



Shifa Tameer-e-Millat University

Sector H-8/4 Islamabad

Tel: 8463395-4292

**TENDER DOCUMENT FOR PURCHASE /
INSTALLATION OF FURNITURE / FIXTURES**

Sr.	Factors	Description
1	Name of the Organization/Contractor/Supplier	_____
2	Date of Establishment	_____
3	Corporate Status	_____
4	Owner/Proprietor / MD/ CE Name	_____
5	CNIC NO. (Attach Copy)	_____
6	Mailing Address	_____ _____
7	Contact No, Cell/Office/Fax	_____
8	Email Address	_____
9	NTN (Attach Copy)	_____
10	STRN (If GST Registered) (Attach Copy)	_____
11	Affidavit that company had never been black listed	_____
12	Name of Clients with Avilable PO Copy Attach if	_____

Company's Stamp

Signature

Date of Submission: _____

Note:

- Bidders should read these conditions carefully and comply strictly while sending their tenders.**
- If the Tenderer find any discrepancy, error, or omission in the tender Document he may notify it to the Convener Purchase Committee or undersigned in writing two days before the closing date for Tenders.**
- The Tender Committee reserves the right to accept or reject any or all quotations/Tenders without giving any reason. The decision of the Tender Committee shall be final and unchallengeable in any court of law.**

General

- The quotation should reach the undersigned within due date as specified in the advertisement through registered post.
- The submission of quotation by hand acceptable.
- Tenders must be enclosed in a properly sealed envelope. Any cutting/ correction in bid will make quotation invalid.
- The bidder shall mention the validity of an offer, terms of payment, guarantee/warranty period and schedule of delivery.
- The supply order / contract will be issued subject to the availability of funds.
- In case of Manufacturers / distributors / bona fide dealers of the goods shall give tenders. They shall, therefore, furnish necessary declaration for the same.
- Bidder, interested in bidding for one or more items separated, is allowed to do so. However, purchase committee reserves the right to award tender for accepting the bid for each item or bid of the whole items and can also change the quantity or specification of the purchases.
- The contractor shall notify forth in written form to the tender committee with any change in the constitution of the firm, etc. and such change shall not relieve any former member of the firm, etc., from any liability under the contract.
- The contractor, in respect of the contract, shall accept no new partner/ partners in the firm unless he / they agree to abide by all its terms, conditions and deposits with the purchase committee a written agreement to this effect. The contractor's receipt of acknowledgement or that of any partners subsequently accepted as above shall bind all of them.
- The tenderer shall sign and stamp the tender form on each page. (Both sides of page) and Rates shall be written both in words and figures. There should not be errors and / or over writings. Corrections, if any, should be made clearly and initiated with dates.
- The contractor shall not assign or sub-let his contract or any substantial part thereof to any other agency.

- The purchase committee reserves the right to accept any tender not necessarily the lowest, reject any tender without assigning any reasons and accept tender for all or any one or more of the articles for which tenderer has been given or distribute items of stores to more than one firm/ supplier.
- The tender shall remove the rejected articles within 15 days of intimation of rejection, after which purchase committee shall not be responsible for any loss, shortage or damage and shall have the right to dispose of such articles as it thinks fit, at the tenders risk and on his account.
- The evaluation will be based on the comparison specification/ model/ makes and expiry. STMU (Shifa Tameer e Millat University) reserves the right to choose the specification/ models/ makes at its discretion.

BID price

- The Bidder shall indicate in his offer, a list of items with specifications, standard accessories, make and origin, the unit price and total Bid prices of the goods.
- Prices of the optional accessories should be quoted separately.
- Taxes levied by the government, if any, shall be paid by the bidder and must be included in the quoted prices.
- In case of supply from local market or from ready stock, security @ 10% of the total bill will be deducted for a period of six months and will be released subject to receiving a report from the concerned office.

