



FATA University

TSD Darra Adam Khel, NMD Kohat

Website: www.fu.edu.pk, Email: info@fu.edu.pk

SINGLE STAGE ONE ENVELOPE PROCEDURE

Last date of tender submission: **Thursday, October 20, 2022 up to 11:00 AM**
Opening date of tender: **Thursday, October 20, 2022 up to 11:30 AM**

Price = Rs.2000/-

TENDER DOCUMENTS FOR THE PROCUREMENT OF FURNITURE AND FIXTURE

**Document Issued By: Treasurer Office, FATA University, TSD Darra,
NMD Kohat**

Dated: 01-10-2022

Terms & Conditions

1. INVITATION TO BID

- 1.1 The Vice Chancellor, FATA University invites bids UNDER SINGLE STAGE SINGLE ENVELOPE PROCEDURE for the items as per list of items/works provided in the Tender document.
- 1.1 Bids must be submitted in sealed envelope, indicating its due date on the face of the envelope.
- 1.2 Earnest money @ 2% of the bid cost in the shape of **call deposit** in the name of Vice Chancellor, FATA University shall be submitted with the tender otherwise the tender documents shall not be entertained.
- 1.3 The quoted prices shall be inclusive of all types of admissible taxes & valid up to 180 days after submission of the bid.
- 1.4 The Vice Chancellor, FATA University, reserves the right to accept or reject any or all tenders in the light of PPRA/KPPRA Rules.
- 1.5 Final Work/Supply order will be issued subject to the examination of sample.

INSTRUCTION TO BIDDERS/GENERAL CONDITIONS

Eligible Bidders/Suppliers/contactor

- 1.1. This Invitation for Bids is open to all Bidder/Suppliers meeting the following requirements:

- 1.1.1. Duly Registered with Federal Board of Revenue for Income Tax (Active Taxpayers), Sales Tax etc as required.

- 1.1.2. Manufacturer or authorized representative of the manufacturer.

2. Qualifications of the Bidder/Suppliers

- 2.1. The Bidder/Supplier/contractor shall provide documentary evidence that.

- 2.1.1. The bidder/supplier has financial, technical, supplying, demonstration, fixing etc. capability necessary to perform the contract and has successful performance history in accordance to the nature of supplies in these bidding documents as described in Bill of Quantities.

- 2.1.2. In case the bidder/supplier/contractor offering the supplies that the bidder/supplier did not manufacture or otherwise produce, the bidder/supplier has been authorized by the manufacturer or producer of such supply; and

- 2.1.3. The bid must be complete in all technical specifications as specified in the tender documents. If any of the specifications, do not meet, the bid will not be considered in the competition, no matter what price is quoted by the bidder.

Obtaining of Bid Documents

- The tender documents, having detailed specifications along with Terms & Conditions, can be downloaded from the FATA University website: www.fu.edu.pk. The Tender Document Fee of Rs. 2000/ (non-refundable) shall be submitted in the form of Bank Draft in the name of Vice Chancellor, FATA University or deposit it in **NBP Aitemaad AC No.3310729039 (Branch Code 2028) under title "Establishment of FATA University"**. Due to Coronavirus pandemics the Tender Documents will not be available in the office of the FATA University but are available on University's website (as mentioned above)

Submission of Bids

- The Bid is open to all the bidders who have minimum three (03) years of experience in supplies of similar nature equipment's / items to government / semi-govt / private company / department.
- Single stage-one envelope procedure will be followed.
- The Tenders/Bids must be sent through courier and must reach the Office of the Treasurer, FATA University till **October 20, 2022, at 11:00 AM** and will be opened on the same day at **11:30 AM** in the presence of bidders / representatives in the Committee Room of FATA University.

