



## **INVITATION TO BID**

Information Technology University (ITU), invites proposals/bids for:

**Tender No.1:** “Procurement of Furniture Items for ITU Main Campus & City Campus, Lahore”.

**Tender No.2:** “Procurement of IT Equipment and Hardware for ITU Main Campus & City Campus, Lahore”.

1. Tender Document is available at [www.itu.edu.pk](http://www.itu.edu.pk) and [www.ppra.punjab.gov.pk](http://www.ppra.punjab.gov.pk). The procurement shall be completed in accordance with Punjab Procurement Rules 2014, on Single Stage - Two Envelope Bidding Procedure.
2. A single package containing Technical and Financial Bids separately, duly completed, signed, stamped, sealed and in complete conformity with Tender Document should be dropped, in the Tender Box placed at Reception of the ITU office, 6<sup>th</sup> Floor, Arfa Software Technology Park, 346-B, Main Ferozepur Road Lahore, as per the schedule given below:
  - a) **Tender No.1:** not later than **1300 Hours** on last date of submission of bids i.e. **09<sup>th</sup> October, 2023**. The bids shall be opened at **1400 Hours** on the **same date**, as per Punjab Procurement Rules, 2014.
  - b) **Tender No.2:** not later than **1500 Hours** on last date of submission of bids i.e. **09<sup>th</sup> October, 2023**. The bids shall be opened at **1600 Hours** on the **same date**, as per Punjab Procurement Rules, 2014
3. All bids must be accompanied by Bid Security in complete conformity of the clause “Bid Security” of the prescribed tender document, as per Rule-27 of Punjab Procurement Rules 2014. Bids which are incomplete, not sealed, not signed and stamped, late or submitted by other than specified mode will not be considered.
4. All prospective firms/bidders are required to collect a challan form from the Procurement Office-ITU at below given address to submit an amount of Rs.2000/- (for each Lot) in ITU’s Account. The deposit slip must accompany the bid; otherwise the bid shall stand rejected.
5. Income/Sales tax registration certificate and other required documents as mentioned in Tender Document must accompany the bids. Taxes will be deducted as per government rules.

**Note:** ITU may reject all bids or proposals at any time prior to the acceptance of a bid or proposal, as provided under Rule-35 of Punjab Procurement Rules, 2014.

### **PURCHASE OFFICER**

#### **INFORMATION TECHNOLOGY UNIVERSITY OF THE PUNJAB**

6<sup>th</sup> Floor, Arfa Software Technology Park, 346-B, Ferozepur Road, Lahore.

Phone: (042) 111-111-488 (6029)

Web: [www.itu.edu.pk](http://www.itu.edu.pk)

# **Tender Document**

**Tender No. 48898-22092023-01**

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## **PROCUREMENT OF FURNITURE ITEMS FOR ITU MAIN CAMPUS & CITY CAMPUS, LAHORE**

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### **INFORMATION TECHNOLOGY UNIVERSITY OF THE PUNJAB**

6<sup>th</sup> Floor, Arfa Software Technology Park,  
346-B, Ferozepur Road, Lahore, Pakistan

Phone: (+92) (42) 111-111-488 (6029)

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### **IMPORTANT NOTE**

Bidders must ensure that they submit all the required documents indicated in the Bidding Documents without fail. Bids received without, undertakings, valid documentary evidence, supporting documents and the manner for the various requirements mentioned in the Bidding Documents or test certificates are liable to be rejected at the initial stage itself. The data sheets, valid documentary evidences for the critical components as detailed hereinafter should be submitted by the Bidder for scrutiny.

### **CHECKLIST FOR BID SUBMISSION**

The bidder(s) must fill-up the checklist / table given below and attach required documents with proper Annexures:

| Sr. #                     | Description   | Yes/ No | Attached at Annexure |
|---------------------------|---|---------|----------------------|
| <b>Technical Proposal</b> |   |         |                      |
| 1.                        | Covering letter <u>Annex-E</u> duly signed and stamped by authorized representative on Firm's Letter Head.  |         |                      |
| 2.                        | Technical Proposal Submission Form <u>Annex-B</u> duly signed and stamped on Firm's Letter Head.  |         |                      |
| 3.                        | Duly filled, signed and stamped technical specifications sheet <u>Annex-A</u> with Technical Offer/BOQ clearly mentioning quoted Brand and Technical specifications offered, along with Brochures / Literature, Datasheet, etc. |         |                      |
| 4.                        | Undertaking <u>Annex-G</u> signed & stamped on legal valid and attested stamp paper.  |         |                      |
| 5.                        | Income Tax Registration (NTN) and General Sales Tax Registration with Active status.  |         |                      |
| 6.                        | Valid Professional Tax Certificate.   |         |                      |
| 7.                        | Relevant experience documents i.e. Purchase Orders / Contracts for specified period of three (3) years as required in Technical Evaluation Criteria.  |         |                      |
| 8.                        | Power of Attorney <u>Annex-F</u> , if an authorized representative is appointed.  |         |                      |
| 9.                        | Affidavit (Integrity Pact) <u>Annex-H</u> , on legal stamp paper.   |         |                      |
| 10.                       | Receipt (ITU copy) deposit slip of bidder registration for this tender. Challan Form given at <u>Annex-I</u> of Tender Document.  |         |                      |
| 11.                       | Bid Security, as per provisions of ( <u>clause-15</u> ) of this Tender Document.  |         |                      |
| <b>Financial Proposal</b> |   |         |                      |
| 12.                       | Financial Proposal Form <u>Annex-C</u> , duly signed & stamped on Firm's Letter Head.   |         |                      |
| 13.                       | Price Schedule/Financial Cost Sheet <u>Annex-D</u> , duly signed & stamped on Firm's Letter Head.   |         |                      |

### **APPLICABILITY OF PUNJAB PROCUREMENT RULES, 2014**

This Bidding Process will be governed under Punjab Procurement Rules, 2014, as amended from time to time and instructions of the Government of the Punjab if and when received.

## **1. Invitation to Bid**

### **1.1 PPRA Rules to be followed**

Punjab Procurement Rules, 2014 will be strictly followed. These may be obtained from PPRA's website. <http://ppra.punjab.gov.pk/>

In this document, unless otherwise mentioned to the contrary, "Rule" means a Rule under the Punjab Procurement Rules, 2014.

### **1.2 Mode of Advertisement(s)**

As per Rule 12(2), this Tender is being placed online at PPRA's website as well as being advertised in print media. The bidding document carrying all details can be downloaded from ITU's website [www.itu.edu.pk](http://www.itu.edu.pk) and from PPRA's website [www.ppra.punjab.gov.pk](http://www.ppra.punjab.gov.pk) for information only. All prospective bidders are required to register themselves with the Procurement Office, ITU at above given address; collect a Challan Form to submit an amount of Rs.2,000/- in ITU's account. The deposit slip must accompany respective bid; otherwise the bid will stand rejected.

### **1.3 Type of Open Competitive Bidding**

As per Rule 38(2)(a) of Punjab Procurement Rules, 2014, Single Stage – Two Envelope Bidding Procedure shall be followed. The said procedure is reproduced as follows:

- (i) the bid shall be a single package consisting of two separate envelopes, containing separately the financial and the technical proposals;
- (ii) the envelopes shall be marked as "Financial Proposal" and "Technical Proposal";
- (iii) in the first instance, the "Technical Proposal" shall be opened and the envelope marked as "Financial Proposal" shall be retained unopened in the custody of the procuring agency;
- (iv) the procuring agency shall evaluate the technical proposal in the manner prescribed in advance, without reference to the price and shall reject any proposal which does not conform to the specified requirements;
- (v) during the technical evaluation no amendments in the technical proposal shall be permitted;
- (vi) after the evaluation and approval of the technical proposals, the procuring agency shall open the financial proposals of the technically accepted bids, publically at a time, date and venue announced and communicated to the bidders in advance, within the bid validity period;
- (vii) the financial bids found technically nonresponsive shall be returned un-opened to the respective bidders; and
- (viii) the lowest evaluated bidder shall be awarded the contract.

## 2. Bidding Details (Instructions to Bidders)

All bids must be accompanied by Bid Security (Earnest Money), as per provisions of this tender document clause “Bid Security” in favor of **“Information Technology University”**. The complete bids as per required under this tender document, must be delivered into the Tender Box, placed at reception of Information Technology University, Lahore, not later than **1300 hours on 09<sup>th</sup> October, 2023**. Late bids shall not be considered. Bids shall be publicly opened in the Committee Room of Information Technology University, 6<sup>th</sup> Floor, Arfa Software Technology Park, 346-B, Ferozepur Road, Lahore, at **1400 hours on 09<sup>th</sup> October, 2023**. In case the last date of bid submission falls in / within the official holidays / weekends of the Purchaser, the last date for submission of the bids shall be the next working day.

Queries of the Bidders (if any) for seeking clarifications regarding the specifications of the Items/ Services/Works must be received in writing to the Purchaser till **02<sup>nd</sup> October, 2023**. Any query received after said date may not be entertained. All queries shall be responded to within due time. ITU may host a Q&A session, at ITU premises (6<sup>th</sup> Floor, Arfa Software Technology Park, 346-B, Ferozepur Road, Lahore). The time, date and venue for said Q&A session shall be communicated to all registered bidders well in time.

The bidder shall submit bids which comply with the Bidding Document. Alternative bids shall not be considered. The attention of bidders is drawn to the provisions of this tender document Clause regarding **“Determination of Responsiveness of Bid” and “Rejection / Acceptance of the Tender”** for making their bids substantially responsive to the requirements of the Bidding Documents.

It will be the responsibility of the Bidder that all factors have been investigated and considered while submitting the Bid and no claim whatsoever including those of financial adjustments to the contract awarded under this Bid Process will be entertained by the Purchaser. Neither any time schedule, nor financial adjustments arising thereof shall be permitted on account of failure by the Bidder.

The Bidder shall be deemed to have satisfied itself fully before Bid as to the correctness and sufficiency of its Bids for the contract and price/cost quoted in the Bid to cover all obligations under this Bid Process.

It must be clearly understood that the Terms and Conditions and Specifications are intended to be strictly enforced. No escalation of cost except arising from increase in quantity by the Bidder on the demand and approval of the Purchaser will be permitted throughout the period of completion of the contract.

The Bidder should be fully and completely responsible for all the deliveries and deliverables to the Purchaser.

The Primary Contact & Secondary Contact for all correspondence in relation to this bid is as follows:

**Primary Contact**

Kashif Mahmood

**Resident Engineer**

**Email:** [resident.engineer@itu.edu.pk](mailto:resident.engineer@itu.edu.pk)

6<sup>th</sup> Floor, Arfa Software Technology Park,  
346-B, Ferozepur Road, Lahore, Pakistan.

