



# The Islamia University of Bahawalpur

## TENDER NOTICE

### INVITATION FOR BIDS

Sealed Tenders (separate for each category) from GST & Income Tax registered Manufacturer Firms or their Authorized Distributors/Dealers/Suppliers are invited for **IT Items, Security Equipment, Electric/General Items and Furniture Items** for Various Departments of the Islamia University of Bahawalpur on item rate and FOR basis as per details given below:-.

Tender-No.	Category (Specifications in Tender Documents)	Estimated Cost	Bid Security (CDR)
A	IT Items:	Rs.11,34,430/-	Rs.22,689/-
B	Security Equipment:	Rs.4,90,050/-	Rs.9,801/-
C	Electric/General Items:	Rs.5,37,250/-	Rs.10,745/-
D	Furniture Items:	Rs.18,40,337/-	Rs.36,807/-

- Interested bidders may get the Tender Documents containing detailed specifications, terms and conditions from the Purchase Section, Treasurer's Office Abbasia Campus (Old), the Islamia University of Bahawalpur during office hours 8:00 A.M. to 4:00 P.M. on submission of written application on letter head and a copy of CNIC OR can be down loaded from the IUB Website [www.iub.edu.pk](http://www.iub.edu.pk) or PPRA website [www.ppra.punjab.gov.pk](http://www.ppra.punjab.gov.pk) on payment of (non- refundable fee) Rs.1000/- (**separately for each category**) through Bank challan HBL in A/C 14730000010403 or pay order in the name of the Treasurer Islamia University of Bahawalpur for bidding document.
- 2% bid security** of the total estimated cost as mentioned above separately in each category (Refundable) in shape of CDR shall be attached with the bid, otherwise bid will be rejected.
- Single Stage – Two Envelopes** bidding procedure will be adopted as per PPRA Rules 38- 2(a) for the category (A- I.T items, B- Security Equipment. The Envelopes shall be marked as “**TECHNICAL PROPOSAL**” AND “**FINANCIAL PROPOSAL**” in legible letters. Financial Proposal of bids found technically non-responsive shall be returned un-opened. **Single Stage – Single Envelope** bidding procedure will be adopted as per PPRA Rules-2014 for other category (C, -Electric /General Items and D- Furniture Items).
- Procurement shall be governed under the Punjab Procurement Rules 2014.
- The rates should be quoted inclusive all taxes. Copy of paid bank challan Professional tax also be Provided.
- The procuring agency may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The procuring agency shall upon request communicate to any bidder, the grounds for its rejection of all bids or proposals, but shall not be required to justify those grounds.
- Tender should reach in the Treasurer's Office upto **10-09-2019** by **11:00 A.M.** Tenders will be opened on the same day at **11:30 AM** in the presence of bidders or their representatives.
- All bids submitted after the given date& time, incomplete and alternate bidding shall not be accepted.
- All prevailing taxes will be applicable as per Govt. Rules & Regulations, i.e. (Sales tax, income tax & payable tax on service under PRA (if applicable).
- The rates should be valid upto 120-days from the date of opening of tender.
- In case of closed/forced holidays, tender opening time/date will be considered as the next working day.



Treasurer  
The Islamia University of Bahawalpur  
Abbasia Campus, Bahawalpur.  
Phone: 062-9250245, 9250328  
Fax No: 062-9250255

IPB-724

Daily Jang Multan dated 23.08.2019



# The Islamia University of Bahawalpur

## PROCUREMENT OF IT ITEMS FOR VARIOUS DEPARTMENTS TENDER-A FORM

1. Name of Firm: \_\_\_\_\_
1. Mailing Address: \_\_\_\_\_
2. Phone No: \_\_\_\_\_ 4. Fax No: \_\_\_\_\_
5. Tender Fee Challan No. & amount \_\_\_\_\_ CDR No. & Amount \_\_\_\_\_
6. General Sale Tax No: \_\_\_\_\_ 7. Income Tax No. \_\_\_\_\_
8. Professional Tax No: \_\_\_\_\_

