# Women University Swabi

Topi Road, New Campus at Kotha, Tehsil Topi, District Swabi.

**Telephone No: (0938) 221131** 

## **Tender documents**

For the Supply of Furniture Items and Tyres to Women University Swabi

## TENDER NO. WUS/Proc/2024-25/01

Detail Schedule					
Time for receipt of bids up to	11:00 AM on 16December, 2024				
Time and date for opening of Bids	11:30 AM on 16 December, 2024				
Venue	Women University Swabi, Topi Road,				
	Main Campus at Village Kotha, Tehsil Topi, District Swabi, Khyber Pakhtunkhwa.				
Tender processing Fee	Rs.3,000				

Mandatory Note (otherwise, bids will be rejected)

- i. Please sign and stamp all the pages
- ii. Fill all pages (all parts + Annexure)
- iii. Make a Check list with all Annexure

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## **PART-A**



# Women University Swabi Tender Notice

Tender No.WUS/Proc/2024-25/1

For the Supply of furniture items and tyres to Women University, Swabi

Tender Fee Rs.3,000

Sealed bids are invited for the supply of Furniture items (only from manufacturing Firms) and Tyres from Firms/Companies/Contractors/Suppliers registered with tax authority(Income Tax & GST only Active taxpayers). The bidding procedure will be (Single-stage One envelope).

Specifications and other terms and conditions are given in the tender documents which can be downloaded from University Website (<a href="www.wus.edu.pk">www.wus.edu.pk</a>) or can be received from Procurement Office of Women University, Swabi during working hours. Tender processing Fee (non-refundable) Rs.3,000 and 2% earnest money of the total bid cost/Package Cost through Call Deposit Receipt (CDR) in favour of Women University, Swabi to be provided with the bids.

All Bids should reach through registered post before or at 11:00 am on Monday, 16 December, 2024 to Women University Swabi. The bids will be opened in the presence of bidders or their nominated representatives (if willing) at 11:30 am on the same day in the Meeting Room of Women University, Swabi, Topi Road, Kotha Campus, Tehsil Topi, District Swabi, Khyber Pakhtunkhwa.

Women University Swabi reserves the right to accept/reject all bids or proposals at any time prior to the acceptance of a bid or proposal as per KPPRA rules, 2014.

Procurement Officer Women University Swabi, PH: 0938-281889

Email: procurnment@wus.edu.pk

**PART-B** 

## **Terms and Conditions of the Contract**

#### General:

- 1. The tenderers should examine carefully the general and special terms and conditions of Contract and the specifications supplied herewith. He/she should visit and inspect the site at his own responsibility and at his own expense and obtain all the information, which may be necessary for the purpose of making a tender.
- 2. The tender documents duly completed and each page signed by the Contractor shall be received and will be opened by central purchase committee constituted for this purpose by Women University Swabi.

#### 3. **Documents Required**

The firms eligible to apply are required to submit the following documents with their bidding proposal:

- a. Registration documents/Certificates with Taxation Authorities. NTN/FTN and GST etc. Only registered Manufacturing firm can participate in the tender for furniture items. While for tyres registered Firms/Companies/Contractors/ Suppliers can participate.
- b. The firm/supplier registered with tax authorities (Income Tax and GST) and must be on Active Tax payer list. Attach Active tax payer certificate. (Online print of ATL must attach)
- c. The firm/supplier that have never been black listed by any Government agency or authority. Attach non-blacklisting Certificate on Rs.100 or above Stamp paper.
- d. The firm/supplier should have a documented track of completing at least three (3) similar assignments, during last two (2) years. (attach copies of Supply orders and Satisfactory report from the clients)
- e. At least Five year experience of the firm/Supplier is required
- f. Full Address and contact numbers of the office.
- g. Warranty Certificate from Bidder for Furniture items being Termite-free for at-least 1 year from the date of delivery.
- h. For tyres manufacturing date should come within one year as on tender opening date. One year Warranty Certificate must be provided by the bidders on manufacturer warranty card.