**Secondary Contact**

For general queries relating tender document bidders may contact at:  
[ali.hamdani@itu.edu.pk](mailto:ali.hamdani@itu.edu.pk)

Bidders should note that during the period from the receipt of the bid and until further notice from the Primary Contact, all queries should be communicated via the Primary Contact and in writing (e-mail) only. In the case of an urgent situation where the Primary Contact cannot be contacted, the bidder may alternatively direct their enquiries through the Secondary Contact.

Bidders are also required to state, in their proposals, the name, title, contact number (landline, mobile), fax number and e-mail address of the bidder's authorized representative through whom all communications shall be directed until the process has been completed or terminated.

The Purchaser will not be responsible for any costs or expenses incurred by bidders in connection with the preparation or delivery of bids.

Failure to supply required items/services/Works within the specified time period will invoke penalty as specified in this document.



## **TERMS AND CONDITIONS OF THE TENDER**

### **3. Definitions**

- 3.1 In this document, unless there is anything repugnant in the subject or context:
- 3.2 "Authorized Representative" means any representative appointed, from time to time, by the Client, the Purchaser or the Contractor.
- 3.3 "Availability and Reliability" means the probability that a component shall be operationally ready to perform its function when called upon at any point in time.
- 3.4 "Client" means the Head of Department / Project Lead / Faculty Member at ITU for whose' particular project / department the Items/ Services have been procured or any other person, duly appointed in writing, by the Client, for the time being or from time to time, to act as Client for the purposes of the Contract.
- 3.5 "Bidder/Tenderer" means the interested Firm/Company/Supplier/Distributors that may provide or provides the Items/services etc. and related services to any of the public/private sector organization under the contract and have registered for the relevant business thereof.
- 3.6 "Commencement Date of the Contract" means the date of signing of the Contract between the Purchaser and the Contractor.
- 3.7 "Contract" means the agreement entered into between the Purchaser and the Contractor, as recorded in the Contract Form signed by the parties, including all Schedules and Attachments thereto and all documents incorporated by reference therein.
- 3.8 "Contractor / Vendor" means the Tenderer whose bid has been accepted and awarded Letter of Acceptance for a specific item followed by the signing of Contract.
- 3.9 "Contract Price" means the price payable to the Contractor under the Contract for the full and proper performance of its contractual obligations.
- 3.10 "Contract Value" means that portion of the Contract Price adjusted to give effect to such additions or deductions as are provided for in the Contract which is properly apportion-able to the Items or Services in question.
- 3.11 "Defects Liability Expiry Certificate" means the certificate to be issued by the Client to the Contractor, in accordance with the Contract.
- 3.12 "Day" means calendar day.
- 3.13 "Defects Liability Period" means the warranty period following the taking over, during which the Contractor is responsible for making good, any defects and damages in Works and Services provided, under the Contract.
- 3.14 "Force Majeure" means an event beyond the control of the Contractor and not involving the Contractor's fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the Purchaser in its sovereign capacity, wars, revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.
- 3.15 "Goods" means general order supplies which the Contractor is required to supply to the Purchaser under the Contract.
- 3.16 "Person" includes individual, association of persons, firm, company, corporation,

institution and organization, etc., having legal capacity.

- 3.17 "Prescribed" means prescribed in the Tender Document.
- 3.18 "Purchaser" means the Information Technology University (ITU) or any other person for the time being or from time to time duly appointed in writing by the Purchaser to act as Purchaser for the purposes of the Contract.
- 3.19 "Origin" shall be considered to be the place where the Goods/Services are produced or from where the Services are provided. Goods/Services are produced when, through manufacturing, processing or assembling of components, a commercially recognized product results that is substantially different in basic characteristics or in purpose or utility from its components. The origin of Goods and Services is distinct from the nationality of the Contractor.
- 3.20 "Services" means installation, configuration, deployment, commissioning, testing, training, support, after sale service, etc. of Goods and other such obligations which the Contractor is required to provide to the Purchaser under the Contract.
- 3.21 "Taking-Over Certificate" means the certificate to be issued by the Client to the Contractor, in accordance with the Contract.
- 3.22 "Works" means work to be done by the Contractor under the Contract includes commodities, raw material, machinery, equipment, and industrial plants, etc.
- 3.23 "Eligible" is defined as any country or region that is allowed to do business in Pakistan by the law of Government of Pakistan.

#### **4. Headings and Titles**

In this document, headings and titles shall not be construed to be part thereof or be taken into consideration in the interpretation of the document and words importing the singular only shall also include the plural and vice versa where the context so requires.

#### **5. Notice**

- 5.1 In this document, unless otherwise specified, wherever provision is made for exchanging notice, certificate, order, consent, approval or instructions amongst the Contractor, the Purchaser and the Client, the same shall be:
  - 5.1.1 in writing;
  - 5.1.2 issued within reasonable time;
  - 5.1.3 served by sending the same by courier or registered post to their principal office in Pakistan or such other address as they shall notify for the purpose; and
  - 5.1.4 The words "notify", "certify", "order", "consent", "approve", "instruct", shall be construed accordingly.

#### **6. Tender Scope**

- 6.1 Information Technology University (ITU), (hereinafter referred to as "the Procuring Agency") Requests for Proposals (hereinafter referred to as "the Tenders") for supply of Furniture Items (Hereinafter referred to as "the Goods") and for Services for installation, configuration, deployment, commissioning,

testing, after-sale support, of said items (hereinafter referred to as “the Services”).

- 6.2 The successful Bidder will be required to deliver, deploy and install the required items within the given time line at ITU, Main Campus, Barki Road, Lahore. Detail requirements are attached at **Annexure-A**.

## **7. Tender Eligibility/Qualification Criteria**

- 7.1 Eligible Bidder/Tenderer is a Bidder/Tenderer who:

- 7.1.1 has a registered/incorporated company/firm in Pakistan with relevant experience for last three (3) years atleast;
- 7.1.2 Must be registered with Tax Authorities as per prevailing latest tax rules (Only those companies which are validly registered with sales tax and income tax departments and having sound financial strengths can participate);
- 7.1.3 has valid Registration (must be included in Active Tax Payer List) of General Sales Tax, National Tax Number (NTN) and Valid Professional Tax Certificate
- 7.1.4 has submitted bid for complete Lot and relevant bid security;
- 7.1.5 must be involved in providing similar nature Items/Services for last three (3) years atleast;
- 7.1.6 Valid Authorization Certificate / Document from the principal / manufacturer
- 7.1.7 has not been blacklisted by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan. (Submission of undertaking on legal stamp paper is mandatory), failing which will cause rejection of the bid;
- 7.1.8 has the required relevant qualified personnel and enough strength to fulfill the requirement of Items/Services.
- 7.1.9 Conforms to the clause of "Responsiveness of Bid" given herein this tender document.
- 7.1.10 Items, Services and Goods can only be delivered/sourced/routed from "origin" in "eligible" member countries.
  - 7.1.10.1 Eligible" is defined as any country or region that is allowed to do business in Pakistan by the law of Government of Pakistan.
  - 7.1.10.2 "Origin" shall be considered to be the place where the materials are produced or from which the Services are provided. Materials are produced when, through manufacturing, processing or substantial and major assembling of components, a commercially recognized product results that is substantially different in basic characteristics or in purpose or utility from its components.

**Note:** Verifiable documentary proof for all above requirements is a mandatory requirement, non-compliance will lead to disqualification.

## **8. Tender Cost**

The Bidder(s) shall bear all costs / expenses associated with the preparation and

submission of the Tender(s) and the Purchaser shall in no case be responsible / liable for those costs / expenses.

**9. Joint Venture / Consortium**

Joint venture / consortium are not eligible for this tender.

**10. Examination of the Tender Document**

The Bidder is expected to examine the Tender Document, including all instructions and terms and conditions.

**11. Clarification of the Tender Document**

The Bidder may require further information or clarification of the Tender Document, within six (06) calendar days of issuance of tender in writing. The clarification and its replies will be shared with all prospective bidders. Bidders should note that during the period from the receipt of the bid and until further notice from the Primary Contact given herein this document, all queries should be communicated via the Primary Contact and in writing (e.g. e-mail & letter) only. In the case of an urgent situation where the Primary Contact cannot be contacted, the bidder may alternatively direct their enquiries through the Secondary Contact.

**12. Amendment of the Tender Document**

12.1 The Purchaser may, at any time prior to the deadline for submission of the Tender, at its own initiative or in response to a clarification requested by the Bidder(s), amend the Tender Document, on any account, for any reason. All amendment(s) shall be part of the Tender Document and binding on the Bidder(s).

12.2 The Purchaser shall notify the amendment(s) in writing to the prospective Tenderers as per Punjab Procurement Rules, 2014.

12.3 The Purchaser may, at its exclusive discretion, amend the Tender Document to extend the deadline for the submission of the Tender as per Rule-25(4) of Punjab Procurement Rules, 2014.

**13. Preparation / Submission of Tender**

13.1 The Bidder(s) must submit their bid(s) against complete Lot with all items as required in Annexure-A.

13.2 The Bidder(s) will submit their respective bids in a manner explained in this tender document.

13.3 The tender and all documents relating to the Tender, exchanged between the Bidder and the Purchaser, shall be in English. Any printed literature furnished by the Bidder in another language shall be accompanied by an English translation which shall govern for purposes of interpretation of the Tender.

13.4 The Tender shall be filed in / accompanied by the prescribed Forms, Annexures, Schedules, Charts, Drawings, Documents, Brochures, Literature, etc. which shall be typed, completely filled in, stamped and signed by the Bidder or his Authorized Representative. In case of copies, signed and stamped photocopies may be

submitted. If volume of the bid contains various set(s) of documents the same must be properly numbered and tagged in binding shape.

13.5 The Tender shall be in two parts i.e. the **technical proposal** and the **financial proposal**. Each proposal shall be in two sets i.e. the original and the copy. In the event of any discrepancy between the original and the duplicate, the original shall govern.

13.6 The **Technical Proposal** shall comprise the documentary proof as per the mandatory requirement mentioned in **Checklist for Bid Submission, Tender Eligibility/Qualification Criteria** (Clause-7) and **Technical Evaluation Criteria** (Clause-22), **without quoting the prices**.

