



THE WOMEN UNIVERSITY,
MULTAN

M/s

PC No.

Date:

Deposit Slip No.

Date:

TENDER DOCUMENTS

FOR THE PURCHASE OF FURNITURE & FIXTURE

(TENDER NO. 03/2023-24)

(LOT # 1)



The Women University Multan

Note: Please read carefully these tender documents and sign & Stamp each page for acceptance of terms & conditions and submit with the technical bid.

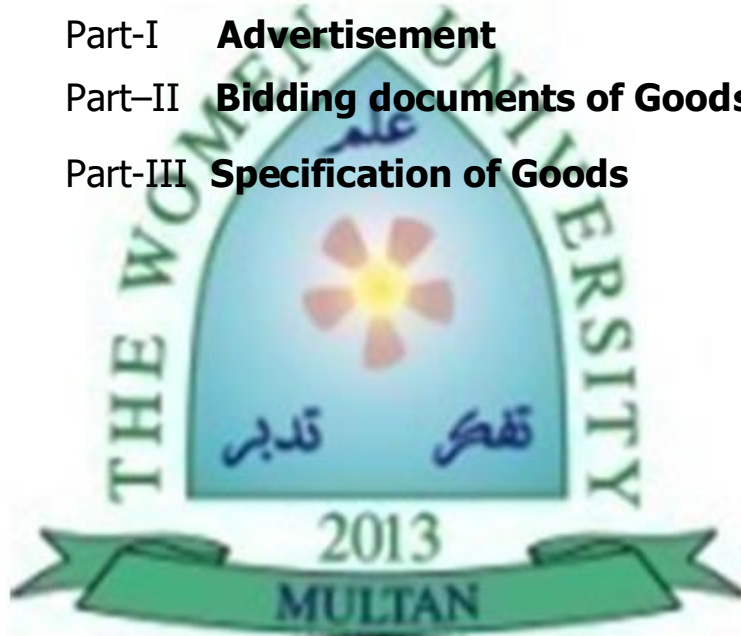


This document contains three parts:

Part-I **Advertisement**

Part-II **Bidding documents of Goods**

Part-III **Specification of Goods**



Tender Notice

(Tender No. 03/2023-24)

Sealed tenders are invited by The Women University Multan from well reputed (GST, Income Tax registered firms) for the supply of the following items.

Lot #	Item Name	Total Estimated Cost (Rs.)	Bid Security @5% for estimated Cost
1.	Purchase of Furniture & Fixture	9,876,500.00	493,825.00
2.	Purchase of Tyres and Misc. Transport Items	3,356,000.00	167,800.00

- 1- Tender documents containing details of required items complete specifications / design and terms & condition will be available after the date of publication on the PPRA website and can be purchased from the office of the purchase during office hours against payment of Rs. 2000/-.
- 2- The Last date for the sale of tender documents is October 30, 2023 till 04:00 P.M.
- 3- Properly filled, signed and stamped Tenders should reach in the office of the Treasurer on or before October 31, 2023 at 11:00 A.M. in The Women University Multan and Technical Offers will be opened on the same day by the Central Purchase Committee at 11:30 A.M. in the committee room.
- 4- Bid Security mentioned in aforementioned table shall be provided in shape of Bank Guarantee or CDR with the tender documents for each lot by the bidders in favor of Treasurer the Women University, Multan.
- 5- Single Stage Two Envelopes bidding procedure shall be adopted.
- 6- All the Procurement shall be governed by the Punjab Procurement Regulatory Authority Rules 2014.
- 7- In case the date of opening or last date of sale of tender documents is declared as a public holiday by the government or non-working day due to any reason, the next official working day shall be deemed to be the date of sale, submission and opening of tenders accordingly. The time and venue shall remain the same.