Sr. #	Items	Qty	Rate per Item with all Taxes
1	<b>Laptop Core i7 (VC Office)</b> Core i7 8 <sup>th</sup> generation Base frequency 2.2 Ghz, RAM: 32 GB, Hard Drive 1 TB SSD Hard Drive, Graphics 04 GB Nvidia Dedicated graphics, Display: 15.6" UHD Touch LED, Battery 6 Cell 97 WHr, Misc Items: OS: Window 10, Wi-Fi, CAM, BT, Carrying case, 01 year warranty	01 No.	
2	<b>Computer (Chemistry)</b> Core i3, 8 <sup>th</sup> Generation, 3.6 Ghz or higher Base Frequency, 4GB RAM DDR4, Hard Drive 01 TB SATA, Integrated Intel HD Graphics, LAN RJ-45 Wi-Fi, 5Ghz, Keyboard USB 2.0/3.1 Wired Soft Keys, Mouse Optical USB 2.0/3.1, 20" LED Diagonal VGA and HDMI 1920x1080 Pixels FHD 01 year warranty	03 Nos.	
3	<b>Computer (Botany)</b> Core i3, 8 <sup>th</sup> Generation, 3.0 Ghz Base Frequency, 8GB RAM DDR4, Hard Drive 01 TB SATA, Integrated Intel HD Graphics, LAN RJ-45 Wi-Fi, 5Ghz, Keyboard USB 2.0 Wired Soft Keys, Mouse Optical USB 2.0, 20" LED Diagonal VGA and HDMI 1920x1080 Pixels FHD 01 year warranty	02 Nos.	
4	<b>Scanner (Botany)</b> Scan resolution: Up to 2400x4800dpi A4 color scan 01 year warranty	01 No.	
5	<b>Printer (Computer System Engg)</b> Laser Jet, Wi-Fi Duplex Print only print speed up to 28 PPM USB Connectivity 2.0/3.0 Print Color: Monochrome, 01 year warranty	03 Nos.	
6	<b>Printer (Telecom Engg)</b> Laser Jet, automatic two-sided printing, print only, print speed up to 35 PPM USB Connectivity 2.0/3.0, 01 year warranty	03 Nos.	
7	<b>Scanner (Telecom Engg)</b> Flatbed, ADF, Maximum document size: 216x297 mm Resolution: up to 600 dpi color & Monochrome, ADF Light source: 3 colors (RGB) LED 01 year warranty	01 No.	

**Note: All the bidders are required to mention the details of their product being offered by them in the Technical proposal and also clearly mention the name & relevant major specifications of their offered product while quoting the financial bid as well. Mere reproduction of our tender documents will not serve the purpose and the bid may be liable to be rejected by the procuring agency in such cases.**

### **INSTRUCTIONS / TERMS & CONDITIONS:**

1. Bid should be proper sealed & stamped and addressed in the name of Treasurer, the Islamia University of Bahawalpur and reach in this office (Procurement Wing) as per schedule given in advertisement.
2. The Tender Opening Committee will open the bids on same date & time advertised in newspaper in the presence of bidders, who wish to attend. In case of bid submission / opening date falls on the public holiday, the submission / opening date will be next working day at same time.
3. Bid received after due date / time will not be accepted under any circumstances.

