

LAHORE COLLEGE FOR WOMEN
UNIVERSITY LAHORE



**TENDER DOCUMENT FOR FURNITURE ITEMS, SOFA SET FOR TV
STUDIO, OFFICE EQUIPMENT AND ELECTRIC WATER COOLER,**

Issued to: -----

Tender No. LCWU/Tender/2020-2021/13

Table of Contents

S#	Description	Page #
1	Tender Notice	1
2	Invitation to the Bid	2
4	Instructions to the Bidders	2
5	Bid Data Sheet (Information for the Bidders	2
6	Terms and Conditions of the Tender	3
7	Definitions	3
8	Tender Eligibility	4
9	Examination of the Tender Document	4
10	Amendment of the Tender Document	4
11	Bid Currency	4
12	Validity Period of the Bid	4
13	Bid Security	4
14	Bid Preparation and Submission	5
15	Modification and withdrawal of the Tender	5
16	Bid Opening	5
17	Preliminary Examination	6
18	Determination of the Responsiveness of the Bid	6
19	Bid Evaluation	7
20	Rejection and Acceptance of the Tender	7
21	Contacting the Procuring Agency	7
22	Announcement of Evaluation Report	7
23	Award of Contract	8
24	Refund of Bid Security (BS)	8
25	Issuance of Supply Order or Signing the Contract	8
26	Redressal of Grievances by the Procuring Agency	8
27	General Conditions of Supply Order /Contract	8
28	Delivery of Items	8
29	Liquidated Damages	8
30	Inspection and Tests	9
31	Release of Performance Guarantee (PG)	9
32	Contract Amendment	9
33	Termination for Default	9
34	Blacklisting	9
35	Force Majeure	9
36	Termination of Insolvency	9
37	Forfeiture of Performance Security	10
38	Payment	10
39	Warranty	10
40	Specifications and Schedule of Requirement	12
41	Submission and arrangement of Supporting Documents	13
	Annexure-A: Biodata Form	13
	Annexure-B: Affidavit/Bidder's Undertaking On The Stamp Paper	14
	Annexure-C: Security Refund Form	15



LAHORE COLLEGE FOR WOMEN UNIVERSITY, LAHORE

Ph. No.042-99203801-09 Ext. 286/210

www.lcwu.edu.pk

No.1414/LCWU

Dated: 20-04-2021

TENDER NOTICE

Sealed tenders/ bids are invited from the firms registered with Sales Tax and Income Tax Departments for following Tender on the basis of **Single Stage (one Envelope Procedure)** in terms of Rule No. **38 (1)** of the Punjab Procurement Rules 2014 (PPRA Rules 2014).

Tender No.	Sr. No.	Tender Name	Qty.	Total Bid Cost (Estimated)	2% CDR Amount Of Estimated cost	Closing Time and Date	Opening Time and Date
LCWU/2020-2021/13	1.	Furniture items				06-05-2021 till 12:00pm	06-05-2021 at 12:30pm
		Meeting Table (Oval Shaped)	01	Rs.536,000/-	Rs.10,720/-		
		Executive Chair	01				
		Executive Meeting Chairs	15				
		Sofa set for TV Studio	01-set of 06 single sofa				
	2.	Office Equipment		Rs.165,000/-	Rs.3,300/-		
		Printer	01				
		Color spot light	02				
		Smart TV	01				
	3.	Electric water Cooler		04	Rs.233,560/-		