TREASURER
THE WOMEN UNIVERSITY
MULTAN

The Women University (Katchery Campus) LMQ Road, Multan
Ph: 061-9200811-12, Fax: 061-4500950, www.wum.edu.pk



THE WOMEN UNIVERSITY,
MULTAN

PART-II
BIDDING DOCUMENT
(Goods)



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Check List

The provision of this check list is essential prerequisite along with submission of tenders.

<i>SR. #</i>	<i>DETAIL</i>	<i>YES /NO</i>	<i>PAGE#</i>
1	Bid Security 5% of the estimated price.		
2	Minimum one year business history from the date of authorization and experience as per Evaluation Criteria		
3	Mandatory warranty of the product as per terms and conditions of the contract.		
4	Acceptance of terms and condition, tender documents duly signed and stamped.		
5	Company profile including engineering and managerial capability.		
6	An affidavit on stamp paper of Rs.100/- as per (ANNEX-A). The certificates mentioned in (ANNEX-B) shall be reproduced on the letter head of the company duly signed and stamped.		
7	Bank statement/Balance sheet, Financial Soundness, National tax number and General Sale Tax number certificate.		
8	Literature / brochure of product.		
9	Mentions the country of origin (wherein the country of origin is the country where more than 50% of parts of the goods are manufactured).		
10	Certificates regarding quality of production for conformity with International Standards (copy of certificate FDA,CE,JIS)		
11	References regarding reputation from Private /Public Sector		

Instructions to Bidders (ITB)

General Instructions:

1. Content of Bidding Document

1.1 The goods required, bidding procedures, and Contract terms are prescribed in the bidding documents. In addition to the Invitation for Bids, the bidding documents include:

- (a) Instructions to Bidders (ITB);
- (b) General Conditions of Contract (GCC);
- (c) Special Conditions of Contract (SCC);
- (d) Technical Specifications / Schedule of Requirements;

1.2 The Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or to submit a bid not substantially responsive to the bidding documents in every respect shall be at the Bidder's risk and may result in the rejection of its bid.

1.3 The sealed tenders are invited by The Women University Multan from well reputed firms having established credentials in terms of Technical, Financial and Managerial capabilities and having registered with sales & income tax department for the supply of **Furniture & Fixture** (list attached) on DDP basis.

1.4 In the light of section 22(A)(b) of schedule of stamp duty act 1899 read with Finance Act 1995 (Act VI of 1995) stamp duty @ 0.25% shall be furnished by the successful bidder against the amount of the value of purchase order as levied by the Government after the issuance of purchase order.

2. Eligible Bidders

2.1 This Invitation for Bids is open to all National/International/Original Manufacturers/authorized Sole Agents of Foreign Principals and General Order Suppliers in Pakistan for supply of goods.

2.2 The bidder may possess valid authorization from the Foreign Principal/ Manufacturer and incase of Manufacturer; they should have a documentary proof to the effect that they are the original Manufacturer of the required goods.

2.3 Bidders should not be under a declaration of ineligibility for corrupt and Fraudulent practices issued by any Government (Federal, Provincial), a local body or a public sector organization or have been or being disqualified or blacklisted or is involved in litigation on this account. The bidder shall have to be clear of all in eligibilities, disqualifications and blacklistment for participating in bidding process.

3. Eligible Goods and Services

3.1 All goods and related services to be supplied under the contract shall have their origin in eligible source Countries and all expenditures made under the contract shall be limited to such goods and related services.

3.2 For the purpose of this clause, (a) the term "Goods" includes any Goods that are the subject of this Invitation for Bids and (b) the term "Services" includes related services such as transportation, insurance, after sale service, spare parts availability, etc. For purposes of this clause, "origin" means the place where the goods are mined, grown, or produced, or the place from which the related services are supplied. Goods are produced when, through manufacturing or processing, or substantial and major assembly of components, a commercially recognized product is produced that is substantially different in basic characteristics or in purpose or utility from its components.

4. Cost of Bidding

4.1 The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Women University, Multan shall in no case be responsible or liable for those costs, regardless of the conductor outcome of the bidding process.

