



**Office of the Project Director  
University of Buner  
Tender Notice NO. 01/2019**

Sealed Tenders are invited, from well-established and reputed firms/companies/suppliers, registered with income tax and sales tax department and appears on the Active Tax Payer List of the FBR for the supply of the following items so as to reach the office of the undersigned by **11.30 AM on 02/05/2019**.

CATEGORY	ITEMS
A	Furniture Items
B	IT Equipment

1. Quotations must be accompanied by 2% call Deposit in F/O the Deputy Director Finance the University of Buner.
2. The envelope should be clearly marked with “Quotation for” the Category for which the quotation is being given
3. Tender Form can be obtained from the office of the undersigned on working days on production of receipt of Rs. 1,000/- on account of “Tender fee” or deposited online in Account Titled University of Buner, Account No.7901179701, and Maintained at HBL Sawari (District Buner) Branch code no. 0932.
4. Tender Documents can also be downloaded from the University Website [www.ubuner.edu.pk](http://www.ubuner.edu.pk) however no application will be accepted without tender fee.
5. The university reserves the right to accept or reject any or all the tenders by assigning cogent reason thereof and no claim, in this respect shall be entertained in any court of law
6. Errors and omissions, if any, shall subject to rectification by the University
7. Tender will be opened at **12.00 AM on 02/05/2019** in the presence of bidders/ or their representatives.

**Deputy Director Finance  
For Project director  
(University of Buner)  
Phone No. (0939)-555211, 555438**



## UNIVERSITY OF BUNER



TENDER NO: 01/2019

SUPPLY OF OFFICE FURNITURE & IT EQUIPMENT

**BID SUBMISSION:** On or Before 11.30 AM on 02<sup>nd</sup> May 2019

**BID OPENING:** 02<sup>nd</sup> May 2019 on 12.00 Hours

**SUBMISSION TO:** Office of Deputy Director Finance,  
University of Buner,  
At Sawari, District Buner,  
Khyber Pakhtunkhwa, Pakistan



## TENDER DOCUMENTS

### 1. GENERAL TERMS

- i. Any tender without earnest money and Tender Fee will not be accepted.
- ii. Conditional / incomplete / overwritten bid will not be accepted.
- iii. Any bidder interested in bidding for one or more items separately is allowed to do so. However, preference will be given to bidder offering several items together.
- iv. The prices quoted must be valid for at least 90 days from the date of tender opening.
- v. Telephonic / telexed / faxed / telegraphic quotations will not be entertained.
- vi. The bid must accompany the following:
  - Firm registration/incorporation Certificate with the Federal / Provincial Government
  - National Tax Number (NTN) Certificate
  - General Sales Tax (GST) Certificate.
  - Certificate to the effect that they never been blacklisted by any Government / Semi Government Organization.
  - Dealership certificate, from original manufacturer for Pakistan.

### 2. SCOPE OF SUPPLY

Technical and financial Bids are invited only from Suppliers and upon recommendation of the committee, the best firm shall be selected for consultancy as well as supply of items mentioned in annexures as per mutual agreement between the employer and supplier & the bidder shall supply the items as per specifications

### 3. BID PRICE

The bidder shall indicate in his offer, list of items with prescribed specifications, the unit prices and total bid prices of the goods. Taxes levied by the Government, if any, shall be recoverable from the bidder as per rules.

### 4. CURRENCY OF BID

The prices should be quoted in Pakistani Rupees.

### 5. BID VALIDITY

The bid should remain valid and open for acceptance of the purchase for a period of 90 days from the date of opening of bids.

### 6. EARNEST MONEY

The bidders shall furnish, as part of his bid, earnest money equal to 2% of the quoted price with their offer in form of demand draft / Pay order in favor of Project Director, University of Buner, issued by a Pakistani scheduled Bank or branch of a Foreign Bank operating in Pakistan. The demand draft / pay order shall be returned to the unsuccessful bidders on their written request as early as possible. The earnest money will be forfeited if a bidder shows his inability for supply of the items due to any reason for which order has been placed on him.

