

Women University of Azad Jammu and Kashmir Bagh (WUAJ&K)

TENDER DOCUMENT

FOR

Procurement of Furniture & Fixture

Tender Document Fee Rs. 2,000/-

Tender Submission Date 11-03-2025 up to 11:00 A.M

Tender Opening Date 11-03-2025 at 11:30 A.M

Prepared and Issued By:
Secretary Central Purchase Committee
Websites: www.wuajk.edu.pk
Tel no. 05823-960038, Cell no. 0300-8354903
Email: naeem2007iiui@gmail.com

INVITATION TO BID

Women University of Azad Jammu and Kashmir Bagh, a Public Sector University invites sealed bids from the Manufacturer, registered with Income Tax and Sales Tax Departments of GoP/ GoAJ&K for the Supply of Furniture & fixture, under the project titled "Establishment of The First Women Software Technology Park in The Women University of Azad Jammu and Kashmir Bagh" sponsored by Pakistan Software Export Board (G) Limited, Islamabad.

2. Bidding document, which contains detailed terms and conditions, is available on the University's website www.wuajk.edu.pk. Additionally, the bid document can be obtained from the Office of the Assistant Treasurer Purchase Women's University of AJ&K, Bagh.

3. The price of the bidding document is Rs. 2,000/-, payable in the form of a pay order or demand draft in favor of the Treasurer, Women University of Azad Jammu and Kashmir Bagh, which should be enclosed with the bid.

4. According to AJKPPRA Rule No. 36(a), a single-stage one-envelope procedure shall be followed.

5. Bidders are required to submit Rs. 70,000/- as bid security in the form of a pay order or demand draft in favor of the Treasurer, Women University of Azad Jammu and Kashmir Bagh.

6. "Blacklisted suppliers, authorized dealers, and bidders are prohibited from participating." All bidders must provide an affidavit or certificate confirming that they are neither blacklisted nor in conflict with the government anywhere in the territory of the AJK, Federally Administrated Areas, or the Islamic Republic of Pakistan.

7. Bids, prepared in accordance with the instructions in the bidding documents, must reach the office of the Assistant Treasurer Purchase Women University of AJ&K, Bagh, on or before **March 11, 2025 (Tuesday), at 11:00 A.M.** Bids will be opened on the same day at **11:30 A.M.** at the Treasurer's Office, Admin Block, Women University of AJ&K Bagh, in the presence of the bidders or their representatives who choose to be present.

8. Evaluation Report/ Award of Contract will also be displayed on AJK PPRA's website.

9. This advertisement is also available on University's website on www.wuajk.edu.pk and on the AJK PPRA's website on <http://ppra.ajk.gov.pk>.

NOTICE INVITING TENDERS

“DEFINITIONS”

1. WUAJ&K: Women University of Azad Jammu and Kashmir Bagh.
2. SLA: Service Level Agreement. The level of service which WUAJ&K purchases from vendor in respect of the service
3. RFP: Request for Proposals.
4. BOQ: Bill of Quantities.
5. Warranty/Services of items/parts: On Site Warranty. All hardware, support, repair, replacement, backups, preventive maintenance, onsite service etc.
6. Total Bid Value: Cost of Furniture & Fixture as per tender document including all AJK Govt. Taxes.
7. Total Contract Value: Cost of Furniture, Warranty as per the supply order by WUAJ&K at the time of Contract / Agreement / supply order.
8. Prospective bidder: Bidder who intend to participate in the tender process
9. Bidder: Bidder who submit the proposal.

1. INTRODUCTION:

Women University of Azad Jammu and Kashmir Bagh (WUAJ&K) is chartered with Government of Azad Jammu and Kashmir. WUAJ&K is committed to the development of human resource by imparting quality education to masses as well as inculcating in them human values of the highest level to promote a peaceful and harmonious society for a global fraternity capable of facing the future challenges. WUAJ&K aims at producing human resource capable of transforming the society into an advanced nation.

- To nurture talent and create the environment conducive to higher learning.
- To produce hardworking, committed, dedicated and national professionals.
- To develop collaboration with other renowned local and foreign institutions/ research organizations.

2. Documents Required with bids :

- i. Income Tax and GST Registration certificates,
- ii. Active tax payer certifications (Sales Tax & Income Tax).