5. Clarification of Bidding Documents

5.1 A prospective Bidder requiring any clarification of the bidding documents may notify the Women University, Multan in writing at the Women University, Multan's address indicated in the Invitation for Bids.

6. Amendment of Bidding Documents

6.1 At any time prior to the deadline for submission of bids, the Women University, Multan, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, may modify the bidding documents by amendment.

6.2 All prospective Bidders that have received the bidding documents shall be notified of the amendment in writing through post, courier, email or any other authentic source of communication.

6.3 In order to allow prospective Bidders reasonable time in which to take the amendment into account in preparing their bids, the Women University, Multan at its discretion, may extend the deadline for the submission of bids. Amendment notice to that effect shall be communicated in the same manner as the original invitation to bid.

7. Qualification and Disqualification of Bidders

7.1 In the absence of prequalification, the Women University, Multan shall determine to its satisfaction whether the Bidder that is selected as having submitted the lowest evaluated responsive bid is qualified to perform the Contract satisfactorily, in accordance with the criteria listed in ITB Clause 28.

7.2 The determination shall take into account the Bidder's financial, technical, and production capabilities. It shall be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, (ITB Clause 28), as well as such other information as the Women University, Multan deems necessary and appropriate.

7.3 An affirmative determination shall be a pre-requisite for Award of the Contract to the Bidder. A negative determination shall result in rejection of the Bidder's bid.

7.4 The Women University, Multan, at any stage of the procurement proceedings, having credible reasons for or prima facie evidence of any defect in Supplier's capacities may require the Suppliers to provide information concerning their professional, technical, financial, legal or managerial competence.

7.5 The Women University, Multan shall disqualify or blacklist a Bidder if it finds, at any time, that the information submitted by him concerning his qualification as Supplier was false inaccurate or incomplete, or other wise to be indulging in corrupt and fraudulent practices.

8. Corrupt or Fraudulent Practices

8.1 The Women University, Multan requires that all Bidders/ Suppliers/Contractors observe the highest standard of ethics during the procurement and execution of such Contracts. In pursuance of this policy, the Women University, Multan:

a. defines, for the purposes of this provision, the terms set forth below as follows:

I. "corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in Contract execution; and

II. "fraudulent practice" means a misrepresentation of facts in order to

influence a procurement process or the execution of a Contract to the detriment of the Women University, Multan, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Women University, Multan of the benefits of free and open competition;

- b. Shall reject a proposal for Award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the Contract in question and may disqualify or black list the firm/ bidder either in definitely or for as stated period of time;
- c. shall reject the bid which is to be awarded a Contractor contract if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in acquiring or executing, a Contract.

9. Blacklisting of Defaulted Bidder/Contract under rule 21 of Punjab Procurement Rules 2014:

The following are the events which would lead to initiate (Rule 21 of PPRA Rules 2014) blacklisting/debarment process;

- i) Submission of false fabricated / forged documents for procurement in tender.
- ii) Not attaining required quality of work.
- iii) Inordinate tardiness in accomplishment of assigned/agreed responsibilities /contractual obligations resulting loss to Women University, Multan/Government
- iv) Non execution of work as per terms & condition of contract.
- v) Any unethical or unlawful professional or business behavior detrimental to good conduct and integrity of the public procurement process.
- vi) Involvement in any sort of tender fixing.
- vii) Persistent and intentional violation of important conditions of contract.
- viii) Non-adherence to quality specifications despite being importunately pointed out.
- ix) Security consideration of the State i.e., any action that jeopardizes the security of the State or good repute of the Women University, Multan.

NOTE: The decision for Blacklisting shall be for period as the competent authority deems fit according to circumstances of the each case. The letter for debarring the agency/individual will be published on PPRA website. Once the blacklisting order is issued it shall not be revoked ordinarily unless as provided under rule 21 of the Punjab Procurement Rules 2014.

