No. GCWUS/PMU/PPC/22-23/01 Dated: 05.11.2022

# TENDER DOCUMENTS FOR (I). FURNITURE AND FIXTURES FOR STUDENT HOSTEL & WARDEN OFFICE (II) FURNITURE & FIXTURE FOR LIBRARAY

**Issued to:** _____

## Table of Contents


| S# | Description | Page # |
|---|---|---|
| 1 | Invitation to the Bid | 2 |
| 2 | Instructions to the Bidders | 2 |
| | **Terms and Conditions of the Tender** | 3 |
| 3 | Definitions | 3 |
| 4 | Tender Eligibility | 4 |
| 5 | Examination of the Tender Document | 4 |
| 6 | Clarification of the Tender Document before deadline of submission | 4 |
| 7 | Bid Currency | 4 |
| 8 | Validity Period of the Bid | 4 |
| 9 | Bid Security | 5 |
| 10 | Bid Preparation and Submission | 5 |
| | **Detail and Order of Documents to be furnished with the Technical proposal** | 5 |
| 11 | Modification and withdrawal of the Tender | 7 |
| 12 | Bid Opening | 7 |
| 13 | Preliminary Examination | 7 |
| 14 | Determination of the Responsiveness of the Bid | 7 |
| 15 | Technical Evaluation Criteria | 8 |
| 16 | Financial Proposal Evaluation | 8 |
| 17 | Rejection and Acceptance of the Tender | 9 |
| 18 | Contacting the Procuring Agency | 9 |
| 19 | Announcement of Evaluation Report | 9 |
| 20 | Award of Contract | 9 |
| 21 | Refund of Bid Security (BS) | 9 |
| 22 | Issuance of Supply Order or Signing the Contract | 9 |
| 23 | Redressal of Grievances by the Procuring Agency | 10 |
| | **General Conditions of Supply Order /Contract** | 10 |
| 24 | Delivery of Items | 10 |
| 25 | Liquidated Damages | 10 |
| 26 | Inspection and Tests | 10 |
| 27 | Release of Performance Guarantee (PG) | 10 |
| 28 | Contract Amendment | 11 |
| 29 | Termination for Default | 11 |
| 30 | Blacklisting | 11 |
| 31 | Force Majeure | 11 |
| 32 | Termination of Insolvency | 11 |
| 33 | Forfeiture of Performance Security | 12 |
| 34 | Payment | 12 |
| 35 | Warranty | 12 |
| 36 | Technical Specification and Schedule of Requirement | 13 |
| Annexure-A: Technical Proposal Covering Letter | | 15 |
| Annexure-B: Checklist | | 16 |
| Annexure-C: Technical Bid Form | | 17 |
| Annexure-D: Affidavit | | 18 |
| Annexure-E: Financial Proposal Form | | 19 |
| Annexure-F: Contract Agreement Form | | 20 |

## 1. INVITATION TO THE BID

1.1 Bids/Tenders are invited, for Tender Documents for purchase of

**(I). Furniture and Fixture for student Hostel and Warden Office**

**(II). Furniture and Fixtures for Library**

from Professional Tax, Sales Tax and Income Tax Registered Firms.

## 2. INSTRUCTIONS TO THE BIDDERS

2.1. Procurement will be made under Punjab Procurement Rules (PPRA) 2014.

2.2. It will be clearly understood that the terms and conditions mentioned in this document are intended to be strictly enforced.

2.3. Bidders must ensure that they submit all the required documents indicated in the Tender / Bidding Documents at the time of opening of Technical Bids and no request for submission of missing documents will be entertained after opening of the Technical Bids.

2.4. Bids without supporting documents, undertaking, valid documentary evidence, and bids not conforming to terms and conditions given in the Tender Document will be liable for rejection.

2.5. Bids received after due time and date or bids without Bid Security in shape of CDR or CDR less than required amount or Bid Security in shape of Cheque/Cross Cheque/pay order/ Demand Draft /Banker's Cheque shall be summarily rejected.

2.6. Vendors must quote their rates on the company letter pad / tender form according to the specifications. Hand written quoted rates will not be accepted.

2.7. **Mode of Advertisement:**

As per Rule 12(2) the advertisement is being placed on the website of PPRA Punjab (www.ppra.punjab.gov.pk) and GCWUS web site (www.gcwus.edu.pk)

2.8. **Type of Open Competitive Bidding**

As per Rule No. 38(2), a Single stage two envelope procedures shall be followed with details given below:

2.8.1. The bid shall comprise of a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal;

2.8.2. The envelopes shall be marked as **"FINANCIAL PROPOSAL"** and **"TECHNICAL PROPOSAL"** in bold and legible letters to avoid confusion;

2.8.3. Initially, only the envelope marked "TECHNICAL PROPOSAL" shall be opened; The envelope marked as "FINANCIAL PROPOSAL" shall be retained in the custody of procuring agency without being opened;

2.8.4. The Purchaser shall evaluate the technical proposal under **PPRA Rule # 32** and in a manner prescribed in this document, without reference to the price and reject any proposal which does not conform to the specified requirements as listed in said Sections. During the technical evaluation no amendments in the technical proposal shall be permitted;

2.8.5. The financial proposals of technically qualified bidders shall be opened publicly at a time, and venue announced and communicated to the bidders in advance;

2.8.6. After the evaluation and approval of the technical proposal the procuring agency, shall at a time within the bid validity period, publicly open the financial proposals of the technically accepted and qualified bids only. The financial proposal of bids found technically non-responsive shall be returned un-opened to the respective bidders.

## 2.9. BID DATA SHEET (Information for the Bidders)

| | | |
|---|---|---|
| 1 | Procuring Agency | Government College Women University Sialkot, Katchehry Road Sialkot |
| 2 | Tender Number | GCWU/PMU/PPC/22-23/01. |
| 3 | Name of Tender | **(I). Furniture & Fixture for Student Hostel and Warden Office**<br>**(II). Furniture & Fixture for Library** |
| 4 | Tender Document available place | **Office of Project Coordinator (PMU),** Strengthening Infrastructure and Academic Programs of GC Women University Sialkot) at Government College Women University Sialkot, Katchehry Road Sialkot. |
| 5 | Cost of Tender Document | **Rs.1000/-** payable in A/C # 6580208768600042 at BOP Paris Road Branch Sialkot through Challan Form **(Non Refundable)** or online fee deposit. |
| 6 | Bid Security | (I). **Rs. 139,900/-** for Furniture & Fixtures for Student Hostel and Warden Office<br>(II). **Rs. 100,740/-** for Furniture & Fixtures for Library<br>**In shape of CDR in favor of "Treasurer, Government College Women University Sialkot"** |
| 7 | Performance Security | 10% of contract value after Issuance of Letter of Acceptance. |
| 8 | Tender Addressed to | **Vice Chancellor Office**, Government College Women University Sialkot, Katchehry Road Sialkot |
| 9 | Contact Number | Ph. 052-9250665 |
| 10 | Due Date, Time and place of submission of Tender Document | **25-11-2022 till 10:30 A.M**<br>Vice Chancellor Office, Government College Women University Sialkot, Katchehry Road Sialkot. |
| 11 | Date, Time and Place of Technical Bid Opening | **25-11-2022 at 11:00 A.M**<br>Meeting Hall of Government College Women University Sialkot, Katchehry Road Sialkot. |
| 12 | Date, Time and Place of the Financial Proposals | Shall be intimated subsequently to Technically Qualified firms |