#### 4. Method of Procurement:

Bidding will be conducted through "Open Competitive Bidding" process, specified in Rules of the Khyber Pakhtunkhwa Public Procurement of Goods, Works and Services Rules. Bidding is open to all eligible bidders as defined in the KPPRA Procurement Rules

2014 that meet the minimum qualification criteria and required documents. It will be a "Single Stage - One Envelop" bidding procedure.

#### 5. Opening of bids:

- a. Bids received shall be opened on 16 December 2024 at 11:30 a.m. in the meeting room, Women University Swabi, Topi road (Kotha Campus) District Swabi.
- b. All bids shall be opened publicly in the presence of the interested bidders or their authorized representatives.

#### 6. Bid Price

- a. Bid prices quoted should be inclusive of all taxes and duties.
- b. The prices quoted shall be binding on the tender for a period of at least 180 days.

#### 7. Evaluation of bids:

All bids should comply with the eligibility criteria and other terms and conditions mentioned herein above.

#### 8. Rejection of bids:

- a. All bids submitted after the prescribed time shall be rejected and returned.
- b. Failure in submission of the above required documents will result the rejection of bid/proposal.
- c. Any bid received without earnest money, shall be rejected.
- d. The Women University Swabi reserves the right to reject all bids or proposals at any time prior to the acceptance of a bid or proposal.

#### 9. Submission of Samples by the Successful bidders:

The successful bidders will submit the samples of the required items and the samples will be checked by the Purchase Committee. Best sample will be selected by the Committee on the basis of cost and quality. After supplying of items by the successful bidder the Inspection Committee will check and Compare the actual supply with the already selected samples, (Samples already provided by the bidder before supply). If any deficiency found by the inspection Committee of Women University Swabi the same will be rejected and will be rectified by the bidder within a week without any cost.

- 10. All supplies shall be carried out completely in accordance with the laid down Standard Specifications, in case of any ambiguities or discrepancies, the decision of the Committee shall be final and binding upon the parties.
- 11. Ten (10% percent) of the entire amount payable to the Contractor (For Furniture items &Tyres) shall be deposited in shape of CDR/Bank Guarantee in favour of Women University Swabi and will be retained by the University by way of Security Deposit. The same will be refunded after lapse of warranty period for each item. In case of failure to rectify the defects pointed out by the committee, the University will have full authority to replace/rectify the same at the entire risk and cost of the contractor.
  - 12. The University shall have the power to order at any time the removing/replacement of any or all the supply which is / are not in accordance with the Contract and to have them substituted, at the Contractors

own expenses with proper and approved items and methods, within a reasonable period as decided by the competent authority. In case of default by the Contractor to carry out such orders, the University shall have the power to have such supplies removed/replaced and re-executed through other arrangements at the sole risk, cost and responsibility of the Contractor. The same will be binding upon the contractor and will have no liability on the University.

- 13. The work shall be completed within the prescribed period and time shall be considered as the essence of the Contract. In case of default on part of the Contractor to complete and deliver the work within the prescribed period, he shall pay to the University Liquidated Damages for delay at the rate of **one fifth percent of Agreement** sum per day of delay in completion up to a maximum of 1% percent of the Agreement sum. However, an extra or additional amount of supply ordered upon the contractor or other circumstances of any kind whatsoever may arise such as to fairly entitle the Contractor to an extension in the completion time, then the competent authority shall determine and allow such period of extension which shall be final and binding upon the Contractor provided that any such claim to extension isproperly lodged by the Contractor with the competent authority within2 (Two) days of such work have been ordered or the circumstances have arisen.
- 14. The University shall have the power to order variation in the form, quality or quantity of the supply or any part thereof and shall have the power to order the Contractor to do so and the Contractor shall comply with such orders including the following:
  - i. Increase or decrease in the quantity or scope up to 15% of item included in the tender as per KPPRA rules.
  - ii. Omit any such work or all.
  - iii. Execute the additional supply necessary for the completion of the Project. The same will be paid as per Contract quoted rates/market rate estimated after rate analysis.
  - 15. The University reserves the right to accept or reject any or all the tenders without assigning any reason thereof and is not bound to accept the lowest tender either. No claim, as such would be entertained on this account in any court of law.
    - All tests deemed necessary by the University for checking the quality of various items shall be carried out by the contractor and the cost thereof will be borne by the contractor. No claims whatsoever shall be entertained for payment. The defective items should be removed/ replaced by the contractors at own expenses.
  - 16. The rates should be quoted in Pakistani rupees and shall be inclusive of all taxes, including Transportation Charges, loading and unloading charges and all other allied requirement charges, or hidden charges. No claim whatever will be entertained for payment in this regard and will be binding upon the contractor.
  - 17. The tender should be valid for a minimum period of 06 months from the date of tender opening.