Preparation of Bids

10. Language of Bid

10.1 The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Women University, Multan shall be written in English. Supporting documents and printed literature furnished by the Bidder may be in

another language provided they are accompanied by an accurate translation of the relevant passages in English, in which case, for purposes of interpretation of the Bid, the translation shall govern.

11. Documents Comprising the Bid

11.1 The bid prepared by the Bidder shall comprise the following components:

- (a) A Bid Form and Price Schedule completed in accordance with (ITB Clauses 13 and 14 and Annex-C) (to be submitted along with financial proposal);
- (b) Documentary evidence established in accordance with (ITB Clause 16) that the Bidder is eligible to bid and is qualified to perform the Contract if its bid is accepted;
- (c) Documentary evidence established in accordance with (ITB Clause 16) that the goods to be supplied by the Bidder are eligible goods and conform to the bidding documents.

12. Bid Prices

12.1 The Bidder shall indicate on the Price Schedule the unit prices and total bid price of the goods, it proposes to supply under the Contract.

12.2 Form for Price Schedule is to be filled in very carefully, and should be typed. Any alteration/ correction must be initialed. Every page is to be signed and stamped at the bottom. Serial number/bid number of the quoted item may be marked or highlighted with red/yellow marker.

12.3 The Bidder should quote the prices of goods according to the technical specifications. The specifications of goods, different from the demand of enquiry, shall straight way be rejected.

12.4 The Bidder is required to offer competitive price. All prices must include relevant taxes and duties, where applicable. If the taxes are not mentioned, the offered/quoted price shall be considered as inclusive of all prevailing taxes/duties. The benefit of exemption from or reduction in the GST or other taxes, if granted at any stage of procurement, shall be passed on to the Women University, Multan.

12.5 Prices offered should be for the entire quantity demanded; partial quantity offers shall straightaway be rejected. Conditional offer shall also be considered as non-responsive Bidder. Where prices are to be quoted in package, all items mentioned in the package shall be quoted in the offered prices. Non- mentioning of price of each item of the package being non-responsive shall be rejected straightaway.

12.6 While tendering (your) quotation, the present trend/inflation in the rate of goods and services in the market should be kept in mind. No request for increase in price due to imposition of taxes or market fluctuation in the cost of goods and services etc. shall be entertained after the bid has been submitted.

12.7 All prices shall be on FOR /DDP basis only.

13. Bid Currencies

13.1 Prices shall be quoted in Pak Rupees.

13.2 for the purposes of comparison of the bids quoted in different currencies, the price shall be converted into Pak Rupees and the rate of exchange shall be the selling rate, prevailing on the date of opening of bids, as notified by the state bank of Pakistan for that day. The price counted in currency different than in Pak rupees shall be treated as bid in Pak rupees in this manner.

14. Documents Establishing Bidder's Eligibility and Qualification

14.1 The Bidder shall furnish, as part of its technical bid, documents establishing the Bidder's eligibility to bid and its qualifications to perform the Contract if its bid is accepted.

14.2 The documentary evidence of the Bidder's eligibility to bid shall establish to the Women University, Multan's satisfaction that the Bidder, at the time of submission of its bid, is eligible as defined under ITB Clause 28.

15. Documents Establishing Goods' Eligibility and Conformity to Bidding Documents

15.1 ITB Clause 11, the Bidder shall furnish along with (technical proposal) (if applicable), as part of its bid, documents establishing the eligibility and conformity to the bidding documents of all goods, which the Bidder proposes to supply under the Contract.

15.2 Submission of sample (where demanded): If so required by the technical committee, to be recorded in writing, the bidder shall provide a sample or demonstration as the case may be.

16. Bid Security

16.1 Bid Security @5% of the estimated price should be attached in the form of Bank Guarantee or CDR with the Proposal in the name of "Treasurer, The Women University, Multan".

16.2 The proposal found without Bid security shall be rejected and returned to the bidder.

16.3 The bid security may be forfeited in the following conditions,

- a. If a bidder withdraws its bid during the period of bid validity.
- b. If the bidder fails to sign the contract, in case of Non/Incomplete supplies with the stipulated time period in accordance with approved specifications.
- c. Not to complete the supplies in accordance with the terms & conditions.
- d. Withdrawal their offer being lowest bidder.