- Tender Document will be immediately available on LCWU & PPRA Websites after publishing of this Tender Notice (Rule No. 25(1)).
- Tender Document can be obtained / downloaded from the website of PPRA Punjab (www.ppra.punjab.gov.pk) and LCWU web site (www.lcwu.edu.pk). **Tender Fee of Rs.1000**, shall be attached with tender documents as a Pay Order in favor of Vice Chancellor Lahore College for Women University, Jail Road, Lahore.
- The Bid Security, 2% of estimated price, in the form of "CDR in favor of Vice Chancellor Lahore College for Women University, Jail Road, Lahore is required to be submitted with the Financial Bid, without which the offer shall be rejected being non-responsive. The detail of amount of Bid Security is given in the Tender Documents.
- Bids without supporting documents, undertaking, valid documentary evidence, and bids not conforming to terms and conditions given in the Tender Document will be liable for rejection.
- No supporting document will be accepted, at all, after opening of the Tenders.
- Bids received after due time and date or bids without Bid Security in shape of CDR or CDR less than required amount or Bid Security in shape of Cheque/ Cross Cheque/pay order/ Demand Draft /Banker's Cheque shall be summarily rejected.
- Vendors must quote their rates on the company letter pad / tender form according to the specifications. Hand written quoted rates will not be accepted.
- The sealed tenders must reach the University office through Registered post/ courier service by hand tender will not be accepted.

Chairperson Purchase Committee
Lahore College for Women University, Jail Road, Lahore
Ph. No.042-99203801-09 Ext. 286/210

INVITATION TO THE BID

Bids/Tenders are invited, for **Furniture items, office Equipment and Electric Water Cooler** from Sales Tax and Income Tax Registered firms.

1. INSTRUCTIONS TO THE BIDDERS

- 1.1.** Procurement will be made under Punjab Procurement Rules (PPRA) 2014.
- 1.2.** It will be clearly understood that the Terms and Conditions mentioned in this document are intended to be strictly enforced.
- 1.3.** Bidders must ensure that they submit all the required documents indicated in the Tender / Bid Documents at the time of opening of Tenders no request for submission of missing documents will be entertained after opening of the Bids.
- 1.4.** Bids without supporting documents, undertaking, valid documentary evidence, and bids not conforming to terms and conditions given in the Tender Document will be liable for rejection. Bids received after due time and date or bids without Bid Security in shape of CDR or CDR less than required amount or Bid Security in shape of Cheque/ Cross Cheque/pay order/ Demand Draft /Banker's Cheque shall be summarily rejected.
- 1.5.** Vendors must quote their rates on the company letter pad / tender form according to the specifications. Hand written quoted rates will not be accepted.
- 1.6. Mode of Advertisement:**
As per Rule 12(2) the advertisement is being placed on the website of PPRA Punjab (www.ppra.punjab.gov.pk) and LCWU web site (www.lcwu.edu.pk)
- 1.7. Type of Open Competitive Bidding**
As per Rule No. 38(1) Single stage one envelope procedures shall be followed with details given below:
 - 1.7.1.** The bid shall comprise of a single package containing proposal;
 - 1.7.2.** The bids of all bidders shall be opened publicly at a time, and venue announced and communicated to the bidders in advance;

1.8. BID DATA SHEET (Information for the Bidders)

1	Procuring Agency	Lahore College for Women University, Jail Road, Lahore
2	Tender Number	LCWU/Tender/2020-2021/13
3	Name of Tender	<ul style="list-style-type: none"> • Furniture items • Office Equipment • Electric Water Cooler
4	Tender Document available place	on the website of PPRA Punjab (www.ppra.punjab.gov.pk) and LCWU web site (www.lcwu.edu.pk)
5	Cost of Tender Document	Rs.1000/- attach Pay Order In favor of V.C Lahore College for Women University Jail Road Lahore (Non-Refundable)
6	Bid Security	<ul style="list-style-type: none"> • Rs.10,720/- for Furniture items • Rs.3,300/- for Office Equipment • Rs.4,671/- for Electric Water Cooler In shape of CDR in favor of "Vice Chancellor, Lahore College for Women University.