- iii. Company Registration certificate if claim as company
- iv. Detail of Seasoning Plant and its pictures.
- v. Any other document mentioned clause 7 of bid document.

3. PRICE / RATE:

Please quote unit price for each item on F.O.R basis WUAJK Bagh with all taxes and other cost if involved.

4. DELIVERY PERIOD:

Successful bidder must provide all items within 15 days after issuance of supply order.

5. EXTENSION IN DELIVERY PERIOD:

WUAJK shall not provide extension in delivery period in any case, unless any emergency occurs. Suppliers are advised to provide delivery period considering time required for custom clearance or any other factors. We may only provide extension with the approval of the Competent Authority.

6. WARRANTY:

- The Contractor shall provide Manufacturer's warranty for minimum one (1) year (hereinafter referred as Warranty Period), after the issue of Taking-over Certificate in respect of Goods, the Services and the Works, or any portion thereof, as the case may be, which will include:
 - i- Free, on site repair / replacement of defective / damaged parts and labor, within 48 hours;
 - ii-On site replacement of defective / damaged Goods, if repair of such Goods involves a duration exceeding 48 hours.
 - iii-site replacement of defective / damaged Goods, if repair of such Goods involves a duration exceeding 48 hours.
 - iv-The Warranty Period shall start from the date of taking-over certificate issued by the Purchaser.
 - v- The University shall, by written notice served on the Contractor, promptly indicate any claim(s) arising under the warranty.

vi- 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.

- Bidders are required to **fill and sign all pages of submitted proposal**, and submit it as Financial Proposal.
- Rates quoted in the Bid should be containing all the applicable taxes.
- University reserves the right to reject any or all tenders with recorded reason.
- University also reserves the right not to accept the lowest rates quoted by the tenders, university will evaluate and award contract or place purchase order at “whole life cost” and quantity basis.

7. Bid Evaluation Criteria:

The Bids which do not conform to the Technical Specifications or Bid conditions or the Bids from the Bidders without adequate capabilities for supply and maintenance / warranty services will be rejected. The Eligible/Technically Qualified Bidders will be considered for further evaluation.

Mandatory Requirements	Documents Required	Mandatory
Sales Tax Registration with Filer Status	Online Filer Status (Printout)	Yes
Income Tax Registration with Filer Status	Online Filer Status (Printout)	Yes
Conformance to the required specification of items	Detailed Specifications with Brand and Model if any	Yes
Company Firm is not black Listed	Affidavit /Bidder’s Undertaking on stamp paper	Yes
The Bidder is manufacturer	Documentary or Picture Evidence of Workshop	Yes
At least two relevant projects, each worth at least 3 million, completed for a public sector organization	Copies of two supply orders/contracts, each worth at least 3 million, received by the bidder from public sector organization	Yes
At least two satisfactory certificates for the completion of relevant projects from public sector organizations	Copies of two satisfactory certificates , received by the bidder from public sector organization	Yes
Bidder Must have Seasoning Plant	Detail of Seasoning Plant with Pictures	Yes

- Only technically quailed bidders will be considered for further process.

8. Bid Acceptance:

- Bidders shall submit a signed letter with Official stamp affixed on it as per the format given in Form I as a cover letter to the Bid/Proposal. Bids/Proposals submitted without this cover letter may not be accepted and bids will likely to be rejected straightaway.

9. Bids Rejection:

Bids shall be rejected;

- If any bid not accompanied by an acceptable Bid Security as non-responsive firm.
- The Central Purchase Committee may verify the attached documents, and if found to be faked, the committee may reject the bids of the bidder who provided them.
- The Central Purchase Committee may visit the factory to inspect the seasoning plant and furniture samples. If the seasoning plant is not available or the samples do not meet the requirements, the committee may reject the bid.
- If any bid not accompanied by an acceptable tender document fee (non-refundable) of Rs. 2,000/- as non-responsive firm.
- If any bid not accompanied by an acceptable Bid Security (refundable) of Rs.70,000/- as non-responsive firm.
- If bids are conditional & quoted optional items.
- If firm isn't registered with Sales and Income Tax Department with filer status.
- If bids are not conforming the terms, conditions and specifications stipulated in this Tender Document.
- If bidder does not provide mandatory documents.