4. The bid should be submitted along with **2%** Earnest Money Demanded (EMD) in the form of Demand Draft or CDR (Separate for each category) in favor of the Treasurer, The Islamia University of Bahawalpur. No bid shall be acceptable without EMD.
5. Bid shall remain valid for 90 days which can be increased with the mutual consent of both parties from the date of opening the bid.
6. The vendor should ensure that no other Govt. organization is being offered / benefited more than this Price/discount. If the same is found at any stage recovery will be made accordingly.
7. For any Damages / Shortage during transit, bidder will be responsible & the same must be replaced within maximum 7 working days or within the time allotted by the University.
8. **5%** Security of the ordered value will be deducted at the time of payment and the said amount will be released upon the satisfactory report of end user.
9. The supply will be checked by the Technical / Inspection Committee. However, the successful vendor / supplier will ensure / responsible to supply the goods / items according to complete specification mentioned in tender document / Supply order, otherwise the whole supply will be rejected.
10. In case the vendor fails to complete the job or provide substandard articles, or withdraw his offer for any reason, the EMD will be forfeited.
11. The material must be supplied in one lot. Part supplies will not be acceptable. However, if authorities issue instructions to provide supplies in parts, the instruction will be followed in letter & spirit.
12. No advance payment will be made in favor of tender awarded firm.
13. Item wise Lowest bid / offer will be accepted subject to the approval of the Competent Authority and the payment will be made according to policy of University / approval of competent authority.
14. Stamp Duty (Stamp Papers) @ 0.25% of total amount must be attached with the bill as per rules at the time of payment.
15. The supplies must be confirmed to the specification of supply order and free of defects in all respects. If the same is found defective, the same must be replaced immediately free of charge at the Islamia University of Bahawalpur.
16. The Store Section on report of end user shall notify the supplier in writing / through telephone immediately of any defect that occurs during the warranty period. On receipt of such intimation / notification within the warranty period, the supplier shall attend the breakdown call within a maximum of 06 working hours.
17. All the expenses for the above remedial measures including the repair / replacement if so required shall be borne by the supplier.
18. Wherever a brand has been specified, equivalent will be entertained subject to technical evaluation according to PPRA Rules.
19. The rates should be quoted after allowing rebates / discounts, if any but including transportation, delivery at site, commissioning, packing charges, forwarding and all taxes.
20. While quoting the rates of required / specified supplies, its make & model/brand should be written against each. The rates should be quoted only in Unit / Per Kg. / Per Litter / Pack/ Ream. Each according to the nature of the quotations / bids.
21. The supply shall be accepted subject to the condition of final and unchallengeable approval of the Purchase / Inspection Committee of the University.
22. The successful bidder /supplier will ensure/responsible to supply above items according to specifications.

23. Any other term & condition specifically not mentioned in this tender document will be conveyed to the successful bidder at the time of issuance of Supply Order.
24. In case of any dispute / violation of any term & condition of the tender clause, the decision of the Vice- Chancellor of IUB will be considered final, which will not be challengeable in any court of law.

**ASSISTANT TREASURER (PROCUREMENT)**

The bid amount will be quoted by the vendor along with this certificate:

I / We have read all the above terms & conditions Document's instructions and submit bids / rates in conformity / compliance with the given instructions.

**Name of Firm:** \_\_\_\_\_

**Name of Bidder:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Dated:** \_\_\_\_\_

**Please attach the following:**

- i) Copy of CNIC
- ii) Cop of original Tender Form Fee of HBL Challan / Demand Draft
- iii) Copy of CDR against each tender category. (Original must be attached with Financial Bid)
- iv) Copies of Income Tax, Sales Tax & Professional Tax
- v) Last six month bank statement attested by concerned bank.

Copy of current Sales Tax active / not black listed firm certificate issued by FBR



## PROCUREMENT OF SECURITY EQUIPMENTS FOR SECURITY DIVISION TENDER-B FORM

1. Name of Firm: \_\_\_\_\_
2. Mailing Address: \_\_\_\_\_
3. Phone No: \_\_\_\_\_ 4. Fax No: \_\_\_\_\_
5. Tender Fee Challan No. & amount \_\_\_\_\_ CDR No. & Amount \_\_\_\_\_
6. General Sale Tax No: \_\_\_\_\_ 7. Income Tax No. \_\_\_\_\_
8. Professional Tax No: \_\_\_\_\_

Sr. #	Items	Qty	Rate per Item with all Taxes
1	<b>Walkie Talkie Sets</b> Kenwood TK 2107 Portable Radios or Equivalent	15 Nos.	
2	<b>Hand Held Metal Detector</b> Uniqcan Handheld Metal detector or Equivalent	06 Nos.	