13.7 The **Financial Proposal** shall comprise the following:

13.7.1 Financial Proposal Form (**Annexure-C**)

13.7.2 Price Schedule (**Annexure-D**)

13.8 The Bidder shall seal the Original Technical Proposal/Bid in an envelope duly marked as under:

**Original Technical Proposal/Bid for:**

Tender Name. [Name of Tender]

Tender No. **48898-22092023-01**

**Strictly Confidential**

[Name of the Purchaser]

[Address of the Purchaser]

[Name of the Bidder]

[Address of the Tenderer]

[Phone No. of the Tenderer]

13.9 The Bidder shall seal the Duplicate Technical Proposal/Bid in an envelope duly marked as under:

**Duplicate Technical Proposal/Bid for:**

Tender Name. [Name of Tender]

Tender No. **48898-22092023-01**

**Strictly Confidential**

[Name of the Purchaser]

[Address of the Purchaser]

[Name of the Bidder]

[Address of the Bidder]

[Phone No. of the Bidder]

13.10 The Bidder shall follow the same process for the **Financial Proposal/Bid**.

- 13.11 The Bidder shall again seal the sealed envelopes of **Original Technical Proposal** and the **Original Financial Proposal** in an outer envelope, duly marking the envelope as under:

**Original Proposal/Bid for:**

Tender Name. [Name of Tender]

Tender No. **48898-22092023-01**

**Strictly Confidential**

[Name of the Purchaser]

[Address of the Purchaser]

[Name of the Bidder]

[Address of the Bidder]

[Phone No. of the Bidder]

- 13.12 The Bidder shall again seal the sealed envelopes of **Duplicate Technical Proposal** and the **Duplicate Financial Proposal** in an outer envelope, duly marking the envelope as under:

**Duplicate Proposal/Bid for:**

Tender Name. [Name of Tender]

Tender No. **48898-22092023-01**

**Strictly Confidential**

[Name of the Purchaser]

[Address of the Purchaser]

[Name of the Bidder]

[Address of the Bidder]

[Phone No. of the Bidder]

- 13.13 The Bidders must enclose **soft copies** of the **Technical Proposal** and the **Financial Proposals**, including all Forms, Annexes, Schedules, Charts, Maps, Drawings, Documents, Brochures, Literature, etc., in the form of MS Word Documents, MS Excel Worksheets and Scanned images, with the hard copies.
- 13.14 The Tender shall be dropped in the prescribed Tender Box placed at the Reception of the Purchaser's office, not later than **1500 hours on last date** of submission of bids. No late bid shall be accepted.
- 13.15 This is made obligatory to affix authorized **signatures with official seal** on all original and duplicate (copies) documents, annexures, copies, certificates, brochures, literature, drawings, letters, forms and all relevant documents as part of the bids submitted by the Bidder.

**14. Tender Price**

- 14.1 The quoted price shall be:

14.1.1 best / final / fixed and valid until completion of all obligations under the

Contract i.e. not subject to variation / escalation;

14.1.2 in Pak Rupees;

14.1.3 inclusive of all taxes, duties, levies, insurance, freight, etc.;

14.1.4 including all charges up to the delivery point at Information Technology University, Main Campus Barki Road, Lahore or as specified by the Purchaser at the time of delivery.

14.1.5 as the items/goods are being procured for an educational Institute i.e. Information Technology University of the Punjab. Therefore, a significant educational discount in bid price would be appreciated.

14.2 If not specifically mentioned in the Tender(s), it shall be presumed that the quoted price is as per the above requirements.

14.3 Where no prices are entered against any item(s)/service(s), the price of that item/service shall be deemed be free of charge, and no separate payment shall be made for that item(s).

## **15. Bid Security (Earnest Money)**

15.1 The bid security amount has been calculated and demanded on estimated price as per provision of Rule-27 "Bid Security" of PPRA Rules, 2014 (i.e. not exceeding five percent of the estimated cost), the Tenderer shall furnish the Bid Security (Earnest Money) as under:

15.1.1 for a sum of **Rs.400,000/-**;

15.1.2 denominated in Pak Rupees;

15.1.3 as part of technical bid envelope, failing which will cause rejection of bid.

15.1.4 in the form of Demand Draft / Pay Order / Call Deposit Receipt, in the name of the Information Technology University;

15.1.5 have a minimum validity period of one hundred and twenty (120) days from the last date for submission of the Tender.

15.2 The Bid Security shall be forfeited by the Purchaser, on the occurrence of any / all of the following conditions:

15.2.1 If the Bidder withdraws the Tender during the period of the Tender validity specified by the Bidder on the Tender Form; or

15.2.2 If the Bidder does not accept the corrections of his Total Tender Price; or

15.2.3 If the Bidder, having been notified of the acceptance of the Tender by the Procuring Agency during the period of the Tender validity, fails or refuses to furnish the Performance Security, in accordance with the Tender Document; or

15.2.4 If the Bidder, fails or refuses to deliver the required material/services/works or fulfill the order placed within the stipulated time period;

15.3 The Bid security shall be returned to the unsuccessful Bidder after completion of bid evaluation process.

15.4 The Bid Security shall be returned to the successful Bidder upon submission of Performance Security or complete delivery of ordered Items/Services/Works



and Issuance of taking over/satisfactory certificate by concerned team of ITU.

**16. Tender Validity**

The Tender shall have a minimum validity period of **(120) days** from the last date for submission of the Tender. ITU may solicit the Bidder's consent to an extension of the validity period of the Tender. The request and the response thereto shall be made in writing. If the Bidder agrees to extension of validity period of the Tender, the validity period of the Bid Security shall also be suitably extended. The Bidder may refuse extension of validity period of the Tender, without forfeiting the Bid security.

**17. Modification / Withdrawal of the Tender**

- 17.1 The Bidder may, by written notice served on the Purchaser/ITU, modify or withdraw the Tender after submission of the Tender, prior to the deadline for submission of the Tender.
- 17.2 The Tender, withdrawn after the deadline for submission of the Tender and prior to the expiration of the period of the Tender validity, shall result in forfeiture of the Bid Security.

**18. Opening of the Tender**

- 18.1 Tenders (Technical Bids) shall be opened at 1600 hours on the last date of submission of bids, in the presence of the Bidder(s) for which they shall ensure their presence without further invitation. In case the last date of bid submission falls in / within the official holidays / weekends of the Purchaser, the last date for submission of the bids shall be the next working day.
- 18.2 The Bidder's name, modifications, withdrawal, security, attendance of the Bidder and such other details as the Purchaser may, at its exclusive discretion, consider appropriate, shall be announced and recorded.
- 18.3 No Bidder or its representative will be allowed to keep any digital device (camera, audio recorder, cell phone etc.) during tender opening meeting at given time and location. Non-compliance will cause the rejection of respective bidder.

**19. Clarification of the Tender**

The Purchaser shall have the right, at his exclusive discretion, to require, in writing, further information or clarification of the Tender, from any or all the Bidder(s). No change in the price or substance of the Tender shall be sought, offered or permitted except as required to confirm the corrections of arithmetical errors discovered in the Tender. Acceptance of any such correction is sole discretion of the purchaser.

**20. Determination of Responsiveness of the Bid (Tender)**

- 20.1 The Purchaser shall determine the substantial responsiveness of the Tender to the Tender Document, prior to the Tender evaluation, on the basis of the contents of the Tender itself without recourse to extrinsic evidence. A substantially responsive Tender is one which:
  - 20.1.1 meets the eligibility criteria given herein this tender document.
  - 20.1.2 meets the Technical Specifications for the Items/Services/Works;
  - 20.1.3 meets the delivery period / point for the Items/Services/Works.



- 20.1.4 in compliance with the rate and limit of liquidated damages;
  - 20.1.5 offers fixed price quotations for the Items/Services/Works;
  - 20.1.6 is accompanied by the required Bid Security as part of technical bid envelope;
  - 20.1.7 The original receipt of tender fee submitted, attached with technical bid envelope;
  - 20.1.8 In compliance with the Preparation/Submission of Tender in a manner prescribed in this tender document clause-13;
  - 20.1.9 Conforms to all terms and conditions of the Tender Document, without material deviation or reservation.
- 20.2 A material deviation or reservation is one which affects the scope, quality or performance of the Items / Services / Works or limits the Purchaser's rights or the Bidder's obligations under the Contract.
- 20.3 The Tender determined as not substantially responsive shall not subsequently be made responsive by the Bidder by correction or withdrawal of the material deviation or reservation.
- 21. Correction of errors / Amendment of Tender**
- 21.1 The Tender shall be checked for any arithmetic errors which shall be rectified, as follows:
- 21.1.1 if there is a discrepancy between the amount in figures and the amount in words for the Total Tender Price entered in the Tender Form, the amount which tallies with the Total Tender Price entered in the Price Schedule, shall govern.
  - 21.1.2 if there is a discrepancy between the unit rate and the total price entered in the price Schedule, resulting from incorrect multiplication of the unit rate by the quantity, the unit rate as quoted shall govern and the total price shall be corrected, unless there is an obvious and gross misplacement of the decimal point in the unit rate, in which case the total price as quoted shall govern and the unit rate shall be corrected.
  - 21.1.3 if there is a discrepancy in the actual sum of the itemized total prices and the total tender price quoted in the Price Schedule, the actual sum of the itemized total prices shall govern.
- 21.2 The Tender price as determined after arithmetic corrections shall be termed as the Corrected Total Tender Price which shall be binding upon the Bidder.
- 21.3 Adjustment shall be based on corrected Tender Prices. The price determined after making such adjustments shall be termed as Evaluated Total Tender Price.
- 21.4 No credit shall be given for offering delivery period earlier than the specified period.
- 22. Technical Evaluation Criteria**
- 22.1 The Bidders who have duly complied with the Eligibility/Qualification and Technical Evaluation Criteria will be eligible/responsive for further processing.
- 22.2 The Bids, which do not conform, to the Technical Specifications or Bid conditions or Bids from the Bidders without adequate capabilities to provide Construction Services

will be rejected.

22.3 The Technically Responsive/Qualified Bidder(s) will be considered for further evaluation.

22.4 The Technical proposal(s) shall be evaluated by the technical evaluation committee of ITU in the light of following technical evaluation criteria:

| Category                    | Description  | Status           |
|-----------------------------|--|------------------|
| <b>Mandatory Compliance</b> | Valid <b>Income Tax Registration</b> with <b>Active status</b> .   | <b>Mandatory</b> |
|                             | Valid <b>Sales Tax Registration</b> with <b>Active status</b> .  |                  |
|                             | Valid <b>Professional Tax Certificate</b> .  |                  |
|                             | <b>Bid Security</b> as per the Clause-15 of this Tender Document.  |                  |
|                             | Original Receipt of <b>Challan Form</b> for Bidder's Registration.   |                  |
|                             | Must be involved in manufacturing, sales or supply business of <b>similar nature items (furniture &amp; fixture)</b> for <b>last three (3) years at least</b> (verifiable through relevant Purchase Orders / Contracts/Invoices of successfully completed projects).   |                  |
|                             | Submission of <b>undertaking and Affidavit</b> on <b>legal valid</b> and <b>attested Stamp Papers</b> that:  |                  |
|                             | <ul style="list-style-type: none"> <li>i) the Bidder (Name of the Firm) is <b>not blacklisted</b> by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan.</li> <li>ii) the Bidder (Name of the Firm) shall comply to the specifications of all items/services/works to be procured mentioned vide <b>Annexure-A</b> of this document.</li> <li>iii) the Bidder (Name of the Firm) shall comply to the <b>Terms &amp; Conditions</b> mentioned in Tender Document, i.e. All terms &amp; conditions and qualification requirements listed anywhere in this Tender Document have been satisfactorily vetted.</li> <li>iv) the Bidder (Name of the Firm) shall comply to <b>Delivery/Execution Schedule</b> as per Tender Document.</li> <li>v) the Bidder (Name of the Firm) Certify that the quoted Items are <b>genuine, brand new, of the recent / current model / design and incorporated all recent improvements in design and materials</b>.</li> <li>vi) Affidavit (Integrity Pact) as per <b>Annexure-H</b>, on stamp paper.</li> </ul> |                  |

**Note:** Verifiable documentary proof for all above mandatory requirements will be pre-requisite for the evaluation of bids of the bidder(s).

