

BIDDING DOCUMENTS

TENDER NO. 78 -19

PURCHASE OF FURNITURE & FIXTURE FOR GUEST ROOMS FOR BOYS HOSTELS AT
KING EDWARD MEDICAL UNIVERSITY, LAHORE.

FINANCIAL YEAR (2018-19).



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**PURCHASE OF FURNITURE & FIXTURE FOR GUEST ROOMS FOR BOYS HOSTELS AT
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FINANCIAL YEAR (2018-19).

UNDER PPRA RULES 2014(amended up to 30.11.2017).

Tender Fee:	Rs. 500/-
Last date of Issuance:	As per Tender Notice
Receiving Date & Time:	As per Tender Notice
Opening date & Time:	As per Tender Notice.
Venue:	<u>Patiala Block KEMU, Lahore</u>
Bid Security:	2% of estimated value in the shape of CDR in the name of Vice Chancellor, KEMU, Lahore (With Technical Proposal).

PARTICULARS OF THE PARTICIPATING FIRMS

Name of Firm:

Complete Address:

Office Telephone /Fax No:

Name of authorized representative:

Cell No. of Authorized Representative:

CNIC No. (Copy attached):

Sales Tax Reg. No:

Income Tax No. (N.T.N):

Amount of Tender Fee deposited:

(Copy Attached)

(AFFIDAVIT MUST BE PROVIDED ON STAMP PAPER OF Rs. 20/-)

We M/S -----are not suspended/Black listed/defaulters of any Government/Autonomous Institution at any time. We accept the terms & conditions of the bidding documents. In case of any violation of any of the terms and conditions, our security/call deposit may be forfeited. We further undertake that such an action of the administration shall not be challenged in any court of law.

We also confirm to abide by all the terms and conditions laid down in the bidding documents or any subsequent amendment made therein by the KEMU. Maintenance of equipment/items and replacement of the defective items / parts will be done without any cost during warranty.

**SIGNATURE OF THE BIDDER
STAMP**



KING EDWARD MEDICAL UNIVERSITY, LAHORE

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FINANCIAL YEAR (2018-19).

UNDER PPRA RULE 2014

TERMS & CONDITIONS

1. Sealed offers are invited from all importers/Suppliers/manufacturers/whole sale dealers/distributors having good repute for the Purchase of above mentioned goods for King Edward Medical University, Lahore on **FOR Basis** according to the specifications attached with the bidding documents, as per schedule.
2. Tender should be addressed to the Vice Chancellor, King Edward Medical University, Lahore.
3. The following documents must be attached with the tender. Otherwise the tender shall be rejected without consideration:-

S. No.	KNOCK OUT CLAUSES	YES/NO	PAGE#
1	Original receipt for purchase of tender		
2	An affidavit on stamp paper of Rs. 20/- regarding acceptance of terms and conditions of the bid/contract, and not being blacklisted (as per sample).		
3	Original CDR of bid security (2% of estimated price) in the name of VC KEMU.		

The bid should be submitted, all pages numbered with an index, bound in pin.

4. The bid shall be received under the following PPRA rule:

38(2) (a) Single Stage Two Envelopes Bidding Procedure:-

The bids shall be evaluated on technical and financial grounds and the procedure for single stage two envelopes shall be:

- a. The bid shall be a single package consisting of two separate envelopes, containing separately the financial and the technical proposals.
- b. The envelopes shall be marked as "Financial Proposal" and "Technical Proposal".
- c. In the first instance, the "Technical Proposal" shall be opened and the envelope marked as "Financial Proposal" shall be retained unopened in the custody of the procuring agency.
- d. The procuring agency shall evaluate the technical proposal in the manner prescribed in advance, without reference to the price and shall reject any proposal which does not conform to the specified requirements/specifications.
- e. During the technical evaluation no amendments in the technical proposal shall be permitted.
- f. After the evaluation and approval of the technical proposals by approving authority, the procuring agency shall open the financial proposals of the technically accepted bids, publically at a time, date and venue announced and communicated to the bidders in advance, within the bid validity period.
- g. The financial bids found technically nonresponsive shall be returned un-opened to the respective bidders.

h. The lowest evaluated bidder shall be awarded the contract.

