

University of Buner



Tender # 02/UOB/2025: Purchase of Window Curtains/Blinds

University of Buner

Documents for Tender # 02/UOB/2025

Window Curtains/Blinds



Last date/time of Bid Submission: 05/02/2025 at 11:30 AM.

Opening of Bids: 05/02/2025 at 12:00 PM.

Venue: Conference Room, University of Buner, District Buner, Khyber Pakhtunkhwa.

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TENDER DOCUMENTS

1. GENERAL TERMS

- i. Any tender without earnest money will not be accepted.
- ii. Conditional/incomplete / overwritten bids will not be accepted.
- iii. The prices quoted must be valid for at least 90 days from the date of tender opening.
- iv. Telephonic / telexed/faxed / telegraphic quotations will not be entertained.
- v. The lowest bid does not automatically guarantee a contract award. The procuring entity may consider other factors such as quality, experience, and delivery timelines.
- 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 have never been blacklisted by any Government / Semi Government Organization.
 - Dealership certificate, from the original manufacturer.

2. SCOPE OF SUPPLY

Bids are invited from suppliers and upon the recommendation of the committee. The best firm shall be selected for the supply of required items and the bidder shall supply the item as per specification.

3. BID PRICE

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

A. BID PRICE of Window Curtain:

The bid price for the window curtain shall be per unit of window curtain with installation.

B. BID PRICE of Window Blackout Roller Shutter Blinds:

The bid price for the window curtain shall be per **square foot** of Blackout Roller Shutter Blinds with installation.

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4. CURRENCY OF BID

The prices should be quoted in Pakistani Rupees or any other currency upon mutual agreement.

5. BID VALIDITY

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

6. EARNEST MONEY

The bidders shall furnish, as part of their bid, earnest money equal to 2% of the quoted price with their offer in the form of a demand draft / Pay order in favor of the 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 to supply the item due to any reason for which the order has been placed.

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 Office of Procurement Officer, University of Buner on or before the prescribed deadline which is 11:30 AM. The bids will be opened on the same day at 12:00 PM in the Conference Room, University of Buner, in the presence of the bidders or their nominees who wish to attend.

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.

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12. VARIATION IN SCOPE OF WORK & AMENDMENTS IN SPECIFICATIONS

The university shall have the power to order variation in the form, quality, or quantity of the item 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
- c) To amend/make necessary changes in the tender specifications at any stage without any liability.
- d) Any amendments will be communicated to all bidders in writing or through the official university website.
- e) It is the responsibility of the bidders to review and adapt their submissions/work execution to align with the updated specifications

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 and Installation

The bidder shall make delivery of the items within (3-6 weeks) from the date of issuance of the supply order. Curtains must be delivered in protective packaging to avoid damage during transport. A penalty of 2% of the total price per week may be charged after the expiry of the delivery time till the supply of the above-said items. The delivery of the above-mentioned items shall be made at The University of Buner, by the supplier and transportation arrangements.

Installation: Vendors/suppliers shall provide installation services.

15. PRICE

The price of the items will be inclusive of all charges. No separate payment will be made by the University on this account.

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16. GUARANTEE/WARRANTY

The supplier shall furnish a one-year guarantee for all the above-mentioned items. In case of defect/imperfection in the 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 rules of the government.

18. TECHNICAL SPECIFICATIONS

The university shall have the power to order at any time, the removal 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 (as per clause 14) time and shall be considered as the essence of the 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 week of delay, till the complete supply of the said item.

20. INSPECTION OF ITEMS

The item shall be subject to inspection and shall be approved by the Inspection Committee. The Competent Authority may reject such items as are considered substandard.

21. RESPONSIBILITY AGAINST DAMAGES

Before and up to the whole of the item is 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 up to the full satisfaction of Competent Authority.

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22. MODE OF PAYMENT /RETENTION

- a. No advance payment will be made as per Government rules.
- b. 95% payment will be made to the supplier after inspection of the supplied/installed items by a committee of experts or procurement committee constituted by the university if found in order in all respects after the successful and complete supply, installation, and functioning of the items and the remaining 05% will be kept as a performance guarantee for three months.
- c. Or retention of money shall be as per the supply order/agreement terms and conditions.

23. DOCUMENTS FOR PAYMENT

All suppliers are required to submit the following documents for processing of claims of delivered items.

1. Invoice
2. Sales Tax Invoice
3. Copy of Supply order
4. Agreement/ Affidavit
5. Delivery Challan (SN/Model of delivered items should be mentioned)
6. Receipt Certificate form store department of University of Buner.
7. Inspection Certificate
8. Warranty Certificate on supplier letter head (SN/Model of delivered items should be mentioned)
9. Copy of NTN
10. Active Tax Payer Certificate
11. Tax Exemption Certificate, if any
12. Other Documents, if any

24. TAX EXEMPTION

The University of Buner is located in a tax free zone and the tax exemption shall be treated as per the guidelines/rules in this regard.