### 8. SIGNING OF BIDS

The person signing the bid shall initially sign all the pages of the bid documents.

### 9. DEADLINE FOR SUBMISSION OF BIDS

All bids must reach and be received by the University on or before the prescribed deadline that is **11.30 AM on 02/05/2019**. The bids will be opened on **12.00 Hours on 02/05/2019** in University of Buner remises Auditorium, in presence of the bidders or their authorized representatives.



**10. LATE BIDS**

Any bid received in the University after the prescribed deadline shall be returned unopened to the bidders.

**11. UNIVERSITY'S RIGHT TO ACCEPT ANY OR REJECT ALL BIDS**

The University reserves the right to accept or reject any or all tenders by assigning cogent reason thereof and is not bound to accept the lowest tender either. No claim, as such would be entertained on this account, and will be unchallengeable in any court of law.

**12. VARIATION IN SCOPE OF WORK**

The university shall have the power to order variation in the form, quality or quantity of the items or any part thereof and shall have the power to order the contractor/supplier to do so and the contractor/supplier shall comply with such orders including the following:

- a) Increase or decrease in the quality/quantity or scope of any work included in the contract.
- b) Omit any such work

**13. CANVASSING**

Unsolicited advice / clarifications and any personal approaches at any stage of evaluations of bids are strictly prohibited and may lead to disqualification.

**14. DELIVERY**

The bidder shall make delivery of the items within (3-5 weeks) from the date of issuance of supply order. A penalty of 2% of the total price per day may be charged after expiry of the delivery time till the supply of the above said items not later than 5-days. The delivery of above-mentioned items shall be made at The University of Buner, by the supplier and transportation arrangements.

**15. PRICE**

The price of the items will be inclusive of transportation and taxes etc. No separate payment will be made by the University on this account.

**16. GUARANTEE/WARRANTY**

The supplier shall furnish one-year guarantee for all the above-mentioned items. In case of defect in any item the supplier shall replace it free of cost within four weeks; otherwise the supplier will return the entire paid amount to the University of Buner immediately.

**17. TAXES**

All government taxes shall be deducted at source according to the relevant rules.

**18. TECHNICAL SPECIFICATIONS**

The university shall have the power to order at any time, the removing of any item or work executed which is not in accordance with the contract / technical specification. In case of default by the contractor to carry out such orders, the university shall have the power to have such items removed and re-executed through other arrangements at the sole risk, cost and responsibility of the contractor/supplier.

**19. COMPLETION TIME**

The delivery of the items/stores shall be completed within the prescribed period and time and shall be considered as the essence of contract. In case of default on the part of the contractor to complete damages for the delay at the rate of 2% of the total price per day of delay not later than 5-days, till the complete supply of the said items.

**20. INSPECTION OF ITEMS**

All items shall be subject to inspection and shall be approved by Competent Authority, before the same are installed in position. The Competent Authority may reject such materials/stores/items as



are considered by him substandard.

**21. RESPONSIBILITY AGAINST DAMAGES**

Before and up to the whole of the items are handed over to the university and a proper completion certificate/supplier thereof obtained by the contractor/supplier, the contractor shall be responsible for all or any damage caused to the items through accident, improper handling, transport or any other cause and shall be replaced by the Contractor upto the full satisfaction of Competent Authority.

**22. MODE OF PAYMENT**

- a. No advance payment will be made as per Government rules.
- b. 90% payment will be made to supplier after inspection of the supplied items by a committee of experts constituted by the university if found in order in all respects after the successful and complete supply, installation and functioning of the items and remaining 10% will be kept as performance guarantee for one year and will be released after 04 months from the date of satisfactory supply of Items

**23. TAX EXEMPTION**

Suppliers claiming exemption must provide valid tax exemption certificate issued from Federal Board of Revenue (FBR), Government of Pakistan.