8	Performance Security	10% security will be retained from supplier's bill which will be returned after warranty period. (as per tender document) In Case of Letter of Credit firms will submit Bank Guarantee. The security shall be refunded to the Vendor/Supplier within one months of it becoming due, in case refund is not claimed, the security shall stand forfeited as unclaimed deposits. Claim for 10% security refund Performa is attached with tender document.
9	Tender Addressed to	Chairperson, Lahore College for Women University, Jail Road, Lahore
6	Contact Number	Ph. 042-99203801-09 Ext. 286/210
10	Due Date, Time and place of submission of Tender Document	06-05-2021 till 12:00 P.M (through Registered courier) Diary Dispatch Section Room No. S-16 2 nd Floor Lahore College for Women University, Jail Road, Lahore
11	Date, Time and Place of Bids Opening	06-05-2021 at 12:30 P.M at Committee Room of Lahore College for Women University, Jail Road, Lahore

TERMS AND CONDITIONS OF THE TENDER

2. Definitions

- 2.1. "Purchaser" means Lahore College for Women University, Jail Road Lahore
- 2.2. "LCWU" means Lahore College for Women University, Lahore
- 2.3. "Bidder/Tenderer" means the Firm/Company/Supplier/Distributor that may provide or provides the Goods and related services to any of the public sector organization under the contract and have registered for the relevant business thereof.
- 2.4. "Contract" means the agreement entered into between the Purchaser and the Contractor, in form of Supply Order or as recorded in the Contract Form signed by the parties, including all Schedules and Attachments thereto and all documents incorporated by reference therein.
- 2.5. "Contractor/The Successful Bidder" means the person whose Tender has been accepted and awarded letter of Acceptance followed by the Supply Order or Contract by the Purchaser.
- 2.6. "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 Goods or Services in question.
- 2.7. "Goods" means equipment, machinery, and/or other materials which the Contractor is required to supply to the Purchaser under the Contract.
- 2.8. "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.
- 2.9. "PPRA" means Punjab Procurement Regulatory Authority.

3. TENDER ELIGIBILITY

Eligible Bidder/Tenderer is one who:

- 3.1. has valid registration certificates for Income Tax and Sales Tax;
- 3.2. is an active Income Tax Payer;
- 3.3. has got the experience in supply of relevant items;
- 3.4. has got the Technical Staff to execute the work;
- 3.5. conforms to the clause of "Responsiveness of Bid" given in this tender document;
- 3.6. has not been blacklisted.

4. **EXAMINATION OF THE TENDER DOCUMENT**

The bidder/Tenderer is expected to examine the Tender Document, including all terms and conditions.

5. **AMENDMENT OF THE TENDER DOCUMENT**

- 5.1. The Purchase Committee of Lahore College for Women University, 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).
- 5.2. The Purchaser shall notify the amendment(s) in writing to the prospective Tenderers/Bidders.
- 5.3. The Purchaser may, at its exclusive discretion, amend the Tender Document to extend the deadline for the submission of the Tender, in which case all rights and obligations of the Purchaser and the Tenderers previously subject to the deadline shall thereafter be subject to the deadline as extended.

6. **BID CURRENCY**

Bidder should quote price in Pak Rupees for as tender notice.

7. **VALIDITY PERIOD OF THE BID**

- 7.1. Validity period of the bids shall be 90 days.
- 7.2. In exceptional circumstances, the Purchase Committee of Lahore College for Women University may ask the Bidders for an extension of the period of validity. The request and the responses shall be made in writing. A bidder accepting the request will not be required nor permitted to modify its tender.

8. **PERFORMANCE SECURITY**

Bidder will submit Performance Security drawn in the name of Vice Chancellor Lahore College for Women University against each lot with details given below: 10% security will be retained from supplier's bill which will be returned after warranty period. (as per tender document) In Case of Letter of Credit firms will submit Bank Guarantee. The security shall be refunded to the Vendor/Supplier within Six months of its becoming due, in case refund is not claimed, the security shall stand forfeited as unclaimed deposits.

8.1.