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1. Detailed Specifications of Window Curtains & Blinds

S#	Item/Category	Description	Quantity
1.	Window Curtains	1. Fabric - Material: Plain Design Super Velvet Fabric. - Weight: Medium-weight fabric for durability and light control. - Washability: Machine washable fabric with colorfastness to detergents and sunlight. - Texture: Smooth finish, wrinkle-resistant, and free from defects. 1. Dimensions A-Width i.The curtain's width should be 7.5 feet wide in total (split between two parts). ii.The curtain's width should be 9.5 feet wide in total (split between two parts). B- Length Curtain length should be 9 feet. 2. Color and Design Solid, neutral dark brown colors. 3. Mounting/Accessories - Curtain Rods: Stainless steel rods (1.1 mm) to be supplied (7.5 & 9.5 feet rods). - Curtain Brackets: Stainless steel (1.1 mm). - Stopper: Stainless steel. - Accessories: Curtain tiebacks and hooks to be included. 4. Number & Types of Rings: A.7.5 feet wide: Curtain with two splits(parts) of 20 Rings in each (total 40 rings) and Eyelet Curtains type rings shall be used. A.9.5 feet wide: Curtain with two splits(parts) of 25 Rings in each (total 50 rings) and Eyelet Curtains type rings shall be used. 5. Material & Color of Ring: Ring of Stainless steel with aluminum color or pure plastic ring. 6. Durability and Warranty Minimum 1-year warranty for material and workmanship defects. Durability against frequent use and multiple wash cycles. 7. Sample Submission: - Submit fabric and hardware samples along with the tender bid.	115
2	Windows Blackout Roller Shutter Blinds	1. Fabric - Material: High-quality blackout fabric of PVC (Polyvinyl chloride) with a special coating on the back to block light. - Weight: Medium-weight fabric	30

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		✚ Washability: Washable fabric with colorfastness to detergents and sunlight. 2. Dimensions Width & length: Square foot (The size of the blinds shall be determined by the supplier who secures the tender) 3. Color Solid, neutral off-white color. Resistant to fading due to prolonged exposure to sunlight. 4. Headrail/Shutter System: Material: Stainless Steel or Aluminum with powder coating Operation: Smooth and durable wand control system or chain and cord mechanism. Components: Heavy-duty carriers, end caps, and hangers. Finish: Scratch-resistant. 5. Accessories: Bottom chains and Aluminum weights for stability. High-quality cord or chain for operation. 6. Performance: Complete blackout capability (0% light penetration). 7. Warranty Minimum 1-year warranty on fabric and hardware. 8. Delivery and Installation: Supplier to provide complete installation services, including site measurements, delivery, and fitting. 9. Sample Submission: Submit fabric and hardware samples along with the tender bid.	
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Bill of Quantity

No	Tender Item & Specs	QTY	Rate	Total Amount

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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. Tender Fee Amount: **Rs. 2000/-** _____
 - b. 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 (As per Annex 1)

NAME OF BIDDING FIRM: _____

BIDDER NTN/GST No: _____

Signed & Stamp on Behalf of Bidder:

Authorized Signatory:

Name : _____

Official Stamp

Signature & Date: _____

Company Seal _____

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Annex 3:

PRICE SCHEDULE

NAME OF BIDDING FIRM: _____

BIDDER NTN/GST No: _____

(As per Annex 1,2)

Sr. No	Category :	Quantity	Unit Price (Excl Taxes)	Tax	Unit Price (Incl. Taxes)	Total Price (Incl. Taxes)
	TOTAL					

Total Value of Bid: _____.

Value of Bid Bond: _____.

Signed & Stamp on Behalf of Bidder:

Authorized Signatory:

Name : _____

Official Stamp

Signature & Date: _____

Company Seal _____

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Annex 4:

COMPLIANCE TO TENDER DOCUMENTS

NAME OF BIDDING FIRM: _____

BIDDER NTN/GST No: _____

SN	Clause of Tender Documents	Compliance Complied	Not Complied
1	Clause 1		
2	Clause 2		
3	Clause 3		
4	Clause 4		
5	Clause 5		
6	Clause 6		
7	Clause 7		
8	Clause 8		
9	Clause 9		
10	Clause 10		
11	Clause 11		
12	Clause 12		
13	Clause 13		
14	Clause 14		
15	Clause 15		
16	Clause 16		
17	Clause 17		
18	Clause 18		
19	Clause 19		
20	Clause 20		
21	Clause 21		
22	Clause 22		
23	Clause 23		
24	Clause 24		

Signed & Stamp on Behalf of Bidder:

Name : _____ Official Stamp