## 23. Financial Proposal Evaluation

23.1 Technically qualified/responsive Bidder(s) shall be called for opening of the Financial Proposal(s). The Financial Proposals will be opened in the presence of the Bidders at the time and venue indicated by the Purchaser accordingly. The technically Responsive/Successful Bidder(s) or their authorized representatives shall be allowed to take part in the Financial Proposal opening.

23.2 Financial Proposal evaluation will be conducted under the Punjab Procurement Rules, 2014. The bids Prices will include all duties, taxes and expenses etc. In case of any exemption of duties and taxes given by the Government in favor of the

Purchaser, the contractor shall be bound to adjust the same in the Financial Proposal:

23.2.1 In cases of discrepancy between the cost/price quoted in Words and in Figures, the lower of the two will be considered.

23.2.2 In evaluation of the price of an imported item, the price will be determined and considered inclusive of the customs and other import duties etc.;

23.2.3 In evaluation of the price of articles/goods/services, which are subject to excise duty, sales tax, income tax or any other tax or duty levied by the Government, the price will be determined and considered inclusive of such duties and taxes.

23.3 The Purchaser will not be responsible for any erroneous calculation of taxes and all differences arising out as above shall be fully borne by the Successful Bidder. However, any subsequent changes in rates or structure of applicable taxes by the Government at any time during execution/evaluation period will be dealt with mutual consent.

#### **24. Rejection / Acceptance of the Bid**

24.1 The Purchaser shall have the right, at his exclusive discretion, to increase / decrease the quantity of any or all item(s)/service(s) without any change in unit prices or other terms and conditions at the time of order placement. The Purchaser may cancel/reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The Purchaser 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. The Purchaser shall incur no liability, solely, by virtue of its invoking sub-rule (1) of Rule-(35) of Punjab Procurement Rules, 2014 towards the bidders. However, bidders shall be promptly informed about the rejection of the bids, if any (As per Rule-(35) of Punjab Procurement Rules, 2014).

24.2 The Tender shall be rejected if it is:

24.2.1 substantially non-responsive in a manner prescribed in this tender document clause-20; or

24.2.2 submitted in other than prescribed forms, annexes, schedules, charts, drawings, documents / by other than specified mode; or

24.2.3 bid not submitted against complete Lot and relevant bid security is not submitted;

24.2.4 incomplete, partial, conditional, alternative, late; or

24.2.5 the Bidder refuses to accept the corrected Total Tender Price; or

24.2.6 the Bidder has conflict of interest with the Purchaser; or

24.2.7 the Bidder tries to influence the Tender evaluation / Contract award; or

24.2.8 the Bidder engages in corrupt or fraudulent practices in competing for the Contract award;

24.2.9 the Bidder fails to meet all the requirements of Tender Eligibility / Qualification Criteria (Clause-7);

24.2.10 the bidder fails to meet the evaluation criteria requirements (clause-22);

- 24.2.11 the bidder has been blacklisted by any public or private sector organization;
- 24.2.12 the bidder has mentioned any financial implication(s) in the financial proposal that is in contradiction to this document and Government rules and regulations.
- 24.2.13 there is any discrepancy between bidding documents and bidder's proposal i.e. any non-conformity or inconsistency or informality or irregularity in the submitted bid.
- 24.2.14 the Bidder submits any financial conditions as part of its bid which are not in conformity with tender document.
- 24.2.15 Non-submission of verifiable proofs against the mandatory as well as general documentary, qualification and eligibility related requirements.

## **25. Award Criteria**

- 25.1 At first step, responsive bidder(s) as per clause-7, clause-22 of this tender document fulfilling the qualification and technical evaluation criteria will stand technically qualified.
- 25.1 At second step, technically responsive/qualified bidder(s) will be evaluated in the light of all Pre-Conditions, necessary requisites and the contract shall be awarded in the light of Punjab Procurement Rules, 2014 and fulfilling all codal formalities.

## **26. Acceptance Letter**

As per provisions of Rule-55 of Punjab Procurement Rules 2014, the Purchaser shall issue the Acceptance Letter/Work Order to the successful Bidder, at least after 10 days of announcement of bid evaluation reports (Ref: Rule-37 of Punjab Procurement Rules, 2014) and prior to the expiry of the original validity period or extended validity period of the Tender, which shall constitute a contract, until execution of the formal Contract.

## **27. Performance Security**

- 27.1 The successful Bidder/the Contractor shall furnish Performance Security as under:
  - 27.1.1 after receipt of the Acceptance Letter from the Purchaser and must be on or before submission of Invoice for payment;
  - 27.1.2 in the form of Bank Guarantee, issued by a scheduled bank operating in Pakistan, as per the format provided in the Tender Document;
  - 27.1.3 for a sum equivalent to **5%** of the contract value;
  - 27.1.4 denominated in Pak Rupees;
  - 27.1.1 have a minimum validity period until the date of expiry of warranty period, support period or termination of services/Contract, or fulfilment of all obligations under the contract, whichever is later. Performance security shall not be acceptable with any validity less than the prescribed time period.
- 27.2 The Performance Security shall be payable to the Purchaser, on occurrence of any / all of the following conditions:
  - 27.1.5 If the Contractor commits a default under the Contract;
  - 27.1.6 If the Contractor fails to fulfill the obligations under the Contract;

- 27.1.7 If the Contractor violates any of the terms and conditions of the Contract.
- 27.3 The Contractor shall cause the validity period of the performance security to be extended for such period(s) as the contract performance may be extended. The Performance Security shall be returned to the Contractor within thirty working days after the expiry of its validity on written request from the Contractor.
- 28. Redressal of grievances by the procuring agency**
- 28.1 The procuring agency shall constitute a committee comprising of odd number of persons, with proper powers and authorizations, to address the complaints of bidders that may occur prior to the entry into force of the procurement contract.
- 28.2 Any bidder feeling aggrieved by any act of the procuring agency after the submission of his bid may lodge a written complaint concerning his grievances not later than ten (10) days after the announcement of the bid evaluation report.
- 28.3 The committee shall investigate and decide upon the complaint within fifteen days of the receipt of the complaint.
- 28.4 Mere fact of lodging of a complaint shall not warrant suspension of the procurement process.
- 28.5 Any bidder not satisfied with the decision of the committee of the procuring agency may lodge an appeal in the relevant court of jurisdiction.

**DRAFT**  
**TERMS & CONDITIONS OF THE CONTRACT (TENTATIVE)**

**Contract Title:**

**PROCUREMENT OF FURNITURE ITEMS**  
**FOR**  
**ITU MAIN CAMPUS & CITY CAMPUS, LAHORE**

**[Name of Contractor]**

Dated:

## II. General Conditions of Draft Contract

### 29. Contract

The Procuring Agency shall, after issuance of Letter of Acceptance/ Work Order send the Contract provided in the Tender Document, to the successful Bidder. Within three working days of the receipt of such Contract, the Bidder shall sign and date the Contract and return it to the Purchaser.

### 30. Contract Duration

The Contract duration shall be for the period of **one (1) year**, starting from the date of issuance / signing of the Contract till end of complete delivery / deployment of ordered Goods/Items/Services or till end of warranty/support period, whichever is later.

### 31. Contract Documents and Information

The Contractor shall not, without the Purchaser's prior written consent, make use of the Contract, or any provision thereof, or any document(s), specifications, drawing(s), pattern(s), sample(s) or information furnished by or on behalf of the Purchaser in connection therewith, except for purposes of performing the Contract or disclose the same to any person other than a person employed by the Contractor in the performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.

### 32. Contract Language

The Contract and all documents relating to the Contract, exchanged between the Contractor and the Purchaser, shall be in English. The Contractor shall bear all costs of translation to English and all risks of the accuracy of such translation.

### 33. Standards

The Goods/Material delivered and the Services provided under the Contract shall conform to the authoritative latest industry standards.

### 34. Delivery/ Execution Schedule

- 34.1 The Contractor shall deliver, deploy and install the ordered Items/Goods within **twelve (12) weeks** from the date of issuance of Letter of Acceptance.
- 34.2 The Contractor shall indicate his delivery approach clearly specifying the requirements of any associated/relevant documentation. The approach shall specify any special constraints such as, security requirements, access arrangement etc. The Contractor shall deliver/deploy the required Items/Goods at Information Technology University, Main Campus, Barki Road, Lahore, or as specified by the Purchaser at the time of delivery.
- 34.3 The Contractor shall ensure that the ordered Items/Services shall be delivered complete. If it shall appear to the Client that the items/services have been or are likely to be delayed by reason of incomplete delivery or for any other reasons, he

may require the Contractor at the expense of the Contractor to deliver the missing items/services or suitable replacements thereof by the fastest available means.

- 34.4 The Contractor shall include in the Bid a detailed delivery plan, which shall include support services details, mobilization and personnel scheduling during Construction and the support period. The Contractor shall provide maintenance, supply and procurement support necessary for Client to maintain all the work, at the contracted performance and reliability level. The Contractor shall be responsible to arrange and pay for the deployment of plant, machinery, labors, to the place of destination as specified in the Contract.

### **35. Taking-Over Certificate**

- 35.1 The Contractor shall, by written notice served on the Client with a copy to the Purchaser, apply for a Taking-Over Certificate.
- 35.2 The Client shall, within seven (7) days of receipt of Contractor's application, either issue the Taking-Over Certificate to the Contractor with a copy to the Purchaser, stating the date of successful inspection / testing of the Items delivered and Services provided or any portion thereof, for their intended purposes; or reject the application giving the reasons and specifying the items/goods delivered and Services provided by the Contractor to enable the Taking-Over Certificate to be issued.
- 35.3 Nothing contained in this document shall, in any way, release the Contractor from any Warranty or other obligations under the Contract.