(The required amount of Bid Security, for each lot, does not exceed 2% of estimated cost of the lot)

Sr. No.	Tender Name	2% CDR Amount of Estimated
1.	Furniture items	Rs.9,120/-
2.	Office Equipment	Rs.3,300/-
3.	Electric Water Cooler	Rs.4,671/-

- 8.2.** The Bid Security will be in form of CDR in favor of the Vice Chancellor, Lahore College for Women University Lahore.
- 8.3.** Cheque/ Cross Cheque/pay order/ Demand Draft /Banker's Cheque shall be summarily rejected.
- 8.4.** The amount submitted as Bid Security shall be refunded to the unsuccessful bidders after the decision for the award of the said tender.
- 8.5.** The Bid Security of Successful Bidder(s) may be return after provision of supply along with invoice/bill
- 8.6.** If the Bid Security is found less than the required amount then the bid will be rejected irrespective of the rates and the stage of the bid process.
- 8.7.** The Bid Security may be forfeited if a Bidder:
- Refuses to accept supply order/ work order
 - Fails to furnish complete/partial supply of items.

9. BID PREPARATION AND SUBMISSION

- 9.1.** The Tender shall be filed in / accompanied by the prescribed Forms, Annexes, Schedules, Drawings, Documents, Brochures, Literature, etc. which shall be completely filled in, stamped and signed by the Tenderer or his Authorized Representative. In case of copies, photocopies may be attested.
- 9.2.** The Bids/Tenders should be submitted in one part (items specifications i.e make, model, brand, etc. rates)
- 9.3. Mode of Submission of Bids**

The Bid should be addressed to "Chairperson Purchase Committee, Lahore College for Women University, Jail Road, Lahore" and shall reach diary section of Lahore College for Women University, within given time period in tender notice, through valid Courier/Post.

- 9.3.1.** The Bids received after Due Date and Time or by-hand or Unsealed or incomplete or submitted by Fax or Email will be summarily rejected.

10. MODIFICATION/WITHDRAWAL OF THE TENDER

- 10.1.** The Bidder may, by written notice served on the Purchaser, modify or withdraw the Tender after submission of the Tender, prior to the deadline for submission of the Tender.
- 10.2.** 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 Tender Security.

11. BID OPENING

11.1. Bid Opening

The bid's will be opened by the Purchase Committee of Lahore College for Women University on the date and time as specified in the Tender Notice /Bid Data Sheet. The

bids will be opened in the presence of the bidders who choose to be present. Only one representative for each bidder would be allowed to attend the Bid Opening.

11.2. Suppression of facts and misleading information

11.2.1. During the bid evaluation, if any suppression or misrepresentation of information is brought to the notice of the Purchase Committee, the Committee shall have the right to reject the Bid and if it happens so after selection of the Bidder, the Purchase Committee may terminate the Contract or award of the Contract or further processing of the Bid as the case may be and that will be without any compensation to the Bidder and the Bid Security/Performance Guarantee, as the case may be, shall be forfeited.

11.2.2. It is the Bidder's responsibility to prove the Bidder's requisite qualification, experience and capacity to undertake the project to the entire satisfaction of the Purchase Committee failing which the Bid may be rejected.

12. PRELIMINARY EXAMINATION

12.1. The Procuring Agency shall examine the bids to determine whether they are complete, whether any computational errors have been made, whether the required documents have been furnished and properly signed, and whether the bids are generally in order.

12.2. In the bids financial portion, the arithmetical errors shall be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the Bidders/Suppliers do not accept the correction of the errors, its bid shall be rejected. If there is a discrepancy between words and figures, the amount in words shall prevail.

13. DETERMINATION OF RESPONSIVENESS OF THE BID

13.1. 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 Bid is one which:

13.1.1. meets a eligibility criteria for the Bidder / the Goods / the Services;

13.1.2. Meets all the mandatory requirements of the evaluation criteria.;

13.1.3. meets the Technical Specifications for the Goods / the Services;

13.1.4. meets the delivery period / point for the Goods / the Services;

13.1.5. is accompanied by the required Bid Security;

13.1.6. is otherwise complete and generally in order;

13.1.7. Conforms to all terms and conditions of the Tender Document, without material deviation or reservation

13.1.8. which offers one Brand/Model/Make for each item (which does not contain any option)

13.2. A material deviation or reservation is one which affects the scope, quality or performance of the Goods or limits the Purchaser's rights or the Bidder's obligations under the Contract.

