall not be considered.
- f) All prevailing taxes are to be paid by the firm and must be included in the rates as per government rules/rates.
- g) Tender must be supported with proof of sales tax and income tax registration certificate. The returns of last at least 3 years should be attached as evidence.
- i) Rates should be written clearly and should be free of errors and/or over-writing. Corrections, if any, should be made clearly and initiated with the signature of person signing the tender.
- j) Rates must be valid for 90 days.
- l) The evaluation will be based on the specifications and prices. Purchase/Technical committee reserves the right to choose the specifications at its discretion, whatever it considers best for the university.
- m) Tender must be enclosed in a properly sealed "bigger envelope" and name of the bidder clearly marked on the envelope.
- o) The bidders are required to visit the University and examine the previously available material/sample of furniture prior to submission of bids.
- p) The tenderer shall sign and stamp every page of the tender document including terms and conditions pages.

q) The supplier/contractor will be bound to abide by the rules & regulations/instructions /directions mentioned in the supply order.

r) Bids received after due date or not properly sealed will be rejected and returned unopened to the bidder. Incomplete and conditional tender will also be rejected.

s) In case the tender is not opened on the scheduled date due to any force de majeure then the same will be opened on the next working day at same time and place.

t) The Purchase Committee reserve the right to accept or reject any or all bids, as per PPRA rules, and increase/ decrease the quantity at any stage. The supply order/contract will be issued subject to the availability of funds. Moreover, the items may be deleted.

u) In event of any dispute, the legal matter shall be subjected to the jurisdiction of AJ&K.

General Prerequisites for Furniture Supplier

- **Proper Furniture Factory Setup** insuring the quality and durability of the Furniture. The furniture supplying firm shall be a specialist of furniture manufacturing and shall at minimum possess following infrastructure,
 - Wood Stock and Saw Mill
 - Wood seasoning plant.
 - Wood moister control and measurement instruments
 - Precession Wood working machinery of international standard to ensure quality and standardization of each item
 - At least 20 full time skilled workers
 - Furniture design section having qualified furniture design specialists to design the custom needs of the university

The supplying firm with following shall be given preference.

- ISO certifications.
- The Firm with the supply experience of similar nature.
- EOBI registration
- In house veneer manufacturing and pressing unit to ensure the quality of the vin board used.
- Product Design & Finishing.
The committee shall decide the supply based on the quality, finishing, durability, price and design value as per the subjective requirements of the department/Section/Office.

Disqualification of the Firms

- The firms with the dissatisfactory supply experience in past.
- The firms not having their own high standard furniture manufacturing facility.

Visit of the Supplying Firm.

The committee shall manage to visit the finalist suppliers on surprise basis to judge and evaluate the parameters.

The supplier shall arrange to furnish actual samples, design options and other requirements on the visit.

Supply Terms

- The firm shall arrange to supply the ordered furniture within 30 days after placement of formal order.
- The firm shall supply and arrange to install any fixtures at our designated site.

Post Supply Terms

- At Least One Years Warranty shall be given on the Products Supplied.

Payment Schedule:

a) 90% payment for purchase of furniture & fixture will be made and 10% amount is withheld for one year till completion of warranty/Support period.

b) The payment will be made in Pak Rupees, through crossed cheque.

c) Deduction of taxes, as per government rules shall be made from the bill at the time of payment.

CERTIFICATE:

We undertake that our Firms M/S _____ is not blacklisted by any Government Department/Agency/Private Organization in any part of AJK/Pakistan and that we currently not in litigation with any other authority or organization in this capacity.

We hereby confirm to have read carefully complete descriptions of the items and all terms & conditions of this tender document. We agree to abide by all these terms, conditions, stipulations, obligations, and instructions.

In case of any dispute, decision of Central Purchase Committee of UoK would be final and we undertake to accept any or all decisions of the central purchase committee of this University with respect to acceptance and rejection of our bid, in part or in whole and that such a decision shall not be justifiable in any court of law at any time and at any stage. We further undertake that the Purchase Committee is not bound to accept the lowest bid necessarily.



We solemnly affirm and declare that contents of this undertaking are true to the best of my information, knowledge and belief.

Name of representative of the firm: _____

Designation: _____

CNIC No: _____

Signature and Seal: _____

Sr#	Items with Specification	Quantity	Unit Price	Total Price
Furniture and Fixture				
The bidders are required to visit the University and examine the previously available material/sample of furniture prior to submission of bids.				
1	Office Chairs			
	<p>Lockable revolving and Titring mechanism Sleek and Stylish PP armrest Fixed position angle control system Adjustable seat height-gaslift and swivel Mylon base and twin wheel castors, whichmeet the requirement of BIFMA and DIN standards Ergonomic and eminently aesthetic Guaranteed imported foam& structure One year warranty and after sale services and availability of parts (Gaslift & Base). As per available sample and Lab Requirements.</p>	44		
2	Computer Lab Table			
	<p>Computer Lab Table top, Made of AL-Noor MDF Lamination, Having (1.5") Thick with imported PVC edging & Table Structure made of MS pipe size: (2.5"x1.5"), with silver powder coated finish As per available sample and Lab Requirements.</p>	22		