### **36. Warranty/Support Services**

- 36.1 The Contractor shall warrant that the Goods/Items delivered and Services provided by the Contractor, under the Contract shall have no defect, arising from design, materials, workmanship or from any act or omission of the Contractor that may develop under normal use of the supplied Goods / Items / Services.
- 36.2 The Contractor shall provide standard warranty of minimum **one (1) year** (hereinafter referred as Warranty Period) after the issuance of Taking-over Certificate in respect of Goods and the Services, or any portion thereof, as the case may be, which will include:
- 36.2.1 Free, on site repair / replacement of defective / damaged parts and labor, within 24 hours of intimation in Lahore and 48 hours outside Lahore;
- 36.2.2 Onsite replacement of defective / damaged Goods, if repair of such Goods involves a duration exceeding 24 hours in Lahore and 48 hours outside Lahore.
- 36.3 The Contractor shall clearly mention Terms and Conditions of service agreements for the Goods supplied after the expiry of initial warranty period.
- 36.4 The **Warranty Period** shall start from the **date of delivery/deployment** of ordered goods/items on site and upon **issuance of Taking-Over Certificate**.
- 36.5 The Client shall, by written notice served on the Contractor with a copy to the Purchaser, promptly indicate any claim(s) arising under the warranty.



36.6 The Contractor shall, within the prescribed time period, after receipt of such notice, repair or replace the defective / damaged Goods or parts thereof on site, without any cost to the Purchaser.

36.7 The end user licenses, end user warranties and end user contracting support services shall be in the name of Purchaser (Information Technology University of the Punjab), for the Goods supplied and the Services provided, under the Contract.

### **37. Ownership of Goods and Replaced Components**

Goods to be supplied to the Purchaser, pursuant to the Contract, shall become the property of the Purchaser when the Goods are taken over by the Purchaser. Defective components to be replaced by the Contractor, pursuant to the Contract, shall become the property of the Contractor as and where it lies.

### **38. Defects Liability Expiry Certificate**

38.1 The Contractor shall, after expiry of the warranty period, by written notice served on the Client with a copy to the Purchaser, apply for a Defects Liability Expiry Certificate.

38.2 The Client shall, within seven days of receipt of such notice, either issue the Defects Liability Expiry Certificate to the Contractor with a copy to the Purchaser, stating the date of expiry of the Warranty Period for all the Goods supplied and fulfillment of all obligations by the Contractor, under the Contract; or reject the application giving the reasons and specifying the items/services required to be supplied by the Contractor to enable the Defects Liability Expiry Certificate to be issued.

### **39. Payment**

39.1 The Contractor shall provide all necessary supporting documents along with invoice.

39.2 The Contractor shall submit Application for Payment, to the Purchase. The Application(s) for Payment shall: be accompanied by such invoices, receipts or other documentary evidence as the client may require; state the amount claimed; and set forth in detail, in the order of the Price Schedule, particulars of the Items/Services delivered up to the date of the Application for Payment and subsequent to the period covered by the last preceding Payment, if any.

39.3 The Purchaser shall get verified the details of Items/Services delivered against the invoice from the concerned Technical Team and Payment shall be made against the complete delivery of Items/Services after issuance of satisfactory certificate by concerned team of ITU, as per details given in relevant Letter of Acceptance/Contract.

39.4 The Purchaser shall pay the amount verified within thirty (30) days. Payment shall not be made in advance and against partial deliveries. The Purchaser shall make payment for the Goods supplied and the Services provided by the Contractor, as per Government policy, in Pak Rupees, through cross cheque.

39.5 All payments shall be subject to any and all taxes, duties and levies applicable under the laws of Pakistan, for the whole period starting from issuance of Letter of Acceptance till termination of the signed contract in this regard.

#### **40. Price**

The Contractor shall not charge prices for the Services provided and for other obligations discharged, under the Contract, varying from the prices quoted by the Contractor in the Price Schedule.

#### **41. Contract Amendment**

- 41.1 The Purchaser may at any time, by written notice served to the Contractor, alter or amend the contract for any identified need/requirement in the light of prevailing rules and regulations.
- 41.2 The Contractor shall not execute any Change until and unless the Purchaser has allowed the said Change, by written order served on the Contractor with a copy to the Client.
- 41.3 The Change, mutually agreed upon, shall constitute part of the obligations under this Contract, and the provisions of the Contract shall apply to the said Change.
- 41.4 No variation in or modification in the Contract shall be made, except by written amendment signed by both the Purchaser and the Contractor.

#### **42. Extensions in time for performance of obligations under the Contract**

If the Contractor encounters conditions impeding timely performance of any of the obligations, under the Contract, at any time, the Contractor shall, by written notice served on the Purchaser with a copy to the Client, promptly indicate the facts of the delay, its likely duration and its cause(s). As soon as practicable after receipt of such notice, the Purchaser shall evaluate the situation and may, at its exclusive discretion, without prejudice to any other remedy it may have, by written order served on the Contractor with a copy to the Client, extend the Contractor's time for performance of its obligations under the Contract.

#### **43. Liquidated Damages**

If the Contractor fails / delays in performance of any of the obligations, under the Contract / violates any of the provisions of the Contract / commits breach of any of the terms and conditions of the Contract the Purchaser may, without prejudice to any other right of action / remedy it may have, deduct as liquidated damages, a sum of money @0.25% of the total Contract Price which is attributable to such part of the Items / the Services, in consequence of the failure / delay, be put to the intended use for every day between the scheduled delivery date(s), with any extension of time thereof granted by the Purchaser, and the actual delivery date(s). Provided that the amount so deducted shall not exceed, in the aggregate, 10% of the Contract Price.

#### **44. Blacklisting**

If the Contractor fails / delays in performance of any of the obligations, under the Contract / Letter of Acceptance, violates any of the provisions of the Contract / Letter of Acceptance, commits breach of any of the terms and conditions of the Contract / Letter of Acceptance or found to have engaged in corrupt practices in competing for the award of contract / Letter of Acceptance or during the execution of the contract / Letter of Acceptance, the Purchaser may without

prejudice to any other right of action / remedy it may have, blacklist the Contractor, either indefinitely or for a stated period, for future tenders in public sector, as per provision of Punjab Procurement Rules, 2014.

#### **45. Termination for Default**

- 45.1 If the Contractor fails / delays in performance of any of the obligations, under the Contract / violates any of the provisions of the Contract / commits breach of any of the terms and conditions of the Contract the Purchaser may, at any time, without prejudice to any other right of action / remedy it may have, by written notice served on the Contractor with a copy to the Client, indicate the nature of the default(s) and terminate the Contract, in whole or in part, without any compensation to the Contractor. Provided that the termination of the Contract shall be resorted to only if the Contractor does not cure its failure / delay, within fifteen (15) working days (or such longer period as the Client may allow in writing), after receipt of such notice.
- 45.2 If the Purchaser terminates the Contract for default, in whole or in part, the Purchaser may procure, upon such terms and conditions and in such manner as it deems appropriate, Items / Services, similar to those undelivered, and the Contractor shall be liable to the Purchaser for any excess costs for such similar Items / Services. However, the Contractor shall continue performance of the Contract to the extent not terminated.

#### **46. Termination for Insolvency**

If the Contractor becomes bankrupt or otherwise insolvent, the Purchaser may, at any time, without prejudice to any other right of action / remedy it may have, by written notice served on the Contractor with a copy to the Client, indicate the nature of the insolvency and terminate the Contract, in whole or in part, without any compensation to the Contractor.

#### **47. Termination for Convenience**

- 47.1 The Purchaser may, at any time, by written notice served on the Contractor with a copy to the Client, terminate the Contract, in whole or in part, for its convenience, without any compensation to the Contractor.
- 47.2 The Goods and the Services, which are complete or to be completed by the Contractor, within thirty (30) working days after the receipt of such notice, shall be accepted by the Purchaser. For the remaining Items/Services, the Purchaser may elect:
- 47.2.1 to have any portion thereof completed and delivered; and/or
- 47.2.2 to cancel the remainder and pay to the Contractor an agreed amount for partially completed delivery, previously procured by the Contractor for the purpose of the Contract, together with a reasonable allowance for overhead & profit.

#### **48. Force Majeure**

- 48.1 For the purpose of this contract "Force Majeure" means an event which is beyond the reasonable control of a party and which makes a party's performance of its

obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances, and includes, but is not limited to, War, Riots, Storm, Flood or other industrial actions (except where such strikes, lockouts or other industrial are within the power of the party invoking Force Majeure), confiscation or any other action by Government agencies. In all disputes between the parties as to matters arising pursuant to this Contract, the dispute be referred for resolution by arbitration under the Pakistan Arbitration Act, 1940, as amended, by one or more arbitrators selected in accordance with said Law. The place for arbitration shall be Lahore, Pakistan. The award shall be final and binding on the parties.

- 48.2 The Contractor shall not be liable for liquidated damages, blacklisting for future tenders, termination for default, if and to the extent his failure / delay in performance /discharge of obligations under the Contract is the result of an event of Force Majeure.
- 48.3 If a Force Majeure situation arises, The Contractor shall, by written notice served on The Purchaser, indicate such condition and the cause thereof. Unless otherwise directed by The Purchaser in writing, The Contractor shall continue to perform under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.
- 48.4 Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a Party or Agents or Employees, nor (ii) any event which a diligent Party could reasonably have been expected to both (A) take into account at the time of the conclusion of this Contract and (B) avoid or overcome in the carrying out of its obligations here under.
- 48.5 Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder.

#### **49. Dispute Resolution**

- 49.1 The Purchaser and the Contractor shall make every effort to amicably resolve, by direct informal negotiation, any disagreement or dispute arising between them under or in connection with the Contract.
- 49.2 If, after thirty working days, from the commencement of such informal negotiations, the Purchaser and the Contractor have been unable to amicably resolve a Contract dispute, either party may, require that the dispute be referred for resolution by arbitration under the Pakistan Arbitration Act, 1940, as amended, by one or more arbitrators selected in accordance with said Law. The place for arbitration shall be Lahore, Pakistan. The award shall be final and binding on the parties.

#### **50. Statutes and Regulations**

- 50.1 The Contract shall be governed by and interpreted in accordance with the laws of Pakistan.
- 50.2 The Contractor shall, in all matters arising in the performance of the Contract, conform, in all respects, with the provisions of all Central, Provincial and Local

Laws, Statutes, Regulations and By-Laws in force in Pakistan, and shall give all notices and pay all fees required to be given or paid and shall keep the Purchaser indemnified against all penalties and liability of any kind for breach of any of the same.

- 50.3 The Courts at Lahore shall have the exclusive territorial jurisdiction in respect of any dispute or difference of any kind arising out of or in connection with the Contract.