18. The project must be completed within 30 days after the work order given to the vendor.

#### 19. SPECIAL:

#### i. <u>Assignment</u>:

The Supplier shall not assign, transfer, sublet or subcontract the contract or any part Thereof without the prior written consent of the Women University Swabi.

#### ii. Corruption:

The Supplier shall not give, nor offer to give, anyone employed by the WUS an inducement or gift that could be perceived by others to be a bribe. The Supplier agrees that a breach of this provision may lead to an immediate end to business relationships and termination of existing contracts of the firms/contractor/ authorized dealer and the case of blacklisting will be initiated

#### iii. <u>Inspection of Furniture Items/Tyres.</u>

All items shall be subject to inspection and shall be approved by the university. The University may reject such furniture and fixture /tyres as are considered by to be below standard specifications, size or quality. The Contractor shall provide all labor at his own expense for handling during inspection. Any item rejected by the university shall not be used and shall be removed and replaced with the item of approved quality.

## iv. Responsibility against damages

Before and up to the whole of the supply is completed and have been finally handed over to the University and a proper completion certificate thereof obtained by the Contractor, the Contractor shall be responsible for all and any damage caused to the furniture/materials or installed items, thorough accident, improper handling, transport or any other cause whatsoever and shall repair, remove or replace the same on the first notice university within the specified period of time, failing which the same will be replaced with the approved quality at the sole risk & cost of the contractor.

#### 20. Specifications

The work shall comply with the requirement/specification laid down in the B.O.Q of the tender; where ever the specification is silent it should be considered as of supreme quality up to the requirement. The supplier shall be bound to test and commission all the supplied items.

#### i. Laboratory Test.

The university has the power to order for conducting Furniture/material quality assurance test which he deems necessary and the cost of such tests shall be borne by the contractor. No claim in this regard shall be entertained for payment.

#### ii. Technical & Financial Bid

The bid should comprise of a singles stage One envelop package. The above stated evaluations criteria will be binding upon the bidders. Bids should clearly illustrate the detailed technical specifications / catalogue with model number, country of origin of each and every item.

iii. The contractor will be bound to train (if required) the supporting staff of the Women University Swabi at Swabi about the operation and functions of the supply. No claim whatsoever will be entertained for payment in this regard.

Part- C

# **Delivery Schedule**

# SCHEDULE OF REQUIREMENTS /DELIVERY TIME

The delivery of goods and services and supply will be made in 45 days after issuance of Purchase Order (without penalty) and with the prescribed penalty as per following schedule of requirement:

MODE OF PENALTY	NO OF DAYS	TOTAL DELIVERY PERIOD
Without Penalty	45 days	45 days
With Penalty @ 1/5 % per day for 10 days on	55 days	55 days
the delayed completion of task upto maximum 1% on further delay.	(10 days after 45 days)	(45+10)

## **Payment:**

The payment will be made to the Supplier within 30 days after acceptance of Furniture/material and tyres on receipt of original invoice(s) including those of GST.