Evaluation Criteria

1) Technical Evaluation

- a) Company's Profile & Performance
- b) Product/services specifications, manufacturer, model, authorization, warranty etc.

2) Financial Evaluation

Lowest rate

Company's Profile & Performance/Eligibility Criteria.

For the purposes of evaluation the word "Product" means the specific item included in the bid. Marking will be as follows:-

DO NOT FILL THIS FORM. JUST ATTACH THE REQUIRED DOCUMENTS. THIS IS A SAMPLE FOR YOUR INFORMATION.

Sr. No.	Parameters	Details	Total Marks	Remarks															
1.	Market experience / Business experience (Attach supporting documents in proof thereof)	<table border="1"> <tr> <td>I</td> <td>No experience</td> <td>0</td> </tr> <tr> <td>li</td> <td>Up to 1 year</td> <td>5</td> </tr> <tr> <td>lii</td> <td>1 – 3 years</td> <td>10</td> </tr> <tr> <td>Iv</td> <td>3 – 5 years</td> <td>15</td> </tr> <tr> <td></td> <td>Above 5 years</td> <td>20</td> </tr> </table>	I	No experience	0	li	Up to 1 year	5	lii	1 – 3 years	10	Iv	3 – 5 years	15		Above 5 years	20	20	
I	No experience	0																	
li	Up to 1 year	5																	
lii	1 – 3 years	10																	
Iv	3 – 5 years	15																	
	Above 5 years	20																	
2.	Income tax & sales tax registration.	<table border="1"> <tr> <td>i</td> <td>Income tax registered</td> <td>5</td> </tr> <tr> <td>ii</td> <td>Sale tax registered</td> <td>5</td> </tr> </table>	i	Income tax registered	5	ii	Sale tax registered	5	10	Authorized certificate issued by the concerned Authority is required.									
i	Income tax registered	5																	
ii	Sale tax registered	5																	
3.	Company's capacity to provide after sales service. (Attach CVs of Technical Staff)	<p>Warranty will be examined as per following parameters:</p> <table border="1"> <tr> <td>I</td> <td>Good</td> <td>20</td> </tr> <tr> <td>li</td> <td>Acceptable</td> <td>10</td> </tr> <tr> <td>lii</td> <td>Average</td> <td>5</td> </tr> <tr> <td>Iv</td> <td>Un-acceptable</td> <td>0</td> </tr> </table>	I	Good	20	li	Acceptable	10	lii	Average	5	Iv	Un-acceptable	0	20				
I	Good	20																	
li	Acceptable	10																	
lii	Average	5																	
Iv	Un-acceptable	0																	
4.	Company's goodwill & reputation. (Market reputation and/or KEMU experience).	<table border="1"> <tr> <td>I</td> <td>Good</td> <td>20</td> </tr> <tr> <td>li</td> <td>Average</td> <td>10</td> </tr> <tr> <td>lii</td> <td>Un-acceptable</td> <td>0</td> </tr> </table>	I	Good	20	li	Average	10	lii	Un-acceptable	0	20							
I	Good	20																	
li	Average	10																	
lii	Un-acceptable	0																	
5.	Valid Letter of Authorization from the Principal	<table border="1"> <tr> <td>I</td> <td>Valid letter of Authorization from Principal/ sole propriety certificate etc.</td> <td>10</td> </tr> <tr> <td>li</td> <td>Not attached</td> <td>0</td> </tr> </table>	I	Valid letter of Authorization from Principal/ sole propriety certificate etc.	10	li	Not attached	0	10										
I	Valid letter of Authorization from Principal/ sole propriety certificate etc.	10																	
li	Not attached	0																	
6.	Previous Performance regarding the product being quoted. (Attach	<p>Institutions served:</p> <table border="1"> <tr> <td>I</td> <td>No institution served</td> <td>0</td> </tr> </table>	I	No institution served	0	20	Institutions may include Private or												
I	No institution served	0																	

relevant Purchase / Work orders)	ii	1	5	Public Organizations or individuals.
	lii	2 to 4	10	
	lv	5 to 7	15	
	V	8 and above	20	