**51. Taxes and Duties**

The Contractor shall be entirely responsible for all taxes, duties and other such levies imposed / applicable under the laws of Pakistan, for the whole period starting from issuance of Letter of Acceptance till termination of the signed contract. The Contractor shall also be responsible to make inquiries on income tax / sales tax with the concerned authorities of Income Tax and Sales Tax Department, Government of Pakistan.

**52. Contract Cost**

The Contractor shall bear all costs / expenses associated with the preparation of the Contract and the Purchaser shall in no case be responsible / liable for those costs / expenses. The successful bidder shall provide legal stamp papers of relevant value according to Govt. rules and regulations for signing of the formal contract.

**53. The Client**

- 53.1 The Client shall only carry out such duties and exercise such authority as specified in the Contract. The Client shall have no authority to relieve the Contractor of any of his obligations under the Contract, except as expressly stated in the Contract.
- 53.2 The Contractor shall proceed with the decisions, instructions or approvals given by the Client in accordance with these Conditions.
- 53.3 The Client shall conform to all the relevant clauses of this Tender Document to carry out all responsibilities assigned thereto in a timely manner.

**54. Authorized Representative**

- 54.1 The Purchaser, the Client or the Contractor may, at their exclusive discretion, appoint their Authorized Representative and may, from time to time, delegate any / all of the duties / authority, vested in them, to their authorized Representative(s), including but not limited to, signing on their behalf to legally bind them, and may, at any time, revoke such delegation.
- 54.2 The Authorized Representative shall only carry out such duties and exercise such authority as may be delegated to him, by the Purchaser, the Client or the Contractor.
- 54.3 Any such delegation or revocation shall be in writing and shall not take effect until notified to the other parties to the Contract.
- 54.4 Any decision, instruction or approval given by the Authorized Representative, in accordance with such delegation, shall have the same effect as though it had been

given by the Principal.

54.5 Any failure of the Authorized Representative to disapprove any Items or Services shall not prejudice the right of the Client to disapprove such Items or Services and to give instructions for the rectification thereof.

54.6 If the Contractor questions any decision or instruction of the Authorized Representative of the Purchaser / the Client, the Contractor may refer the matter to the Purchaser / the Client who shall confirm, reverse or vary such decision or instruction.

**55. Waiver**

Failure of either party to insist upon strict performance of the obligations of the other party, under the Contract, shall in no way be deemed or construed to affect in any way the right of that party to require such performance.

**56. Documentation**

The Contractor shall furnish the deployment, configuration and customization guides, user and administrator keys/manuals, maintenance and support manuals for each appropriate unit of the delivered Items/Services and other information pertaining to the performance of the material/services done, in hard copy format, in soft copy format and in the form of on-line help, before the Services are taken over by the Purchaser.

## 57. Special Stipulations

| SCHEDULE-A, SPECIAL STIPULATIONS   |   |
|--|---|
| For ease of Reference, certain special stipulations are as under:                            |   |
| <b>Bid Security (Earnest Money)</b>  | <p>The bid security amount has been calculated and demanded on estimated price as per provision of Rule-27 "Bid Security" of PPRA Rules, 2014 (i.e. not exceeding five percent of the estimated cost), the Tenderer shall furnish the Bid Security (Earnest Money) as under: for a sum of <b>Rs. 400,000/-</b>:</p> <p>in the form of Demand Draft / Pay Order / Call Deposit Receipt, in the name of the Purchaser, denominated in Pak Rupees;</p> <p>Have a minimum validity period of one twenty (120) days from the last date for submission of the Tender.</p>   |
| <b>Delivery / Execution Schedule</b>   | <p>The Contractor shall deliver, deploy and install the ordered Items/Goods within <b>twelve (12) weeks</b> from the date of issuance of Letter of Acceptance.</p>  |
| <b>Performance Security</b>  | <p>The successful bidder / the Contractor shall furnish <b>Performance Security</b> as under:</p> <p>within <b>twenty (20) days</b> of the receipt of the Acceptance Letter from the Purchaser;</p> <p>in the form of a <b>Bank Guarantee</b>, issued by a scheduled bank operating in Pakistan, as per the format provided in the Tender Document;</p> <p>for a sum equivalent to <b>5%</b> of the total contract value; denominated in Pak Rupees;</p> <p>Have a minimum validity period until the date of expiry of warranty, support period or termination of services, or fulfilment of all obligations under the contract <b>whichever is later</b>. Performance security shall not be acceptable with any validity less than the prescribed time period.</p>   |
| <b>Liquidated damages for failure / delay in supply of Items/ Services by the Contractor</b> | <p>If the Contractor fails / delays in performance of any of the obligations, under the Contract / Letter of Acceptance, violates any of the provisions of the Contract / Letter of Acceptance, commits breach of any of the terms and conditions of the Contract/ Letter of Acceptance, the Purchaser may, without prejudice to any other right of action / remedy it may have, deduct from the Contract Price, as liquidated damages, a sum of money @0.25% of the total Contract Price which is attributable to such part of the Items/ Services, in consequence of the failure / delay, be put to the intended use, for every day between the scheduled delivery date(s), with any extension of time thereof granted by the Purchaser, and the actual delivery date(s). Provided that the amount so deducted shall not exceed, in the aggregate, 10% of the Contract Price.</p> |



**TECHNICAL SPECIFICATIONS / REQUIREMENTS**

| <b>FURNITURE ITEMS</b> |  |   |             |             |                            |   |
|------------------------|--|---|-------------|-------------|----------------------------|---|
| <b>Sr. No.</b>         | <b>Items Description</b>                 | <b>Specifications</b>   | <b>Unit</b> | <b>Qty.</b> | <b>Quoted Brand/ Model</b> | <b>Offered Technical Specifications</b> |
| 1.                     | <b>Computer Table for Lab</b>            | With partition of each table (2'x4') with CPU Box & Drawer, MDF material, and railing for keyboard etc.   | <b>Nos</b>  | <b>50</b>   |                            |   |
| 2.                     | <b>Computer Table for Offices</b>        | with (2'x4') with CPU Box, MDF material, and railing for keyboard etc.  | <b>Nos</b>  | <b>25</b>   |                            |   |
| 3.                     | <b>Executive Table</b>                   | Along with separate executive side table and separate one drawer having three sections with lock and handle along with coat hanger  | <b>Sets</b> | <b>18</b>   |                            |   |
| 4.                     | <b>Manager High Back Chair</b>           | Upholstered with best quality foam & fabric, revolving & reclining gas lifter with mechanism and pedestal & arm rest, with single position back lock, and durable PU castors. High Quality Imported Foam with Imported Mesh Fabric. | <b>Nos</b>  | <b>35</b>   |                            |   |
| 5.                     | <b>Executive Chair With Head Rest</b>    | Black mesh upholstery, adjustable headrest, adjustable lumbar support, adjustable armrest, adjustable recline back with mesh, nylon high base and PU coaster High Quality Imported Fabric   | <b>Nos</b>  | <b>30</b>   |                            |   |
| 6.                     | <b>Chairs for Computer Lab</b>           | (revolving chair with foam seat and back, reclining & lifter)   | <b>Nos</b>  | <b>50</b>   |                            |   |
| 7.                     | <b>Mira Tablet Chair for Class Rooms</b> | (with comfortable back position and   | <b>Nos</b>  | <b>260</b>  |                            |   |



|     |                             |   |            |           |  |  |
|-----|-----------------------------|---|------------|-----------|--|--|
|     |                             | tablet for placement of books/document)   |            |           |  |  |
| 8.  | <b>Wooden Podium / Dice</b> | Size: W:2'-6" x H:4'-0" x D:1'-8" Structure made of 16mm Laminated Board with 2mm PVC edging. PVC edging PVC edge banding with Holt melt adhesive having melting point.   | <b>Nos</b> | <b>05</b> |  |  |
| 9.  | <b>Visitor Chair</b>        | SS Polished Frame with padded armrest. Synthetic Mesh and Lumber Support  | <b>Nos</b> | <b>52</b> |  |  |
| 10. | <b>Waiting Area Bench</b>   | Stainless Steel (3 seater resting on beam)  | <b>Nos</b> | <b>15</b> |  |  |
| 11. | <b>Reception Desk</b>       | <b>Size Approx:</b> L=18' x H=4' x D=2'. L-Shape Stylish Design Made of laminated board & MDF with built in drawers and cabinet, soft closing channel & handle.   | <b>Nos</b> | <b>01</b> |  |  |
| 12. | <b>Centre Table Set</b>     | 2 small tables 20"x20" and one large 20"x40" glass top and mid shelf  | <b>Nos</b> | <b>05</b> |  |  |
| 13. | <b>Large Wooden Cabinet</b> | <b>Size: H=6'-6" x W=3'-0" x D=1'-3"</b><br>Double level Box File Cabinet having 4 shelf with one vertical divider and 5 sections of equal. sizes: Structure made of laminated board having thickness of 16mm used for overall structure. Exposed edges covered with 1mm thick PVC edging. Two lockable panels with best quality hinges, handles and locks. Back of the cabinet made of ¼", MDF laminated board with one side lamination. 2mm | <b>Nos</b> | <b>05</b> |  |  |

|     |                                      |  |            |           |  |  |
|-----|--------------------------------------|--|------------|-----------|--|--|
|     |                                      | thick 70mm high heavy chrome legs.   |            |           |  |  |
| 14. | <b>Medium Wooden Cabinet</b>         | <b>Size: H=3'-0" x W=4'-0" x D=1'-4"</b> , Double level Box File Cabinet having 1 shelf and 2 sections: Structure made of Imported Laminated. Top and front lockable panels in Imported Laminate with 4 SS in base.  | <b>Nos</b> | <b>17</b> |  |  |
| 15. | <b>Two Door Steel Cabinet/Almira</b> | <b>SIZE: (H=6'-0" x W=3'-0" x D=1'-6")</b> Structure made up of good quality steel One cupboard with single lock and equally divided 5 partitions, guage 20 (MS) with powder coated.   | <b>Nos</b> | <b>08</b> |  |  |
| 16. | <b>Racks / File Shelf</b>            | <b>SIZE: (H=6'-6" x W=3'-0" x D=1'-3")</b> Structure made of Imported laminated board having thickness of 16mm or higher used for overall structure. Exposed edges covered with 1mm thick imported PVC edging. 10 open sections divided into equal sizes. 2mm thick 70mm high heavy chrome legs.                                     | <b>Nos</b> | <b>04</b> |  |  |
| 17. | <b>Book Shelf Racks for Library</b>  | <b>SIZE: (H=6'-6" x W=3'-0" x D=1'-3")</b> , Structure made of Imported laminated board having thickness of 16mm used for overall structure. Exposed edges covered with 1mm thick imported PVC edging. 6 open sections divided into equal sizes. Back of the cabinet made of ¼" MDF laminated with on the inner side of the cabinet. | <b>Nos</b> | <b>04</b> |  |  |

|     |                              |   |            |           |  |  |
|-----|------------------------------|---|------------|-----------|--|--|
|     |                              | Complete in all respect.  |            |           |  |  |
| 18. | <b>Three (3) Seater Sofa</b> | Inner structure made of Acacia wood. Seat and back upholstered with Master or equivalent quality foam of Grade 1 and Leatherette.   | <b>Nos</b> | <b>04</b> |  |  |
| 19. | <b>Large Bean Bags</b>       | Minimum Size: 2'x2', High quality material filled with polyester filling. Medium size and in different colours.   | <b>Nos</b> | <b>10</b> |  |  |
| 20. | <b>Planter Stands</b>        | <b>Material:</b> Made with the thickness of 16mm compressed wood and metal frame Design: smart design for plantation<br><b>Legs:</b> Beautiful metal legs for easy cleaning and durability. | <b>Nos</b> | <b>07</b> |  |  |