Currencies of BID

- The prices shall be quoted in Pakistani rupees with delivery/transportation.
- **BID validity**
- The Bid will remain valid and open for acceptance by the purchaser for a period of 90 days from the specified date of opening or closing of the financial year on the case may be.

Earnest Money

- The Quotation must be accompanied with a call deposit of 2% of the local quoted prices with their offer in the form of demand draft/pay order in favor, of the STMU (Shifa Tameer e Millat University), (refundable).
- The earnest money shall be denominated in Pakistani rupees and shall be in the form of demand draft, pay order or call deposit, issued by Pakistani bank.
- In case of alternate prices, the earnest money will be based on the maximum quoted price of the same items. The (earnest money) demand draft shall be returned to unsuccessful bidders after finalization of purchase orders.
- The earnest money may be forfeited in the following cases:

- i. When tenderer withdraws or modifies the offer, after opening of tender but before acceptance of tender,
- ii. When tenderer does not execute the agreement, if any, prescribed within the specified time.
- iii. When the tenderer does not deposit the security money after supply order is given.
- iv. When he fails to commence the supply of the items as per supplier order within the time prescribed.

Signing of BIDS

- The person signing the Bids shall initial all the pages of the bid along with the official seal/stamp where entries are made.

Dead Line for submission of Bids

- All Bids must reach and be received by the purchaser on or before the prescribed date line during the office hours.

Late BIDS

- Late bids will not be entertained and returned unopened to the Bidder.

Canvassing

- Counseling or canvassing staff or elected representatives by any Tenderer will become liable to disqualification.

Delivery of Equipment / Items

- The items/ equipment (s) will be supplied in packed form and opened in front of the Purchase Committee. The working manuals, circuit diagrams, related literature if any, must accompany the items/ equipment (s) in original.
- The tenderer shall be responsible for the proper packing, so as to avoid damage under normal conditions of transport by sea, rail and road or air and delivery of the material in the best condition to the consignee at destination.
- In the event of any loss, damage, breakage or leakage or any shortage the tenderer shall be liable to make good such loss and shortage found at the checking / inspection of the material by the consignee. No extra cost on such account shall be admissible.
- The goods will be delivered at the destination good in perfect condition.
- The supplier, if he so desires may insure the valuable goods against loss by theft, destruction or damage, by fire, flood under exposure to weather or otherwise viz., (war, rebellion, riot, etc.).
- The insurance charges will be borne by the supplier and tendering committee will not be required to pay such charges if incurred.

Mode of Payment

- Payment shall be made in the form of cheque which shall be issued after receipt of equipment / items, installation and inspection, according to the following schedule.
 - i. 90% payment will be made only after the equipment (s) is fully installed and comes in working condition after one month.
 - ii. 10% after three months from the date of commissioning.
- No advance payment will be made. Payments will be made subject to the clearance of account and audit department.
- The time specified for delivery in the tender form shall be deemed to be the essence of the contract and the successful tenderer shall arrange supplies within the specified period.
- If the supplier requires an extension of time in the completion of the contractual supply on account of the of any hindrance, he shall apply in writing to the committee, which has placed the supply order, for the same immediately on the occurrence of the hindrance but not after the stipulated date of completion of supply.

Prices

- Prices charged by the supplier for goods deliver in services performed under the contract shall not exceed the prices quoted the supplier in its bids. The quantity of items to be purchased can be increased / decreased at the approved rate.
- The Purchase Committee reserves the right to consider a total package deal for all or groups of some equipment with a total lower quoted price for the package rather than lowest prices for the individual items.

Standard

- The equipment supplied must be tropicized and it must be capable of functioning under the climatic conditions of Islamabad.
- There shall be no deviation from the specification and country of make as provided with each item. In case of any ambiguity in specification/accessories needed for the full functioning of the equipment, the firm must clear it with the Purchase Committee. However, the decision of the Purchase Committee will be final.
- The goods with standard accessories supplied under this contract shall conform to the standard maintenance in the technical specification along with the set of operational and maintenance manual it will be the responsibility of the supplier to quote equipment in a complete package.