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3. Bid received after due date / time will not be accepted under any circumstances.
4. The bid should be submitted along with **2%** Earnest Money Demanded (EMD) in the form of Demand Draft or CDR (Separate for each category) in favor of the Treasurer, The Islamia University of Bahawalpur. No bid shall be acceptable without EMD.
5. Bid shall remain valid for 90 days which can be increased with the mutual consent of both parties from the date of opening the bid.
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16. The Store Section on report of end user shall notify the supplier in writing / through telephone immediately of any defect that occurs during the warranty period. On receipt of such intimation / notification within the warranty period, the supplier shall attend the breakdown call within a maximum of 06 working hours.
17. All the expenses for the above remedial measures including the repair / replacement if so required shall be borne by the supplier.
18. Wherever a brand has been specified, equivalent will be entertained subject to technical evaluation according to PPRA Rules.
19. The rates should be quoted after allowing rebates / discounts, if any but including transportation, delivery at site, commissioning, packing charges, forwarding and all taxes.
20. While quoting the rates of required / specified supplies, its make & model/brand should be written against each. The rates should be quoted only in Unit / Per Kg. / Per Litter / Pack/ Ream. Each according to the nature of the quotations / bids.
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**ASSISTANT TREASURER (PROCUREMENT)**

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# The Islamia University of Bahawalpur

## **PROCUREMENT OF ELECTRIC/GENERAL ITEMS FOR VARIOUS DEPARTMENTS** **TENDER-C FORM**

1. Name of Firm: \_\_\_\_\_
3. Mailing Address: \_\_\_\_\_
4. Phone No: \_\_\_\_\_ 4. Fax No: \_\_\_\_\_
5. Tender Fee Challan No. & amount \_\_\_\_\_ CDR No. & Amount \_\_\_\_\_
6. General Sale Tax No: \_\_\_\_\_ 7. Income Tax No. \_\_\_\_\_
8. Professional Tax No: \_\_\_\_\_

Sr. #	Items	Qty	Rate per Item with all Taxes
1	<b>Bracket Fan 18"</b> (Electrical & Telecom, Electronic, Computer System Engg) 100% Copper winding Make: Pak Fan, GFC , Royal Fan Or Equal	37 Nos.	
2	<b>Electric Water Cooler (CIDS)</b> 60/65 Liter Fisher, Canon or Equal	02 Nos.	
3	<b>Electric Grass Cutter Machine (Hostels)</b> 2.0 HP Electric Moto with copper winding. Blade size 24", 3mm iron sheet plus 90 meter 7/29 copper wire coil two core.	04 Nos.	

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3. Bid received after due date / time will not be accepted under any circumstances.
4. The bid should be submitted along with **2% Earnest Money Demanded (EMD)** in the form of Demand Draft or CDR (Separate for each category) in favor of the Treasurer, The Islamia University of Bahawalpur. No bid shall be acceptable without EMD.
5. Bid shall remain valid for 90 days which can be increased with the mutual consent of both parties from the date of opening the bid.
6. The vendor should ensure that no other Govt. organization is being offered / benefited more than this Price/discount. If the same is found at any stage recovery will be made accordingly.