## TERMS AND CONDITIONS OF THE TENDER

### 3. Definitions

**3.1.** "Purchaser" means Government College Women University Sialkot, Katchehry Road Sialkot

**3.2.** "GCWUS" means Government College Women University, Sialkot

**3.3.** "Bidder/Tenderer" means the Firm/Company/Supplier/Distributer that may provide or provides the Goods and related services to any of the public sector organization under the contract and have registered for the relevant business thereof.

**3.4.** "Contract" means the agreement entered into between the Purchaser and the Contractor, in form of Supply Order or as recorded in the Contract Form signed by the parties, including all Schedules and Attachments thereto and all documents incorporated by reference therein.

**3.5.** "Contractor/The Successful Bidder" means the person whose Tender has been accepted and awarded letter of Acceptance followed by the Supply Order or Contract by the Purchaser.

**3.6.** "Contract Value" means that portion of the Contract Price adjusted to give effect to such additions or deductions as are provided for in the Contract which is properly apportion-able to the Goods or Services in question.

**3.7.** "Goods" means equipment, machinery, and/or other materials which the Contractor is required to supply to the Purchaser under the Contract.

**3.8.** "Services" means installation, configuration, deployment, commissioning, testing, training, support, after sale service, etc. of Goods and other such obligations which the Contractor is required to provide to the Purchaser under the Contract.

**3.9.** "PPRA" means Punjab Procurement Regulatory Authority.

## 4. TENDER ELIGIBILITY

Eligible Bidder/Tenderer is one who:

**4.1.** has valid registration certificates for Income Tax, Sales Tax and FBR;

**4.2.** is an active Income Tax Payer;

**4.3.** is a Manufacturer;

**4.4.** has got the Technical Staff to execute the work;

**4.5.** conforms to the clause of "Responsiveness of Bid" given in this tender document;

**4.6.** has not been blacklisted.

**4.7.** The vendor shall provide their relevant experience Profile with national institutes (Supply Order, Performance Certificates and Services etc)

## 5. EXAMINATION OF THE TENDER DOCUMENT

The bidder/Tenderer is expected to examine the Tender Document, including all terms and conditions.

## 6. CLARIFICATION OF THE TENDER DOCUMENT BEFORE DEADLINE OF SUBMISSION

**6.1.** The Project Procurement Committee of Government College Women University, Sialkot**,** at any time prior to the deadline for submission of the Tender, at its own initiative or in response to a clarification requested by the Bidder(s), amend the Tender Document, on any account, for any reason. All amendment(s) shall be part of the Tender Document and binding on the Bidder(s).

**6.2.** The Purchaser shall notify the amendment(s) in writing to the prospective Tenderers/Bidders.

**6.3.** The Purchaser may, at its exclusive discretion, amend the Tender Document to extend the deadline for the submission of the Tender, in which case all rights and obligations of the Purchaser and the Tenderers previously subject to the deadline shall thereafter be subject to the deadline as extended.

## 7. BID CURRENCY

Bidder should quote price in **Pak Rupees** for as tender notice.

## 8. VALIDITY PERIOD OF THE BID

**8.1.** Validity period of the bids shall be 90 days.

**8.2.** In exceptional circumstances, the Project Procurement Committee of Government College Women University, Sialkot may ask the Bidders for an extension of the period of validity. The request and the responses shall be made in writing. A bidder accepting the request will not be required nor permitted to modify its tender.

## 9. BID SECURITY

**9.1.** Bidder will submit Bid Security drawn in the name of Treasurer Government College Women University, Sialkot against each lot with details given below:

*(The required amount of Bid Security, for each lot, does not exceed 2% of estimated cost of the lot)*

| Lot # | Item Name | Amount of Bid Security (Rs.) |
|---|---|---|
| 1. | **Furniture & Fixtures for Student Hostel & Warden Office** | **139,900/-** |
| 2. | **Furniture & Fixtures for Library** | **100,740/-** |

**9.2.** The Bid Security shall be in form of **CDR** in favor of the **Treasurer, Government College Women University, Sialkot**.

**9.3.** Cheque / Cross Cheque / pay order/ Demand Draft / Banker's Cheque shall be summarily rejected.

**9.4.** The amount submitted as Bid Security shall be refunded to the unsuccessful bidders after the decision for the award of the said tender.

**9.5.** The Bid Security of Successful Bidder(s) may be converted as part of Performance Guarantee for successful execution of the work / supply.

**9.6**. Subject to the award of contract, the bid security in form of CDR shall be returned to the successful bidder against **Submission of Performance Guarantee**.

**9.7.** If the Bid Security is found less than the required amount, then the bid will be rejected irrespective of the rates and the stage of the bid process.

**9.8.** The Bid Security may be forfeited if a Bidder:

a) Refuses to accept supply order/ work order

b) Fails to furnish complete/partial supply of items**.**

## 10. BID PREPARATION AND SUBMISSION

**10.1.** The Tender shall be filed in / accompanied by the prescribed Forms, Annexes, Schedules, Drawings, Documents, Brochures, Literature, etc. which shall be completely filled in, stamped and signed by the Tenderer or his Authorized Representative. In case of copies, photocopies may be attested.

**10.2.** The Bids/Tenders should be submitted in two parts (1) **Technical Proposal** and (2) **Financial Proposal.** The Technical Proposal and Financial Proposal shall be submitted in separate covers.

**10.3.** **TECHNICAL PROPOSAL**

The Technical Proposal will enable the Project Procurement Committee to evaluate whether the bidder is technically competent and capable of executing the order and the specifications offered by the bidder meet the ones given in the Tender/Bid Documents. Only those bids which qualify in the technical stage will be eligible for the Financial Proposal opening. The Financial Proposals of bidders who failed in the Technical stage will not be opened.

**10.4.** The Technical Proposal form as given in the Bid/Tender Document shall be filled, signed and stamped in all pages. Project Procurement Committee will not be responsible for the errors committed in the bids by the bidders.