Training

- The firm supplying the item/ equipment (s) will demonstrate the operation / working on the equipment (s) to the satisfaction of the quarter concerned and provide training if needed.

Calibration of item/equipment

- The approved firm will install the equipment (s) in the presence and satisfaction of the Purchase Committee. In case of any defect in the supplied equipment (s) or if it is not in accordance with the desired specification, the item will be changed at the cost of the supplier.

Guarantee / Warranty

- The Tenderer would give comprehensive onsite warranty / guarantee that the goods / stores / articles would continue to conform to the description and quality as specified for a period of **one year** from the date of delivery of the said goods/stores/articles to be purchased and , notwithstanding the fact that the purchaser may have inspected and/or approved the said goods/stores/article, if during the aforesaid period of one year, the said goods/stores/articles, be discovered not to conform to the description and quality aforesaid or have determined (and the decision of the Purchase Committee in that behalf will be final and conclusive), the purchaser will be entitled to reject the said goods/stores/articles or such portion thereof as may be discovered not to conform to the said description and quality, on such rejection the goods/articles/stores will be at the seller's risk and all the provisions relating to rejection of goods etc. shall apply.
- The Tenderer shall, if so called upon to do, replace the goods etc., or such portion thereof as is, rejected by Purchase Committee, otherwise the tenderer shall pay such damage as may arise by the reason of the breach of the condition herein contained. Nothing herein contained shall prejudice any other right of the Tender Committee in that behalf under this contract or otherwise.
- The tenderer shall also replace machinery and equipments, in case it is found defective which cannot be put to operation due to manufacturing defect, etc. In case of machinery and equipment specified by the Tender Committee, the tenderer shall be responsible from carrying out annual maintenance and repairs on the terms and conditions as may be agreed. The tenderer shall also be responsible to ensure adequate regular supply of spare parts needed for a specific type of machinery and equipments whether under their annual maintenance and repairs rate contract or otherwise. In case of change of the model he will give sufficient notice to the Tender Committee who may like to purchase spare parts from them to maintain the machinery and equipments in perfect condition.
- The firm must have a representative office in Peshawar/Islamabad/Lahore, which can be contacted in case of any problem encountered during the working of the equipment (s).

Conforming Tender

- A conforming tender is defined as follows:
 - i. It is submitted on time.
 - ii. It is lodged at the nominated place.
 - iii. All required forms are completed.
 - iv. Documents are properly signed.
 - v. It complies with the tender conditions.
 - vi. There are no commercial and contractual qualifications to the tender.

A non-conforming tender is one, which does not satisfy the above requirements and it may be rejected.

Disqualification of Tender

- The tenderer shall observe all relevant statutory and legal requirements when complete the tender. Any Tender engaged in collusion with other tenders shall be disqualified from tendering.

Delay in Delivery

- In case of extension in the delivery period, the firm may approach to the committee and as per the agreement the firm bound to fulfill the all commitments in case of any voilence of the said contract the purchase committee consent to cancel the purchase order.

SUPPLY OF ITEMS TO STMU (SHIFA TAMEER E MILLAT UNIVERSITY)

Schedule of Rates

To
Convener Tender Purchase Committee
STMU (Shifa Tameer e Millat University)
H-8/4, Islamabad

Sir
I/we have gone through, understood fully and declare that I/ we shall abide by the terms and conditions detailed in the tender document for supply of the items required -