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8. 5% Security of the ordered value will be deducted at the time of payment and the said amount will be released upon the satisfactory report of end user.
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11. The material must be supplied in one lot. Part supplies will not be acceptable. However, if authorities issue instructions to provide supplies in parts, the instruction will be followed in letter & spirit.
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15. The supplies must be confirmed to the specification of supply order and free of defects in all respects. If the same is found defective, the same must be replaced immediately free of charge at the Islamia University of Bahawalpur.
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17. All the expenses for the above remedial measures including the repair / replacement if so required shall be borne by the supplier.
18. Wherever a brand has been specified, equivalent will be entertained subject to technical evaluation according to PPRA Rules.
19. The rates should be quoted after allowing rebates / discounts, if any but including transportation, delivery at site, commissioning, packing charges, forwarding and all taxes.
20. While quoting the rates of required / specified supplies, its make & model/brand should be written against each. The rates should be quoted only in Unit / Per Kg. / Per Litter / Pack/ Ream. Each according to the nature of the quotations / bids.
21. The supply shall be accepted subject to the condition of final and unchallengeable approval of the Purchase / Inspection Committee of the University.
22. The successful bidder /supplier will ensure/responsible to supply above items according to specifications.



- 23.** Any other term & condition specifically not mentioned in this tender document will be conveyed to the successful bidder at the time of issuance of Supply Order.
- 24.** In case of any dispute / violation of any term & condition of the tender clause, the decision of the Vice- Chancellor of IUB will be considered final, which will not be challengeable in any court of law.

**ASSISTANT TREASURER (PROCUREMENT)**

The bid amount will be quoted by the vendor along with this certificate:

I / We have read all the above terms & conditions Document's instructions and submit bids / rates in conformity / compliance with the given instructions.

**Name of Firm:** \_\_\_\_\_

**Name of Bidder:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Dated:** \_\_\_\_\_

**Please attach the following:**

- i)** Copy of CNIC
- ii)** Cop of original Tender Form Fee of HBL Challan / Demand Draft
- iii)** Copy of CDR against each tender category. (Original must be attached with Financial Bid)
- iv)** Copies of Income Tax, Sales Tax & Professional Tax
- v)** Last six month bank statement attested by concerned bank.

Copy of current Sales Tax active / not black listed firm certificate issued by FBR



# The Islamia University of Bahawalpur

## PROCUREMENT OF FURNITURE FOR CIVIL ENGINEERING

### TENDER-D FORM

1. Name of Firm: \_\_\_\_\_
2. Mailing Address: \_\_\_\_\_
3. Phone No: \_\_\_\_\_ 4. Fax No: \_\_\_\_\_
5. Tender Fee Challan No. & amount \_\_\_\_\_ CDR No. & Amount \_\_\_\_\_
6. General Sale Tax No: \_\_\_\_\_ 7. Income Tax No. \_\_\_\_\_
8. Professional Tax No: \_\_\_\_\_

