

CADET COLLEGE OKARA

TENDER FORM FOR SUPPLY OF FURNITURE ITEMS FOR CADET HOSTEL

Date & Time for Submission of Tender:

01-08-2017 up to 1200 Hrs

Date & Time for Opening of Tender:

01-08-2017 up to 1230 Hrs

Firm Bio Data / Eligibility Criteria	
1	Name of the Owner of the Firm
2	Name of the Firm
3	Full Address of the Firm
4	National Identity Card (CNIC) No. (Photo copy to be attached)
5	General Sale Tax (GST) No. (Photo copy to be attached)
6	NTN No. (Photo copy to be attached)
7	CDR / Demand Draft / Pay Order No. Date and Amount with Bank Name. (Original must be attached)
8	Telephone No. Mobile No.

NOTE:

Rates must be in accordance with the specification and sample available in the college, so that rate may be compared with the equal specification and sample available in the college. All the CDR / Demand Draft / Pay Order attached with the tender will be verified from the issuing Bank. **CDR / Demand Draft / Pay Order for Rs. 5,000/- (refundable)** in favour of Principal Cadet College Okara must be attached with the tender documents (technical bid).

SPECIAL INSTRUCTION:

Bid validity is 60 days and no offer will be considered, if

- i. It is received after the date and time fixed for its receipt.
- ii. It is un-signed.
- iii. It is not typed on the Letterhead.
- iv. It is over written.
- v. It is conditional.
- vi. It is given by a firm black listed.
- vii. It is received with a validity period shorter than that required in the Tender Form.
- viii. It is received without earnest money as specified in the tender.
- ix. Bid received through FAX.

IMPORTANT NOTE:

It is also mentioned here that according to PPRA Rules 2014, you have to submit two separate bids (I) Technical Bid (II) Financial Bid. Financial Bids of only those firms will be opened whose Technical Bids are accepted, found according to our requirement, remaining Financial Bids will not be opened (rejected) and will be returned back.

Terms & Conditions for Supply of Furniture Items : Cadet College Okara

1. Incomplete tender, submitted without required documents (CDR / Demand Draft / Pay Order, attested CNIC, valid NTN and Sales Tax Registration), without signatures, submitted after fixed date & time will be rejected. Defective, conditional, cut, over written tenders will also be rejected.
2. Tender will be submitted in sealed envelopes on letter head pad of the firm duly signed and stamped. Main sealed envelope will consist of two separate sealed envelopes consisting of Technical and Financial bids marked and stamped.
3. Tenderer will attach a proof regarding valid registration with NTN and Sales Tax departments.
4. Bid validity is for a period of 60 days.
5. Price / cost of each item will include GST and Income Tax as per prevailing rules.
6. Tenderer will be bound to pay GST and Income Tax as per prevailing rules.
7. All the dues / expenditures for transportation will be responsibility of the tenderer.
8. All the bidders are bound to submit Affidavit on Rs 100/- Stamp Paper to the effect that he is not Black Listed and attach the same with the Technical Proposal.
9. **CDR / Demand Draft / Pay Order for Rs. 5,000/-** in favor of Principal Cadet College Okara as earnest money must be attached with the technical proposal.
10. Successful bidder will be bound to supply the items as per specification.
11. Whole of the supply will be on bill payment. No advance payment will be made in any case.
12. Any supply contrary to the specifications mentioned in the tender form issued by this office will be rejected and security will be forfeited.
13. Tenderer will be bound to submit his offer for whole of the supply items mentioned in the tender form otherwise tender will be rejected.
14. Technical bids will be opened in the presence of supply committee of this office and bidders or their authorized representatives. After scrutiny of technical bids, technically successful bidders will be informed about the date and time for opening of financial bids. Unopened Financial bids will be returned to technically rejected bidders.
15. Successful bidder will provide Rs 100/- Stamp Paper for written agreement to the Principal Cadet College Okara.
16. Tenderer will be bound to submit complete bill in duplicate including sales tax invoice and all other necessary documents to this office within a week time after successful completion of supply and getting clearance from the evaluation committee of this office.
17. Successful bidder/tenderer will be bound to submit **02%** of total cost of contract amount in the form of **CDR / Demand Draft / Pay Order** in favour of this office as **Performance Guarantee (security)** immediately after issuance of supply order which will remain in custody of this office for 2 months after the date of acceptance of the offer.
18. Complete supply must be ensured within 10 days from the date of acceptance of the offer and issuance of supply order, otherwise security will be forfeited and the offer will be given to the second lowest bidder and loss due to risk supply will be on the previous firm.
19. The procuring agency reserves the right to reject all bids or proposals at any time prior to the acceptance of a bid or proposal without assigning any reason under PPRA Rules 2014 there of which cannot be challenged in any court of law.
20. Supply order will be issued keeping in view availability of funds.
21. Supply orders will be issued according to the actual requirements.
22. The procuring agency reserves the rights to increase/decrease the quantity of the tender items.
23. Decision of the Principal Cadet College Okara will be final and will not be challengeable in any court of law.