**10.5.** The Technical Proposal should not strictly contain any Price/Cost indications as such otherwise the bids will be summarily rejected.

**10.6.** The Bidder may quote brand/model/make of each item.

**10.7.** The successful bidder will provide the samples of all items mentioned in schedule of requirement within 10 days after the award of contract for evaluation, approval and finalization of colors etc.

**10.8.** **Detail and Order of Documents to be furnished with the Technical proposal (Envelope A):**

The documents attached with the Technical Bid must be signed and stamped by the Authorized Representative of the Bidder. The documents attached must be numbered and attached in the following order:

**10.7.1.** Covering letter ***(Annexure-A)*** having reference number & date duly signed and stamped by authorized representative.
**10.7.2.** Copy of Income Tax Registration Certificate
**10.7.3.** Copy of Sales Tax Registration Certificate.
**10.7.4.** Detailed specification of items printed on letter pad.
**10.7.5.** Proof of Manufacturing.
**10.7.6.** Bid Security of amount (total amount of relevant lot) mentioned in Clause No. 9 of the Tender Document in shape of CDR.
**10.7.7.** Affidavit/Undertaking Covering Letter on Stamp Paper ***(Annexure-D).***

**FINANCIAL PROPOSAL**

**10.9.** The Financial Proposal of the bidder shall also include the price break up of taxes/duties. All taxes/duties as applicable shall be responsibility of the bidders.

**10.10.** The cost quoted by the bidder shall be kept firm and unchanged for a period specified in the Bid/Tender Documents from the date of opening of the bids. The bidder shall keep the price firm/unchanged during the period of Contract including during the period of extension of time if any.

**10.11.** The quoted price will be inclusive of all taxes, duties, levies, insurance, freight (transportation charges), etc.

**10.12.** The Bid is liable for rejection if Financial Proposal contains conditional offer.

**10.13.** Vendors must quote their rates on the company letter pad / tender form according to the specifications. Hand written quoted rates will not be accepted.

**10.14**. The bidder must quote rates of all items in a LOT/ Package and quoting the partial items in a LOT/ Package is not allowed.

**10.15.** **Details to be furnished with Financial proposal *(Envelope B)***

**10.15.1.** Financial Proposal Covering Letter **(Annexure E)**.
**10.15.2.** Financial Proposal Form duly filled, signed and stamped by the Bidder (**Annexure F).**

**10.16. Sealing the Bid**

**10.16.1.** The Technical Proposal shall be placed in a separate cover **(Envelope-A)** and sealed appropriately. The Technical Proposal cover shall be marked as "**Technical Proposal for (I). Furniture & Fixture for Student Hostel and Warden Office (II). Furniture & Fixtures for Library**
Bid Ref.: due on the "FROM" address and "TO" address shall be written without fail.

**10.16.2.** The Financial Proposal **(Envelope-B)** shall contain rates of item quoted by the bidder. The Financial Proposal cover shall be marked as **"Financial Proposal for (I). Furniture & Fixture for Student Hostel and Warden Office (II). Furniture & Fixtures for Library** Bid Ref.: due on: The "FROM" address and "TO" address shall be written without fail.

**10.16.3. Out Cover**: The Technical Proposal cover (Envelope-A) and Financial Proposal cover (Envelope B) shall then be put in a single outer envelope and sealed. The outer cover shall be marked as **"Bid for (I). Furniture & Fixture for Student Hostel and Warden Office (II). Furniture & Fixtures for Library**
Bid Ref.: due on ____. The "FROM" address and "TO" address shall be written without fail.

**10.17. Mode of Submission of Bids**

**10.17.1.** The Bid should be addressed to **"Vice Chancellor Office, Government College Women University Sialkot, Katchehry Road Sialkot"** and shall reach Vice Chancellor Office of Government College Women University, Sialkot, within given time period in tender notice, through Registered Post and Courier Service.

**10.17.2.** The Bids received after Due Date and Time or Unsealed or incomplete or submitted by Fax or Email will be summarily rejected.

## 11. MODIFICATION/WITHDRAWAL OF THE TENDER

**11.1.** The Bidder may, by written notice served on the Purchaser, modify or withdraw the Tender after submission of the Tender, prior to the deadline for submission of the Tender.

**11.2.** The Tender, withdrawn after the deadline for submission of the Tender and prior to the expiration of the period of the Tender validity, shall result in forfeiture of the Tender Security.

## 12. BID OPENING

**12.1. Technical Proposal Opening**

The bid's outer cover and Technical Proposal cover will be opened by the **Project Procurement Committee of Government College Women University, Sialkot** on the date and time as specified in the Tender Notice /Bid Data Sheet. The bids will be opened in the presence of the bidders who opts to be present. Only one representative for each bidder would be allowed to attend the Bid Opening.

**12.2. Suppression of facts and misleading information**

**12.2.1.** During the bid evaluation, if any suppression or misrepresentation of information is brought to the notice of the Project Procurement Committee, the Committee shall have the right to reject the Bid and if it happens so after selection of the Bidder, the Project Procurement Committee may terminate the Contract or award of the Contract or further processing of the Bid as the case may be and that will be without any compensation to the Bidder and the Bid Security/Performance Guarantee, as the case may be, shall be forfeited.

**12.2.2.** It is the Bidder's responsibility to prove the Bidder's requisite qualification, experience and capacity to undertake the project to the entire satisfaction of the Project Procurement Committee failing which the Bid may be rejected.

## 13. PRELIMINARY EXAMINATION

**13.1.** The Procuring Agency shall examine the bids to determine whether they are complete, whether any computational errors have been made, whether the required documents have been furnished and properly signed, and whether the bids are generally in order.

**13.2.** In the financial bids (at the time of opening the financial proposal) the arithmetical errors shall be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the Bidders/Suppliers do not accept the correction of the errors, their bid shall be rejected. If there is a discrepancy between words and figures, the amount in words shall prevail.

## 14. DETERMINATION OF RESPONSIVENESS OF THE BID

**14.1.** The Purchaser shall determine the substantial responsiveness of the Tender to the Tender Document, prior to the Tender evaluation, on the basis of the contents of the Tender itself without recourse to extrinsic evidence. A substantially responsive Bid is one which:

**14.1.1.** meets eligibility criteria for the Bidder / the Goods / the Services;

**14.1.2.** meets all the mandatory requirements of the evaluation criteria.;
**14.1.3.** meets the Technical Specifications for the Goods / the Services;
**14.1.4.** meets the delivery period / point for the Goods / the Services;
**14.1.5.** is accompanied by the required Bid Security;
**14.1.6.** is otherwise complete and generally in order;
**14.1.7.** Conforms to all terms and conditions of the Tender Notice & Document, without material deviation or reservation
**14.1.8.** which offers Brand/Model/Make for each item

**14.2.** A material deviation or reservation is one which affects the scope, quality or performance of the Goods or limits the Purchaser's rights or the Bidder's obligations under the Contract.

