Tender documents for Supply of furniture for Second floor at Boys hostel Sukkur IBA

Last date for Submission: 21-01-2011 at 1200 Hours
Tender opening Date: 21-01-2011 at 1300 Hours

Sukkur IBA
Airport Road Sukkur

Email: info@iba-suk.edu.pk
Web: www.iba-suk.edu.pk

Tel. No. 071-5630272, 5633492 - Fax No. 071-563246
1. **Background**

As Ground floor and First floor of boys hostel are functional, now for making second floor functional furniture is required for providing fully residential facility to the students.

2. **General Terms and Conditions**

The following General Terms and Conditions apply,

2.1. The last date of receipt of Bids is **January 21, 2011 by 1200 hours**

2.2. Detail of manufacturing facilities.

2.3. Structure /Organizational Chart.

2.4. An affidavit to the effect that the firm has not been blacked listed by any Government /semi government organization.

2.5. Sukkur IBA or its representative shall have the right to inspect the site/ manufacturing factory to see the furniture and confirm their conformity to the contract specification.

2.6. The Bidder shall provide following information with respect to its Company Profile.

   2.6.1. Registered Name of the Organization.

   2.6.2. National Tax Number, Sales Tax Number and GST Number.

   2.6.3. Head Office address.

   2.6.4. Management structure & organization Chart.

   2.6.5. Name, Address with Telephone/ Telex and Fax numbers of the contract person.

2.7. Financial status of the Bidders Organization with supporting documents and last two years annual reports.

2.8. Provide a certificate from your bank certifying your sound financial position and credit limits from the bank.

2.9. List of clients and their Acceptance of deliverables, showing separately the items provided and value thereof.


2.11. The Bidder shall furnish a comprehensive list of reference sites where the proposed furniture/items are delivered.

2.12. Sukkur IBA, reserves the right to reject any or all Bids/ Offers without assigning any reason or cancel the process at any time.
2.13. Sukkur IBA reserves the right to increase/ decrease the quantity of items / scope of the work. Bidder has no right to challenge the decision in court.

3. Proposal Submission Requirements

3.1. For this tender PPRA’s Single stag-two envelope Procedure as per clause 36 (b) for open competitive bidding is adopted. The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal;

3.1.1 The envelopes shall be marked as “FINANCIAL PROPOSAL” and “TECHNICAL PROPOSAL” in bold and legible letters to avoid confusion;

3.1.2 Initially, only the envelope marked “TECHNICAL PROPOSAL” shall be opened;

3.1.3 The envelope marked as “FINANCIAL PROPOSAL” shall be retained in the custody of the procuring agency without being opened;

3.1.4 The procuring agency shall evaluate the technical proposal in a manner prescribed in advance, without reference to the price and reject any proposal which do not conform to the specified requirements;

3.1.5 During the technical evaluation no amendments in the technical proposal shall be permitted;

3.1.6 The financial proposals of bids shall be opened publicly at a time, date and venue announced and communicated to the bidders in advance;

3.1.7 After the evaluation and approval of the technical proposal the procuring agency, publicly open the financial proposals of the technically accepted bids only. The financial proposal of bids found technically non-responsive shall be returned un-opened to the respective bidders.

3.2. Technical Proposal

3.2.1. Technical proposal must include the complete solution proposed by the Bidder

3.2.2. If the specification sheets ask for any detail, those should be provided as attachment to the Technical Proposal.

3.2.3 Technical proposal comprises of manufacturing process, from cutting to molding, assembling and finishing detailing all the equipments to be used for the manufacture of items.

3.2.4 Description of material.

3.2.5. Completion schedule on Barchart, PERT or CPM method.

3.2.6. Financial Proposal of only those Bidders will be considered who’s Technical Proposal qualify.
3.3. Financial Proposal

3.3.1. Financial proposal will include the prices quoted for each item (including all taxes).
3.3.2. For each category the quoted prices must include all taxes, customs and freight charges for delivery at the required locations at own risk and cost along with installation and assembling.
3.3.3. As items are for educational institution, Sukkur IBA thereof expects significant educational and volume discounts from principal supplier.

Financial proposal of the bidders found technically non responsive will be returned unopened.

3.3.4. The Bidder shall furnish separate earnest money equivalent to 2% of the total value of bid in the form of Bank Draft issued by a scheduled bank of Pakistan in favor of “Sukkur IBA” along with financial proposal. **No Bid shall be entertained without earnest money.** Earnest money of the successful bidder will be released after defect liability & maintenance period.