**NOTE:**

|      |   |
|------|---|
| i.   | The bidder(s) must submit their bids against complete Lot with all Items as mentioned above.  |
| ii.  | Duly filled, signed and stamped technical specifications sheet with Technical Offer/BOQ clearly mentioning quoted Brand / Country of Origin / manufacturing / assembly and Technical specifications offered, along with Brochures / Literature, Datasheet, etc. and complete details of items/services to be delivered. |
| iii. | Minimum One (1) year parts and labor warranty for all components on site.   |
| iv.  | The bidder(s) should clearly mention Terms and Conditions of service agreements for the supplied items/goods after the expiry of initial warranty period.   |
| v.   | The Purchaser can ask the bidder(s) to provide specimen samples of their respective quoted furniture items for inspection and quality check (if required) and the same shall be returned to the bidder after inspection and quality check.  |
| vi.  | ITU Technical Team may visit the bidder's facility for assembling / manufacturing unit /workshop of furniture (if required).  |
| vii. | Annexure-A / Specifications are duly made, checked and verified by the concerned Team/ Department.  |

## **ANNEXURE-B**

### **FORMS & OTHER REQUIRED DOCUMENTS**

#### **TECHNICAL PROPOSAL SUBMISSION FORM**

[Location, Date]

To (Name and address of Client / Purchaser)

Dear Sir,

We, the undersigned, offer to provide the\_(insert title of assignment)\_ in accordance with your Request for Proposal/Tender Document No.\_\_\_\_\_dated \_(insert date)\_ and our Proposal. We are hereby submitting our Proposal, which includes the Technical Proposal and the Financial Proposal sealed in two separate envelopes.

We undertake, if our Proposal is accepted, to provide supply of \_\_\_\_\_related to the assignment.

Our Proposal shall be binding upon us up to expiration of the validity period of the Proposal, i.e. before the date indicated in \_\_\_\_\_ of the Proposal Data Sheet.

We also confirm that the Government of Pakistan / Punjab has not declared us, or any, ineligible on charges of engaging in corrupt, fraudulent, collusive or coercive practices. We furthermore, pledge not to indulge in such practices in competing for or in executing the Contract, and we are aware of the relevant provisions of the Proposal Document.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature (Original)

(In full and initials)

Name and Designation of Signatory

Name of Firm

Address

**Financial Proposal Submission Form (Part of Financial Bid Envelope)**

[Location, Date]

To     \_(Name and address of Client / Purchaser)\_

Dear Sir,

We, the undersigned, offer to provide the \_(Insert title of assignment)\_ in accordance with your Request for Proposal No.\_\_\_\_\_ dated \_(insert date)\_ and our Technical Proposal. Our attached Financial Proposal is for the sum of \_(insert amount in words and figures)\_. This amount is inclusive of all taxes.

Our Financial Proposal shall be binding upon us up to expiration of the validity period of the Proposal, i.e. before the date indicated in \_\_\_\_\_ of the Proposal Data Sheet.

We also declare that the Government of Pakistan / Punjab has not declared us or any Sub-Contractors for any part of the Contract, ineligible on charges of engaging in corrupt, fraudulent, collusive, or coercive practices. We furthermore, pledge not to indulge in such practices in competing for or in executing the Contract, and are aware of the relevant provisions of the Proposal Document.

We understand you are not bound to accept any Proposal you receive.

Signed

In the capacity of:

Duly authorized to sign the proposal on behalf of the Applicant.

Date:

## ANNEXURE-D

### Price Schedule/ Financial Cost Sheet

| Furniture Items |                                   |   |      |      |  |   |
|-----------------|-----------------------------------|---|------|------|--|---|
| Sr. No.         | Description                       |   | Unit | QTY. | Unit Rate<br>(Incl. all taxes, duties, freight, etc.)<br>Rs. | Total Cost<br>(Incl. all taxes, duties, freight, etc.)<br>Rs. |
|                 |                                   |   |      | (1)  | (2)  | 3=(1x2)   |
| 1.              | Computer Table for Lab            | With partition of each table (2'x4') with CPU Box & Drawer, MDF material, and railing for keyboard etc.   | Nos  | 50   |  |   |
| 2.              | Computer Table for Offices        | with (2'x4') with CPU Box, MDF material, and railing for keyboard etc.  | Nos  | 25   |  |   |
| 3.              | Executive Table                   | Along with separate executive side table and separate one drawer having three sections with lock and handle along with coat hanger  | Sets | 18   |  |   |
| 4.              | Manager High Back Chair           | Upholstered with best quality foam & fabric, revolving & reclining gas lifter with mechanism and pedestal & arm rest, with single position back lock, and durable PU castors. High Quality Imported Foam with Imported Mesh Fabric. | Nos  | 35   |  |   |
| 5.              | Executive Chair With Head Rest    | Black mesh upholstery, adjustable headrest, adjustable lumbar support, adjustable armrest, adjustable recline back with mesh, nylon high base and PU coaster High Quality Imported Fabric   | Nos  | 30   |  |   |
| 6.              | Chairs for Computer Lab           | (revolving chair with foam seat and back, reclining & lifter)   | Nos  | 50   |  |   |
| 7.              | Mira Tablet Chair for Class Rooms | (with comfortable back position and tablet for placement of books/document)   | Nos  | 260  |  |   |
| 8.              | Wooden Podium / Dice              | Size: W:2'-6" x H:4'-0" x D:1'-8" Structure made of 16mm Laminated Board with 2mm PVC edging. PVC edging PVC edge banding with Holt melt adhesive having melting point.   | Nos  | 05   |  |   |
| 9.              | Visitor Chair                     | SS Polished Frame with padded armrest. Synthetic Mesh and Lumber Support  | Nos  | 52   |  |   |
| 10.             | Waiting Area Bench                | Stainless Steel (3 seater resting on beam)  | Nos  | 15   |  |   |
| 11.             | Reception Desk                    | Size Approx: L=18' x H=4' x D=2'.   | Nos  | 01   |  |   |

|     |                                      |   |            |           |  |  |
|-----|--------------------------------------|---|------------|-----------|--|--|
|     |                                      | L-Shape Stylish Design<br>Made of laminated board & MDF with built in drawers and cabinet, soft closing channel & handle.   |            |           |  |  |
| 12. | <b>Centre Table Set</b>              | 2 small tables 20"x20" and one large 20"x40" glass top and mid shelf  | <b>Nos</b> | <b>05</b> |  |  |
| 13. | <b>Large Wooden Cabinet</b>          | <b>Size: H=6'-6" X W=3'-0" X D=1'-3"</b><br>Double level Box File Cabinet having 4 shelf with one vertical divider and 5 sections of equal.<br>sizes: Structure made of laminated board having thickness of 16mm used for overall structure. Exposed edges covered with 1mm thick PVC edging. Two lockable panels with best quality hinges, handles and locks. Back of the cabinet made of ¼", MDF laminated board with one side lamination. 2mm thick 70mm high heavy chrome legs. | <b>Nos</b> | <b>05</b> |  |  |
| 14. | <b>Medium Wooden Cabinet</b>         | <b>Size: H=3'-0" x W=4'-0" x D=1'-4"</b> , Double level Box File Cabinet having 1 shelf and 2 sections: Structure made of Imported Laminated. Top and front lockable panels in Imported Laminate with 4 SS in base.   | <b>Nos</b> | <b>17</b> |  |  |
| 15. | <b>Two Door Steel Cabinet/Almira</b> | <b>SIZE: (H=6'-0" x W=3'-0" x D=1'-6")</b><br>Structure made up of good quality steel One cupboard with single lock and equally divided 5 partitions, guage 20 (MS) with powder coated.   | <b>Nos</b> | <b>08</b> |  |  |
| 16. | <b>Racks / File Shelf</b>            | <b>SIZE: (H=6'-6" x W=3'-0" x D=1'-3")</b><br>Structure made of Imported laminated board having thickness of 16mm or higher used for overall structure. Exposed edges covered with 1mm thick imported PVC edging. 10 open sections divided into equal sizes. 2mm thick 70mm high heavy chrome legs.   | <b>Nos</b> | <b>04</b> |  |  |
| 17. | <b>Book Shelf Racks for Library</b>  | <b>SIZE: (H=6'-6" x W=3'-0" x D=1'-3")</b> , Structure made of Imported laminated board having thickness of 16mm used for overall structure. Exposed edges covered with 1mm thick imported PVC edging. 6 open sections divided into   | <b>Nos</b> | <b>04</b> |  |  |

|   |                       |   |     |    |  |          |
|---|-----------------------|---|-----|----|--|----------|
|   |                       | equal sizes. Back of the cabinet made of ¼" MDF laminated with on the inner side of the cabinet. Complete in all respect.   |     |    |  |          |
| 18.                                     | Three (3) Seater Sofa | Inner structure made of Acacia wood. Seat and back upholstered with Master or equivalent quality foam of Grade 1 and Leatherette.   | Nos | 04 |  |          |
| 19.                                     | Large Bean Bags       | Minimum Size: 2'x2', High quality material filled with polyester filling. Medium size and in different colours.   | Nos | 10 |  |          |
| 20.                                     | Planter Stands        | <b>Material:</b> Made with the thickness of 16mm compressed wood and metal frame Design: smart design for plantation<br><b>Legs:</b> Beautiful metal legs for easy cleaning and durability. | Nos | 07 |  |          |
| <b>Total Bid Cost (Incl. all Taxes)</b> |                       |   |     |    |  | <b>X</b> |

**Notes to Price Table:**

- i. "X" will determine the total bid cost.
- ii. Prices must be quoted for all components as prescribed under given above table.
- iii. Prices must be included with all applicable Taxes/duties, Freight/Transportation, Labor cost, Preparation of Site, Contingencies and any other cost not mentioned here.
- iv. The Purchaser reserves exclusive rights to increase or decrease the quantity of Items/services without any change in unit price and other terms and conditions.