13.3. The Tender determined as not substantially responsive shall not subsequently be made

responsive by the Tenderer by correction or withdrawal of the material deviation or reservation. However, the Purchaser may waive off any minor non-conformity or inconsistency or informality or irregularity in the Tender.

The Purchase Committee may ask for physical Demonstration of any of the items given in the Tender Document for confirmation of the specifications.

14. BID EVALUATION

14.1. Financial Proposal evaluation will be conducted under the Punjab Procurement Rules, 2014. The Price evaluation will include all duties, taxes and expenses etc. In case of any exemption of duties and taxes made by the Government in favor of the Purchaser, the contractor shall be bound to adjust the same in the Financial Proposal.

15. REJECTION AND ACCEPTANCE OF THE TENDER/BID

15.1. The Purchaser shall have the right, at his exclusive discretion, to increase / decrease the quantity of any or all item(s), under PPRA Rules 2014 without any change in unit prices or other terms and conditions, accept a Tender reject any or all tender(s), cancel / annul the Tendering process at any time prior to award of Contract, without assigning any reason or any obligation to inform the Tenderer of the grounds for the Purchaser's action, and without thereby incurring any liability to the Tenderer and the decision of the Purchaser shall be final.

15.2. The Tender / bid shall be rejected if:

15.2.1. It is substantially non-responsive; or

15.2.2. The bid is incomplete, partial, conditional, alternative, late; or

15.2.3. the bidder does not attach Bid Security in Shape of CDR; or

15.2.4. the bid security is not attached or it is less than the required amount; or

15.2.5. the Bidder submits more than one Bids against one Tender; or

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

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

15.2.8. 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; or

15.2.9. The Bidder submits any financial conditions as part of its bid which are not in conformity with tender document.

16. CONTACTING THE PROCURING AGENCY

16.1. No Bidder shall contact the Purchase Committee of Lahore College for Women University on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded.

16.2. Any effort by a Bidder to influence the Procuring Agency in its decisions on bid evaluation, bid comparison, or Contract Award will disqualify the bidder and rejection of the bid. Canvassing by any Bidder at any stage of the Tender evaluation is strictly prohibited.

17. ANNOUNCEMENT OF EVALUATION REPORT

The Procuring Agency shall announce the results of bid evaluation in the form of a report giving justification for acceptance or rejection of bids at least ten days prior to the award of Contract. The report shall be made available on PPRA website and all the bidders shall be informed of this.

18. AWARD OF CONTRACT

18.1. The Tender will be awarded to the Lowest Evaluated Bidder.

19. REFUND OF BID SECURITY (BS)

The BS of the unsuccessful Bidder will be refunded on the written request of the Bidder. The Bid Security of the successful bidder shall be released after successfully completion of delivery.

20. ISSUANCE OF SUPPLY ORDER OR SIGNING THE CONTRACT

20.1. The Purchase Committee shall issue Supply Order or sign a Contract with the Successful bidder who has submitted the Performance Guarantee.

20.2. The Successful Bidder will provide the stamp paper of 0.25% of total order value for issuance of Supply Order or Signing the Contract.

21. REDRESSAL OF GRIEVANCES BY THE PROCURING AGENCY

21.1. 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 10 days after the announcement of the bid evaluation report.

21.2. The committee shall investigate and decide upon the complaint within fifteen days of the receipt of the complaint.

21.3. Mere fact of lodging of a complaint shall not warrant suspension of the procurement process.

21.4. Any bidder not satisfied with the decision of the committee of the procuring agency may lodge an appeal in the relevant court of jurisdiction.

GENERAL CONDITIONS OF CONTRACT / SUPPLY ORDER**22. DELIVERY OF ITEMS**

22.1. Delivery Period will be counted after issuance of Supply Order with details given below:

22.2.