4. Terms of Payment

Payment of contract price shall be made in the following manner:
4.1 Running payments will be made to supplier after satisfaction of material supplied as per the terms conditions and specification of the contact, than final payment.

5. Clarification and Amendment in RfP Document

A bidder requiring any clarification of the RFP Document may so notify to contract given bellow in writing or via email.

**Abdul Jabbar Soomro**
Resident Engineer
Email: Engineer@iba-suk.edu.pk
Phone: 071-5630272 Fax: 071-5632465
Mobile: 03003418626
FORM OF TENDER

Director
Sukkur IBA
Sukkur.

Subject: Supply of the furniture for Second floor boys’ hostel at Sukkur IBA

Dear Sir,

1. Having Examined the details of furniture, contract agreement, condition, specification for supply of the furniture for Boys Hostel, we the undersigned offer to complete and maintain the said work in the conformity with said details and specification, for the sum of Rs: _______ (Rupees ________________________________)

Total amount would be Rs: __________ (Rupees __________________________)

2. The above total sum is based on the quantities, shown in the details and specification of the furniture for Boy’s hostel.

3. We undertake that if our tender is accepted, than to commence the work and supply the furniture within stipulated time.

4. Unless and until formal agreement is prepared and executed this tender together with your written acceptance thereof shall constitute a binding contract between us.

5. We understand that you are not bound to accept the lowest or any tender you may receive.

6. If our tender is accepted we shall furnish the work schedule form starting to completion and agreement on affidavit paper.
7. If our tender is accepted we remain bound for quality standards and specifications.

8. The rate includes the I.T (3.5 %), GST (17 %) and (0.25%) stamp duty

9. Sukkur IBA reserves the right in its sole discretion to reject any application/tender without assigning any reason thereof. If any information furnished by the supplier/firm proves to be false at later stage, the contract, if awarded, is liable for cancellation and other actions legal and otherwise will be taken against the contractor/Firm.

10. After issuing the work order the total job will be completed by us within _____ _____ Days/Months.

Dated this _____ days of ______________________ 2011
Signature __________________ incapacity of __________________
_________________________ duly authorized the sign tenders for and behalf of .

______________________________

IN BLOCK LETTERS

Witness: ______________________
Address: ______________________
______________________________
Occupation: ____________________
PREAMBLE

WORK:
Manufacturing and Supply of furniture for Second floor of Boys hostel including beds, chairs, Almirah (wall to wall) including study tables including all material, tools, labour, required for the completion of job unless otherwise stated.

EMPLOYER:
Director Sukkur IBA

1. Date of issue of Tender: 07th January 2011
2. Place of issue of Tender: Office of the Resident Engineer, Sukkur IBA
3. Place of submission and opening of Tender: Office of the Director, Sukkur IBA
4. Last date and time for submission of tender: 21 January 2011, 1200 hours
5. Date and time of opening of tender: 21 January 2011, 1300 hours
6. Amount of earnest money to be submitted along with the tender in favour of Director Institute of Business Administration Sukkur: 2.0% of Tender amount in shape of bank guarantee pay order, bank draft from any scheduled bank of Pakistan. This bond will be released to unsuccessful tenderer after the issue of letter of intent to successful Contractor/supplier and the bond of successful tenderer/supplier shall be released after execution of contract agreement and submission of performance bond or the Amount can be adjusted against performance bond.

7. Retention money: @10% (Including 2% earnest money) of gross amount of work done is to be deducted from the bill
8. Release of Retention money: Shall be released after successfully completion of defect liability period/maintenance period.
9. Supply time: As earlier as possible but not more than two months.
10. Time of completion of the project (in all respects) Sixty days
11. Liquidated Damages for delay in Case of non-completion of the work: 0.1% of contract amount per day or part of day up to maximum of 10% of contract amount for whole work.

12. Defect Liability of maintenance period: 06(Six) month from the date of issue of Completion certificate.
13. Alteration Sukkur IBA reserves the right to change the quantities of any item or omit any item.
1. Sukkur IBA intends to carryout supply of the furniture for Second floor of Boys Hostel at Sukkur IBA

2. This is to be clearly understood that Tenderers will not be reimbursed for any cost of any kind whatsoever incurred by them in connection with preparing and submission of their tenders.

3. Instructions to Tenderers set-forth herein are provided to assist Tenderers in preparing their tenders but there shall be no responsibility whatsoever on Sukkur IBA in this regard. Tenders shall be prepared and submitted in accordance with these conditions.