**14.3.** The Tender determined as not substantially responsive shall not subsequently be made responsive by the Tenderer by correction or withdrawal of the material deviation or reservation. However, the Purchaser may waive off any minor non-conformity or inconsistency or informality or irregularity in the Tender.

## 15. TECHNICAL EVALUATION CRITERIA

The Bidders who have duly complied with the Eligibility/Qualification and Evaluation will be eligible for further processing.

The Bids which do not conform to the Technical Specifications or Bid conditions or the Bids from the Bidders without adequate capabilities for supply and maintenance / warranty services will be rejected. The Eligible/Technically Qualified Bidders will be considered for further evaluation.

Under PPRA Rule # 31, Technical Bids will be evaluated on the basis of following criteria and Financial Bids of only those bidders will be opened who have fulfilled the criteria:

| Evaluation Criteria | Requirement |
|---|---|
| Sales Tax Registration | **Mandatory** |
| Income Tax Registration | **Mandatory** |
| Must be a Manufacturer | **Mandatory** |
| Conformance to the required specification of items given in Schedule of Requirement | **Mandatory** |
| At Least 02(Two) relevant Supply orders/ contracts received in the last 03(three) Years | **Mandatory** |
| Bid Security in Shape of CDR original | **Mandatory** |
| Affidavit /Bidder's Undertaking on stamp paper | **Mandatory** |

The bidder must provide Verifiable documentary proof against all the mandatory requirements and Evaluation Criteria along with the Technical Proposal and no document will be received or considered after opening of the Technical Proposal.

The Project Procurement Committee may ask for physical Demonstration of any of the items given in the Tender Document for confirmation of the specifications.

## 16. FINANCIAL PROPOSAL EVALUATION

**16.1.** Technically qualified/successful bidder(s)/Tenderer(s) shall be called for opening of the Financial Proposal(s). The Financial Proposals will be opened in the presence of the Bidders at the time and venue indicated by the Secretary/ Project Coordinator accordingly. The technically Eligible/Successful Bidder(s)/Tenderer(s) or their authorized representatives

against each Lot shall be allowed to take part in the Financial Proposal(s) opening against their relevant Lot(s).

**16.2.** Financial Proposal evaluation will be conducted under the Punjab Procurement Rules, 2014. The Price evaluation will include all duties, taxes and expenses etc. In case of any exemption of duties and taxes made by the Government in favor of the Purchaser, the contractor shall be bound to adjust the same in the Financial Proposal.

## 17. REJECTION AND ACCEPTANCE OF THE TENDER/BID

**17.1.** The Purchaser shall have the right, at his exclusive discretion, to increase / decrease the quantity of any or all item(s), under PPRA Rules 2014 without any change in unit prices or other terms and conditions, accept a Tender reject any or all tender(s), cancel / annul the Tendering process at any time prior to award of Contract, without assigning any reason or any obligation to inform the Tenderer of the grounds for the Purchaser's action, and without thereby incurring any liability to the Tenderer and the decision of the Purchaser shall be final.

**17.2. The Tender / bid shall be rejected if:**

**17.2.1.** It is substantially non-responsive; or

**17.2.2.** The bidder does not meet any of the mandatory criteria mentioned in Clause No. 15; or

**17.2.3.** It does not contain the documentary proof against any of the mandatory criteria mentioned in Clause No. 15; or

**17.2.4.** The bid is incomplete, partial, conditional, alternative, late; or

**17.2.5.** The bid fee in said form is not provided;

**17.2.6.** The bidder does not attach Bid Security in Shape of CDR; or

**17.2.7.** The bid security is not attached or it is less than the required amount; or

**17.2.8.** The Bidder submits more than one Bids against one Tender; or

**17.2.9.** The Bidder tries to influence the Tender evaluation / Contract award; or

**17.2.10.** The Bidder engages in corrupt or fraudulent practices in competing for the Contract award; or

**17.2.11.** There is any discrepancy between bidding documents and bidder's proposal i.e. any nonconformity or inconsistency or informality or irregularity in the submitted bid; or

**17.2.12.** The Bidder submits any financial conditions as part of its bid which are not in conformity with tender document; or

**17.2.13** The bidder quotes more than one rates of the item, the same will not be accepted; or

**17.2.14** The bidder quotes partial items in a LOT then the rates of any of the itemin the bid will not be considered.

## 18. CONTACTING THE PROCURING AGENCY

**18.1.** No Bidder shall contact the Project Procurement Committee of Government College Women University, Sialkot on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded.

**18.2.** Any effort by a Bidder to influence the Procuring Agency in its decisions on bid evaluation, bid comparison, or Contract Award will disqualify the bidder and rejection of the bid. Canvassing by any Bidder at any stage of the Tender evaluation is strictly prohibited.

## 19. ANNOUNCEMENT OF EVALUATION REPORT

The Procuring Agency shall announce the results of bid evaluation in the form of a report giving justification for acceptance or rejection of bids at least ten days prior to the award of Contract. The report shall be made available on PPRA website and all the bidders shall be informed of this.

## 20. AWARD OF CONTRACT

**20.1.** The Tender will be awarded to the Lowest Evaluated Bidder who has been declared Technically Qualified.

## 21. REFUND OF BID SECURITY (BS)

**21.1.** The Bid Security of the unsuccessful Bidders will be refunded on the written request of the Bidder.

**21.2.** The Bid Security of Successful Bidder(s) may be converted as part of Performance Guarantee for successful execution of the work / supply.

**(OR)**

Subject to the award of contract, the bid security in form of CDR shall be returned to the successful bidder against **Submission of Performance Guarantee**.

## 22. ISSUANCE OF SUPPLY ORDER OR SIGNING THE CONTRACT

**22.1.** The Project Procurement Committee shall issue Supply Order or sign a Contract with the Successful bidder who has submitted the Performance Guarantee.

**22.2.** The Successful Bidder will provide the stamp paper of 0.25% of total order value for issuance of Supply Order or Signing the Contract.

## 23. REDRESSAL OF GRIEVANCES BY THE PROCURING AGENCY

**23.1.** Any bidder feeling aggrieved by any act of the procuring agency after the submission of his bid may lodge a written complaint along with copy of CNIC concerning his grievances not later than 10 days after the announcement of the bid evaluation report.

**23.2.** The committee shall investigate and decide upon the complaint within fifteen days of the receipt of the complaint.