My / our rates are as under-

Shifa College of Dentistry Tender for Furniture / Fixtures

Sr No.	Description	QTY	Rate with Tax	Amount
1	LIBRARY TABLE 5' * 3'	7		
2	STUDY CARRELS	8		
3	STUDY CHAIRS (WOODEN)	30		
4	STUDENT CHAIRS WITH ARMS	150		
5	STOOL FOR TUTORIAL ROOMS	68		
6	TWO SEATER SOFA FOR BOYS COMMON ROOM	1		
7	PLASTIC CHAIRS FOR BOYS COMMON ROOM	8		
8	TWO SEATER SOFA FOR GIRLS COMMON ROOM	1		
9	WOODEN CHAIRS FOR GIRLS COMMON ROOM	8		
10	CENTER TABLE 4' * 2' FOR BOYS & GIRLS COMMON ROOM	4		
11	CAFETEIRA TABLS 4' * 2.5'	10		
12	CAFETERIA CHAIRS WOODEN	40		
13	STOOLS FOR LABORATORY , SCIENCE & DENTAL HALL	25		
14	STOOLS FOR DENTAL LAB	25		
15	STOOLS FOR PLASTER/CURING ROOM	15		
16	STOOLS FOR CERAMIC LAB	17		
17	STOOLS FOR ORAL PATHOLOGY & BIOLOGY LAB	25		
18	STOOLS FOR SKILL DEVELOPMENT LAB	25		
19	STOOLS FOR CAPH TRACING ROOM	17		
20	WORK STATION FOR TEACHING STAFF & LIBRARY	38		
21	WOOD PARTITIONS FOR WORKSTATION	42		
22	OFFICE TABLE 5' * 3' WITH FOUR DRAWS	10		
23	OFFICE TABLE 4' * 2.5' WITH ONE DRAW + ONE CABINET	13		
24	COMPUTER TABLE (STANDARD)	10		
25	SIDE RACK	13		
26	PRINCIPLE TABLE	1		
27	PRINCIPLE TABLE SIDE RACKS	1		
28	PA DESK (L SHAPE)	1		
29	CREDENZA FOR PRINCIPLE OFFICE	1		
30	PRINCIPLE CHAIR	1		
31	REVOLVING CHAIRS (Low Back)	60		
32	REVOLVING CHAIR (High Back)	10		
33	WAITING AREA SOFA (3 SEATER)	10		
34	WAITING AREA SOFA (2 SEATER)	10		

Sr No.	Description	QTY	Rate with Tax	Amount
35	WAITING AREA SOFA (1 SEATER)	10		
36	STUDENT LOCKER (METAL) 1' x 1'	50		
37	LOCKER FOR LADIES LOCKER ROOM	20		
38	MEETING TABLE 8' * 4'	4		
39	MEETING CHAIRS (SMALL REVOLVING) (30 Wood & 30 Revolving)	60		
40	WALL MOUNTED CABINET FOR WORKSTATION 800x660x320 MM	35		
41	WALL MOUNTED CABINET FOR WORKSTATION 400x660x320 MM	35		
42	RECEPTION COUNTER WITH CORIAN (BEST QUALITY)	To be designed		
43	GLASS DOOR	1		
44	LARGE / FULL SIZE DENTAL CABITNETRY	8		
45	MEDIUM SIZE DENTAL CABITNETRY	2		
46	SMALL SIZE DENTAL CABITNETRY	20		
47	VISITORS CHAIRS FOR ALL	40		

Shifa College of Dentistry Tender for Furniture / Fixtures for Library

S #	Particular	Qty	Brand	Rates with Tax	Amount
01	Study Tables W5'x3'xH39"	07			
02	Study Chairs Standard Size	30			
03	Bookd Shelves W6.1/2 x H 3.15 ft	20			
04	Periodical /Magzine Racks W6.1/2 x H 3.15 ft	02			
05	Circulation Desk Counter W5' H3' Depth 2.5'	01			
06	Circulation Desk Chair Standard	02			
07	Librarian Table W5'x3' H29"	01			
08	Librarian, Chair Standard	01			
09	News Paper Stand wall mounted	01			
10	Computer Table 3.1/2x2.1/2 ft	01			
11	Pigeon Hole Rack for Bags	02			

Name of Person & Designation
Name of Firm/Company