4. The Tenderers may acquire as many more copies as they want on payment of the prescribed cost for additional sets.

5. The Tenderers shall inspect the site of supply; samples of furniture and to discuss for any information fit for the fabrication of furniture with the authorities and acquaint themselves with the nature and requirements of the work.

6. Each Tenderer shall be deemed to have satisfied himself before tendering as to the correctness and sufficiency of his tender and of the rates and prices entered in, which rates and prices shall except in so far as it is otherwise expressly provided in the contract cover all his obligations under the contract and all the matters and things necessary for the proper completion.

7. Any prospective tenderer who may be in doubt as to the true meaning of any part of the specifications or other documents should at once notify the Sukkur IBA but not latter than 7 days prior to the date set for the opening of tenders, and request a written interpretation thereof. Any explanations, additions or deletions to the contract documents will be made only by formal addenda, duly issued by Sukkur IBA and mailed or delivered to each prospective tenderer receiving the set of contract documents, such addenda will become the part of contract documents. Sukkur IBA will not be responsible nor bound by any explanations, revisions, additions, or deletions to the contract documents except those contained in the formal addenda.

8. No alterations or additions shall be made by the Tenderer in quantities, and rates must be filled in ink or typed out both in figures and words clearly and legibly in the columns provided in the schedule of quantities. There shall be no interlineations or erasures in the tender documents except to correct errors made by the tenderer at the time of filling in the tender. All such erasures and interlineations shall be initialed by the person or persons signing the tender. Any tender which does not comply with this condition will be liable to the summarily rejected and not taken in to account when preparing comparative statement.

9. The tenders must be signed by a person duly authorized to do so. Tenders submitted by joint ventures must be accompanied by registered and authenticated statement sworn before a notary public or an official authorized to witness sworn statements.

10. The tenderer shall give their full and proper address at which correspondence may be sent and all notices may be legally served on them in connection with this tender.

11. Where any material is specified to be supplied by the Owner, the contractor would be required to expedite the handling and to store ample quantity to take care of shortage and receipt of such furnished materials and equipment. Where the materials are to be furnished and installed by the contractor, it shall be the responsibility of the contractor to co-ordinate the purchase and receipt of
12. The following supplementary information shall be submitted with each copy of the tender:-

a) An organization chart of the minimum technical staff.

b) A list with complete description of all major items and plant proposed to be used in carrying out the work; including make type and capacity of all equipment which shall be in sufficient detail to demonstrate fully that the equipment will meet all the requirements of the specifications.

c) If Sukkur IBA is not satisfied with the propose organization, list of equipment and plant as submitted by the tenderer, the tenderer should be required to improve on his proposal for the proper performance of his contract failing which this will be done at the cost of Contractor. The submission to or approval by Sukkur IBA of such staff organization and list of equipment and plant shall not relieve the tenderer of any of their duties or responsibilities under contract.

d) All works called for in the contract documents must be completed in a satisfactorily manner with in two months from the date of award of work. Failure of the contractor to complete all the works by the specified date will result in recovery of liquidated damages by the Sukkur IBA at the rate up to a maximum of 10% of the tender value for the works remains uncommenced or unfinished as prescribed in condition of contract.

13. The date of award of work shall be from the date of receipt of work order by Sukkur IBA for the commencement of work.

a. The completed tender, including supplementary information called for, shall be enclosed in an addressed envelope which shall be properly sealed and addressed and delivered in a person as instructed by the Sukkur IBA. The sealed envelope shall have the following words written on it. “Supply of furniture for second floor at the Boys Hostel at Sukkur IBA”

b. The tender shall accompany Bank Draft issued by any branch of scheduled bank in favour of Sukkur IBA for an amount as Earnest money as mentioned in the memorandum of tender.

a) The tender shall be opened on the date fixed for the purpose in the presence of those who want to attend.

14. The tenders may be modified, corrected or withdrawn at any time prior to the date set for receipt of tenders upon submission of request in writing to that effect, signed in the same manner and by the person or persons who signed the tender.