10. Bid Validity:

Bid shall remain valid for acceptance for a period of 120 days from the last date of submission of the bid / revised bid if required. The bidder shall not be entitled to modify, vary, and revoke his bid during said period; the validity of

the bid shall be extended as and when required for the period as requested by the University in writing and agreed to by the bidder under rules.

11. Cost of Bidding:

The bidder shall bear all direct and indirect cost associated with the preparation or delivery/ submission of their bid, participating in discussion etc. including costs and expenses related with visits to the site and university offices. University will in no case be responsible or liable for reimbursement of those costs and expenses regardless of the outcome of the bidding process.

12. Repeat Purchase Order:

The Rates will be valid for the period up bid validity and the selected suppliers are bound to supply each repeated purchase order of required items on approved rates during that period.

13. TERMS OF PAYMENTS

- No payment shall be made in advance to selected bidder/vendor as mobilization advance.
- Cost of items shall be payable to the Contractor within one month upon successful installation and inspection of supplied items,.
- Taxes will be deducted at source as per government rules at the time of payment irrespective of the date of invoicing.
- All payments in Pak Rupees (through crossed cheque); after delivery / installation and checking/inspection and satisfactory report of the relevant Committee within four weeks after fulfillment of all codal formalities.

14. Documents Required Along with Bill

1. Delivery Challan, 2. Claim Bill, 3. GST Invoice,

LIQUITDATED DAMAGES

- In case of delay, the Central Purchase Committee, of WUAJ&K reserves the right to suggest to Competent Authorities for imposing a penalty not exceeding 10% of the total amount of the contract at the rate of 1% of the bill for each week (cumulative) of delay.

- If the work is not executed according to the satisfaction of the Competent Authority; He / She reserves the right to reject it altogether or impose a penalty not exceeding 50% of the contract amount.
- In case of services delay or unsatisfactory service delivery /non-complying the terms & conditions CDR will be confiscated.

15. Right to Vary Quantities

University reserves the right at the time of award of Contract/Purchase Order to increase/decrease the quantity of goods and services specified in the Schedule of Prices without any change in the unit price or other terms and conditions. University may delete any item while issuance of supply order.

16. BIDS SUBMISSION REQUIREMENTS

- **Single stage, one envelop procurement process shall be opted.**

17. IMPORTANT INSTRUCTIONS:




- **Financial/Commercial Offer:** Bidders are directed to construct financial offer as per following Performa on letterhead:




Serial # as per Tender Document/ BOQ	Item Name	Specs	Country of Origin (if applicable)	Model No (if applicable)	Qty	F.O.R. Rates (with GST)	Amount (including) GST	Picture of quoted item
1								
2								
Grand Total (Inclusive GST) RS.							000000	

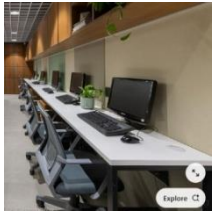


- **Optional Rates:** We shall not allow bidder to quote optional Rates for any Item.
- **Accessories or Optional Items:** If Bidder found anything or part which is important and missing in specification settled in BOQ, in such case bidders are directed to add price of that part in final price. We shall not





- allow quoting optional accessories price separately. If anything is less important and its addition may enhance performance of equipment, such items may be quoted in technical offer with price only.



Furniture & Fixture

S.No	Rooms	Particulars	Qty	Specifications	Picture for Sample
1	Seminar Room	1. Seminar/ Study Chair (Back Mash)	30 Nos	Standard Size. (Imported) metal base made with pipe finished in high quality and durable design. Complete as per picture	
		1. Rostrum	1 No	Rostrum Standard size 40" height structure made with solid wood and vinboard.	
		2. Credenza	2 Nos	Credenza size 4 ft width and 18" depth height 30 " structure made with laminate material matching with the theme. Solid wood edgebanding with wooden base. Two shutters with lock	