Total marks: 100

Qualifying marks: 65%

Product/Services Evaluation

1.	Acceptance of Make/manufacturer/model	i	No	Approved/Rejected
		ii	Yes	
2.	Conformation to desired specifications.	i	No	Approved/Rejected
		iii	Yes	

In case the procurement comprises different categories of goods, works or services the evaluation shall be item wise.

No offer will be considered if it:

- i. Is received after the date and time fixed for its receipt.
- ii. Is unsigned.
- iii. Is conditional.
- iv. Is given by a firm black listed, suspended or removed from any institution Public or Private in the Country.k2
- v. Is received with a validity period shorter than that specified in the bidding document.
- vi. Does not conform to the general conditions in the bidding documents.
- vii. Is received without the bid security as specified in bidding documents.
- viii. Is not duly signed by the bidder or the authorized representative.

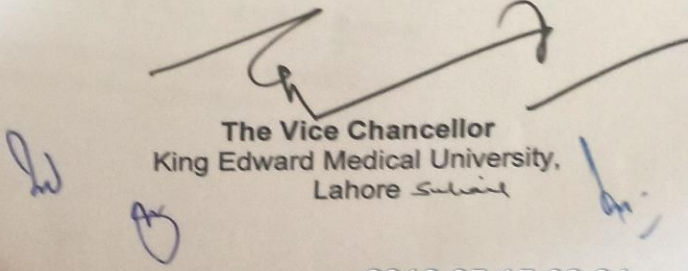
General Terms.

1. No bidder shall be allowed to alter or modify his bid after the bids have been opened. However, the procuring agency may seek and accept clarifications to the bid that do not change the substance of the bid.
2. The bidder shall submit the bid indicating the goods to be supplied, a brief description of the goods, their packing, quantity, price schedule with unit price and total bid price of the goods.
3. Alternate offers without separate tenders will not be considered.
4. The bidder is required to offer competitive price. All prices must include the General Sales Taxes and other taxes/ duties, where applicable. If there is no mention of taxes, the offered/ quoted price shall be considered as inclusive of all prevailing taxes/ duties. The benefit of exemption from or reduction in the GST or other taxes shall be passed on to the procuring agency.
5. Prices shall be in Pak Rupee on FOR basis and in case of CPT/CFR in the currency of the country of origin.
6. If the bid acceptance within the bid validity period is not accepted by the bidder, the bid security shall be forfeited.
7. The successful bidder shall furnish a Performance Security equal to 5% of the bid value in the shape of Pay Order/CDR in the name of VC KEMU before the final order.
8. No interest shall be payable by the procuring agency on the securities.
9. The KEMU authorities, at any stage of the procurement may ask the contractors to provide information concerning their professional, technical, financial, legal or managerial competence whether already pre-qualified or not.

10. Failure to submit the tender in the manner prescribed in the invitation to tender may render the tender unacceptable.
11. The authority reserves the right of accepting the quantity offers fully or in part subject to technical scrutiny.
12. The offer should be strictly as per specifications of the tender.