Part-D1

## **B.O.Q** (Specifications) for Furniture Items to be supplied

# PRICE SCHEDULE FOR THE GOODS IN PAK RUPEES BOQ

Name of Bidder: _						
	Tender No: WUS/Proc/2024-25/01					
Purchase of	to be completed is tabulated as under:					
Package -A						
	University Fund Utilization.					

## **Specification of Furniture items to be supplied**.

	Name of Work: <u>Supply of Furniture Items to Women University Swabi</u>					<u>vabi</u>	
S. No	Description		Unit	Qty	Rate per Unit (Rs) (Excluding all taxes)	GST	Total Cost Rs. (Including all Taxes)
1	Providing Computer Lab Chairs of size W = 22, D= 19, and H = 38 (Inches) Material: Fabric Padded Seat with Best Quality foam (Master Molty foam or equivalent).Base: Nylon Arms: Polyurethane (PU). Complete in all respects.		Each	70			
2	Computer Lab Table for	Computer Science Lab:					
	<b>06 Person Workstation:</b> Specification: Size W= 108, D = 47, H = 30 (Inches) Top Material: Noce Prenne Partition: Cork Sheet Upholstered with Fabric Base: MS With Charcoal Grey Powder Coat. Complete in all respect.		Each	03			
II	O4 Person Workstation: Specification: Size W= 72, D = 47, H = 30 (Inches) Top Material: Noce Prenne Partition: Cork Sheet Upholstered with Fabric Base: MS With Charcoal Grey Powder Coat. Complete in all respect.		Each	03			
П	Thickness 17mm with PV Base in MS Pipe Frame Coat.	ninate Natural Veneer Finish,	Each	10			

	Complete in all respect.					
	Double Sided Book Racks for Central Library:					
3	Specification: Double sided, Frame made of Iron 18 gauge, Size: 6 H x 4L x 2w feet 6 Layers of shelves with strong support in the middle Heavy duty Wheels at the bottom with wheel lock system. Complete in all respect.	Each	04			
	Book Shelves Single Sided with a Backing wall:					
4	Specification: Single sided; Frame made of Iron 18 gauge, Size 6 H x 3L x 1.5w feet, 6 Layers of shelves with strong support in the middle With heavy duty Wheels at the bottom along with wheel lock system. Complete in all respect.	Each	05			
5	Executive Table large size along with Table Glass: For Office of the Controller of Examination. Specification: 7×3.5×2.5 feet made of Veneer's Board (Best Quality Lacquer Polished) with good A Grade well-seasoned and Best Quality Lacquer polished Shisham Wood lapping including 03 No. Drawers with channels (Best Quality), lock system (Best Quality), handles (Stainless Steel Best Quality) etc. Table Glass 8mm. Complete in all respects	Each	01			
6	<b>Tables for Sofa Set along with Tables Glasses:</b> Providing Sofa Tables of Size 2'×4' (1 No) 2'×2' (2 No), frame & legs made of decorative good Grade well-seasoned solid natural Shisham Wood (polished with NC lacquer, with glass (8mm). Complete in all respect	Each	3 Set			
7	Side Rack: Providing File/Side Rack of Standard Size (2.5×3×1.5) with 3 layers. Base made of Shisham Wood (Good Grade well-seasoned and Best Quality Lacquer polished. Lapping Veneer's Board. Complete in all respects. Will be provided as per sample.	Each	1			
8	Office Cupboard for Finance Office: Providing office Cupboard of Size = Length x Height width = 6'x4' x2 comprising 05 Nos.of layers, best Lock System and handles (Stainless Steel Best Quality) made of Veneer's Board (Best Quality Lacquer Polished) Frame made of Shisham Wood (Good/A Grade well-seasoned and best Quality Lacquer polished) lapping, with heavy-duty Wheels at the bottom and best wheel lock system complete in all respects.	Each	03			
	Total cost including all Taxes					

