

This Bidding Document contains 10 pages

**TENDER FORM FOR PURCHASE OF OFFICE FURNITURE UNDER
DIRECTORATE LIVESTOCK CHOLISTAN BAHAWALPUR DURING
FINANCIAL YEAR 2016-2017**

TENDER INQUIRY # 04

TENDER FEE (Non refundable) Rs.500-00

BIO-DATA OF THE PARTICIPATING FIRM

Name of the firm _____

Name of Authorized person _____

Issuing Authority _____

GST Registered No. _____

Income Tax No. _____

Circle of Income Tax Deptt. _____

Previous Experience if any _____

Call Deposit No. with Date, _____

Amount & Address of Bank) _____

Permanent Address _____

No. of pages attached by bidder
with Bidding document _____

Phone No. _____

Fax No. _____

Signature & Stamp _____

Name _____

Firm _____

Address _____

SCHEDULE FOR INVITATION OF TENDERS ALONG WITH TERMS & CONDITIONS OF TENDER DOCUMENTS PURCHASE OF OFFICE FURNITURE UNDER DIRECTORATE LIVESTOCK CHOLISTAN BAHAWALPUR DURING FINANCIAL YEAR 2016-2017

Name of the Institute	Date and venue for Purchase & submission of Bids	Date for opening of Bids	Venue for Tender Opening
Directorate of Livestock Cholistan, Bahawalpur	Purchase = 03/11/2016 (up to 11:00 am) Submission = 03/11/2016 (up to 01:00 pm) O/O Director Livestock Bahawalpur Division Bahawalpur	03/11/2016 (02:30 pm)	O/O Director Livestock Bahawalpur Division Bahawalpur near old Sabzi Mandi Bahawalpur

TENDER FEE (Non refundable) Rs.500-00

Estimated Cost = Rs. 5,00,000/=

Delivery period = 15 days

Firms are required to quote prices on free delivery to consignee end. Offer shall remain valid for a period till 30-06-2017, from the date of opening of tender. The offer with validity less than 30-06-2017 will not be accepted.

REQUIREMENTS OF TECHNICAL AND FINANCIAL PROPOSALS

1. The quantity can be increased / decreased according to the budgetary provision or any technical issues as well on account of cost effectiveness.
2. Original Technical Literature, Operation Manual, Tool Kit etc. (if required) should be supplied with the bidding documents in technical proposal.
3. Technical Proposals must be complete in all respect and authenticated with certified documentary evidences **according to check list attached**.
4. Certified copy of the price list indicating MRP & Trade Price must be appended with technical proposal (where needed).
5. Income Tax and Sales Tax certificates will have to be provided by the participating firms.
6. Inspection certificate will be issued after satisfactory inspection of the store by inspecting authority.

**Dr. Muhammad Iqbal
Assistant Director Livestock
Cholistan Bahawalpur**

SPECIAL INSTRUCTIONS

1. No offer shall be considered if –
 - (i) Received without earnest money (2%) from unregistered firm or from a firm not registered for the items mentioned in this tender.
 - (ii) It is received after the time and date fixed for its receipt.
 - (iii) The tender is unsigned.
 - (iv) The offer is ambiguous.
 - (v) The offer is conditional.
 - (vi) The offer is from a firm, blacklisted, suspended or removed from the approved list.
 - (vii) (viii) Offer received with shorter validity than required in the tender enquiry,
 - (ix) The offer is for store not conforming to specifications indicated in the tender enquiry.
2. Offers will remain valid till 30-06-2017 from the date of opening of tender.
3. All tenders must be submitted in double cover. The outer cover should indicate the name of the addressee, tender number and date of opening but not the name of the firm which must appear in the inner envelope clearly mentioning tender number and name of the firm. The envelope must be properly sealed. **Technical proposals and Financial bids should be provided separately under sealed envelopes and will be evaluated / scrutinized under single stage 02 envelope bidding procedure notified by Govt. of the Punjab S&GAD Department through PPRA rules 2014 amended in 2016.**
4. Purchaser reserves the right to purchase full or part of the store or ignore / scrap & cancel the tender as well any decrease or increase in the quantity.
5.
 - (a) If the acceptance of tender issued during the validity period and offer is not accepted by the tenderer, the Earnest Money shall be forfeited for the store purchased at contractor's risk and expenses.
 - (b) In case the offer is withdrawn, amended or revised during the validity period of the offer, the Earnest Money is liable to be forfeited.
 - (c) In case, the contractor fails to execute the contract strictly in accordance with terms and conditions laid down in the contract the security deposited by him shall be forfeited and the store purchased at his risk and expense.
6. The buyer reserves the right to claim compensation for the loss caused by the delay in the delivery of store and liquidated damages would be charged as under rules on late supply. No privilege of late supply will be given at any cost & no justification in this regard will be accepted.
7. The store is required by the consignee in his office stores. However, the tenderers are required to indicate their own guaranteed earliest date by which the store will be supplied by them.
8. Tenders should be addressed to **Office of the Director Livestock Bahawalpur Division Near Purani Sabzi Mandi behind Veterinary Hospital, Bahawalpur.**
10. Tenderers should quote their firm and final rates both in words as well as in figures. Any over writing or cutting on the rates offered shall stand cancelled.
11. 2 % Earnest money in shape of call deposit / pay order against the estimated amount in technical proposal must be attached in the name of **Director Livestock Bahawalpur Division Bahawalpur.**
12. Firm will be bound to deposit 5% of contract/ supply order as performance guarantee before supply of stores.