				and handle.	
2	Office	i. Computer Chair(Back Mash)	80 Nos	Standard Size. Having five star Revolving base with tilting / Hydraulic system (Taiwan 320mm) to be provided with approved quality of mesh high branded quality. Complete as per picture	
		ii. Supervisor Chair (Back Mash)	12 Nos	High back Size. Having five star Revolving base with tilting / Hydraulic system (Taiwan 320mm) to be provided with approved quality of mesh high branded quality. Complete as per picture	
		iii)Supervisor Table with rack and drawer	12 Nos	Table Size 5'-0" x 2'-6" x 30"H. Side mobile three drawer unit Construction of whole table out of 3/4"th laminated board with steel painted base	

		iv). Computer Table	80 Nos	Computer table top for single person size 24" depth and 30" width. . Top made with laminated board with thickness of 1.5" edging covered with PVC lipping pasted with automated edge banding machine. made with steel structure base with pipe 2"x1" wall mounted top.	
		v.) Wall Cabinet (with Closed door and Lock)	28 Nos	Height : 18", width: 36" depth: 12" With door locks Structure made of Chip Board Lamination of 16mm Front Door made of Lasani Lamination of 16 mm Structure and from door should be the same colour	
3	Waiting room	i)Sofa Set Single Seater	2 No	Standard Size. Construction of Internal frame out of hard wood outer frame out of shesham wood with silk matt polish. High quality 4"th foam on seat , 3"th foam on back & 2"th Foam at arms/side. Covered with imported/ approved quality of leatherite (as per colour sample provided). Complete as per picture/design	

	ii)Sofa Set Two Seater	2 No.	Standard Size. Construction of Internal frame out of hard wood outer frame out of shesham wood with silk matt polish. High quality 4"th foam on seat , 3"th foam on back & 2"th Foam at arms/side. Covered with imported/ approved quality of leatherite (as per colour sample provided). Complete as per picture/design	
	iii) Center table with top glass	01 No.	Solid Wooden Structure with top on glass of 08mm Size: 4'x4'	
	iv) Nesting Table	01 Set	solid wood structure with design work on top. Set of 04 tables	
	vi)Book Shelf	01 No	Size Depth 10" design as per picture. Size as per available wall space	

4	Reception	i) Reception Table Round/L shape with University logo length 4 ft width 2 ft	01 No	Reception counter size 6ft W x 4ft H 2ft . Structure made with Laminated sheet Wood grain matte tactile on top portion and while matt on bottom as per picture. Structure with two drawer and cabinet. Top with provision of cables through. With University log at front side	
		ii). Recepting Chair	1 No	Best quality as per sample	
05	Blinds	Blinds	1600 sft	Blinds with complete fitting/installation with all accessories	Gray Colour

Form 1.

PROPOSAL SUBMISSION FORM

Secretary Central Purchase Committee

Women University of Azad Jammu and Kashmir Bagh,

Sir,

_____ We, the undersigned, offer to provide the Services for "Purchase of Items for WUAJ&K and in accordance with your Request for Proposal (Tender Document) dated _____ and our Proposal. We are hereby submitting our Financial Proposal along with Technical compliance, sealed in envelope.

We understand you are not bound to accept any Proposal you receive and reserves the right to accept or reject any offer and to annul the bidding process and reject all proposals without assigning any reason or having to owe any explanation whatsoever.

The decision of evaluating committee shall be final and cannot be challenged on any ground at any forum and the evaluating committee will not be liable for any loss or damage to any party acting in reliance thereon.

We remain,

Yours' sincerely

Authorized Signature:

Name and Title of Signatory: Name of Firm:

Address:

FORM 2:

To be filled by the bidders

1. Name of bidders: -----

2. Address: -----

3. Phone: ----- Mobile -----

4. Fax No. ----- E-mail: -----

5. NIC Tax No. ----- Sales Tax No.: -----

6. Branches (if any): i. -----

ii. -----

iii. -----

7. Type of Business: i. -----

ii. -----

iii. -----

8. Facilities: i. List of technical staff with qualification and experience

ii. Authorization of distribution / dealership -----

iii. Any other: -----

9. Monthly Turn Over: -----

10. Previous Experience (name of organization where said or like equipment supplied/installed/

Commissioned)

i. ----- ii. -----

iii. ----- iv. -----

v. ----- vi. -----

vii. ----- viii. -----

Please enclose any supporting document

Total Bid Value (Rs): _____ Amount of CDR (Rs): _____

Name and signature: - ----- Date: -----