	Name of items	No. of days
1.	Furniture items	30- days
2.	Office Equipment	
3.	Electric Water Cooler	

22.3. The Supplier will be responsible for **delivery and installation** of Items at LCWU Lahore as mentioned.

22.4. The supplier will bear all costs associated with the preparation, delivery and installation of the Items and the Purchaser will in no case be responsible or liable for those costs. The supplier will make such arrangements to ensure safe delivery of goods. Any damage sustained during transportation / delivery will be rectified by the supplier at his cost.

23. LIQUIDATED DAMAGES

23.1. When the supplier fails to deliver or install the goods or both within the time period specified in the contract, the Purchase Committee may, without prejudice to any other remedy it may have under the contract, deduct from the contract price, as liquidated

damages, a sum Rs.500/- per day of the delayed goods per day of delay, penalty may be wave off by the competent authority.

- 23.2.** The Successful Bidder will be responsible to provide the delivery, delivery Challan and Bill with Sales Tax Invoice within the delivery period in order to avoid Late Delivery Charges.

24. INSPECTION AND TESTS

24.1. The Inspection Committee of LCWU shall inspect and test the Goods supplied, the Services provided, under the Contract/Supply Order, to verify their conformity to the Technical Specifications.

24.2. Inspection Committee may verify the authenticity of items from Supplier.

24.3. After the inspection or test if the Purchase Committee is of the opinion that items do not conform to the specification and the criteria mentioned above, the Inspection Committee may reject them, and the supplier shall either replace the rejected goods or make all alterations necessary to meet the requirements of the specifications free of cost to LCWU.

25. RELEASE OF PERFORMANCE SECURITY

The performance security / Bank Guarantee 10% will be refunded to the supplier's after completion of warranty period one year Claim for 10% security refund Performa is attached with tender document.

26. CONTRACT AMENDMENT

26.1. The Purchaser may, at any time, by written notice served on the Contractor, alter, amend, omit, increase, decrease or otherwise change the nature, quality, quantity and scope, of all / any of the Goods / the Services / the Works, in whole or in part.

26.2. No variation in or modification in the Contract shall be made, except by written amendment signed by both the Purchaser and the Contractor.

27. TERMINATION FOR DEFAULT

The Purchase Committee of Lahore College for Women University may, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the tenderer, terminate this Contract in whole or in part if:

27.1. The bidder fails to provide services within the period(s) specified in the Contract, or within any extension thereof granted by the Procuring entity.

27.2. the successful bidder fails to deliver goods and services as per its technical specifications offered in the bid

27.3. The successful bidder fails to perform any other obligation(s) under the Contract.

27.4. The bidder, in the judgment of the Purchase Committee has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

28. 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 or fraudulent 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 mechanism provided in Punjab Procurement Rules, 2014.

29. Force Majeure

Majeure means an act of nature or an event beyond the control of the Supplier and not involving the Supplier's fault or negligence directly or indirectly purporting to mis planning, mismanagement and/or lack of foresight to handle the situation. Such events may include but are not restricted to acts of the Procuring Agency in its sovereign capacity, wars or revolutions, fires, floods, earthquakes, strikes, epidemics, quarantine restrictions and freight embargoes. If a Force Majeure situation arises, the Supplier shall promptly notify the Procuring Agency in writing with sufficient and valid evidence of such condition and the cause thereof. The Committee constituted for Redressal of grievances, shall examine the pros and cons of the case and all reasonable alternative means for completion of purchase order under the Contract and shall submit its recommendations to the competent authority. However, unless otherwise directed by the Procuring Agency in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical and shall seek reasonable alternative means for performance not prevented by the Force Majeure event.

30. TERMINATION FOR INSOLVENCY

The Procuring Agency may at any time terminate the Contract by giving written notice of 30 days' time to the Supplier if the Supplier becomes bankrupt or otherwise insolvent. In this event, termination shall be without compensation to the Supplier, provided that such termination shall not prejudice or affect any right of action or remedy which has accrued or shall accrue thereafter to the Parties.

31. FORFEITURE OF PERFORMANCE SECURITY

31.1. 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, without prejudice to any other right of action / remedy it may have, forfeit Performance Security of the Contractor.

31.2. Failure to supply required items/services within the specified time period will invoke penalty as specified in this document. In addition to that, Performance Security amount will be forfeited and the company will not be allowed to participate in future tenders as well.

32. PAYMENT

32.1. 100% payment will be made by Lahore College for Women University to the Successful Bidder after delivery and installation of goods and on receipt of the following documents:

- i. Bill
- ii. Delivery Challan
- iii. General Sales Tax Invoice
- iv. Inspection/Completion report

v. Bill of Entry of imported items

33. Warranty

- 33.1.** Warranty of items shall be as per required in the Schedule of Requirement (Clause No. 39)
- 33.2.** The Supplier shall confirm that the goods supplied under this contract are new and unused. The Supplier shall further warrant that all goods supplied under this contract shall have no defect arising from design materials or workmanship or from any act or omission of the supplier that may arise under the normal use of the supplied goods in the conditions prevailing in the University.
- 33.3.** During the warranty period the Successful Bidder will provide comprehensive warranty of the items. The Purchase Committee shall notify the supplier in writing of any claim arising under the warranty. Upon receipt of such notice, the supplier shall repair or replace the defective goods or parts within **ten days**, inclusive of, where applicable, the cost of inland delivery of the repaired or replaced goods or parts from the port of entry to the final destination and their installation.

SPECIFICATIONS AND SCHEDULE OF REQUIREMENT AS FOLLOWS:**LIST OF FURNITURE ITEMS ”**

Sr.#	Name of Item with Specification	Qty.
1	Meeting Table (Oval Shaped) Dimensions: L=4800” xW=1800”x760” Made of four parts, having capacity for seating of at least 16 persons . overall structure made of high compressed sheesham & sheesham board. Top surface 75 mm. Base structures made of 37mm thick solid sheesham of same color. All edges lipped with matching beading. Complete finished in all aspects.	01-No.
2	Executive Meeting Chair Structure made of sheesham wood & leather in approved color. Best quality cushioning with smooth finishing color sheesham wood. Foam quality molty foam/Master or Equivalent. Seat Height 18 inches. Overall Height 38 inches. Back rest width 20 inches. Overall Depth 18 inches. Finished in all respects with mat finished and Nitrocellulose lacquer/hardener	15-Nos.
3	Executive Chair Structure made of solid sheesham wood. Seat & back webbed with natural double Singapore cane. Base made of imported five wheels Korean caster with imported hydraulic and imported wheels. Complete finished in all respects mat finished and Nitrocellulose Lacquer finished. Subject to the approval of sample.	01
4.	Sofa Sigle Without Arms: Seat size: 500x550mm Structure made of ¾” solid Acacia wood having 75mm 1 st quality life time guaranteed foam poshished with leatherette/industrial clothes. Imported tire belts to be used beneath the seat and within the back. Subject to the approval of sample.	

LIST OF OFFICE EQUIPMENT

Sr.#	Name of Item with Specification	Qty.
1.	Printer HP Laser jet Pro M402dn or Equivalent	01
2.	Color spot light	02
3.	Smart TV PELL 49” or Equivlanet	01

LIST OF ELECTRIC WATER COOLER

Sr.#	Name of Item with Specification	Qty.
1.	Electric Water Cooler Make: Canon/Esquire or Equivaent Capacity 65 liters Body stain less steel	04

1.1. SUBMISSION AND ARRANGEMENT OF SUPPORTING DOCUMENTS

The Bidder must provide all the Supporting Documents, number all the pages of supporting documents, provide the page information and arrange the documents in the following order:

Portion A: Enclosures of Technical Proposal		Attached YES/NO	Page#
1	Check List		
2	Covering Letter		
3	Specifications of quoted items on the Letter Head of the bidder		
4	Copy of Income Tax Registration Certificate		
5	Copy of Sales Tax Registration Certificate		
6	Affidavit/Undertaking on the Stamp Paper		
7	The specified catalogues / brochures of items quoted by the bidder		
Note: All the above documents and any other supporting document must be numbered and page number must be mentioned in the column specified for the purpose.			
Total Number of pages attached with the Bid		_____ Pages	
8	Tender Document duly signed and stamped each page by the bidder must be attached at the end of the Bid but numbering is not required for this document.		

Portion B : Enclosures of Financial Proposal		Attached YES/No	Page #
1	Price Schedule Form duly filled, signed and stamped by the bidder		
2	Bid Security in shape of CDR		

Annexure- A BIO DATA FORM

S #	Particulars	Bidder's Response
A	Information about the Bidder	
	Name of the Company	
	Year of Incorporation/Registration	
	NTN Registration Number	
	GST Registration Number	
	Address	
	Office Telephone Number	
	Email Address of the Company	
	Name of Contact Person	
	Mobile No. of Contact Person	
	Email Address of Contact Person	

Annexure- B AFFIDAVIT/BIDDER'S UNDERTAKING ON THE STAMP PAPER

Ref: **Tender No. LCWU/Tender/2020-2021/13 published on PPRA on**

1. We have examined the Tender/Bid Document and we undertake to meet the requirements regarding supply of Items, warranty and services as required and are prescribed in the Tender Document.

2. It is certified that the information furnished here in and as per the document submitted is true and correct and nothing has been concealed or tampered with.
3. We have read the provisions of Tender/Bid Document and confirm that these are acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in our response shall not be given effect to.
4. We agree to unconditionally accept all the terms and conditions set out in the Tender/Bid Document
5. We undertake, if our Bid is accepted, to supply the items within the delivery period mentioned in the Tender Document.
6. We understand that no document regarding evaluation criteria will be accepted after opening of the Tenders and we are bound to provide all the documentary proofs regarding evaluation criteria or any other supporting document at the time of opening of bids.
7. We agree that the Purchase Committee of Lahore College for Women University is not bound to accept the lowest or any of the bids received. We also agree that the Purchase Committee reserves the right in absolute sense to reject all the products/ services specified in the Bid Response without assigning any reason whatsoever under PPRA Rules 2014.
8. We also declare that our Company/Organization is not blacklisted by any of the Federal or Provincial Government in Pakistan.

[Name and Signatures of authorized Person along with stamp]

Annexure- C



LAHORE COLLEGE FOR WOMEN UNIVERSITY

Jail Road, Lahore – Pakistan. Tel: 042-99202014, 99203801-09, Ext: 212 Fax: 042-99203130

SECURITY REFUND FORM

Name of the vendor / supplier: _____
 Name of items supplied: _____
 Supply order number: _____
 Date of delivery of items: _____
 Gross amount of bill pre-audited by the Resident Auditor: _____
 Security amount deducted from the bill: _____
 Warrantee period: _____
 Warrantee expired on: _____

VENDOR / SUPPLIER

FOR PURCHASE OFFICE USE ONLY:

Certified that the performance of the item supplied by the Vendor / Supplier remained satisfactory during warrantee period. As per request of the Vendor / Supplier, the security may be refunded.

CONVENOR PHYSICAL INSPECTION COMMITTEE: _____

HEAD OF DEPARTMENT: _____

DEPUTY DIRECTOR PURCHASE: _____

PURCHASE OFFICER: _____

FOR TREASURER OFFICE USE ONLY:

The amount of security for Rs. _____ Deducted from bill of the Vendor / Supplier, duly pre-audited by the Resident Auditor, was deposited into Security Account No. _____ on _____ vide cheque No. _____ dated _____ at NBP Jail Road, Lahore. The amount of security may be released to the Vendor / Supplier through cheque as per recommendation of the Purchase Department.

Submitted for approval please.

DEALING ASSISTANT

ADDITIONAL TREASURER

TREASURER

VICE CHANCELLOR

(For approval exceeding Rs.100,000/-)

Note: The Security shall be refunded to the Vendor / Supplier within six months of its becoming due. In case refund is not claimed, the security shall stand forfeited as un-claimed deposits.