- 13. **“This is to certify that we M/S have obtained quotation against invitation to Tender No..... due onand we have agreed to supply / manufacture the said stores strictly in accordance with the specification laid down in the said Invitation to Tender and accept all terms and conditions of the bidding documents“**
It is also certified that we will abide that all rules notified under regulatory frame work of PPRA and Purchase Manual of Govt. of the Punjab.
- 14. Any erasing / cutting / crossing etc. appearing offer doubtful shall cancel the said offer. Moreover, all pages to the tender must also be properly signed. Offers with any overwriting shall in no circumstances be accepted.
- 15. The quotation should be submitted on the basis of accounting unit specified in the invitation to tender.
- 16. A certificate should be given by the tenderers that they will be responsible for the free replacement of items, if the same is found to be substandard and or at variance with the specification given in the tender enquiry.
- 17. Items / parts / store should be brand new.
- 18. Replacement of stocks if found substandard at any stage is understood to be guaranteed.
- 19. Tender samples where needed should be submitted by the tenderers along with their offers bulky, samples should be delivered at the time of the opening of the tenders, failing which the offer shall not be entertained.
- 20. Inspection of the stores and verification of specification including quality & quantity will be conducted by notified Technical Committee.
- 21. The Tenderer shall enclose catalogues, leaflets, brochures, literature, verified price list of the stored offered by him with technical proposals (where needed)
- 22. **Each and every page of the bidding document, schedule of tenders, technical & financial proposals must be duly verified, certified, signed and stamped by the bidders.**

Signature & Stamp _____

Name _____

Address _____

Cell # _____

CERTIFICATE

- 1. We hereby confirm to have read carefully the description of the stores and all the terms and conditions of your tender enquiry No..... due for opening on 03-11-2016 for the supply / repair / replacement of parts to Office of Director Livestock Bahawalpur Division Near Purani Sabzi Mandi Bahawalpur, for the year 2016-2017. We agree to abide by all those instructions / conditions.
- 2. We also hereby categorically confirm that the stores / parts / items / repair / replacement offered by us are exactly to the particulars and specifications as laid down in your tender enquiry in all respects.
- 3. The store offered by us are of Please tick
 - (a) imported / foreign origin
 - (b) local origin.
- 4. We accept that, if the required Earnest Money is not furnished or our offer is found lacking in any of the requirement of your tender enquiry, it shall be ignored & we have no rights to represent against the decision of competent authority at any forum.
- 5. We hereby confirm to adhere to the delivery period specified in the tender enquiry, which would be the essence of the contract and will be strictly adhered to us. In case of failure we agree unconditionally to accept the recovery of liquidated damages on belated supplies.
- 6. Certified that the prices quoted to the Department against Tender No..... are not more than the prices charged from any other purchase organization in the country and in case of any discrepancy the tenderer hereby undertakes to refund the price charged in excess.

We guarantee to supply items / store / replacement / repair exactly in accordance with the requirements specified in the invitation to

Name of Tenderer -----

Address-----

Signature-----

Seal -----

- Witness** -----
- (a) Name ----- **Signature** -----
 - (b) Full address -----
 - (c) Date -----

To be filled by the contractor

CHECK LIST TO BE ATTACHED WITH TECHNICAL PROPOSAL

Please tick Yes or No

1	Tender form No. _____ Dated	Yes	No
2	Certified copy of price list attached	Yes	No
3	Manufacturing license in case of manufacturer	Yes	No
4	Authority letter of the manufacturer in case of dealership attached	Yes	No
5	Registration Certificate of the firm	Yes	No
6	GST Registration Certificate attached	Yes	No
7	Income Tax registration attached	Yes	No
8	Literature/broachers/PIB etc attached	Yes	No
9	Judicial Stamp Paper Rs.20/- for certification of quoted rates	Yes	No
10	Tool Kit, when and where required	Yes	No
11	Import document in case of imported products.	Yes	No
12	Trade marks & make certification attached	Yes	No

Signature & Stamp

Name _____

Firm _____

Address _____

Cell No. _____

Part-I of tender**TECHNICAL PROPOSAL****PURCHASE OF OFFICE FURNITURE UNDER DIRECTORATE OF LIVESTOCK CHOLISTAN BAHAWALPUR DURING FINANCIAL YEAR 2016-2017**Tender Inquiry No. _____ Date of Issue of Tender Form : _____ Tender Fee **Rs.500-00 Non Refundable**

To whom issued. _____ Amount of Call Deposit. _____ CDR No. _____ Dated _____

Date of opening: 03-11-2016 Final Time: 01:00 pm

Opening Time: 02.30 pm

Guaranteed By _____
(Name of Bank)

