

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

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**TENDER ENQUIRY NO.PUMHSW/P.D/2021/ 5954**

**DATED: 26-04-2021**



**PROCUREMENT OF FURNITURE FOR I.T CENTRE AT NEW CAMPUS  
(RE-TENDERED)**

**SUPPLY OF FURNITURE & FIXTURE  
FOR THE YEAR 2020-2021**

**DATE OF SUBMISSION & OPENING**

**WEDNESDAY 12<sup>th</sup> MAY, 2021**

TIME OF RECEIVING TENDER	11:00 am
TIME OF OPENING TENDER	11:45 am

TENDER FEE Rs. 3,000/-	(Non-Refundable)
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**TERMS & CONDITIONS**  
**SUPPLY OF FURNITURE & FIXTURE**  
**FOR THE YEAR 2020-2021**

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

## **GENERAL CONDITIONS OF THE CONTRACT**

### **CLAUSE 1. INSTRUCTIONS TO THE BIDDERS**

- 1) The tenders shall be submitted with all documents and drawing literature & catalogue (in furniture & fixture) in sealed envelopes with sealing wax / gum. The envelope must contain tender enquiry No. on the top. The name of manufacturer and the supplier should be affixed on the face of envelope at the left side.
- 2) Tenders must be filled in with blue or black ink in the columns provided in BOQ documents duly signed.
- 3) The tenders must be free from erasing cutting and over writing. In case of erasing, cutting and over writing, authorized person should initial it.
- 4) The rates of each item should be written in figures as well as in words. In case of discrepancy the price in words will be taken as authentic and final.
- 5) Conditional Tenders will be ignored and will not be considered/entertained/accepted.
- 6) Original purchase receipt of tender fee or in shape of Pay order / DD original as tender form fee in favour of V.C PUMHS must be enclosed with the tender form.
- 7) The tendered rate should be inclusive of all taxes, Income & Sales Tax etc payable to Federal & Provincial Govt or Local bodies and no claims on this account shall be entertained.
- 8) The bidder shall furnish General sales tax (GST) Registration Certificate of the firm failing which the offer will be ignored. In case the item is exempted from GST either documentary evidence or certificate from competent authority shall be attached with the offer.
- 9) The bidder shall furnish copy of valid professional Tax (Excise & Taxation) Certificate
- 10) List of similar assignments with cost under-taken over the past (03) years.

### **CLAUSE 2. SPECIAL CONDITIONS:**

- 1) Store is required immediately. The tenders may, however, give their short guaranteed delivery period by which the supply will be completed positively.
- 2) Tenders are required to specify make, country of origin and furnish detailed technical Description literature / catalogue along with their offer.
- 3) The Bidders shall quote their firm and final price both in figures & words on "Free Delivery basis to Consignee end
- 4) Tenderer shall submit guarantee letter that the supplied Furniture are the original / brand new product / latest model none of the part is replaced, old or refurbished.
- 5) No manufacturer shall authorize their distributor/agent/any firm or person to quote the same item which manufacturer is quoting it in any tender. Failing that offers of both the manufacturer, which the manufacturer as well as other bidder shall be ignored.
- 6) Tenderer shall purchase separate tender document furnish purchases receipts for each alternate offer in case they want to submit alternate offer for any items. All the bids with alternate offer without separate purchases receipt (original) are supposed to be rejected. Also, choice to select/ignore any their alternate offer shall rest with the purchase committee
- 7) The bidder shall confirm the refund of cost difference if the same goods is/was supplied at lower rates to any other Govt./Semi Government institution or Armed Forces in the province or outside in the same fiscal year.
- 8) The successful supplier / bidder must be bound to supply the awarded items mentioned dated supply orders on the quoted rates.
- 9) Use of white fluid is prohibited and any correction in bidding documents by crossing/ re-writing without signature/ initial of bidder shall in both conditions lead to rejection of bid.
- 10) Integrity Pact shall be signed as per SPPRA Rule 89 of SPP Rules 2010.

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

The Purchase Committee reserves the right as per provision of SPPRA Rules 2010 to increase/decrease or delete the quantities of any items at the time of award of contract and also reserves the right to enhance the quantities of goods/service originally specified in the Schedule of Requirement without any change in unit price or other terms and conditions of goods at any time during contract period.