16.4 The bid security will be returned:-

- a. after completion of grievance period as per clause No. 67 (2) of PPR-2014 or submission of undertaking on judicial paper before the expiry of grievance period which states that the firm is not aggrieved from entire tender process.
- b. in case of successful bidder, the bid security will be returned after completion of supply.

17. Performance Security

17.1 Performance Security (mentioned in supply order) at the rate of 5 % of the total bill amount in shape of CDR, Bank Guarantee or it may be deducted from the bill and will be retained for the period of one year.

18. Bid Validity

18.1 Bids shall remain valid for Ninety days from the date of submission of the Bid prescribed by the Women University, Multan. A bid valid for a shorter period shall be rejected by the Women University, Multan as non-responsive.

18.2 The Women University, Multan shall ordinarily be under an obligation to process and evaluate the bid within the stipulated bid validity period. However, under exceptional circumstances and for reasons to be recorded in writing, the extension in the bid validity shall be asked to the bidders.

18.3 Bidders who,

- (a) Agree to the Women University, Multan's request for extension of bid validity period shall not be permitted to change the substance of their bids; and
- (b) do not agree to an extension of the bid validity period shall be allowed to withdraw their bids. In case the bids have been opened and evaluated even in that case the non-willing bidder shall not be penalized and his bid shall be refused without forfeiting of bid security/any penalty.

Submission of Bids

19. Format and Signing of Bid

19.1 The bid shall be typed and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the Contract. The person or persons signing the bid shall initial all pages of the bid.

19.2 Any interlineations, erasures, or overwriting shall be valid only if they are initialed by the person or persons signing the bid.

19.3 All bidding documents to be duly attested (signed and stamped) by the authorized person of company.

20. Sealing and Marking of Bids

20.1 The bid shall be a single package consisting of two separate envelopes, containing separately the financial and the technical proposals; the envelopes shall be marked as "Financial Proposal" and "Technical Proposal"

20.2 The envelope(s) shall:

- a) be addressed to the Women University, Multan at the address given in the Invitation for Bids; and
- b) Bear the name and number indicated in the Invitation for Bids, and shall be inscribed by the following sentence: "DO NOT OPEN BEFORE," to be completed with the time and the date specified in the invitation for Bid.

20.3 The inner envelopes shall also indicate the name and address of the Bidder to enable the bid to be returned unopened in case it is declared non-responsive or late.

20.4 If the outer as well as inner envelope is not sealed and marked properly, the Women University, Multan shall assume no responsibility for the bid's misplacement or premature opening.

21. Dead line for Submission of Bids

21.1 Bids must be submitted by the Bidder and received by the Women University, Multan at the address specified under the Tender Notice not later than the time and date specified in the Tender Notice.

21.2 The Women University, Multan may, at its discretion, extend this deadline for the submission of bids by amending the bidding documents in accordance with (ITB Clause 6), in which case all rights and obligations of the Women University, Multan and Bidders previously subject to the deadline shall thereafter be subject to the dead line as extended.

22. Late Bid

22.1 Any bid received by the Procuring Agency after the deadline for submission of bids prescribed by the Women University, Multan (ITB Clause 21) shall be rejected and returned unopened to the Bidder.

23. Withdrawal of Bids

23.1 The Bidder may withdraw its bid prior to the deadline specified in the invitation to bid.

23.2 No bid can be withdrawn after the deadline for submission of bids and before the expiration of the bid validity period specified in (ITB Clause 18) Withdrawal of a bid during this period shall lead to bidder disqualification for participation in future procurements of the Women University, Multan for a period as deem necessary by the Women University, Multan and for feature of bid security.

24. The Bidding Procedure

24.1 Bidding procedure according to rule 38 of Punjab Procurement Rules 2014 shall be single stage two envelope procedure.