**23.3.** Mere fact of lodging of a complaint shall not warrant suspension of the procurement process.

**23.4.** Any bidder not satisfied with the decision of the committee of the procuring agency may lodge an appeal in the relevant court of jurisdiction.

# GENERAL CONDITIONS OF CONTRACT / SUPPLY ORDER

## 24. DELIVERY OF ITEMS

**24.1.** Delivery Period will be counted after issuance of Letter of Acceptance with details given below:

**24.2.**

| Item Name | No. of Days |
|---|---|
| **Furniture & Fixtures for Student Hostel & Warden Office** | **45** |
| **Furniture & Fixtures for Library** | **45** |

**24.3.** The Supplier will be responsible for **delivery and installation** of Items at GCWU Sialkot as mentioned.

**24.4.** The supplier will bear all costs associated with the preparation, delivery and installation of the Items and the Purchaser will in no case be responsible or liable for those costs. The supplier will make such arrangements to ensure safe delivery of goods. Any damage sustained during transportation / delivery will be rectified by the supplier at his own cost.

## 25. LIQUIDATED DAMAGES

**25.1.** When the supplier fails to deliver or install the goods or both within the time period specified in the contract, the Project Procurement Committee may, without prejudice to any other remedy it may have under the contract, deduct from the contract price, as liquidated damages, a sum equivalent to 0.1% of the price of the delayed goods per day of delay, maximum up to 10% of the price of total value of the contract.

**25.2.** The Successful Bidder will be responsible to provide the delivery, delivery Challan and Bill with Sales Tax Invoice within the delivery period in order to avoid Late Delivery Charges.

## 26. INSPECTION AND TESTS

**26.1.** The Inspection Committee of GCWUS shall inspect and test the Goods supplied, the Services provided, under the Contract/Supply Order, to verify their conformity to the Technical Specifications and Samples.

**26.2.** Inspection Committee may verify the authenticity of items from Supplier.

**26.3.** After the inspection or test if the Project Procurement Committee is of the opinion that items do not conform to the specification and the criteria mentioned above, the Inspection Committee may reject them, and the supplier shall either replace the rejected goods or make all alterations necessary to meet the requirements of the specifications free of cost to GCWUS.

## 27. RELEASE OF PERFORMANCE SECURITY

The performance security 10% will be refunded to the supplier's after completion of warranty period.

## 28. CONTRACT AMENDMENT

**28.1.** The Purchaser may, at any time, by written notice served on the Contractor, alter, amend, omit, increase, decrease or otherwise change the nature, quality, quantity and scope, of all / any of the Goods / the Services / the Works, in whole or in part.

**28.2.** No variation in or modification in the Contract shall be made, except by written amendment signed by both the Purchaser and the Contractor.

## 29. TERMINATION FOR DEFAULT

The Project Procurement Committee of Government College Women University, Sialkot may, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the tenderer, terminate this Contract in whole or in part if:

**29.1.** The bidder fails to provide services within the period(s) specified in the Contract, or within any extension thereof granted by the Procuring entity.

**29.2.** the successful bidder fails to deliver goods and services as per its technical specifications offered in the bid

**29.3.** The successful bidder fails to perform any other obligation(s) under the Contract.

**29.4.** The bidder, in the judgment of the Project Procurement Committee has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

## 30. BLACKLISTING

If the Contractor/ Supplier fails / delays in performance of any of the obligations, under the Contract / Letter of Acceptance, violates any of the provisions of the Contract / Letter of Acceptance, commits breach of any of the terms and conditions of the Contract / Letter of Acceptance or found to have engaged in corrupt or fraudulent practices in competing for the award of contract / Letter of Acceptance or during the execution of the contract / Letter of Acceptance, the Purchaser may without prejudice to any other right of action / remedy it may have, blacklist the Contractor, either indefinitely or for a stated period, for future tenders in public sector, as per mechanism provided in Punjab Procurement Rules, 2014.

## 31. Force Majeure

Majeure means an act of nature or an event beyond the control of the Supplier and not involving the Supplier's fault or negligence directly or indirectly purporting to misplanning, mismanagement and/or lack of foresight to handle the situation. Such events may include but are not restricted to acts of the Procuring Agency in its sovereign capacity, wars or revolutions, fires, floods, earthquakes, strikes, epidemics, quadrant in restrictions and freight embargoes. If a Force Majeure situation arises, the Supplier shall promptly notify the Procuring Agency in writing with sufficient and valid evidence of such condition and the cause thereof. The Committee constituted for Redressal of grievances, shall examine the pros and cons of the case and all reasonable alternative means for completion of purchase order under the Contract and shall submit its recommendations to the competent authority. However, unless otherwise directed by the Procuring Agency in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical and shall seek reasonable alternative means for performance not prevented by the Force Majeure event.

## 32. TERMINATION FOR INSOLVENCY

The Procuring Agency may at any time terminate the Contract by giving written notice of 30 days' time to the Supplier if the Supplier becomes bankrupt or otherwise in solvent. In this event, termination shall be without compensation to the Supplier, provided that such termination shall not prejudice or affect any right of action or remedy which has accrued or shall accrue thereafter to the Parties.

## 33. FORFEITURE OF PERFORMANCE SECURITY

**33.1.** If the Contractor fails / delays in performance of any of the obligations, under the Contract / violates any of the provisions of the Contract / commits breach of any of the terms and conditions of the Contract the Purchaser may, without prejudice to any other right of action / remedy it may have, forfeit Performance Security of the Contractor.

**33.2.** Failure to supply required items/services within the specified time period will invoke penalty as specified in this document. In addition to that, Performance Security amount will be forfeited and the company will not be allowed to participate in future tenders as well.

## 34. PAYMENT

**34.1.** 100% payment will be made by Government College Women University, Sialkot to the Successful Bidder after delivery and installation of goods and on receipt of the following documents:

i. Bill

ii. Delivery Challan

iii. General Sales Tax Invoice

iv. Inspection/Completion report

v. Bill of Entry of imported items (Where applicable)

## 35. <u>Warranty</u>

**35.1.** Warranty of items shall be as per required in the Schedule of Warranty.

**35.2.** The Supplier shall confirm that the goods supplied under this contract are new and unused. The Supplier shall further warrant that all goods supplied under this contract shall have no defect arising from design materials or workmanship or from any act or omission of the supplier that may arise under the normal use of the supplied goods in the conditions prevailing in the University.

**35.3.** During the warranty period the Successful Bidder will provide comprehensive warranty of the items. The Project Procurement Committee shall notify the supplier in writing of any claim arising under the warranty. Upon receipt of such notice, the supplier shall repair or replace the defective goods or parts within **ten days**, inclusive of, where applicable, the cost of inland delivery of the repaired or replaced goods or parts from the port of entry to the final destination and their installation.