15. Promptly after opening of tenders, Sukkur IBA will undertake a detailed study and appraisal of the tenders submitted. The competent authority does not bind itself to award the contract to the lowest or to any tenderer but will take in to careful consideration the tenderer’s price and such other factors as are deemed applicable. Once Sukkur IBA has arrived at a decision regarding the award of the contract, successful tenderer will be informed in writing of their intent to enter into a contract for the performance of the works cover by the contract documents. The successful tenderer will be required to attend the Office of Resident Engineer/Project Director, within 01 days of the date of receipt of such notice of award, with proper power of attorney for the purpose of entering into and executing a contract agreement in the form set out in the contract documents with such alterations or additions thereto as may be required to cover the works. Sukkur IBA reserve the right to reject any or all tenders and to waive any formalities in the tenders received (Such deviations in the use and presentation of the specified tender documents and forms) if it appears to be in the best interests of Sukkur IBA to do so.
SUKKUR INSTITUTE OF BUSINESS ADMINISTRATION
Merit - Quality – Excellence

Issued to M/S……………………………………………on payment for Rs:…………………………… Vide D.D/ Pay order No……………….Dated:............

TENDER FOR WORKS

*I in figures and words

I/We hereby tender for the supply of furniture for Second Floor at Boys Hostel at Sukkur IBA (hereinbefore and hereinafter referred to as The Sukkur IBA) of the work specified in the underwritten memorandum within the time specified in such memorandum. (memorandum showing the items of works to be carried out) in accordance in all respects with the specification, designs, details as mentioned and instructions in writing referred to condition of contract and agree to carryout work , and when materials for the work are provided by Sukkur IBA, such materials and the rates to be paid for them.

Memorandum:

(a) General description
Supply of furniture for Boys Hostel at Sukkur IBA.

(b) Estimated cost
Rs: ..............................................
Total Rs: .....................................

(c) Earnest money
Rs: ............................. (2%)

(d) Security deposit
(Including earnest money 10%)

(e) Percentage, if any, to be deducted from bills 10% (Including 2 % earnest money) rupees equivalent of bill .

(f) Time allowed for the work from the date of work order to completion is two months

Should this tender be accepted I/We hereby agree to abide by and fulfill all the terms and provisions of the condition of contract annexed hereto so for as applicable , and in default thereof to forfeit and pay to Sukkur IBA the sums of money mentioned in the said conditions.

(g) Earnest Money in shape of Pay order/ Demand Draft issued by.............................. Bank vide Receipt No........................................ dated ......................... In favour of Sukkur IBA is enclosed herewith, the full vale of which is to be absolutely forfeited by Sukkur IBA should I/ We not deposit the full amount of security deposit specified in the above memorandum, in accordance with the clauses, otherwise the said sum of Rs: ......................... shall be retained by the Sukkur IBA on account of security deposit as afore said or (b) the full value of which shall be retained by Sukkur IBA on account of security deposit of the said conditions and in case of non compliance to the work order the whole amount shall be forfeited in the name of Sukkur IBA.

Dated the Day of 2011

Witness: ________________________________
Address: ________________________________
Occupation: ________________________________

The above tender is hereby accepted by me on behalf of Sukkur IBA Dated the Day of 2011

Resident Engineer
(or his duly authorized Assistant)
Sukkur IBA
1. All the work proposed to be executed by the contract shall be notified in the form of invitation to tender posted on a board hung up in the office of the Resident Engineer Sukkur IBA and signed by the Resident engineer Sukkur IBA. This form will state the work to be carried out as well as the date for submitting and opening tenders and the time allowed for carrying out the work; also the amount of earnest money to be deposited with tender, and the amount of security deposit to be deposited by successful tenderer and the percentage, if any, to be deducted from bills. It will also state weather refund of query fees, royalties, octroi dues and ground rents will granted. Copies of the specification, designs and drawings and estimated rates and any other documents required in connection with the work shall be signed by the Resident Engineer for the purpose of identification, and shall also be opened for inspection by contractors at the office of Resident Engineer during office hours.

2. In the event of the tender being submitted by a firm, it must be signed separately by each partner thereof, or in the event of the absence of any partner, it shall be signed on this behalf by a person holding a power of attorney authorizing him to do so.

3. Receipts for payments made on account of any work, when executed by firm, shall also be signed by all the partners, except where the contractors are described in their tender as a firm, in which case receipts shall be signed in the name of the firm by one of the partners or by some other persons having authority to give effectual receipts for the firm.

4. Any person who submits a tender shall fill up the usual printed form, stating the rate showing item of work to be carried out, he is willing to undertake the work. Only one rate of such percentage on all the estimated rates / Scheduled rates shall be named. Tender which propose any alteration in the works specified in said form of invitation to tender or in the time allowed for carrying out work, or which contain any other condition, will be liable to rejection. No printed form of tender shall include for more than one work, but if contractor wish to tender for two or more works, if mentioned, they shall submit a separate tender for each. Tender shall have name or number of the work to which they refer written outside the enveloped.