S.No	Name of Item	Specifications	Qty.	Manufacturer / Assembler or Authorized Dealership Documents attached or not. Indicate (Yes or No)	Manufacturer's Name and Trade Mark / Make	Manufacturing OR Sales licenses in both cases Attached with technical proposal or not Indicate (Yes or No)	Dealership's Authority letter of Manufacturer, if contesting indirectly through supplying firm Attached with technical proposal or not, indicate (Yes or No)
1	2	3	4	5	6	7	8
1	Office Chair	Structure / seat and back made of steel. Finished with N.C Lacquer. Seat and back webbing with cane	60				
2	Office table	64*32*30 inches. Made of wood with tree drawers. Top drawer lockable. Finished with lacquer.	15				
3	Office filling cabinet	18*24*54H inch. Made of mild steel sheet of 22 G with 04 drawers with center locking system (imported lock) having four insides with name tags / pockets. Outside finished with NC hammer paint.	20				
4	Executive revolving chair	0.30 R	5				

2 % Earnest money in shape of call deposit / pay order against estimated amount must be attached in technical proposal in favour of Director Livestock, Bahawalpur Division, Bahawalpur

Signature of the Bidder _____

Stamp _____

S.No	Name of Item	Specifications	Qty.	Manufacturer / Assembler or Authorized Dealership Documents attached or not. Indicate (Yes or No)	Manufacturer's Name and Trade Mark / Make	Manufacturing OR Sales licenses in both cases Attached with technical proposal or not Indicate (Yes or No)	Dealership's Authority letter of Manufacturer, if contesting indirectly through supplying firm Attached with technical proposal or not, indicate (Yes or No)
5	Stool pine wood strips	315*315*450mm H. structure of mild square pipe 20*20 mm wall thick 1.2 mm. finished with NC silver paint/powder coated with 04 rubber shoes 20*20 mm good quality. 06 seat strips of pine seasoned wood having 7-8% moisture content finished with NC lacquer. Strip size 315*45*20mm fixed wit steel screws(1-1/4*8)	15				
6	Bench	04 seater Structure made of 38*38 sq. mm 18 G. Size 5*1.5*1.25 feet. Top sheesham strips seasoned. White aluminum paint	15				
7	Side rack	Two shelves 36L*24H*15W inch	10				

2 % Earnest money in shape of call deposit / pay order against estimated amount must be attached in technical proposal in favour of Director Livestock, Bahawalpur Division, Bahawalpur

Signature of the Bidder_____

Stamp_____

Part-II of tender**FINANCIAL PROPOSAL****PURCHASE OF OFFICE FURNITURE UNDER DIRECTORATE OF LIVESTOCK CHOLISTAN BAHAWALPUR DURING FINANCIAL YEAR 2016-2017**Tender Inquiry No. _____ Date of Issue of Tender Form : _____ Tender Fee **Rs.500-00 Non Refundable**

To whom issued. _____ Amount of Call Deposit. _____ CDR No. _____ Dated _____

Date of opening: 03-11-2016

Final Time: 01:00 pm

Opening Time: 02:30 pm

Guaranteed By _____
(Name of Bank)

S.NO	Name of Item	Specifications	Quantity required	Trade Name of the finish Product	Rate Quoted Per Unit	Manufacturer's Name & Brand
1	Office Chair	Structure / seat and back made of steel. Finished with N.C Lacquer. Seat and back webbing with cane	60			
2	Office table	64*32*30 inches. Made of wood with tree drawers. Top drawer lockable. Finished with lacquer.	15			
3	Office filling cabinet	18*24*54H inch. Made of mild steel sheet of 22 G with 04 drawers with center locking system (imported lock) having four insides with name tags / pockets. Outside finished with NC hammer paint.	20			
4	Executive revolving chair	0.30 R	5			

2 % Earnest money in shape of call deposit / pay order against estimated amount must be attached in technical proposal in favour of Director Livestock, Bahawalpur Division, Bahawalpur

Signature of the Bidder _____

Stamp _____

S.NO	Name of Item	Specifications	Quantity required	Trade Name of the finish Product	Rate Quoted Per Unit	Manufacturer's Name & Brand
5	Stool pine wood strips	315*315*450mm H. structure of mild square pipe 20*20 mm wall thick 1.2 mm. finished with NC silver paint/powder coated with 04 rubber shoes 20*20 mm good quality. 06 seat strips of pine seasoned wood having 7-8% moisture content finished with NC lacquer. Strip size 315*45*20mm fixed wit steel screws(1-1/4*8)	15			
6	Bench	04 seater Structure made of 38*38 sq. mm 18 G. Size 5*1.5*1.25 feet. Top sheesham strips seasoned. White aluminum paint	15			
7	Side rack	Two shelves 36L*24H*15W inch	10			

2 % Earnest money in shape of call deposit / pay order against estimated amount must be attached in technical proposal in favour of Director Livestock, Bahawalpur Division, Bahawalpur

Signature of the Bidder_____

Stamp_____