Sr. #	Items	Specifications	Qty	Rate per items with all Taxes
<b>Civil Department Engineering College</b>				
1	<b>Office Table</b> 5'x2-6''	Laminated Sheet made. Color may be shesham. Side frame of office table should be iron made with adjustable rubber shoes. Gauge of side frame may be 18. Matt finish (black color) should be used on the iron side frame of office table. Solid seasoned shesham wood should be used in the beading of the table with pure spirit polish (without matt finish, wood color) on it in all respects.	01	
2	<b>Side Rack cum Computer Table</b> 4' x 1'.6''.	Laminated made. Color may be shesham. Side frame of side rack should be iron made with adjustable rubber shoes. Gauge of side frame may be 18. Matt finish (Black color) should be used on iron side frame of the side rack. Double channel (Taiwan made) should be used in drawer and keyboard of the side rack. Lock by alpha should be given in the drawer and keyboard of the side rack. Solid seasoned shesham wood should be used in the beading of the rack with pure spirit polish (without matt finish, wood color) on it in all respects.	01	
3	<b>Officer Chair</b>	Standard. Master Molty foam (1 <sup>st</sup> quality) should be used in the officer chair. Hydraulic system (Taiwan made) should be used in the chair.. seasoned shesham wood should be used in the revolving chair. Pure spirit polish (without matt finish, wood color) should be given in arms/equivalent	03	
4	<b>Visitor Chair</b>	Standard. Wooden made, cane woven. Singapore caning should be provided on the seat & back of the chair. Solid seasoned shesham wood should be used in the chair. Pure spirit polish (without matt finish, wood color) should be provided on the chair. Proper wooden (shesham made) four support should be provided under the chockta of the chair.	04	
5	<b>File Cabinet</b>	Standard, Steel made, Gauge 20. Three drawer off-white painted with centralized locking system should be insured.	03	
6	<b>Book Rack</b> 4'-6''x3-1-1/2''	Laminated sheet made. Color of the rack should be shesham. Sliding glass (5MM) by Ghanni should be provided in the shelves of the book rack. Aluminum channel (Karachi made) and runner (Japan made) should be provided in the sliding glass of the rack. Solid seasoned sheshem wood should be used in the beading/ frame/ of the rack with pure spirit polish (without matt finish, wood color) (wood color) on it in all respects.	01	
7	<b>Office Table</b> 4'x2-6''	Laminated Sheet made. Color may be shesham. Side frame of office table should be iron made with adjustable rubber shoes. Gauge of side frame may be 18. Matt finish (black color) should be used on the iron side frame of office table. Solid seasoned shesham wood should be used in the beading of the table with pure spirit polish (without matt finish, wood color) on it in all respects.	02	
	<b>Side Rack cum Computer Table</b> 3' x 1'.6''.	Laminated made. Color may be shesham. Side frame of side rack should be iron made with adjustable rubber shoes. Gauge of side frame may be 18. Matt finish (Black color) should be used on iron side frame of the side rack. Double channel (Taiwan made) should be used in drawer and keyboard of the side rack. Lock by alpha should be given in the drawer and keyboard of the side rack. Solid seasoned sheshem wood should be used in the beading of the rack with pure spirit polish (without matt finish, wood color) on it in all respects.	02	
	<b>Office Table cum Computer Table</b> 4' x2-6''	Laminated Sheet made. Color may be sheshem. Solid seasoned sheshem wood should be used in the beading of the table and foot rest. Double channel (Taiwan made) should be used in drawer and keyboard of the table. Lock/Handle (finest quality) should be given in the drawer and keyboard of the table. Solid seasoned sheshem wood should be used in the beading and foot rest of the table with pure spirit polish (without matt finish, wood color) on it in all respect.	05	
	<b>Officer Chair (Low Back)</b>	Standard. Master Molty foam (1 <sup>st</sup> quality) should be used in the officer chair. Hydraulic system (Taiwan made) should be used in the chair.. seasoned shesham wood should be used in the revolving chair. Pure spirit polish (without matt finish, wood color) should be given in arms/equivalent	03	
5	<b>Iron Almirah</b> 6'x3'	Steel made 20 Gauge, off-white painted and also good quality locking arrangement. Steel Almirah should be with front glass panel	12	