## 36. SPECIFICATIONS AND SCHEDULE OF REQUIREMENT

| Sr. # | NAME OF ITEMS /SPECIFICATION | Sample Picture | QTY. | UNIT PRICE WITH TAX |
|---|---|---|---|---|
| **LOT # 01. Furniture & Fixtures for Student Hostel & Warden Office** | | | | |
| 1 | **Single bed with mattress**<br>Size: 6” -6” x 3’ -3”<br>Head board 28” height. Foot board 20” height. Structure made with m.s pipe 1 ½” x 1 ½“16 SWG. Internal structure with m.s pipe 1” x 1” 18 SWG. Gape not more than 2”. ½” thick MDF fixed on internal structure. Finished with Powder Coasted. Design as per image. Head board corner must be chamfer2” 4-Nos Rubber Foot Pad best quality.<br>Molty Foam as per bed size 4 inch thickness | | 204-Nos. | |
| 2 | **Study Tables**<br>Table Size= 30” Depth x 24” Width x 48” Height<br>Frame structure made of MS Pipe 1-1/2”x1-1/2” of 18 SWG.<br>2 side supports and 1 in center (Longitudinal) support must be provided in MS Frame,<br>Lamination chip board sheet of approved color on Top with proper finished edges/ PVC edges as approved by committee.<br>Frame structure be finished with powder coating of approved color by the committee. | | 100 Nos. | |
| 3 | **Study Chairs**<br>Study Chair Size:<br>H= 35”, W = 18”, D= 18”<br>Frame made of sheesham solid seasoned wood of section 2-1/4”x1-1/4” thick.<br>Seat and back upholstered with approved color fabric. Seat and back upholstered with best quality 2” thick foam. Wood texture finish with natural sealer and lacquer polish. | | 100-Nos. | |

| | | | | |
|---|---|---|---|---|
| 4 | **LCD**<br>4K Ultra HD Android TV™, HDR (High Dynamic Range), Screen Size 164 cm (65”), HARMAN/KARDON® Speaker System, The Google Assistant, Chromecast Built-in Bluetooth® HD Tuner DVB-T/T2/C/S/S2 (MPEG4 + HEVC/H.265 (10-bit),With wall mount and Floor Mount Stand. TLC or equivalent | | 1- Nos. | |
| 5 | **Fridge**<br>Full size Fridge, 220-240 V, 50 Hz, Builtin voltage stabilizer (Inverter Type) Climate Class – T – Dawlance or Equivalent | | 1- Nos. | |
| 6 | **Deep Freezer**<br>220-240 V, 50 Hz, Builtin voltage stabilizer (Inverter Type), 18 Cubic Feet, 509 Liters, Rust Free, Copper Coil, Strong Hinges, Thick Insulation, Dawlance or Equivalent | | 1- Nos. | |
| 7 | **Sofa for waiting room (5 Seater)**<br>2 x 4 x 1.5 Ft<br>Fully Cushioned as per approved design, All structure made of solid seasoned sheesham wood and best quality foam and cloth/leatherite. | | 2- Nos. | |
| 8 | **Center Table set for waiting Room**<br>4 ft x 2.5 ft , Height = 2 ½ feet<br>Center Table for sofa set in waiting room. Made of sheesham and Ply Wood. | | 2- Nos. | |
| 9 | **Chair for TV room / Common Room**<br>1.50 X 1.50 Structure of chair with solid seasoned sheesham wood. Section of wood be of size 2-1/4” x 1-1/4”. Height of Chair upto back rest be 36 inches. Seat and back upholstered with approved Leather color. Seat and back upholstered with best quality 2” thick foam. Wood texture finish with natural sealer and lacquer polish. | | 50-Nos. | |

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| | | | | |
| 10 | **Warden Bed**<br>**(Double bed with matters)**<br>King Size Bed with Spring Mattress of the same size having 6 inch thickness.<br>Must include dressing table and side tables. | | 1- Nos. | |
| 11 | **<u>Sofa set for warden Room with center Table</u>**<br>6 Seater Sofa (3 x 2 x 1)<br>Fully Cushioned as per approved design, All structure made of solid seasoned sheesham wood and best quality foam and cloth/leatherite with center table. | | 1- Nos. | |
| 12 | **<u>Water Cooler</u>**<br>Storage Capacity 120 gallons, Stainless Steel Body, Best quality imported compressor, Stainless Steel top and body to keep it rust proof, 18 gauge imported stainless steel and leakage tested water tank, Adjustable thermostat from 9 C – 12 C to keep from freezing, CFC free gas usage, high quality tank insulation, Rust proof condenser made with steel pipe, copper pipe evaporator, Imported no-capacitor fan motor | | 2- Nos. | |
| **TOTAL AMOUNT** | | | | |
| **LOT # 02 Furniture & Fixtures for LIBRARY** | | | | |
| 1 | **<u>Study Chairs</u>**<br>Study Chair Size:<br>H= 35”, W = 18”, D= 18”<br>Frame made of sheesham solid seasoned wood of section 2-1/4”x1-1/4” thick.<br>Seat and back upholstered with approved color fabric.<br>Seat and back upholstered with best quality 2” thick foam.<br>Wood texture finish with natural sealer and lacquer polish. | | 300-Nos. | |
| 2 | **<u>Study Tables (Six Chairs)</u>**<br>Side Table Size= 8 X 4 X 2 ½ feet<br>Frame structure made of MS Pipe 1-1/2”x1-1/2” of 18 SWG.<br>2 side supports and 1 in center (Longitudinal) support must be provided in MS Frame, UV sheets of approved color on Top with proper finished edges/ PVC edges as approved by committee. | | 20-Nos. | |