Total Cost (in words) Rs. \_\_\_\_\_

Date \_\_\_\_\_

Signature of authorized person

Name:

(Company Seal)

\_\_\_\_\_  
In the capacity of  
Dully authority by

**Note: No cutting or overwriting is allowed. Any cutting or overwriting will lead to rejection of the financial bid.**



**Format for Covering Letter**

To  
(Name and address of Purchaser)

**Sub:** \_\_\_\_\_.

Dear Sir,

- a) Having examined the tender document and Appendixes we, the undersigned, in conformity with the said document, offer to provide the said items/services/Works on terms of reference to be signed upon the award of contract for the sum indicated as per Price Schedule.
- b) We undertake, if our proposal is accepted, to provide the items/services/Works comprise in the contract within time frame specified, starting from the date of receipt of notification of award from the client Department / Office.
- c) We agree to abide by this proposal for the period of \_\_\_\_ days (as per requirement of the project) from the date of bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
- d) We agree to execute a contract in the form to be communicated by the \_(insert name of the Purchaser)\_, incorporating all agreements with such alterations or additions thereto as may be necessary to adapt such agreement to the circumstances of the standard.
- e) We understand that you are not bound to accept a lowest or any bid you may receive, not to give any reason for rejection of any bid and that you will not defray any expenses incurred by us in bidding.

\_\_\_\_\_  
Authorized Signatures with Official Seal

**INSTRUCTION FOR PREPARATION OF POWER OF ATTORNEY**

- a)** To be executed by an authorized representative of the bidder.
- b)** The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants and when it is so required the same should be under common seal affixed in accordance with the required procedure.
- c)** Also, wherever required, the Bidder should submit for verification the extract of the charter documents and documents such as a resolution/power of attorney in favor of the Person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.
- d)** In case the Application is signed by an authorized Director / Partner or Proprietor of the Applicant, a certified copy of the appropriate resolution / document conveying such authority may be enclosed in lieu of the Power of Attorney.

## Format of Power-of-Attorney

### **POWER OF ATTORNEY**

(On Stamp Paper of relevant value)

Know all men by these presents, we (name of the company and address of the registered office) do hereby appoint and authorize Mr. (full name and residential address) who is presently employed with us and holding the position of as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our proposal for (name of the project) in response to the tenders invited by the (name of the Purchaser) including signing and submission of all documents and providing information/responses to (name of the Purchaser) in all matters in connection with our Bid.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

Dated this \_\_\_\_ day of \_\_\_\_\_ 20\_\_

For \_\_\_\_\_

(Signature)

(Name, Designation and Address)

Accepted

(Signature)

(Name, Title and Address of the Attorney)

Date:

**UNDERTAKING**

**(On Legal Valid and Attested Stamp Paper)**

It is certified that the information furnished herein and as per the document submitted is true and correct and nothing has been concealed or tampered with. We have gone through all the Terms & Conditions of Tender Document and are liable to any punitive action for furnishing false information / documents.

It is further certified that:

- i) the Bidder (Name of the Firm) is not blacklisted by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan.
- ii) the Bidder (Name of the Firm) shall comply to the Terms & Conditions mentioned in Tender Document, i.e. All terms & conditions and qualification requirements listed anywhere in this Tender Document have been satisfactorily vetted.
- iii) the Bidder (Name of the Firm) shall comply to the specifications of all items / goods / services to be procured mentioned vide **Annex-A** of this document.
- iv) the Bidder (Name of the Firm) shall comply to Delivery/ Execution Schedule as per Tender Document.
- v) the Bidder (Name of the Firm) Certify that the quoted Items are genuine, brand new, of the recent / current model / design and incorporated all recent improvements in design and materials.

Dated this \_\_\_\_ day of \_\_\_\_\_ 20\_\_

Signature

(Company Seal)

\_\_\_\_\_

In the capacity of

Duly authorized to sign bids for and on behalf of:

**(To be submitted on legal stamp paper)**

**AFFIDAVIT**

**(Integrity Pact)**

We \_(Name of the bidder / supplier)\_ being the first duly sworn on oath submit, that Mr. / Ms. \_\_\_\_\_ (if participating through agent / representative) is the agent / representative duly authorized by \_(Name of the bidder company)\_ hereinafter called the Contractor to submit the attached bid to the \_(Name of the Purchaser)\_. Affiant further states that the said M/s (Bidding Firm/Company Name) has not paid, given or donate or agreed to pay, given or donate to any line officer or employee of the \_(Name of the Purchaser)\_ any money or thing of value, either directly or indirectly, for special consideration in the letting of the contract, or for giving undue advantage to any of the bidder in the bidding and in the evaluation and selection of the bidder for contract or for refraining from properly and thoroughly maintaining projects implementations, reporting violation of the contract specification or other forms of non-compliance.

[The Seller/Supplier/Contractor] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with the Purchaser and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty / support.

[The Seller/Supplier/Contractor] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty / support. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to the Purchaser under any law, contract or other instrument, be voidable at the option of the Purchaser.

Notwithstanding any rights and remedies exercised by the Purchaser in this regard, [the Seller/Supplier/Contractor] agrees to indemnify the Purchaser for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to the Purchaser in an amount equivalent to ten time the sum of any commission, gratification, bribe, finder's fee or kickback given by [the Seller/Supplier/Contractor] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from the Purchaser.

\_\_\_\_\_  
Signature & Stamp

Subscribed and sworn to me this \_\_\_\_\_ day of \_\_\_\_ 20\_\_\_\_\_ Notary Public.

**PERFORMANCE SECURITY**

**Issuing Authority:**  
**Date of Issuance:**  
**Date of Expiry:**  
**Claim Lodgment Date: (Must be one month later than the expiry date)**

**WHEREAS** [Name and Address of the Contractor] (hereinafter called "the Contractor") has agreed to supply the Works and render the Services against Tender Name. \_\_\_\_\_, Tender No. \_\_\_\_\_ (hereinafter called "the Contract") for the Contract Value of PKR (in figures \_\_\_\_\_) (in words \_\_\_\_\_).

AND WHEREAS it has been stipulated in the Tender Document that the successful Contractor shall furnish Performance Security, within twenty (20) days of the receipt of the Acceptance Letter / Work Order from the Purchaser, in the form of a Bank Guarantee, issued by a scheduled bank operating in Pakistan, as per this format, for a sum equivalent to Rs. \_\_\_\_\_ (5% of the contract value) valid from the date of issue until all obligations have been fulfilled in accordance with the Contract;

AND WHEREAS [Name of the Bank] having registered office at [Address of the Bank] (hereinafter called "the Guarantor") has agreed to give the Contractor a Guarantee;

THEREFORE the Guarantor hereby affirms to bind himself, his successors and his assigns to the Purchaser, for the sum of PKR (in figures \_\_\_\_\_) (in words \_\_\_\_\_) and undertakes to pay to the Purchaser, upon receipt of his written demand(s), any sum(s) as specified by him, not exceeding the above limit in aggregate, without cavil / argument and without the Purchaser having to substantiate / prove or to show grounds / reasons for such claim(s), on the occurrence of any / all of the following conditions:

1. If the Contractor commits a default under the Contract;
2. If the Contractor fails to fulfil any of the obligations under the Contract;
3. If the Contractor violates any of the provisions of the Contract.

Provided that the Purchaser shall specify the occurred condition(s) owing to which the said sum is due to him.

Provided further that any demand(s) / claim(s) from the Purchaser shall reach the Guarantor within thirty working days after the expiry of the Guarantee.







This guarantee shall remain valid up to \_\_\_\_\_ or until expiry of warranties / support period or all obligations have been fulfilled in accordance with the Contract, **whichever is later.**

Date this \_\_\_\_\_ day of 20\_\_\_\_\_.

**GUARANTOR**

Signature \_\_\_\_\_  
CNIC # \_\_\_\_\_  
Name \_\_\_\_\_  
Designation \_\_\_\_\_  
Address \_\_\_\_\_

**ANNEXURE-I**

|  |   |                               |
|--|---|-------------------------------|
|   | <b>CASH DEPOSIT SLIP</b><br><i>For Information Technology University Punjab</i> | No. _____                     |
|  |   | Date: _____                   |
| <b>Deposited in:</b>   |   | <b>Bank's Copy</b>            |
|  <b>The Bank of Punjab</b> , ASTP Branch (0320) ASTP, Lahore.   |   | A/C # <b>6580045464600034</b> |
| <b>Applicant Information:</b>  |   |                               |
| Applicant's Name: _____  |   |                               |
| Particulars / Tender Title: _____  |   |                               |
| Tender # <input type="text"/> LOT # <input type="text"/> Other <input type="text"/>  |   |                               |
| <b>Transaction Detail:</b>   |   |                               |
| Amount In Figures: <input type="text" value="Rs. 2000/-"/> In Words: <u>Rupees Two Thousand only</u>   |   |                               |
|  |   |                               |
|   | <b>CASH DEPOSIT SLIP</b><br><i>For Information Technology University Punjab</i> | No. _____                     |
|  |   | Date: _____                   |
| <b>Deposited in:</b>   |   | <b>ITU Copy</b>               |
|  <b>The Bank of Punjab</b> , ASTP Branch (0320) ASTP, Lahore.  |   | A/C # <b>6580045464600034</b> |
| <b>Applicant Information:</b>  |   |                               |
| Applicant's Name: _____  |   |                               |
| Particulars / Tender Title: _____  |   |                               |
| Tender # <input type="text"/> LOT # <input type="text"/> Other <input type="text"/>  |   |                               |
| <b>Transaction Detail:</b>   |   |                               |
| Amount In Figures: <input type="text" value="Rs. 2000/-"/> In Words: <u>Rupees Two Thousand only</u>   |   |                               |
|  |   |                               |
|   | <b>CASH DEPOSIT SLIP</b><br><i>For Information Technology University Punjab</i> | No. _____                     |
|  |   | Date: _____                   |
| <b>Deposited in:</b>   |   | <b>Customers's Copy</b>       |
|  <b>The Bank of Punjab</b> , ASTP Branch (0320) ASTP, Lahore. |   | A/C # <b>6580045464600034</b> |
| <b>Applicant Information:</b>  |   |                               |
| Applicant's Name: _____  |   |                               |
| Particulars / Tender Title: _____  |   |                               |
| Tender # <input type="text"/> LOT # <input type="text"/> Other <input type="text"/>  |   |                               |
| <b>Transaction Detail:</b>   |   |                               |
| Amount In Figures: <input type="text" value="Rs. 2000/-"/> In Words: <u>Rupees Two Thousand only</u>   |   |                               |