Sr. #	Items	Specifications	Qty	Rate per items with all Taxes
6	Notice Board 6'x 3	Wooden made. Solid seasoned sheshem wood should be used in the notice board. Mash wire should be provided on front panel of the board. Blazer (Green) by Banuo should be used. Soft board (imported quality) should be provided in the board. Proper support should be given under the notice boards.	06	
7	White Board (Movable)	White board should be made of chipboard along with pressed white farmica in all respects. Aluminum borders (02 inches width from front) and marker/duster stand (solid wood made and polished) should also be provided on the board. Solid wooden made (seasoned sheshem made, width 03' x thickness 1 ½ '') stand with pure siprit polish on it. Stand should be wooden (seasoned sheshem made) made with pure siprit polish on it.	04	
8	Stool	Master Molty Foam (1 <sup>st</sup> quality) along with ragzin poshish should be used in the seat of the stool. M.S square pipe (18 gauge, ¾'' x ¾'') should be used in iron frame of the stool. Rubber shoes should be given in each feet of the stool.	300	
9	Lab Table L=5' W=3' H=3'	Laminated sheet made top. Color may be sheshem. Solid seasoned sheshem wood should be used in the beading of the table with pure siprit polish (without matt finish, wood color) on it in all respects. Side frame of lab table should be iron made (03 inches x3 inches) with adjustable rubber shoes. Gauge of side frame may be 18. Matt finish (Black color) should be used on iron side frame of lab table.	25	
10	White Board 8'x4'	White board should be made of chipboard along with pressed white farmica in all respects. Aluminum boards (02 inches width from front) and marker/duster stand (solid wood made and polished) should also be provided on the board. Properly fixed and wooden support should be given under the white board.	02	
11	Rostrum	Standard, Rostrum side frame should be iron made (gauge 18) with rubber shoes matt finish) color black) should be used on iron side frame of Rostrum, Seasoned sheesham wood should be used on the rostrum. Pure siprit polish should be insured on rostrum.	01	
12	Table 4' x2'	Table top should be Laminated (Sheshem color) sheet made with M.S Pipe (1 inch x1 inches) frame. Black Matt finish paint should be provided on the frame of the table. Proper wooden beading (seasoned sheshem made) should be provided on each side of the top of the table with complete siprit polishing (without matt) on it in all respects.	02	
13	Student Chair	Student Chair by citizen Model No 796 with Plastic writing board (by citizen)equivalent original purchase by the company should be ensure/verified	100	
14	Notice Board 3' x9'	Wodden (solid seasoned sheshem made) made with 03 front panle (01 inches thickness) with mash wire blazer (Green) Banuo Should be used and 6 inches x4 ft &6 inches x 1 inche thick wooden decorative panel should be provided on the top of the board as per given in the drawing. Soft board (imported quality) should be provided in the board. Sides of the board should be veneer sheet made with pure siprit polish should be provided on the sides as well as the front panel of the notice board. Proper support should be given under the notice board.	01	
15	Double faced Steel Rack	Frame should be MS Pipe made with steel made shelves (Gauge 16) Dark browned color (ICI paint) matt finish	04	

**Note:**

1. Success full bidder must be provided the sample of winning items
2. Success full bidder must be Supply/provide the furniture in raw/Kora foam

**Note: All the bidders are required to mention the details of their product being offered by them in the Technical proposal and also clearly mention the name & relevant major specifications of their offered product while quoting the financial bid as well. Mere reproduction of our tender documents will not serve the purpose and the bid may be liable to be rejected by the procuring agency in such cases.**

**Furniture Inspection:**

Following Standard Operating Procedure will be followed by the University Furniture inspection Committee:

1. **Quality of Work:**  
The supplier is bound to provide seasoned wood/Specified wood as per supply order for manufacturing of furniture items. The Assistant Treasurer (P) and Assistant Engineer (M) will inspect the wood/material at his work station.
2. **Cora Furniture.**  
The Supplier will get inspection of Cora furniture from the furniture inspection committee at work station of the supply according to the specification of supply order, otherwise the furniture items will be rejected at site.
3. **Polishing/Finishing of Furniture**  
After Completion of Cora work, polishing/finishing of furniture with all accessories will again be inspected by the Assistant Treasurer (P) and Assistant Engineer (M) at work station.
4. **Final Inspection:**  
After supply of furniture items, the Furniture Inspection Committee will inspect furniture in store/ end user site within a week.

**INSTRUCTIONS / TERMS & CONDITIONS:**

1. Bid should be proper sealed & stamped and addressed in the name of Treasurer, the Islamia University of Bahawalpur and reach in this office (Procurement Wing) as per schedule given in advertisement.