Other Details

- After the bids / quotations are opened, no bidder shall be allowed to revise, propose or request any changes in bid, unless the committee decides to do so.
- The bidder or authorized representative shall sign on each page of the tender document. No corrections and overwriting are allowed.
- Item(s) should be quoted ANNEXURE-wise separately. Preference will be given to the firm(s) quoting maximum number of Items ANNEXURE WISE. However, FATA UNIVERSITY reserves the right to opt any item/work from any bidder.
- ***Bidders are requested to read carefully the terms and conditions and sign the Tender Form in token of having understood and accepted the same in all respects.***
- While quoting tender rates, the items should be given numbers as are numbered in the Tender Document.
- The tender Rate shall be item wise in Pak Rupees including all type of admissible taxes.
- The Tender Document must specify the Brand name and Model of the item where appropriate. Without specifying the Brand and Model the quotation will not be accepted for that item.
- Bidder is responsible for timely delivery of bids. This office will not be responsible for misplacement / tampering / non-attendance delay or any other incident in case the bids are not delivered at the designated place & time. In case of any delay on the bidder side, penalty@ 1% for each delayed day maximum to 10 % of the total cost will come as decided by the competent authority.
- The bidders should be either established firm or sole distributor / authorized dealer/ agent / Supplier or Contractor registered with Sales and Income Tax Department and are included in the Active Taxpayers list.
- **Bidders should preferably have office, workshop facilities and after sales services preferably in Peshawar or Kohat.**
- Time of Delivery of all equipment's / items etc. will be Maximum 30 days after the date of issuance of supply/work order by the FATA University upon the bidder's own expenses. In case of non-compliance of the work order/acceptance letter, 2% call deposit will be forfeited in favor of FATA University.
- The tender will be opened on **October 20, 2022, at 11:30 AM** at the **Committee Room of FATA University** in the presence of bidders and procurement committee.
- Responsibility of late delivery will not rest upon this office.
- The Vice Chancellor FATA University reserves the right to reject all bids at any time prior to the acceptance of bids. The grounds of rejection will be communicated to the bidder(s) upon request. However, Vice Chancellor FATA

UNIVERSITY shall not be liable to provide any justification of those grounds.

DOCUMENTS TO BE SUBMITTED BY THE BIDDERS

- 1. Bidders are required to provide the following documents with the bid for fixing the credibility of the bidders. If any of the following documents is missing, the bid will not be considered for further processing without any intimation to the bidder.**
- a. Brief Company profile
 - b. Certificate of relevant ownership / dealership / authorized agent
 - c. Number of relevant projects successfully completed
 - d. Income Tax return for the last three years
 - e. Sales Tax return for the last three years
 - f. Active Taxpayers list (current)
 - g. Details of offices in Peshawar or Kohat
 - h. Affidavit on judiciary stamp paper mentioning that you or your firm has never been blacklisted in the past.

Note:

By signing this agreement, the undersigned acknowledge that he has read and understood, and agree to be bound by, the terms and conditions as outlined in the agreement and confirming that his company/organization terms and condition stand eradicated.

The selection committee may ask the successful bidders to submit the samples of furniture to the committee for selection.

Bidder/Supplier/Contractor signature

Dated: _____

Name: _____

Designation: _____





Company Name: _____


Contact No: _____

Mailing Address: _____

Furniture and Fixtures

Item-wise specification

S.No	Item Name	Specifications	<u>Images</u>	<u>Unit Cost including all Taxes (PKR)</u>
1	Tablet Chair (Strips special design)	<ul style="list-style-type: none"> MS pipe structure having gauge of 18 SWG (20x20mm steel square pipe, aluminum painted) with shisham wood strips on the seat, back and tablet. Design similar to the given image 		Rs. _____ per unit
2	Office Chair	<ul style="list-style-type: none"> With arms and structure made of 20x20mm (18 gauge) steel square pipe with Aluminum painted. Seat and back made of solid wood with seat and back cushioned with leathered. Design similar to the given image 		Rs. _____ per unit
3	Rostrum (With FATA University Logo)	<ul style="list-style-type: none"> Made of solid wood or melamine MDF sheet with PVC edging complete in all respects. Design similar to the given image 		Rs. _____ per unit
4	Class Table 5' x 2.5'	<ul style="list-style-type: none"> Structure made of 25x25 mm steel square pipe with aluminum painted. Top of chipboard pressed with super sheesham veneer. One side drawer box with three drawers (upper 		Rs. _____ per unit

		<p>drawer lockable). Finished with lacquer spray polish.</p> <ul style="list-style-type: none"> • Design similar to the given image 		
5	White board 6'x4'	<ul style="list-style-type: none"> • Chip board pressed with white Formica/lamination. • Design similar to the given image 		Rs. _____ per unit

The other terms and conditions mentioned earlier are also applicable