24.2 The bid found to be the lowest evaluated bid shall be accepted.

25. Opening and Evaluation of Bids

25.1 The Women University, Multan shall initially open only the envelopes marked "TECHNICAL PROPOSAL" in the presence of Bidders' representatives who choose to be present, at the time, date and venue already specified in the Invitation for Bids or Tender Notice. The Bidders' representatives who are present shall sign the Attendance Sheet as evidence of their attendance. However, the envelope marked as "FINANCIAL PROPOSAL" shall remain unopened and shall be retained in safe custody of the Women University, Multan till completion of the technical evaluation process.

25.2 The Bidders' names, item(s) for which they quoted their rate and such other details as the Procuring Agency, at its discretion, may consider appropriate, shall be announced at the opening of technical proposal. Bids found non-responsive and non-complied shall be rejected. The financial bid however shall be opened only of those who are technically found complied and responsive. Non-complied/non-responsive bidder's financial proposal shall be returned unopened. However, at the opening of financial proposals (the date, time and venue would be announced later on), the bid prices, discounts (if any), and the presence or absence of requisite bid Security and such other details as the Women University, Multan, at its discretion, may consider appropriate, shall be announced.

26. Preliminary Examination

26.1 The Women University, Multan 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.

26.2 In the financial bids (at the time of opening the financial proposal) 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.

26.3 The Women University, Multan may waive any minor informality, non conformity, or irregularity in a bid which does not constitute a material deviation (or changes the substance of the bid), provided such waiver does not prejudice or affect the relative ranking of any Bidder.

26.4 Prior to the detailed evaluation, the Women University, Multan shall determine the substantial responsiveness of each bid to the bidding documents. For purposes of these Clauses, a substantially responsive bid is one, which conforms to all the terms and conditions of the bidding documents without material deviations. Deviations from, or objections or reservations to critical provisions shall be deemed to be a material deviation for technical proposals. The Procuring Agency's determination of a bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.

26.5 If a bid is not substantially responsive, it shall be rejected by the Women University, Multan and will not be accepted/ entertained for detail evaluation.

27. Evaluation and Comparison of Bids

27.1 The Women University, Multan shall evaluate and compare the bids, on knockout clauses basis and shall select only those which have been determined to be substantially responsive during preliminary evaluation of bids (ITB Clause 28).

27.2 The Women University, Multan's evaluation of technical proposal/ bid (if applicable in any case) shall be on the basis of previous performances, test reports, inspection of plant/ factory/ premises, previous experience, financial soundness and such other details as already highlighted. However, the evaluation of financial proposal shall be on the basis of price inclusive of prevailing taxes and duties in (ITB Clause 12, 13).

27.3 All bids shall be evaluated in accordance with the evaluation criteria (ITB Clause 28) and other terms and conditions set forth in these bidding documents.

27.4 In case of procurement on C&F/ CIP/ CIF basis; for the purpose of comparison of bids quoted in different currencies, the price shall be converted into Pak Rupees (ITB Clause 12). The rate of exchange shall be the selling rate, prevailing on the date of opening of bids as notified by the State Bank of Pakistan/National Bank of Pakistan on that day.

27.5 A bid once opened in accordance with the prescribed procedure shall be subject to only those rules, regulations and policies that are in force at the time of issue of notice for Tender.

27.6 One person one bid.- one person may submit one bid and if one person submits more than one bids, the procuring agency shall reject all such bids.