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

The Purchase Committee reserves the right to accept or reject any bid in accordance with the provision provided in SPPRA rules and to annual the bidding process and rejects all bids at any time

prior to contract award without thereby incurring any liability to the affected bidder or bidders, on the grounds for the Purchaser's action.

#### **CLAUSE 5. ELIGIBLE BIDDERS**

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

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

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

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

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

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

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

#### **CLAUSE: 7. NOTIFICATION OF AWARD**

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

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

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

#### **CLAUSE: 9. PAYMENTS.**

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

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

##### **(B) The Final Bill.**

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

#### **CLAUSE 10. PERFORMANCE SECURITY**

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

#### **CLAUSE: 11. REDUCED RATES**

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

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

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

**CLAUSE: 13. UNDERTAKING:**

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

**Contractor**  
Sign with stamp

**Engr. Dur Muhammad Mangi**  
Project Director  
PUMHSW, Shaheed Benazirabad

## **BID DECLARATION FORM**

1. Name of Interested Firm: \_\_\_\_\_

2. CNIC#: \_\_\_\_\_  
(Please attach Copy of CNIC)

3. NTN #: \_\_\_\_\_  
(Please attach Copy of NTN Certificate)

4. GST#: \_\_\_\_\_  
(Please attach Copy of GST Certificate)

5. Value of Earnest Money Rs: \_\_\_\_\_ DD/PO#: \_\_\_\_\_

(In words): \_\_\_\_\_

Bank Name: \_\_\_\_\_

6. Contact Person: \_\_\_\_\_

7. Postal Address: \_\_\_\_\_

\_\_\_\_\_

8. Email Address: \_\_\_\_\_

9. Telephone: PTCL: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
(Compulsory)

**Declaration:** I certify that, to the best of my knowledge and belief, all of the information on and attached is true, correct, complete and made in good faith. I understand that false or fraudulent information on or attached to this form may be grounds for not entertaining my bid, or for cancellation after bid acceptance, and may be punishable by fine or imprisonment according to law of Pakistan. I understand that any information I voluntarily provide on or attached to this bid may be investigated. Moreover, I hereby declare the all the terms and conditions of the bidding document are accepted.

**Contractor**

Sign with stamp



**TENDER FORM**  
**SUPPLY OF FURNITURE & FIXTURE'S**  
**FINANCIAL YEAR 2020-2021**

Furniture Items for I.T Centre					
BOQ					
Sr.	Description of Items	Unit	Quantity	Rate	Amount
	<b>(Non-Scheduled Items)</b>				
1	<b>Executive Chair:-</b> revolving chair high back, with arms, cushioned seat & back made of master molty foam with good quality cloth of approved shade and color, base made of casted aluminum frame five wheels (imported) complete in all respects.	Each	1.00		
2	<b>Executive Table With Side Rack :-</b> Providing and making table of size 5'-0" x 2'-6" x 30" high, made of 3/4" and 1" thick lamination board 700 density of approved color and shade wherever required with and including oak wood lipping , and farming of required size, fixed with German glue, polished with nc lacquer, etc; complete all fittings locks, handles (approved) and termite control treatment to all wood work etc. complete in all respect as per drawing, design and as directed by the engineer incharge.	Each	1.00		
3	<b>Centre Table Set:-</b> Providing and making center table set of size 4'-0" x 2'-0" x 18" high, 01 Nos and 22" x 22" x 18" h, 02 Nos, made of shesham wood frame and legs including 8mm thick tinted glass fixed in 1 1/2" x 3" shesham wood top finished with sprit polish and all shesham completely seasoned and termite control treatment etc; complete in all respect as per drawing, design and as directed by the engineer incharge.	Each	1.00		
4	<b>Sofa Set 5 Seater :-</b> Providing and making sofa set of single seat 02 nos and three seater 01 , complete set, made of seasoned shesham wood with arms, legs, back seat and frame with master molty foam in required thickness covered with good quality cloth of approved color and wood work finished with sprit polish including termite control treatment etc; complete in all respect as per drawing, design and as directed by the engineer incharge.	Each	2.00		
5	<b>Visitor Chair :-</b> Providing and making visitor chair with arms and 1' - 6" high back made of shesham wood completely seasoned with master molty foam seat & back covered with good quality cloth of approved shade and color including all wood work of shesham wood finished with sprit polish and termite control treatment etc, complete in all respect as per drawing, design and as directed by the engineer incharge.	Each	36.00		