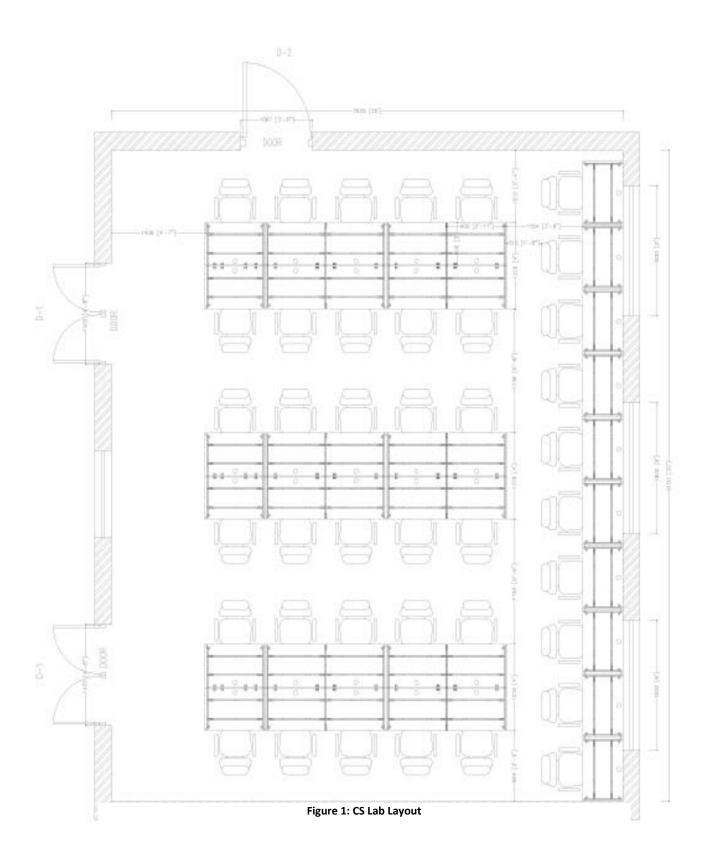
, ,	lete in all respects.			l			
Total cost including all Taxes							
Name of Bidder:	Stamp of Bidder:						

Note: In case of discrepancy between unit price and total, the unit price shall prevail.

I/ We hereby agree to abide by and fulfill all the terms and provisions *of* the contract Hereto annexed or in default thereof to forfeit and pay to the University the sums of money mentioned in the said conditions *of* contract.

## **Lab Furniture Images for Sample**

SrNo	Reference Image	Product	Unit	Qty
1 (I)		06 Persons Workstation	Nos	3
II		04 Persons Workstation	Nos	3
III		01 Person Workstation	Nos	10
2		Lab Revolving Chair	Nos	70



Part-D2

## **B.O.Q** (Specifications) for Tyres to be supplied

# PRICE SCHEDULE FOR THE GOODS IN PAK RUPEES BOQ

Name of Bidder:	
	Tender No: WUS/Proc/2024-25/01
Purchase of	to be completed is tabulated as under:

# Package –B University Fund Utilization Specification of tyres to be supplied.

	Name of Work: <u>Supply of Tyres to Women University S</u>						
S. No	No Description		Unit	Qty	Rate per Unit (Rs) (Excluding all taxes)	GST	Total Cost Rs. (Including all Taxes)
1	Supplying Hino Bus Small Sim Bridgestone/Yokohama/Mich Model 2024 as per apprinstructions of concerned Inc	P.Each	06				
2	Supplying Hiace Tubeless Tyr Bridgestone/Yokohama/Mich	es 195 R 15 elin(Radial Tyre) or equivalent	P.Each	04			
3		elin(Radial Tyre) or equivalent	P.Each	04			
4	Supplying Xli Car Tubeless Tyres (195-65 R 15) Bridgestone/Yokohama/Michelin(Radial Tyre) or equivalent Model 2024 as per approved sample and as per instructions of concerned Incharge.		P.Each	04			
	Tota	al cost including all Taxes					

Note: In case of discrepancy between unit price and total, the unit price shall prevail.