28. Evaluation Criteria

Mandatory requirements for evaluation

Category	Description	Points
Mandatory	CDR / copy of CDR with Technical Bid	Mandatory
	Proof of registration of business as manufacturer	Mandatory
	Valid Income Tax Registration (Status = Active with FBR)	Mandatory
	Valid General Sales Tax Registration (Status = Active with FBR)	Mandatory
	Registered as manufacturer with FBR	Mandatory
	Submission of undertaking (Annex-A) on legal valid and attested stamp	Mandatory
	Submission of Certificates (Annex-B) on letterhead pad	Mandatory
	Technical proposal on the company letter head duly signed and stamped.	Mandatory
	Minimum 10 years relevant experience (Firm must attach supply order as a proof with the technical bid)	Mandatory

Self Assessment Form with Reference (to be filled and attached with Technical Bid - Mandatory)

Sr. No.	Attributes	Max. Marks	Score Distribution	Score Obtained	Requirements	Page No. For reference
01	Technical Specification of Product	65	65		for exact specifications	
			0		for irrelevant specifications	
02	Age of Company/Firm	05	05		01 year & above	
			0		Less than 01 year	
03	Financial strength of the vender	05	05		Funds equal to the estimated price on closing date	
			0		insufficient Financial Strength	
04	H.R. Strength	05	05		For relevant technical staff	
			0		For weak H.R Strength	
05	On site back up support	05	05		Yes	
			0		No	
06	Relevant experience	10	02		10 year & above	
			04		11 year & above	
			06		12 year & above	
			08		13 year & above	
			10		14 year & above	
07	Certified Engineer	05	05		Available on company H.R strength	
			0		Not available on company H.R strength	

NOTE: Only bids securing minimum of 75% marks would be declared technically accepted

- i). After technical evaluation is completed, the Women University, Multan shall notify the date, time and location for opening of the financial proposals. Bidders' attendance at the opening of financial proposals is optional.
- ii). Financial proposals shall be opened publicly in the presence of the bidders' representatives who choose to be present. The name of the bidders and the technical score of the bidder shall be read aloud. The financial proposal of the bidders who met the minimum qualifying mark shall then be inspected to confirm that they have remained sealed and unopened (financial proposals of Bidders failed to secure minimum score thresh-hold in the technical evaluation shall be returned unopened). The financial proposals of technically qualified bidder shall then be opened, and the total prices read aloud and recorded.

29. Financial proposals would be evaluated as follows:

- i). Incomplete bid shall stand rejected.
- ii). Minor oversight, clerical mistakes, other minor inconsistencies that do not alter the

substances of the financial bid may be corrected by the Women University, Multan.

30. Contacting the Women University, Multan

30.1 No Bidder shall contact the Women University, Multan on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded.

30.2 Any effort by a Bidder to influence the Women University, Multan 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.

31. Rejection of Bids

31.1 The Women University, Multan may reject all bids at any time prior to the acceptance of a bid. The Women University, Multan shall upon request communicate to the Bidder who participated in the process seeking the reasons for its bid's rejection, but is not required to justify those grounds.

31.2 The Women University, Multan incurs no liability, solely by virtue of its invoking Clause 32.1 towards Bidders who have submitted bids.

31.3 Notice of rejection of any or all bids shall be given promptly to the concerned Bidders that submitted bids.

32. Re-Bidding

32.1 If the Women University, Multan rejects all bids (ITB Clause 32), it may call for a rebidding.

33. Announcement of Evaluation Report

33.1 The Women University, Multan will announce the result of bid evaluation in the form of report giving justification for acceptance or rejection of bid at least ten days prior to awarding of the contract. The report will be available on PPRA website.

Award of Contract

34. Acceptance of Bid and Award criteria

34.1 The Bidder with lowest evaluated bid, if not in conflict with any other law, rules, regulations or policy of the Government, shall be awarded the Contract, within the original or extended period of bid validity.

35. Women University, Multan's right to vary quantities at time of Award

35.1 The Women University, Multan reserves the right to increase or decrease, the quantity of goods originally specified in the Price Schedule and schedule of Requirements without any change in unit price or other terms and conditions prior to award of contract or after the award of contracts.

36. Limitations on Negotiations

36.1 Save as otherwise provided there shall be no negotiations with the bidder having emerged as lowest bidder or with any other bidder.