5. The Director Sukkur IBA, Resident Engineer or his duly authorized Assistant shall open tenders in the presence of contractors who have submitted or their representative who may be present at the time, and he will enter the amount of the several tenders in a comparative statement in a suitable form. In the event of the tender being accepted, the contractors shall for the purpose of identification, sign the copies of specifications and other documents mentioned. In the event of a tender being rejected the Resident engineer Sukkur IBA shall authorize the Sukkur IBA accounts department to refund the amount of earnest money deposited, to the contractor making the tender, on his giving a receipt for the return of earnest money.

6. The officer, competent to dispose of the tender shall have the right of rejecting all or any of the tenders.

7. No receipt for any payment alleged to have been made by a contractor in regard to any matter relating to this tender or the contract shall be valid and binding on Government unless it is signed by Resident Engineer.

8. The memorandum of work to be tendered for and the schedule of materials to be supplied by Sukkur IBA and the quantities shall be filled in and completed by the office of the Resident Engineer Sukkur IBA before the tender form are issued. If a form issued to an intending tenderer has not been so filled in and completed he shall request the said office to have this done before he completes and delivers his tender.

9. Under no circumstance shall any contractor be entitled to claim enhanced rates for any items
All the wood used in the furniture must be well seasoned shesham wood, free of knots, no any raw/kacha portion will be allowed in the manufacture of the furniture.

All the furniture fitted in all respects will be supplied and installed at site i-e Boys hostel, Sukkur IBA.

Before delivery of items, it will be inspected/ checked prior to polish at site periodically, if found correct than it will be allowed for polish and than for delivery.

The furniture should be polished (Mat Finish Polish).

Furniture manufacturing firms/Suppliers must submit along with the tender documents, firm/company’s brief profile, works of similar nature completed and in hand, I.T registration certificate, sales tax registration certificate, equipment and tools, technical personnel’s details.

For any information or details supplier/ firms visit the site and see the sample of the furniture.

Prior to final delivery supplier/ firms fabricate a sample for approval

Bed mattress frame would be well seasoned wood, divided in two parts, above which hard board sheet (2/8”) would be fixed.

Mattress would be master molty foam mattress 4” thick (Life time guaranteed)

Sample is available at site; one can visit to see it.

Locks will be imported, with a set of five keys (One key for all locks)

All hardware should be supplied by JB Sayyed Karachi (Locks- handles etc)
<table>
<thead>
<tr>
<th>No</th>
<th>Item</th>
<th>Qty</th>
<th>Unit</th>
<th>Rate (Rs :)</th>
<th>Amount (Rs :)</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Almirah with study table (02 Nos) with imported draw and keyboard tray on triplet draw channel / mouse pad tray, matching in colour, wall to wall size 13’-3”X 6’-6”X 18” (All made of well seasoned shesham wood farming and shesham veneer sheets and shesham solid molding, superior quality matt Finnish approved design, complete in all respects) Size 13’-3”X 6’-6”X 18” (Approved sample)</td>
<td>27</td>
<td>Each</td>
<td></td>
<td></td>
</tr>
<tr>
<td>02</td>
<td>Single Bed</td>
<td>54</td>
<td>Each</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Single bed including mattress (Molty foam 4” thick) in solid shesham wood frame and shesham veneer board 3/4” thick in the centre of head board &amp; foot board. Partial wood frame for mattress, top covered with hardboard (2/8”) for mattress support. Bed sides in 1 1/2”x5” solid shesham wood. Finally finish with mat polish Size 6’-3” X 3’-8” (Approved sample)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>03</td>
<td>Study chairs (made of well seasoned shesham wood, seat cushioned with best quality fabric cover, wooden back, matt polished, complete in all respects) (Approved sample)</td>
<td>54</td>
<td>Each</td>
<td></td>
<td></td>
</tr>
<tr>
<td>04</td>
<td>Dressing table including wall mirror (made of well seasoned shesham wood, and shesham veneer, having drawers with superior quality matt polish,) Superior quality mirror Size Dressing table: 3’-0” X 1’-6” X 2’-0”, (Approved sample) Size Mirror: 4’-6” X 3’-0” (Approved sample)</td>
<td>27</td>
<td>Each</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Rs: ________________________________
Grand total Rs: ________________________________

Name of Bidder: ________________________________
Name of Company: ________________________________
Signature: ________________________________
Seal: ________________________________
Date: ________________________________