

# TENDER DOCUMENT

## PURCHASE OF FURNITURE THREE SEATER DESK BENCH FOR STUDENTS FOR GOVT. ELEMENTARY / PRIMARY SCHOOL (M&F) IN DISTRICT LODHRAN UNDER ADP FOR THE FINANCE YEAR 2020-21 SUPPLEMENTARY GRANT SCHOOL EDUCATION DEPARTMENT GS NO. 15

FOR THE FINANCIAL YEAR 2020-2021 SUPPLEMENTARY GRANT

Name & Address of Firm (Firm fill this):-

Signature \_\_\_\_\_

Name \_\_\_\_\_

Stamp \_\_\_\_\_

Name of firm: \_\_\_\_\_

Name of Proprietor: \_\_\_\_\_ CNIC NO. \_\_\_\_\_

GST Registration No. \_\_\_\_\_ NTN No. \_\_\_\_\_

Postal Address:- \_\_\_\_\_ Phone No. \_\_\_\_\_

Tender Form Price Rs. 1000/--

Total Amount in million Rs. 0.653 (Million)

CDR 2 % Rs. 13060/-

CHIEF EXECUTIVE OFFICER

(DISTRICT EDUCATION AUTHORITY)

LODHRAN

Phone No. of Supplier/ Company \_\_\_\_\_

Complete Address.

\_\_\_\_\_

\_\_\_\_\_

**Signature of Supplier**

**Stamp**

**Time for completion:**

**Amount of earnest money Rs.(In figures):**

**Rupees (In Words):-**

**Issued to**

**On payment of Rs.**

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**Signature**

(Issuing Authority).

**Note:- 1)** 2% Call deposit of total cost of scheme tender by the name of Secretary District Purchase Committee must be attached with technical proposal.

**2)** Only stamped and signed Tender shall be accepted.

Supplier Signature & Stamp

## TERMS & CONDITIONS

### 1. General :

- 1.1 Any offer which does not fulfill the received as per terms & conditions of the tender Enquiry will liable to be ignored /disqualified.
1. Technical proposal & Financial proposal should be in separate envelops.
  2. Tenders shall be submitted through postal services or courier services( No other way will be accepted )
  3. Tenders must be received before or on the fixed date as mentioned in Tender Notice.
  4. Ambiguous offers/cuttings or torn tender documents will not be accepted.
  5. No black listed/disqualified and involved in any crime firm will be considered .
  6. The offer received with shorter validity and against the required specification will not be considered/ accepted.
  7. Tender documents without total earnest money of 2% call deposit /bank draft pay order of total cost of tender/scheme will not be acceptable.

The following documents of firms are also required for qualification.

- i) NTN registration & GST paid.
- ii) Certificate of registration of Firms.
- iii) Financial position as per bank statement of minimum **06** months.
- iv) Signatures and Stamp at the every page of tender form.
- v) List of customer's /experience/ expertise in the field.
- vi) Company profile.
- vii) Managerial Capability.

**NOTE:-9.** The firms will be bound to comply with all others terms and conditions mentioned in the documents.

- 1.2 Offered rates(in Pak Rupees) will remain valid intact for the period of 06 months from the date of opening the tender. No change in price will be made in case of Pak rupees variation against USD.
- 1.3 The over envelop should indicate particulars of tenders(Technical & Financial) and date of sending. The envelop must be properly sealed.
- 1.4 The District Purchase Committee reserves the right to issue order in full/partial quantity or reject without any notice.
- 1.5 The earnest money/security shall be forfeited if:
  - a) The acceptance of tender is not received within ten days of issuance of order .
  - b) The offer is withdrawn, amended or revised.
  - c) The contractor fails to execute the contract strictly in accordance with terms and conditions.
- 1.6 The bidder should indicate their National Income Tax No./ Sales Tax No. and circle of Income Tax Department.
- 1.7 The contractor will be responsible for the free replacement of stores if the same is found to be substandard and at variance with the specifications given in the supply order within one week. Store offer of specifications superior to the one specified in the tender enquiry may be accepted subject to approval by approving authority.
- 1.8 Store should be brand new and in original manufactured packing.
- 1.9 Offer rates will be on basis of free delivery to school concerned(list is attached) and shall include all taxes.
- 1.10 Quantity of any item can be increased or decreased by the purchaser.
- 1.11 Whole or part of tender can be cancelled by the President DBOM without assigning any reason.
- 1.12 Purchase order will be issued by the competent authority within stipulated time as prescribed in PPRA Rules 2014.

### 2. **Delivery Period:**

Delivery period is 30 days from the date of issuance of purchase order.

**Supplier Signature & Stamp.**

### **3. Extension of Delivery period:-**

In special circumstances, request for extension of delivery period may be considered by approving authority on the written request of the firm will before the target date of supply.

### **4. Cancellation /Penalty of Delay.**

- 4.1** If the acceptance of the tender issued during the validated period of the tender is not acceptable by the tender, the earnest money will be forfeited and the stores can be purchased at his risk and cost.
- 4.2** In case the offer is withdrawn, amended or revised during the validated period of the tender, the earnest money shall be forfeited.
- 4.3** In case bidder fails to execute the contract in accordance with the terms & conditions laid down in the contract, the bank guarantee will be ceased and the store will be purchased at his risk and cost.
- 4.4** In case of delayed supply/non supply, the purchaser may cancel the supply order or impose appropriate penalty. The penalty may be up to @ 2 % per week.

### **5. Payment to the Contractors:-**

5.1 Payment will be made through crossed cheque to the supplier against invoice after 100% completion of delivery, commissioning & satisfactory performance against the purchase order within 30 days after issuance of satisfactory report by the District Purchase committee or Notified technical committee..

5.2 : Payment against partial supply will not be made.