SPECIAL TERMS

1. The equipment/machinery shall be supplied on "Turn Key" basis, meaning thereby that all the pre-requisites for the efficient working of the machinery to be supplied and installed by the contractor are fulfilled.
2. **The contractor may be required by KEMU authorities to get the sample of one or all the tender items approved prior to final purchase order.**
3. Vermin protection & Rodent proof measures shall be the responsibility of the contractor/supplier.
4. Downtime (the period during which a machine is out of action or unavailable for use) shall not be allowed beyond 12 hours. If it exceeds it will result in a deduction of 0.1% of the cost of purchase per day from security deposit and the contractor may face blacklisting.
5. **GUARANTEE CERTIFICATE.** The manufacturer/supplier shall submit a certificate at the time of delivery that the products being supplied are brand new, of latest approved model, absolutely free from material and manufacturing defects and are in accordance with the specifications given in the bidding documents. The contractor shall supply two copies of service manual.
6. The manufacturer/Supplier shall give an undertaking to provide the after sale services for a **comprehensive warranty period of Three Years (03 Years) from the date of Installation / commissioning etc.**
7. The inspection committee of King Edward Medical University, Lahore will conduct inspection of the supplied items.
 - a. If found substandard and not conforming to the specifications as per data sheet provided by the bidder, the same shall be returned for replacement at the cost of supplier.
 - b. If the supplier fails to replace the goods rejected by the inspection committee within the stipulated time, the goods thus supplied would be usurped, bid security fortified and proceedings for blacklisting initiated.
8. The transportation of the goods/equipment to their final destination shall be arranged and paid for by the contractor/supplier.
9. **LATE DELIVERY:** Supply should be done in accordance with the time schedule mentioned in the purchase order. In case of late supply, beyond the specified period, a penalty @ of 0.067 % per day of the cost of contract will be deducted from the final payment.
10. **INCIDENTAL CHARGES** The supplier shall be responsible for all the incidental service charges including taxes. The procuring agency shall not pay any extra amount against any expenditure incurred, as the contract shall be construed as fixed amount and includes all costs.
11. A bidder quoting against this invitation to bid shall be deemed to have read and understood the conditions thereof and the particulars of the stores required by the purchaser and their specification etc.
12. In case of a dispute, the decision of the Vice Chancellor, KEMU, Lahore shall be final.


The Vice Chancellor
King Edward Medical University,
Lahore *Sulaiman*

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SPECIFICATIONS OF FURNITURE AND FIXTURE REQUIRED FOR GUEST ROOMS FOR BOYS HOSTEL

Sr. #	Item Name	Qty Required	Specifications
1	Sofa 3 Seater	2	Height = 2'-3", Length = 5', Width = 2'-6" Structure made of Mild Steel square pipe size 2"x2" of guage 14 with 02 Nos. side arms of same pipe, on back side M.S pipe 1"x1" guage 14. 05 Nos. @ 1' c/c perpendicularly and 01 No in center properly welded properly same pattern on seats and back properly with an additional leg of same specifications in center and 02 nos. wooden strips 3" wide and 1" thick of Ash wood / black sheehsam seasoned wood on full length of side arms properly screwed to MS pipe. all frame and pipes with N.C powder coated paint of 1st quality. seat and back of HDF sheet with Cushion of foam of master/molty/unifoam/idea of equivalent of 4" with resin cover of 1st quality. As per design / drawing stacking /placing at the desire location as approved by the competent forum/authority.
2	Center Table	2	Wooden Center Table : Wooden Frame and top (2.5' x 4')
3	Office Table	2	Table size 5x3 made of high density laminations sheet with pvc edge banding on edges with 3 drawers Lockable and side racks . Finished with N.C Lacquer approved color
4	Sofa Chairs	4	Sofa Chairs with arms, seat and bade cushioned covered with artificial leatherate material.
5	Office Chair	6	Structure / Seat and back made of solid seasoned shisham wood. Finished with N.C Lacquer. Seat and Back cushioned with sofa cloth with approved color
6	Tea Trolley	2	Wooden Tea Trolley, 2 Portion, Movable, Durable, Dimensions: H-26.5 L-24.5 W-16.5 inches
7	Curtains	4	As per requirement and approved by the competent forum/authority.

[Signature]

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