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| | Frame structure be finished with powder coating of approved color by the committee. | | | |
| 3 | **Study Carrels**<br>Study Carrels Size = 3 x 2 x 4 feet<br>Structure must be with approved color lamination as shown in picture.<br>Edges must be covered with match color PVC edging.<br>Power plug (01 No) and LED light with switch be also provided.<br>Design approved by The Committee. | | 100-Nos. | |
| 4 | **Book Shelves (Double Faced)**<br>Size= 4' x 2' x 6'-4"<br>Double Sided Shelve height of 6 feet and 4 inches foot rest separate.<br>Length 4 ft and width 2 ft.<br>Book shelves comprises MS frame of square pipe (2"x2") 16 SWG with five partitions of equal size of (1-1/2"x1-1/2") MS Pipe. Frame will be covered with Lamination sheet of (3/4") thick of approved colour.<br>Foot rest of 4 inches be powder coated.<br>Plastic heels are to be installed under the foot rest to elevate the iron parts from the ground. | <br> | 300-Nos. | |
| 5 | **Archive Shelves**<br>i) Archive Shelves (Quantity 15 Nos.)<br>Size= 6'-4" X 1.5' X 4' feet<br>Shelves with 3 Partitions for Journals/Magazines keeping with storage cabinet of archives on back and 1x Drawer at bottom as shown in picture. Shelves frame will be of Lamination 3/4" thick (approved Quality) along with hinges of superior quality for moveable drawers. Foot rests should be of MS frame of square pipe (2"x2") along with Plastic heels are to be installed under the foot rest to elevate the iron parts from the ground.<br><br>ii. Archive Shelves (Quantity 35 Nos.)<br>Size= 4'-4" X 1.5' X 4' feet<br>Single Sided Shelve height of 4 feet and 4 inches foot rest separate. Length 4 ft and width 1.5 ft. Book shelves comprises MS frame of square pipe (2"x2") 16 SWG with three partitions of equal size of (1-1/2"x1-1/2") MS Pipe. Frame will be covered with Lamination sheet of (3/4") thick of approved colour.<br>Foot rest of 4 inches be powder coated.<br>Plastic heels are to be installed under the foot rest to elevate the iron parts from the ground. | <br> | 50-Nos. | |

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| 6 | **<u>Tables of four seats</u>**<br>Table Size= 6 X 4 X 2 ½ feet<br>Study Table of structure made of MS square pipe (1-1/2"x1-1/2") of 18 SWG and finished with powder coating of approved colour.<br>2 side supports and 1 in centre (Longitudinal) support must be provided in MS Frame.<br>UV Sheets (3/4") Thick of approved colour on top be fixed with Proper edging as approved by the committee. | | 2- Nos. | |
| 7 | **<u>Chairs for Faculty Discussion Room</u>**<br>Size=1.50 X 1.50<br>Structure of chair with solid seasoned sheesham wood. Section of wood be of Size 2-1/4" x 1-1/4".<br>Seat and back upholstered with approved color fabric.<br>Seat and back upholstered with best quality 2" thick foam.<br>Wood textures finish with natural sealer and lacquer polish. | | 50-Nos. | |
| 8 | **Office Table**<br>**<u>Office Table with Glass 12 mm and Side Rack</u>**<br>Office Table Size= 5 X 3 X 2 ½ feet<br>Material Sheesham wood top pressed on ¾ chipboard top edges lipping with 1 ½ molding gola. Drawer's one side three drawers and tray upper drawer fixed with lock. All drawers fitted with double channel imported railing. Lacquer finish. Side Table Size= 3x2x2 ½ feet | | 10-Nos. | |
| 9 | **<u>Visitor's Chairs</u>**<br>1.50 X 1.50<br>Structure of chair with solid seasoned sheesham wood. Section of wood be of size 2-1/4" x 1-1/4".<br>Seat and back upholstered with approved Leather color.<br>Seat and back upholstered with best quality 2" thick foam.<br>Wood texture finish with natural sealer and lacquer polish. | | 30-Nos. | |
| 10 | **<u>Round Shape Tables (for 6 chairs)</u>**<br>Side Table Size<br>Dia = 5 feet, Height = 2 ½ feet<br>Study Table of structure made of MS Pipe (1-1/2"x1-1/2") of 18 SWG and finished with powder coating of approved color.<br>Lamination sheet (3/4") Thick of approved color on top be fixed with Proper edging / PVC edging as approved by the committee. | | 6- Nos. | |

| | | | | |
|---|---|---|---|---|
| 11 | **<u>Newspaper Stand</u>**<br>Four sides Newspaper stand (Moveable)<br>Height 6ft, Width =18" (Each Side) with 4 partitions of equal size.<br>Structure made with approved color lamination ¾" thick.<br>Edges must be covered with match color PVC edging.<br>Glass 5mm thick be hoisted at front of partitions.<br>Upper portion will be moveable 360 angle with complete fitting.<br>Base of stand of MS Frame covered with lamination of approved colour. | | 5- Nos. | |
| 12 | **Executive Table**<br>**Executive Table with Glass 12 mm and Side Rack**<br>Executive Table Size= 7 X 3 X 2 ½ feet<br>Material Sheesham wood pillar. Top lacquer right top edges lipping with 1 1/2 '' molding Gola with 3'' border of sheesham wood. 3 Partition of Leather of approved colour. One side three drawer and tray, other side one drawer and cabinet, upper both cabinet fixed with good quality lock. All drawers fitted on double channel imported railing. Lacquer Finish. Side Table Size= 4x2x 2½ feet with Leather on Top. | | 1- Nos. | |
| 13 | **Executive Chair**<br>Imported High gas Lift Cylinder Height-adjustable padded seat with adjustable seat angle, tilt control and padded armrests KD metal base with durable caster wheels for smooth-rolling mobility.<br>Chair dimensions: 23.75 x 26 x 38.25-42 inches (WxDxH); seat width: 19.5 inches; seat depth: 17.75 inches; arm height: 26.25~30 inches.<br>(Chair be provided as shown in picture) | | 1- Nos. | |
| 14 | **Office Chair**<br>Imported High gas Lift Cylinder Pneumatic seat-height adjustment provides customizable positioning<br>360-degree swivel lets you rotate completely for added convenience<br>Dual-wheel casters on 5-star nylon base for easy mobility<br>(Chair be provided as shown in picture) | | 10-Nos. | |
| 15 | **Chairs**<br>**Chairs for Conference Hall**<br>Structure of chair with solid seasoned sheesham wood. Section of wood be of size 2-1/4" x 1-1/4".<br>Seat and back upholstered with approved Leather color. | | 160-Nos. | |

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| | Seat and back upholstered with best quality 2” thick foam.<br>Wood texture finish with natural sealer and lacquer polish. | | | |
| **TOTAL AMOUNT** | | | | |

**Annexure- A** **Technical Proposal Covering Letter**

To:

**Convener**
**Project Procurement Committee**
Government College Women University
Sialkot

Dear Sir,

We are hereby submitting our Proposal, which includes the Technical Proposal and the Financial Proposal sealed in two separate envelopes. We have attached the **Technical Bid Form**, **Check List, Detailed Specifications** and the required **supporting documents** and Bid Security of amount Rs. *(insert amount in words and figures)* having C No. along with our Technical Bid.