### **6. Earnest Money**

6.1 Earnest money @ 2% of the tender of total cost of scheme will have to be deposited along with Technical proposal. It should be in the form of Pay order from a bank of Lodhran/Bank Draft/Call Deposit in favour of Chief Executive Officer (DEA) Lodhran / Secretary District Purchase Committee.

6.2: Earnest money shall be refunded on successful completion of supply.

### **7. Delivery/Inspection of store.**

The Furniture will be inspected by the Notified Technical Committee. The Committee will reject the furniture, if not found according to the given specification. The delivery of the furniture will be made in the premises of the selected schools.(List of Schools).

### **8. Deduction of Taxes:**

Any taxes (if applicable) will be deducted while making payment as per Government Instructions/notifications.

### **9. Payment of sales & Other taxes, duties, levies.**

Purchase shall be made from the firms registered with income/sales tax. Sales and other such taxes, import duty, surcharge and other will be liability of the supplier. Vender will get the shipment cleared from customs at his risk and cost, Certificate/letter for exemption of GST and WHT can be provided to Purchase Committee if required as per government instructions.

### **10. Performance Bond:**

One year performance bond(parts, services & labor )in the shape of schedule bank guarantee to the satisfaction of purchase committee equivalent to 5% of the total purchase order

amount will have to be furnished at the time of delivery of equipment against purchase order. Guarantee will be returned after successful completion of the warranty period.

### **Supplier Signature & Stamp.**

#### **11. Termination of Contract:**

Competent Authority may terminate contract for assigning any reason or without assigning any reason and will inform the supplier about his decision in writing.

#### **12 Dispute:**

In case of any dispute, the decision of the Grievance Redressal Committee and District Purchase Committee shall be final and it will not be challenged in any court of law or forum.

#### **13. Information about firms:**

The firms shall supply information along with tender about the following.

- a) List of customers.
- b) Company profile in descriptive form (not more than 250 words).
- c) Copy of NTN and GST certificate.

#### **14. Technical Bids.**

- i) Qualification (NTN Registration GST Paid)
- ii) Certificate of Registration of Firm
- iii) Financial Position as per Bank statement ( Last 06 months)
- iv) **2% Call deposit of total cost** of schedule tender by the name of Secretary District Purchase Committee Lodhran.
- vi) Stamp Paper regarding Disqualify/Black list or none involving of any crime.
- vii) Signature and Stamp in the Tender Form at every page .
- viii) Managerial Capability.
- ix) List of customs/experience / expertise in the field.
- x) Company profile in descriptive form (Not more than 250 words)
- xi) Financial bid in separate envelop

**15: Check List.**

Please complete the following the check list before sending the tender documents:-

Sr.No.	Description	Response (Yes/NO)
1	Qualification (NTN Registration GST Paid)	
2	Certificate of Registration of Firm.	
3	Financial Position as per Bank statement (06 months )	
4	2% Call deposit of total cost of schedule tender by the name of Secretary District Purchase Committee Lodhran.	
5	Stamp Paper regarding Disqualify/Black list or non involving of any crime	
6	Signature and Stamp in the Tender Form at every page	
7	Managerial Capability.	
8	List of customs/experience / expertise in the field	
9	Company profile in descriptive form( Not more than 250 words)	
10	Financial bid in separate envelop	

**Supplier Signature & Stamp.**

**15: Date of Submission/opening:-**


Receipt of tenders : Till 27.09.2021 at 12:30 PM

Opening of tenders : Dated 27.09.2021 at 1:00 PM\_ at Committee Room of Deputy Commissioner Office Lodhran.

**Supplier Signature & Stamp.**

**Chief Executive Officer (District Education Authority)****CHAK NO.100M LODHRAN PH.# 0608921038.**

In accordance with School Education Department Office Notification No. FD (W&M)21-2020-21/DEA/1033 dated 16.4.2021, specification of the three sealer desks bench is given as under:-

Sr. No	Name of Item	Specification	Rate With Tax per Unit									
			In Rs.	In Words								
		<p align="center"><b><u>3-Seater composite desk for Primary School</u></b></p>  <table border="1"> <tr> <td>Dimension: Table Height 23" Width 48" Depth 14"</td> </tr> <tr> <td>Dimension: Bench 15" Back 23" Width 48" Depth 12"</td> </tr> <tr> <td>Outer Frame made of Mild steel 38 x 20 mm 18 gauge pipe.</td> </tr> <tr> <td>Bench Back support, Foot rest made of mild steel 20x20mm 18 gauge.</td> </tr> <tr> <td>Mild steel pipe structure finished with black coating. Upper top</td> </tr> <tr> <td>Upper top fixed with solid hard KD wood 46.5 x 14" x 0.75" with One joint in lacquer finish. Bench made</td> </tr> <tr> <td>Bench top covered with solid KD hardwood, 5 strips (46.5" x 2" x 0.75") fixed with wood screws.</td> </tr> <tr> <td>Bench back covered with solid KD hardwood 2 strips (46.5" x 2" x 0.75")</td> </tr> </table>	Dimension: Table Height 23" Width 48" Depth 14"	Dimension: Bench 15" Back 23" Width 48" Depth 12"	Outer Frame made of Mild steel 38 x 20 mm 18 gauge pipe.	Bench Back support, Foot rest made of mild steel 20x20mm 18 gauge.	Mild steel pipe structure finished with black coating. Upper top	Upper top fixed with solid hard KD wood 46.5 x 14" x 0.75" with One joint in lacquer finish. Bench made	Bench top covered with solid KD hardwood, 5 strips (46.5" x 2" x 0.75") fixed with wood screws.	Bench back covered with solid KD hardwood 2 strips (46.5" x 2" x 0.75")		
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