I/ We hereby agree to abide by and fulfill all the terms and provisions *of* the contract Hereto annexed or in default thereof to forfeit and pay to the University the sums of money mentioned in the said conditions *of* contract.

## $\underline{ANNEXURE} - \underline{A}$

## **BID SUMMARY SHEET**

## TENDER NO. WUS/Proc/2024-25/1

## (TO BE ATTACHED WITH BID)

1.	Bidder Name:			
	Address Mailing:			
Phone	e & Fax No			
E-mai	il address			
2.	Manufacturer Name	and	Country	of
3.	Items Quoted:(give serial no. only):			
4.	Price Validity: (Inclusive of all ta		ant CCT)	
5. 6.	Total FOR («Deliver To») Price: Rs (Inclusive of all ta	ixes exc	ері (351)	
7.	Offered Delivery Period:			
8.	Payment Terms:	_		
9.	GST Registration No			
11.	Any Deviation:			
12.	NTN/FTN:			
Signat	ture Stamp			
Name	& Designation			

ANNEXURE - B

(TO BE SUBMITTED BY BIDDERS ON DEMAND OF WOMEN UNIVERSITY SWABI)

# **FAIR PRICE CERTIFICATE**

WE M/S HEREBY CERTIFYTHAT PRICES
QUOTED BY US AGAINST WOMEN UNIVERSITY SWABI TENDER NO.WUS/PROC/2024-25/1 ARE THE LOWEST AND MOST COMPETITIVE AS GENERALLY APPLICABLE TO ALL OTHER BUYERS AND OR SOLD THROUGH OUR AGENTS AS PER PREVAILING INTERNATIONAL/NATIONAL MARKET AS ON THE DATE OF QUOTE AND IF IT IS ESTABLISHED AT ANY STAGE THAT THESE WERE HIGHER, WE SHALL BE HELD RESPONSIBLE AND AGREE TO PAY IMMEDIATELY THE DIFFERENTIAL AMOUNT TO WOMEN UNIVERSITY SWABI.
SIGNATURE AND SEAL OF THE MANUFACTURER/SOLE AGENT/AUTHORIZED DEALER
NOTE: FAIR PRICE CERTIFICATE W ILL BE REQUIRED, IN CASE SINGLE BID IS FOUND

TECHNICALLY RESPONSIVE IN THE RESPECTIVE TENDER.

**ANNEXURE -C** 

(On official letter-head of the contractor)

To be signed by the Chief Executive of the bidding company or a representative duly authorized by board resolution.

### **Integrity and Ethics Undertaking**

We hereby commit and undertake to observe the following principles during our participation in the contract execution:

- a) That we will not directly or through any other person or firm, offer, promise or give to any of the employees of WOMEN UNIVERSITY SWABI involved in or relevant to the execution of the contract any gain, pecuniary benefit or facilitation payment in order to obtain in exchange any advantage of any kind whatsoever during the execution of contract or at any stage thereafter.
- b) That we did not enter with any bidder into any undisclosed agreement or understanding either formal or informal to restrict competitiveness or to cartelize in the bidding process.
- c) That we will ensure that the remuneration of agents (*if engaged*) is appropriate and for legitimate services only.
- d) That we will not use subcontracts, purchase orders or consulting agreements as means of channeling payments to employees of WOMEN UNIVERSITY SWABI.
- e) That we will not and have not committed any offence under the Pakistan Penal Code, Prevention of Corruption Act or National Accountability Ordinance to achieve any advantage, gain or benefit during the tender process or the execution of contract.

We further understand and acknowledge that any violation or transgression of the above mentioned Principles will attract disqualification from doing business with WOMEN UNIVERSITY SWABI and may also result in permanent exclusion from future contact award processes.

We also accept and undertake to respect and uphold WOMEN UNIVERSITY SWABI's absolute right to resort to and impose such disqualification, debarment or exclusion.