2. The Tender Opening Committee will open the bids on same date & time advertised in newspaper in the presence of bidders, who wish to attend. In case of bid submission / opening date falls on the public holiday, the submission / opening date will be next working day at same time.
3. Bid received after due date / time will not be accepted under any circumstances.
4. The bid should be submitted along with **2%** Earnest Money Demanded (EMD) in the form of Demand Draft or CDR (Separate for each category) in favor of the Treasurer, The Islamia University of Bahawalpur. No bid shall be acceptable without EMD.
5. Bid shall remain valid for 90 days which can be increased with the mutual consent of both parties from the date of opening the bid.
6. The vendor should ensure that no other Govt. organization is being offered / benefited more than this Price/discount. If the same is found at any stage recovery will be made accordingly.
7. For any Damages / Shortage during transit, bidder will be responsible & the same must be replaced within maximum 7 working days or within the time allotted by the University.
8. **5%** Security of the ordered value will be deducted at the time of payment and the said amount will be released upon the satisfactory report of end user.
9. The supply will be checked by the Technical / Inspection Committee. However, the successful vendor / supplier will ensure / responsible to supply the goods / items according to complete specification mentioned in tender document / Supply order, otherwise the whole supply will be rejected.
10. In case the vendor fails to complete the job or provide substandard articles, or withdraw his offer for any reason, the EMD will be forfeited.
11. The material must be supplied in one lot. Part supplies will not be acceptable. However, if authorities issue instructions to provide supplies in parts, the instruction will be followed in letter & spirit.
12. No advance payment will be made in favor of tender awarded firm.
13. Item wise Lowest bid / offer will be accepted subject to the approval of the Competent Authority and the payment will be made according to policy of University / approval of competent authority.
14. Stamp Duty (Stamp Papers) @ 0.25% of total amount must be attached with the bill as per rules at the time of payment.
15. The supplies must be confirmed to the specification of supply order and free of defects in all respects. If the same is found defective, the same must be replaced immediately free of charge at the Islamia University of Bahawalpur.
16. The Store Section on report of end user shall notify the supplier in writing / through telephone immediately of any defect that occurs during the warranty period. On receipt of such intimation / notification within the warranty period, the supplier shall attend the breakdown call within a maximum of 06 working hours.
17. All the expenses for the above remedial measures including the repair / replacement if so required shall be borne by the supplier.
18. Wherever a brand has been specified, equivalent will be entertained subject to technical evaluation according to PPRA Rules.
19. The rates should be quoted after allowing rebates / discounts, if any but including transportation, delivery at site, commissioning, packing charges, forwarding and all taxes.
20. While quoting the rates of required / specified supplies, its make & model/brand should be written against each. The rates should be quoted only in Unit / Per Kg. / Per Litter / Pack/ Ream. Each according to the nature of the quotations / bids.
21. The supply shall be accepted subject to the condition of final and unchallengeable approval of the Purchase / Inspection Committee of the University.
22. The successful bidder /supplier will ensure/responsible to supply above items according to Specifications.

- 23.** Any other term & condition specifically not mentioned in this tender document will be conveyed to the successful bidder at the time of issuance of Supply Order.
- 24.** In case of any dispute / violation of any term & condition of the tender clause, the decision of the Vice- Chancellor of IUB will be considered final, which will not be challengeable in any court of law.

**ASSISTANT TREASURER (PROCUREMENT)**

The bid amount will be quoted by the vendor along with this certificate:

I / We have read all the above terms & conditions Document's instructions and submit bids / rates in conformity / compliance with the given instructions.

**Name of Firm:** \_\_\_\_\_

**Name of Bidder:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Dated:** \_\_\_\_\_

**Please attach the following:**

- i)** Copy of CNIC
- ii)** Cop of original Tender Form Fee of HBL Challan / Demand Draft
- iii)** Copy of CDR against each tender category. (Original must be attached with Financial Bid)
- iv)** Copies of Income Tax, Sales Tax & Professional Tax
- v)** Last six month bank statement attested by concerned bank.
- vi)** Copy of current Sales Tax active / not black listed firm certificate issued by FBR.