

UNIVERSITY OF GWADAR



(TENDER DOCUMENTS)

Procurement of Furniture & Fixture & Office Equipment

FOR

University of Gwadar

1. INTRODUCTION:


- 1.1 The University of Gwadar (UG) is a public sector institution of higher education located in Gwadar, Balochistan, Pakistan.
- 1.2 The University of Gwadar wants to purchase furniture & fixture and Office Electronic Article for different offices of the University.

2. THE TENDER

- 2.1 The tender in hand has been floated for Procurement of Furniture and Fixture and Office Electronic Article for UG, from firms qualified to supply such items.
- 2.2 The bids are being invited on the basis of “Single Stage-Two Envelopes: Technical Proposal and Financial Proposal, procedure.
- 2.3 Both technical proposal and financial proposal are required to be submitted in a single package containing two separate sealed envelopes at the Procurement Office, University of Gwadar latest by 10:00 AM on November 20, 2022.
- 2.4 The envelopes shall be marked as “TECHNICAL PROPOSAL” and “FINANCIAL PROPOSAL” in bold and legible letters to avoid confusion.
- 2.5 TECHNICAL PROPOSALS will be opened on the same day i.e., November 20, 2022 at 11:00 AM at the Administration Block, University of Gwadar, Sarawan Avenue Newtown Phase-IV, District Gwadar, Balochistan, in the presence of bidders who may wish to attend.
- 2.6 Tender should be supported by earnest money @2% of the quoted rates (refundable) as a bid security in the form of Pay Order/Banker’s Cheque in favor of University of Gwadar. No offers will be entertained without bid security. (The bid security will have to be attached along with the Financial Proposal).
- 2.7 FINANCIAL PROPOSALS shall be retained in the custody of the procuring agency without being opened.
- 2.8 Technically sound and shortlisted firms in accordance with our evaluation criteria, may be asked for provision of samples against their respective Technical Proposals.
- 2.9 Bidder(s) who fulfill technical criteria, will be entertained for the opening of the respective FINANCIAL PROPOSAL(S). Time, date, and venue for the opening of FINANCIAL PROPOSAL(S) will be communicated to bidders accordingly.
- 2.10 Evaluation of the successful bidder(s) will be made on the basis of Cost and Quality (i.e. 60% quality and 40% cost):
Quality: Raw Material (15%); Workmanship/Durability: (15%); Designing: (15%);
Finishing:(15%) = 60%
Cost: 40% (lowest among technically qualified will get 40%, the rest will be given marks in ratio to the lowest bidder score)
- 2.11 Firm(s) scoring highest on aggregate (i.e., quality+ cost) will be awarded contract(s).
- 2.12 The bid security to un-successful bidders will be returned after award of contract to successful bidder(s).
- 2.13 Rates are to be quoted on TCA (Total Cost of Acquisition) basis, which shall include (where applicable) but not limited to installation, commissioning, transportation & labor charges incurred up to final destination, (University of Gwadar, Main Campus, Gwadar) at the risk & cost of the Contractor/Business Firm.
- 2.14 Payment release is subject to satisfactory Inspection by the UG Inspection Committee in presence of authorized representative of the vendor/contractor/supplier/business firm.
- 2.15 Validity of the bid should be at least 90 days from the date of tender opening.

2.16 Penalty, as per PPRA rules, shall be charged in case of late delivery.

3. TENDER NOTICE

	UNIVERSITY OF GWADAR KNOWLEDGE WISDOM SERVICE	
Tender Notice		
The University of Gwadar (UG) invites sealed bids from eligible dealers/firms having income tax /Sale tax registration, for the following purchase:		
Tender Title	Tender Submission Deadline	Tender Opening Details
Procurement of Furniture & Fixture for University of Gwadar	20/11/2022 at 10:00 AM	20/11/2022 at 11:00 AM
<ol style="list-style-type: none">1. The interested firms can obtain tender documents from the office of the Procurement Officer, University of Gwadar, Sarawan Avenue Newtown Phase-IV, Gwadar (Balochistan) after paying documentation fee of Rs. 2000/- (Non-refundable) through pay order or Banker's cheque or by depositing the same in the UG's account No 2258-003176485092 being maintained in the National Bank of Pakistan Gwadar Port Branch through challan. The paid challan must be submitted as evidence for obtaining the documents.2. The tendering firms will have to attach earnest money@2% of their quoted rates in the shape of pay order or bank draft in the name of University of Gwadar with their bids, without which the bid will be considered as invalid and rejected.3. The University reserves the right to accept any offer or reject any one or all offers, for which reasons will be recorded and intimated to any participating bidder who requests for the same.4. The quantities of items can be increased or decreased by competent authority of the University.5. Incomplete bids or offers sent though fax or email cannot be accepted.		
CHAIRMAN PROCUREMENT: University of Gwadar (UG). Sarawan Avenue Newtown Phase-IV, Gwadar Phone: +92864411222, +923332036121 URL: www.ug.edu.pk E-Mail: procurement@UG.edu.pk		

4. OTHER INSTRUCTIONS TO THE BIDDERS:

- 4.1 The terms and conditions and the criteria for technical qualification must be read carefully before submitting tenders.
- 4.2 The bids must be written with pen and those written with pencil will not be accepted.
- 4.3 Tender submitted through fax or email will not be accepted.
- 4.4 Tender submitted after due date and time will not be accepted.
- 4.5 The bids must be filled completely. Full address and phone number should be given.
- 4.6 For any further information or clarification, the Chairman Procurement of UG can be contacted at phone No. +92864211222 and +923332036121.

5. BIDDING DATA (Salient features of bid).

5.1	Name & address of employer	University of Gwadar
5.2	Currency	Pak Rupees
5.3	Amount of bid security	2 % quoted amount
5.4	Period of validity	three months
5.5	No. of copies of bid to be submitted	One
5.6	To whom bid is to be submitted	Chairman Procurement University of Gwadar (UG), Sarawan Avenue Newtown Phase-IV, District Gwadar
5.7	Deadline for submission of the bid	20 th November 2022 up to 10:00 AM
5.8	Date time and venue of bid opening	Bid will be opened on 20th November 2022, 11:00 AM at the University of Gwadar

6 Responsiveness of bid

A bid to be responsive must fulfill the following conditions	
6.1	The bid is valid till the time mentioned in the bid documents.
6.2	The bid prices are firm during the currency of the contract.
6.3	Completion period is offered within the specified limits.
6.4	The bidder is eligible to bid and possesses the requisite experience, capacity & qualifications.
6.5	The bidder has submitted the requisite bid security.
6.6	The bid does not deviate from basic technical parameters/requirements.
6.7	The bid meets the general specifications of the Tender

7 Price adjustment for deviation in terms of payment

If a bid deviates from the terms of payment as specified in the conditions of contract and if such deviations are acceptable to the Employer, then markup earned for any earlier payments involved in the terms outlined in the bid as compared to those stipulated in the “Conditions of Contract” shall be calculated at the prevailing Bank interest rate and shall be added to the corrected total bid price for comparison purposes only.

8. Basic eligibility conditions

The bidders in order to be eligible for giving quotation must meet the following basic conditions.

- i. Technically & financially capable to perform such works. (Documentary evidence to be given)
- ii. Must be registered with FBR, BRA and Income tax departments (copies of certificates to be attached)
- iii. Must agree with terms and conditions given in the bidding documents.

9. SPECIFIC WORK DATA (BRIEF DISCRPTION OF THE WORK)

9.1	Name of the work/supply	Procurement of Furniture & Fixture and Office Electronic Article for University of Gwadar.
9.2	Place of supply	The items are required to be delivered at the University of Gwadar, Sarawan Avenue Newtown Phase-IV, Gwadar.
9.3	Brief Description of work	The tender involves Supply of Furniture & Fixture and Office Electronic Articles as per technical specifications and quantities given in the tender documents

10. Contract Data

10.1	Employer	University of Gwadar
10.2	Contract	Procurement of Furniture & Fixture and Office Electronic Articles at University of Gwadar.
10.3	Date of Delivery	The supplies are required to be delivered within one month from date of order.
10.4	Employer 's Representative	Chairman Procurement Committee/ Director Procurement
10.5	Performance security	Not Applicable
10.6	Period of removing defects	The defects, if any, must be removed or item replaced within two weeks.
10.7	Insurance	Not Applicable
10.8	Deduction	Income tax, BST & GST will be deducted from bills as per government rules. The suppliers must submit NTN No and clearly state whether they are filer or non –filer.
10.9	GST	The supplier is required to submit copy of GST invoice with delivery.
10.10	Arbitration	As per relevant rules

11. General Terms and conditions

1. The quantities given against each item are estimated ones and can be increased or decreased without change in rates depending upon actual requirement or space availability.
2. The items will need to be delivered at the University of Gwadar situated at Gwadar.
3. Any damage or defect during transportation, loading/unloading or installation/fixing will be on supplier's account and no additional cost will be borne by UG on this account.
4. For the branded items the firm must produce documentary evidence of the genuineness of the product.
5. Part payment may be allowed at the sole discretion of UG; however in such event, UG may retain a certain part of the payment.
6. In case of a holiday, the tender shall be opened/received on the next working day at the same place and time.
7. The rates should be quoted for each item separately.
8. The standard procurement rules and regulations of PPRA will be applicable.

Seen & accepted
Name of the firm/
Bidder with stamp

SCHEDULE OF RATES (Financial Proposal)

S. No	Items	Specifications	Qty	Rate	Amount
1	Officer Table	L Shape Office Table, Laminated with Side Rack Size 3.5x6, High level finishing	10		
2	Officer Chair	Revolving chair with smooth castors easy to move easy height adjustment smooth moving castors in 360 degree more than 250 lb weight capacity.	10		
3	Table Set	Office Table Accessories Set including File Tray, Pen Holder etc	5		
4	Office Table	Office Staff Table, Laminated with high level finishing Size 3x5	20		
5	Side Table	Office Side rack with Drawer and Key Board Tray, Size 1.5x3	10		
6	Office Chair	Office Staff Revolving Chair, Comfortable easy moving Weight capacity up to 200 lb	20		
7	Visitor Chairs	Wooden visitor chair with Arms & Cushion, Standard office size	60		
8	Central Table	Central Glass Table, wood with 8 mm glass Size 2 x 3	15		
9	Students Chair	Student Iron base Plastic chair with cushion	150		
10	Sofa Set	5-Seater Sofa Set with Multi Foam and High Quality artificial Leather	4 Set		
11	Plastic Chair	Pure Plastic White Chairs, Standard size	200		
12	Simple Table	Rectangular Wooden Table, Size 3 x 5	2		
13	Library Chair	Library Study Chair, Steel Base with Cushion	30		
14	Library Table	Library Centre Wooden Rectangular Table Size 4 x 8	5		
15	Glass Almirah	3.5 x 6 Steel Almirah with Glass fitted door	10		
16	Rostrum	Standard Size Wooden Rostrum	10		
17	Printer	4 in 1 Printer (Print, Scan, Fax and Copy) with 1 Year warranty	10		
18	Photocopier	Heavy Duty Photocopy Machine, 4 in 1 (Copy, Print, Scan and Fax) function with a capacity of more than 30ppm, Maximum A3 size paper with 1 year after sale service	1		