For and on behalf of		
Stamp & Signature		
Tender No.	Contract No	

**ANNEXURE -D** 

## Form 4

# Mandatory for participation in Bidding Process AFFIDAVIT

1,			S/o		_ aged	
year	S	working as	Proprietor/Mar	naging Partner/Director of M	I/s	
		registered		der:	_ do	hereby
	solemnly an	firm and declare	e on oath as un	der:		
1.		ompetent to swe	ear this affidavi	it being proprietor/one or the	e partners/	Director of
2.	That M/s			is	s a	
	Proprietors Institute.	ship/partnership	firm/company	is participating in tender pro	ocess cond	ducted by
3. Cor		y confirm and cicipating/ subm		ne of my/our group/sister corer.	ncern/asso	ociate
4.	That I her	reby confirm	and declare	that my/our firm/company	y M/s	
Publ	ciate compar lic Sector Und	ny have not bed dertaking.	en black listed	mylour firm/group/compal/de-listed any Institutional yle, Constitution and Status of	agencies/	Govt. Deptt/
asso	d other-wise	or incorrect onies shall stand	or false at any	of the facts contained above stage, my/our firm/compared on the present and future	any/ grou	p/sister concerns/
(Sig	nature of the	Proprietor/ Man	naging Partner/	Director with Seal) DEPON	ENT	
Veri	this affida	vit are true and	correct to best	that the conto of my knowledge and no pa falsely stated therein.	rt of this i	is false and
(Sig	nature of the	Proprietor/ Man	naging Partner/	Director with Seal)		
DEF	PONENT					
		l of Notary publ	ic			

### Terms and Conditions of agreement (on stamp paper of RS. 100 duly verified by the oath commissioner)

This Contract Agreement is hereby agreed between the M/s
hereinafter referred to as first party or supplier or contractor and Women University Swabi
Khyber Pakhtunkhwa hereinafter referred to as second party on following terms and conditions
on this day of

- 1. The purpose of the contract is to provide Furniture items/Tyres by the first party to the second party as set out in the tender notice and standard bidding documents and demand/purchase order placed by the second party as per approved rates.
- 2. When a demand/Purchase Order is issued by the second party, the first party shall supply the respective Items within 45 days in accordance with the tender specifications at Women University Swabi. No transportation, Loading unloading cost and any other cost. Shall be borne by the second party.
- 3. The first party shall submit its bills (03 Copies) after supply. The bills will be processed upon satisfactory inspection report of the supplied items received from inspection/Technical committee.
- 4. The contract is valid up to June, 30, 2025.
- 5. Supply of items shall not be used/affected/delayed at any cost/condition.
- 6. 10% of the entire amount payable to the Contractor shall be submitted by the bidder in the Shape of CDR/Bank Guarantee at the time of delivery(for Furniture &Tyres only) and retained by the University as Security Deposit. The same will be refunded after lapse of warranty period for each item. In case of failure to rectify the defects pointed out by the Committee, the University will have full authority to replace/rectify the same at the entire risk and cost of the contractor.
- 7. Supplies must be of good quality. Supply of sub-standard/ used/ smuggled/fabricated items shall not be accepted. It shall be returned to first party and replaced immediately. In case of delayed supply performance guarantee/security shall be forfeited.
- 8. In case of any mishap, an enquiry shall be conducted by Vice Chancellor of Women University Swabi to ascertain causes of mishap and if the first party is found guilty, it shall be charged accordingly and the contract shall be terminated with forfeiting of performance guarantee/security.
- 9. In case of substandard supply, the firm/suppliers will be warned 2 times besides forfeiting of performance guarantee/ security and the case of blacklisting will be initiated.

FIRST PARTY	SECOND PARTY
Name of Supplier/Contractor:	
	Registrar
CNIC No.	Women University Swabi
Phone No.	
Signature	Signature
Date:	Date:
Witness 1:	Witness 2:
Name:	Name:
CNIC:	CNIC:
Signature :	Signature:
Date:	Date: