TENDER DOCUMENT
OFFICE FURNITURE

Tender No. VU/15-16/05/208

This tender will be opened on **June 10, 2016 at 11:00AM** in the office of Director Finance VU, M.A Jinnah Campus, Defence Road, off Raiwind Road, Lahore.

Name of Firm/Company: ________________________________
Office Address: ______________________________________
Factory Address: ______________________________________
Contact Person: ___________________ Designation: ___________
Phone No: __________________ Fax No: ___________ Cell No. ___________
GST Reg. No: ______________________ N.Tax Number: ___________
Active email address (in CAPITAL letters): __________________________
Firm Status: Manufacturer: [ ] Trader: [ ]

**ITEMS MARKED WITH (*) MUST BE ATTACHED; OTHERWISE YOUR BID WILL BE DECLARED AS NON-RESPONSIVE**

**TERMS AND CONDITIONS:**

1. Tender must be accompanied with a **Pay Order / Demand Draft amounting to Rs. 500/-** (non-refundable) as tender fee favouring Virtual University of Pakistan. Tender without tender fee shall not be accepted. (*)
2. Tender should be addressed to the Director Finance, Virtual University of Pakistan.
3. Bid document duly completed should reach the office of the Procurement Department, Directorate of Finance, Virtual University of Pakistan, not later than **10:30AM on June 10, 2016**. Late Tenders will not be entertained. No telegraphic or faxed bid will be accepted. Bids will be opened at **11:00AM on the same date** in the office of the Director Finance, Virtual University of Pakistan, in the presence of bidders or their authorized representatives who may choose to attend.
4. Please attach Original Tender Document, along-with item specifications with the bid. (*)
5. VU takes no responsibility for delay, loss or non-receipt of bids sent by post/courier
6. Bidder must provide the Complete Company Profile alongwith age of the company. (*)
7. Preference will be given to those manufacturers who have atleast five (5) years experience of wooden furniture with Govt., Semi Govt., Multinational or national organizations. (*)
8. Existing Clients List with contacts numbers must be attached with the bid. (*)
9. The bidder must submit the list of Directors/Partners/Owners along with the bid. (*)
10. The bidder must submit the list of skilled/technical and un-skilled labour. (*)
11. List of Machinery / equipment in working condition, alongwith the addresses of Head Office and Factory / Workshop. (*)
12. The bidder must be a registered tax payer with FBR on Active Tax Payer List (ATL) and certificate must be attached for NTN and GST. (If GST is exempted, please provide necessary evidence). (*)
13. Bidders should quote their rates clearly on the tender document for each item in figures and words. The rate shall be valid for a period of 03 months from the date of opening of bid. Bid validity for a shorter period will be rejected as non-responsive. (*)

14. GST should be exclusively/separately indicated in the Tender document and bill/invoice as applicable.

15. The Bidder will furnish, as part of its bid, a bid security (earnest money), equal to 5% of maximum bid price or option with maximum price inclusive of all taxes in shape of DD/PO/CDR only (Cheques shall not be accepted). The bid security is refundable to the unsuccessful bidders after finalization of the tender. Bid security of successful bidder will be released after delivery of ordered items (*)

16. Virtual University of Pakistan (VU) reserves the right to increase or decrease the quantity of goods specified below at the time of issuance of purchase order. VU also reserves the right to place the order on partial shipment basis.

17. The items, which will be supplied, should conform to the standard specifications and free from defects in all respects.

18. Items must be delivered to VU Islamabad Campus within 04 weeks or as mentioned in purchase order from the date of issuance of purchase order.

19. Penalty two (02) % per month or a part thereof, of the value of goods not delivered in time will be imposed.

20. Income tax and GST will be withheld as per Government rules.

21. Payment will be released after submission of Sales Tax Invoice in accordance with SRO 660(I) 2007, duly verified by the concerned department.

22. Virtual University of Pakistan, Lahore reserves the right to reject any/all bids or accept the whole or part of bid as prescribes in PPRA Rules.

EVALUATION CRITERIA:

i. Initial scrutiny of tender documents / bids

ii. Preparation of Financial Comparative Statement

iii. Evaluation of overall manufacturing capacity of the bidders

iv. Visit of factory(ies) / showroom(s) of selective bidders (if required)

v. Selection of compliant bidder(s) based upon above parameters

vi. Preparation / providing / inspection of sample(s)

vii. Award of tender to lowest compliant evaluated bidder(s)

Procurement Department
Virtual University of Pakistan
M.A Jinnah Campus,
Defence Road, off Raiwind Road,
Lahore
UAN: 042-111-880-880 Ext 333
<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>ITEM &amp; SPECIFICATIONS</th>
<th>QTY</th>
<th>Unit Price (Rs.)</th>
<th>17% GST if applicable</th>
<th>Unit Price with GST</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>EXECUTIVE OFFICE TABLE&lt;br&gt;Size: 6 x 3 Ft&lt;br&gt;Height: 2½ Ft&lt;br&gt;Table Top: ½ Inch thick&lt;br&gt;Depth: 3 Ft&lt;br&gt;3 Drawers at both sides = 1½ Ft width&lt;br&gt;MATERIAL: Sheesham Veneer with solid sheesham wood Mouldings and lipping, with Leatherette Top (Sample image at end)</td>
<td>1 No.</td>
<td></td>
<td></td>
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<tr>
<td>2</td>
<td>EXECUTIVE OFFICE TABLE&lt;br&gt;Size: 5 x 2½ Ft&lt;br&gt;Height: 2½ Ft&lt;br&gt;Table Top: 1½ Inch thick&lt;br&gt;Depth: 2½ Ft&lt;br&gt;3 Drawers at both sides = 1½ Ft width&lt;br&gt;MATERIAL: Sheesham Veneer with solid sheesham wood Mouldings and lipping, with Leatherette Top (Sample image at end)</td>
<td>1 No</td>
<td></td>
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<tr>
<td>3</td>
<td>SIDE RACK FOR EXECUTIVE OFFICE TABLE&lt;br&gt;Size: 1½ x 3½ Ft&lt;br&gt;Height: 2½ Ft&lt;br&gt;Table Top: 1½ Inch thick&lt;br&gt;Depth: 18 Inch&lt;br&gt;With Keyboard Tray = 24 x 16 Inch&lt;br&gt;Drawer at right side = 18 x 5 Inch width&lt;br&gt;Cabin at right side = 18 x 20 Inch&lt;br&gt;MATERIAL: Sheesham Veneer with solid sheesham wood Mouldings and lipping, with Leatherette Top (Sample image at end)</td>
<td>2 Nos</td>
<td></td>
<td></td>
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<tr>
<td>4</td>
<td>EXECUTIVE SOFA SET WITH ARMS TWO SEATER&lt;br&gt;Fully cushioned in Leatherette&lt;br&gt;Size: 1500 x 800 x 450 mm (Sample image at end)</td>
<td>2 Nos</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>5</td>
<td>EXECUTIVE SOFA SET WITH ARMS SINGLE SEATER&lt;br&gt;Fully cushioned in Leatherette&lt;br&gt;Size: 850 x 800 x 450 mm (Sample image at end)</td>
<td>4 Nos</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Description</th>
<th>Total Amount (Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Carriage Expenses (if applicable)&lt;br&gt;Above items are required at Islamabad. Transportation Charges will be paid as per actual builty after supply of ordered furniture. Original builty must be required. All the bids shall be evaluated inclusive of carriage / freight charges</td>
<td></td>
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</table>
Successful bidder shall be required to get approval of drawing / design of all items before execution of order.

Penalty will be imposed in case of exceeding the period of delivery from above period (as mentioned in terms and condition)

If quality found sub-standard, an appropriate deduction from the payment can be made by the University.

SAMPLE PHOTOGRAPHS / IMAGES

I. EXECUTIVE TABLES AND RACKS

II. EXECUTIVE SOFA WITH ARMS