Yours sincerely,

Authorized Signature

(In full and initials)

Name and Designation of Signatory Name of Firm Address

**Annexure- B** **Check List**

The bidder must attach this list along with the Bid

**1.1. Packing of the Bid**

| Ser # | Description | | YES/NO |
|---|---|---|---|
| 1 | Whether the Bid is submitted in **Two Envelopes** | | |
| 2 | **Technical Proposal** | ***Envelope A*** | |
| 3 | **Financial Proposal** | ***Envelope B*** | |
| 4 | Whether both Technical and Financial Proposals are put into another **Outer Envelope.** | | |

**1.2. SUBMISSION AND ARRANGEMENT OF SUPPORTING DOCUMENTS**

The Bidder must provide all the Supporting Documents, number all the pages of supporting documents, provide the page information and arrange the documents in the following order:

| **Envelope A: Enclosures of Technical Proposal** | | **Attached YES/NO** | **Page#** |
|---|---|---|---|
| 1 | **Check List** | | |
| 2 | **Covering Letters of both proposals (Technical & Financial) must have reference number of vendor with date.** | | |
| 3 | Technical Bid Form duly signed and Stamped by the Bidder | | |
| 4 | Specifications of quoted items on the Letter Head of the bidder | | |
| 5 | Copy of **Income Tax Registration Certificate** | | |
| 6 | Copy of **Sales Tax Registration Certificate** | | |
| 7 | **Affidavit/Undertaking** on the Stamp Paper | | |
| 8 | Bid Security in shape of CDR | | |
| 9 | Tender Fee in prescribed forms | | |
| 10 | Proof of Sales of the Company | | |
| 11 | Proof of Manufacturer | | |
| 12 | List of Staff | | |
| 13 | The specified **catalogues / brochures / Samples** of items quoted by the bidder | | |
| **Note**: All the above documents and any other supporting document must be numbered and page number must be mentioned in the column specified for the purpose. | | | |
| **Total Number of pages attached with the Technical Bid** | | **_____ Pages** | |
| 14 | **Tender Document** duly signed and stamped each page by the bidder must be attached at the end of the Technical Bid but numbering is not required for this document. | | |

| **Envelope B : Enclosures of Financial Proposal** | | **Attached YES/No** | **Page #** |
|---|---|---|---|
| 1 | Financial Proposal Covering Letter | | |
| 2 | Price Schedule Form duly filled, signed and stamped by the bidder | | |

**Annexure- C** **BID FORM**

**Technical Bid Form**

| S # | Particulars | Bidder's Response |
|---|---|---|
| A | **Information about the Bidder** | |
| | Name of the Company | |
| | Year of Incorporation/Registration | |
| | NTN Registration Number | |
| | GST Registration Number | |
| | Address | |
| | Office Telephone Number | |
| | Email Address of the Company | |
| | Name of Contact Person | |
| | Mobile No. of Contact Person | |
| | Email Address of Contact Person | |

| B- **Past Performance (Detail of Top** Supply Orders for supply of relevant items received in the past**)** | | | | | | |
|---|---|---|---|---|---|---|
| **S#** | **Name of Project** | **PO/LOA/ Contract No & Date** | **Value of Project in PKR** | **Item Detail** | **Customer (Name of Institution)** | **Customer Contact Person Name and Phone No.** |
| 1 | | | | | | |
| 2 | | | | | | |
| **Total Value of relevant Projects (Rs)** | | | | | | |

**Annexure- D** **AFFIDAVIT/BIDDER'S UNDERTAKING ON THE STAMP PAPER**

Ref: **Tender No. GCWUS/PMU/PPC/22-23/01 published on PPRA & on GCWUS website.**

1. We have examined the Tender/Bid Document and we undertake to meet the requirements regarding supply of Items, warranty and services as required and are prescribed in the Tender Document.
2. It is certified that the information furnished here in and as per the document submitted is true and correct and nothing has been concealed or tampered with.
3. We have read the provisions of Tender/Bid Document and confirm that these are acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in our response shall not be given effect to.
4. We agree to unconditionally accept all the terms and conditions set out in the Tender/Bid Document
5. We undertake, if our Bid is accepted, to supply the items within the delivery period mentioned in the Tender Document.
6. We understand that no document regarding evaluation criteria will be accepted after opening of the Technical Bids and we are bound to provide all the documentary proofs regarding evaluation criteria or any other supporting document at the time of opening of Technical Bids.
7. We agree that the Project Procurement Committee of Government College Women University is not bound to accept the lowest or any of the bids received. We also agree that the Project Procurement Committee reserves the right in absolute sense to reject all the products/ services specified in the Bid Response without assigning any reason whatsoever under PPRA Rules 2014.
8. We also declare that our Company/Organization is not blacklisted by any of the Federal or Provincial Government in Pakistan.

*[Name and Signatures of authorized Person along with stamp]*

**Annexure- E** **Financial Proposal Covering Letter (to be attached with Financial Proposal)**

To

**Convener,**
**Project Procurement Committee**
Government College Women University,
Sialkot

Dear Sir,

With Reference to your Tender No. **GCWUS/PMU/PPC/22-23/01** for the following:-

(I).Furniture & Fixtures For Student Hostel and Warden office.

(II). Furniture & Fixture For Library

Please find attached our Financial Proposal for the sum of Rs. (*insert amount in words and figures*) _.

This amount is inclusive of all taxes.

Yours sincerely,

Authorized Signature

**Annexure-F** **Contract Agreement Form**

THIS AGREEMENT made the *[day]* day of *[month] [year]* between *[Government College Women University]*

(hereinafter called "the University") of the one part and *[name and address of Supplier]* (hereinafter called "the

Supplier") of the other part:

WHEREAS the University invited Tenders for certain goods and related services, viz, *[brief description of goods and related services]* and has accepted a Tender by the Supplier for the supply of those goods and related services in the sum of Rs. *[Contract Price in figures and in words]* (hereinafter called "the Contract Price").

NOW THEREFORE the parties hereby agree as follow:

1- The following documents attached shall be deemed to form and integral part of this Contract: i- Tender/Bid Document ii- Letter of Acceptance
2- The Terms and Conditions of Supply Order/Contract given in the Tender/Bid Document will be applicable.
3- The mutual rights and obligations of the University and the Supplier will be preserved in the light of Terms and Conditions mentioned in the Tender /Bid Document.

IN WITNESS whereof the parties have caused this Contract to be executed in accordance with the laws of Pakistan on the day, month and year written above.

**For Government College Women University Sialkot:** **For the Supplier:**

Signature

Print Name

Title

| | |
|---|---|
| **Witness:-**<br>**1.** Signature<br>Print Name<br>CNIC<br>**2**. Signature<br>Print Name<br>CNIC | **Witness:-**<br>**1.** Signature<br>Print Name<br>CNIC<br>**2**. Signature<br>Print Name<br>CNIC |