6	<b>Window Blinds :-</b> Providing & fixing vertical window blinds made of cloth strips complete in all respect as per instructions of client.	Each	30.00		
7	<b>Incumbency Board :-</b> Glass name plate 12" x18"with spacer 2.5" complete in all respect as per drawing, design and as directed by the engineer incharge.	Each	1.00		
8	<b>Notice Board :-</b> Hard vinyl board size:4'x3' frame fully covered with aluminum frame.	Each	1.00		
9	<b>PVC Wall Panelling :-</b> Providing & fixing PVC Wall paneling complete in all respects as directed.	Sft	900.00		
10	<b>Washroom Partition :-</b> Wooden Jaffery 6' x 5.5' size with wooden moveable stand made of sheesham wood 3/4" thick complete in all respects as directed..	Each	1.00		
11	<b>False Ceiling :-</b> Gypsum false ceiling 1.5' x 1.5' size suspended with hooks, channels etc complete in all respects as directed.	Sft	11600.00		
12	<b>File Cabinet Wooden 6'x4 :-</b> Providing, making & fixing approximately 6'x4' Height Book Shelves using sheesham veneer board, solid sheesham wood lipping on edges and Solid Sheesham wood shutter frame with 4mm glass, polish, imported etc., complete in all respect as directed.	Each	1.00		
13	<b>Conference Table Imported :-</b> Size: 30'x5.25' x2.5' Made of MDF 19mm board pasted 25mm ply oak wood all edges Solid oak wood top pad pasted Formica with sealer and lacer polish all over frame for 24 to 26 persons complete in all respects as directed.	Each	1.00		
14	<b>Conference Chair Imported China :-</b> Low Back chair Back Height Size 24" seat Size 20"x20" Arm rest in co-polymers fitted with nuts on stainless steel plate inside the frame seat and back made of 1/2 inch multi-layer ply sheet double shell system for extra comfort, easy handling and extra strength for the chair structure having 3" master molty foam or equivalent on seat and cover with A1 quality leatherette black color Having 2" master molty foam or equivalent on backrest and cover with A1 quality leatherette black color, extra foam included with cover back support shape foam guaranteed for at least 5 years or above 5 leg base imported quality with heavy duty wheels Fully synchronized knee tilt mechanism for full body-hugging lumbar support regardless of the degree of inclination fixed position angle control system adjustable seat height hydraulic gas lifts and swivel complete in all respects as directed.	Each	26.00		
15	<b>Glass Door with Thumb Locker for server room :-</b> Glass 12mm thick size 7' x 3.5' floor mounted pivots with card swipe/ thumb system complete in all respects as directed.	Each	1.00		
16	<b>Table for Clerk:-</b> Table size 5x3 made of wood sheesham 3 drawers with lock on one side and drawer and cabinet on other side side racks with keyboard tray. Polished as per instruction and approved color as directed	Each	13.00		