**24. BID DOCUMENTS**

**Following documents dully signed must be submitted at the time of bid submission**

1. Annex 1
2. Annex 2
3. Annex 3
4. Incorporation Certificate
5. NTN
6. GST
7. Active Tax Payer
8. Not Black Listed Certificate
9. Company's Profile
10. Technical Literature & Samples of quoted Items
11. Other Documents (if Any)

**NOTE: PROVISION AND APPROVAL OF SAMPLE WILL BE MANDATORY FOR PARTICIPATING FIRMS**



## **SPECIFICATIONS**

### **CATEGORY A: OFFICE FURNITURE**

- 1.1. Officer Table
- 1.2. Side Racks
- 1.3. Officer Chairs
- 1.4. Wooden Cabinets
- 1.5. Steel Cabinets
- 1.6. Student/Tablet Chairs
- 1.7. Library/Study Chairs
- 1.8. Chairs for Auditorium Stage/ Chief Guest Chairs

#### **OFFICER TABLE: SPECIFICATIONS**

- Made: High density Chipboard laminations sheet 16 mm with banding on edges.
- Color: Sheesham Wood color, Polished
- Drawers/Cabinet: 3 Drawers with locks on one side
- Minimum Dimensions (Inches): 26 x 49 x 27

#### **SIDE TABLE/RACKS: SPECIFICATIONS**

- Made: High density Chipboard laminations sheet 16 mm with banding on edges.
- Color: Sheeham Wood color, Polished
- Minimum Dimensions (inches): 30 x 14 x 28 (21+7)

#### **OFFICER CHAIR: SPECIFICATIONS**

- Revolving Chairs
- Instant seat height adjustment.
- Metal 5-prong base
- Heavy duty plastic
- Best quality cushioning
- Color Black
- Minimum Dimensions:
  - Seat Height 18-22 inches,
  - Overall Height 45-48 inches,
  - Backrest Width 18-20 inches,
  - Backrest Height 24-26 inches,
  - Overall Depth 20-24 inches,
  - Base Diameter 25-27 inches,



### **CUPBOARDS: SPECIFICATIONS**

- Made: High density Chipboard laminations sheet 16 mm with banding on edges.
- Color: Sheesham Wood color, Polished
- Minimum Dimensions (Inches): 50 x 14 x 77

### **STEEL CABINETS: SPECIFICATIONS**

- Made: High quality steel cabinet (with 02 doors having handle and door lock)
- Color: Steel Color/Grey
- Minimum Dimensions (Inches): 36 x 15 x 72

### **STUDENT/TABLET CHAIR: SPECIFICATIONS**

- Quality: Made 20 x 20 (18 gauge)
- Structure: Steel square pipe with aluminum painted.
- Inside shelf: Made of seasoned strips.
- Side Arm: One side writing arm fixed made of 18 MM thick 750 density MDF board.
- Finishing: Finished with NC spray polish complete.

### **STUDY CHAIRS / LIBRARY CHAIRS: SPECIFICATIONS**

- Quality: Made 20 x 20 (18 gauge)
- Structure: Steel square pipe with aluminum painted.
- Inside shelf: Made of seasoned strips.
- Dimensions:
  - Back Height: 32 Inch
  - Seat Height: 18 Inch
  - Seat Dimensions: 19 x 18

### **CHAIRS FOR AUDITORIUM STAGE/ CHIEF GUEST CHAIRS: SPECIFICATIONS**

- High quality wooden chairs with foam for sitting of Chief guest in University Auditorium

### **TABLE FOR AUDITORIUM STAGE**

High quality wooden Table for Auditorium Stage



## **SPECIFICATIONS**

### **CATEGORY B: IT EQUIPMENT**

- 2.1.Laptop Computers
- 2.2.Desktop Computers
- 2.3.Multimedia Projectors

#### **LAPTOP COMPUTERS: SPECIFICATIONS**

- Intel Core-i5/i7,
- 8GB RAM, 1TB HDD,
- 1 GB Graphic Card,
- 7<sup>th</sup> Generation & Above

#### **DESKTOP COMPUTERS: SPECIFICATIONS**

- Intel Core i7,
- 8GB RAM,
- 1TB HDD,
- 1 GB Graphic Card,
- Super Drive
- 7<sup>th</sup> Generation & Above