17	<b>Aluminum Partition frame with Door &amp; glass for equipment room :-</b> Aluminum lucky/ prime 2mm thick with glass 5mm complete in all respects as directed.	Each	1.00		
18	<b>MDF Wooden Partition with glass cabin size 6 x 5 :-</b> With MDF Management complete in all respects as directed.	Sft	400.00		
19	<b>Student Chair :-</b> Student Chair for smart class room Supplying and fixing tablet arm chair standard size seat height 19". Frame made of iron mild steel (MS Pipe) rectangular 18 gauge seat and back cushion and holstered other Leatherite / Fiber writing table arm size 12" x 12" and ½ thick made of solid sheesham wood that i/c polishing etc. complete in all respect as per approval sample.	Each	30.00		
20	<b>Study Table :-</b> MDF Wooden top table with steel 2" frame 16 gauge Size: H: 1300mm x L: 1600mm x W: 800mm, Complete in all respects as directed.	Each	30.00		
21	<b>Glass Door 6 1/2 x 3' :-</b> With locking system & glass 10mm thick complete in all respects as directed for smart class room	Each	1.00		
22	<b>Computer Table :-</b> Providing making & fixing of Computer Table using steel frame 1 3/4" MDF board top, wood lipping on edges, including antique polish with hardener imported etc. Complete in all respect as per instruction of Engineer/ Incharge. Size: 3' .0" x 2' .0".	Each	60.00		
23	<b>Computer Chair :-</b> With foam latherite including low back revolving base complete in all respects as directed.	Each	60.00		
24	<b>Aluminum Frame With Glass Door Size 10.5'x 12' :-</b>	Each	1.00		
25	<b>File Almira :-</b> Steel Office Almira 22g size 46x72x18 with handling and locking system.	Each	3.00		
26	<b>Glass Steel Almira Size 6x4' :-</b> Steel Office Almira 22g size 46x72x18 with 5mm glass doors handling and locking system complete in all respects as directed.	Each	3.00		
27	<b>Wooden File Rack 4 Drawer size 5' x 18" x 18" :-</b> Solid sheesham wood lipping, polish, imported etc., complete in all respect as per instructions of client.	Each	6.00		
28	<b>Steel Open Shelf File Rack 6' x 4' :-</b> Rack Angel 14g AND Platform 22g 3 Shelves for store room, complete in all respects as directed.	Each	6.00		
29	<b>Name Plate of Rooms :-</b> Glass name plate 12" x 18" with spacer 2.5" complete in all respect as per drawing, design and as directed by the engineer incharge.	Each	15.00		
30	<b>Reception Counter With Chair :-</b> Lasani MDF Lamination Shape Semi-Circle, Length 10 Feet, Chair 3 Person Reception, Chair Die cast Aluminum Chair Frame, Durable Black Upholstery, END arms for each reception chair, i.e no arms in between the individual seats.	Each	1.00		
31	<b>Steel Benches With Cushion 3 Seater :-</b> Imported Benches Steel with Cushion 3 seater for waiting area complete in all respects as	Each	10.00		

	directed.				
32	<b>Partition Wall :-</b> Partition wall made of lasani sheet 3/4" thick with wooden frame & door including door lock, hinges etc complete in all respects as directed.	Sft	1500.00		
33	<b>Kitchen Sink :-</b> Providing & fixing Kitchen Sink size 2.5' x 2.5' complete in all respects as directed.	Each	1.00		
34	<b>Burner :-</b> Providing & fixing Stoves/ Burners complete in all respects as directed.	Each	2.00		
35	<b>MDF Partition with Glass :-</b> Total Area Per Nos 9x12'.	Sft	450.00		
36	<b>Book Shelf :-</b> Providing, making & fixing approximately 6'x7' Height Book Shelves using sheesham veneer board, solid sheesham wood lipping on edges and Solid Sheesham wood shutter frame with 4mm glass, polish, imported etc., complete in all respect as per instructions of client.	Each	3.00		
37	<b>Sofa 3 Seater :-</b> Providing and making sofa three seater 01 , complete set, made of seasoned sheesham wood with arms, legs, back seat and frame with master molty foam in required thickness covered with good quality cloth of approved color and wood work finished with sprit polish including termite control treatment etc; complete in all respect as per drawing, design and as directed by the engineer incharge.	Each	1.00		
38	<b>Sofa Set :-</b> Providing and making sofa set of single seat 02 nos , complete set, made of seasoned sheesham wood with arms, legs, back seat and frame with master molty foam in required thickness covered with good quality cloth of approved color and wood work finished with sprit polish including termite control treatment etc; complete in all respect as per drawing, design and as directed by the engineer incharge..	Each	3.00		
39	<b>File Cabinet for Wall :-</b> Providing, making & fixing approximately 6'x7' Height Book Shelves using sheesham veneer board, solid sheesham wood lipping on edges and Solid Sheesham wood shutter frame with 4mm glass, polish, imported etc., complete in all respect as per instructions of client.	Each	7.00		
40	<b>Glass Incumbency Board :-</b> Providing & fixing glass 10 mm incumbency board Size.3x2.5ft complete in all respects as directed.	Each	2.00		
41	<b>Tables for 50 persons :-</b> Tables for 50 persons lunch/ refreshment during workshops etc size 5.5' x 3' Made of MDF top 16mm with wooden frame sheesham wood four legs (wooden) lipping with sheesham wood polishing with spirit polish complete in all respects as directed	Each	12.00		
	<b>Amount Rs.</b>				
	<b>Say Total Rs. Millions</b>				

Summary of Works		
Furniture Items for I.T Centre		
BOQ		
S. No	Description	Amount in Rs.
1	Furniture (Non-Scheduled Items)	
	<b>Total Rs.</b>	
	<b>Total Rs. Millions</b>	

**Total Rs. in Words:-**