#### **MULTIMEDIA PROJECTOR: SPECIFICATIONS**

- (3000-3200 lumens) with laser pointer
- With stand and screen





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**Annex 1:**

**1. NAME OF BIDDING FIRM:** \_\_\_\_\_

**2. Firm NTN No:** \_\_\_\_\_

**3. Firm GST No:** \_\_\_\_\_

**4. Landline No:** \_\_\_\_\_

**5. Mailing Address:** \_\_\_\_\_

**6. TENDER FEE**

a. UoB Tender No: \_\_\_\_\_

b. Tender Fee Amount: **Rs. 1000/-** \_\_\_\_\_

c. Pay Order No. & Date \_\_\_\_\_

**7. BID BOND/EARNEST MONEY DETAILS**

a. Value of Bid: \_\_\_\_\_

b. Amount of Pay Order: \_\_\_\_\_

c. Pay Order No. & Date \_\_\_\_\_

**8. AUTHORIZED REPRESENTATIVE:**

a. Name \_\_\_\_\_

b. Signature: \_\_\_\_\_

c. NIC: \_\_\_\_\_

d. Designation: \_\_\_\_\_

e. Email ID: \_\_\_\_\_

Signed & Stamp on Behalf of Bidder:

CEO:

Name : \_\_\_\_\_

Official Stamp

Signature & Date: \_\_\_\_\_

Company Seal \_\_\_\_\_



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Annex 2:

**BILL OF QUANTITY**

**NAME OF BIDDING FIRM:** \_\_\_\_\_

**BIDDER NTN/GST No:** \_\_\_\_\_

<b>Sr. No</b>	<b>Category A: Furniture</b>	<b>Quantity</b>
1.1	Officer Table	<b>20</b>
1.2	Side Racks	<b>25</b>
1.3	Officer Chairs	<b>20</b>
1.4	Wooden Cupboards	<b>12</b>
1.5	Steel Cabinets	<b>12</b>
1.6	Student/Tablet Chairs	<b>100</b>
1.7	Library/Study Chairs	<b>72</b>
1.8	Chief Guest Chairs for University Auditorium	<b>6</b>
1.9	Table for Auditorium Stage	<b>1</b>
<b>Sr. No</b>	<b>Category B: IT EQUIPMENT</b>	<b>Quantity</b>
2.1	Laptops	<b>2</b>
2.2	Desktop Computers	<b>25</b>
2.3	Multimedia Projectors with screens	<b>5</b>

Signed & Stamp on Behalf of Bidder:

Authorized Signatory:

Name : \_\_\_\_\_

Official Stamp

Signature & Date: \_\_\_\_\_

Company Seal \_\_\_\_\_



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**PRICE SCHEDULE**

Annex 3:

**NAME OF BIDDING FIRM:** \_\_\_\_\_

**BIDDER NTN/GST No:** \_\_\_\_\_

Sr. No	Category A: Furniture	Quantity	Unit Price (Excl Taxes)	Tax	Unit Price (Incl. Taxes)	Total Price (Incl. Taxes)
1.1	Officer Table	20				
1.2	Side Racks	25				
1.3	Officer Chairs	20				
1.4	Wooden Cupboards	12				
1.5	Steel Cabinets	12				
1.6	Student/Tablet Chairs	100				
1.7	Library/Study Chairs	72				
1.8	Chief Guest Chairs for University Auditorium	6				
1.9	Table for Auditorium Stage	1				
	<b>TOTAL (A)</b>	<b>0</b>				

Sr. No	Category B: IT EQUIPMENT	Quantity	Unit Price (Excl Taxes)	Tax	Unit Price (Incl. Taxes)	Total Price (Incl. Taxes)
2.1	Laptops	2				
2.2	Desktop Computers	25				
2.3	Multimedia Projectors with screens	5				
	<b>TOTAL (B)</b>	<b>0</b>				

	<b>TOTAL (A+B)</b>	<b>0</b>				
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**Signed & Stamp on Behalf of Bidder:**

Authorized Signatory:

Name : \_\_\_\_\_

Official Stamp

Signature & Date: \_\_\_\_\_

Company Seal \_\_\_\_\_