37. Notification of Award

37.1 Prior to the expiration of the period of bid validity, the Women University, Multan shall notify the successful Bidder in writing by registered post, courier, email or any other authentic means of communication that its bid has been accepted.

37.2 The notification of Award shall constitute the formation of the Contract.

38. Supply

38.1 No transportation and carriage charges will be paid for delivery / installation of the supplied items.

38.2 The delivery shall be made to the Women University, Multan main store.

38.3 The supplies shall be delivered to the University main store within 30 days, further 15 days extension without penalty may be allowed in delivery period after getting consent of enduser. Failing to supply within due date liquidated damages under ITB clause 39) will be imposed on the bidder.

38.4 In case of failure to supply the ordered items, the university reserves the right to take any action against the firm as per PPRA Rules 2014 including forfeiture of CDR and blacklisting of firm at any time.

38.5 After supply any of the item(s) found substandard (in any case) must be replaced with new one within 05 days positively without any additional charges / cost, failing which the university may take any action against the firm as per PPR Rules 2014 including forfeiture of bank guarantee or CDR and blacklisting.

39. Liquidated Damage

In case of late delivery of goods beyond the periods specified in the Schedule of Requirements, liquidated damages (as may be fixed by the Women University, Multan) 1% per day of the cost till 10% of the contract amount Value for late delivered supply shall be imposed upon the Supplier.

40. Arbitration and Resolution of Disputes

40.1 The Procuring Agency and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.

40.2 If, after thirty (30) days from the commencement of such informal negotiations, the Women University, Multan and the Supplier have been unable to resolve amicably a Contract dispute, either party may require that the dispute be referred to the Arbitrator for resolution through arbitration.

40.3 In case of any dispute concerning the interpretation and/or application of this Contract shall be settled through arbitration.

(Annex-A)

**Certificate
(On Legal Stamp Paper of worth Rs.100/-)**

1. We do hereby affirmed that we to have read carefully the terms and conditions of tender documents for the purchase of **Furniture & Fixture**. We will abide by all the terms and conditions/Instructions, rules and regulations of Government & the Women University Multan which are and to be applicable.
2. Our firm is not black listed on any ground by any Government (Federal / Provincial / District), on account of submission of false statement and failure to abide by the terms and conditions.
3. Certified that the prices quoted are not more than the prices charged from any other Government/Purchasing agencies. If prices are found higher or in case of any discrepancy, the bidder hereby undertakes to refund the price charged in excess.
4. Certified that the prices quoted by our firm are inclusive of all taxes and charges of transportation/handling/fixing/installation etc and no extra charges will be claimed.
5. Certified that the stock is available of the quoted items in the bid and firm is bound to supply in the prescribed period.
6. Certified that the firm will be responsible for the free replacement of items on his own expenses, if the same is found substandard and or at variance with the specifications given in the tender.

1	Name of Firm	
2	Address	
3	Income Tax No.	
4	Sales Tax No.	
5	Name of bidder	
6	CNIC No.	
7	Signature of bidder	
8	Company/Firm Stamp	

(Annex-B)

(ON LETTER PAD OF THE FIRM DULY SIGNED & STAMPED)

Price Reasonability Certificate

I M/S ----- do solemnly declare that “the prices quoted to The Women University Multan are not more than the prices charged from any other Government/Purchasing agencies. If prices are found higher or in case of any discrepancy, the bidder hereby undertakes to refund the price charged in excess”.

Certificate of Availability of Stock Quoted

(On letter pad of the firm duly signed & stamped)

I M/S ----- do solemnly declare that “the stock is available of the quoted items in the bid and firm is bound to supply in the prescribed period”

Certificate of Physical Features of Quoted Items

(On letter pad of the firm duly signed & stamped)

I M/S ----- do solemnly declare that “the physical features of quoted products/ items mentioned in the Technical Bid are same as in Financial Bid and Firm is bound to supply without change”.

Certificate of Inclusion of all Taxes and others

(On letter pad of the firm duly signed & stamped)

I M/S ----- do solemnly declare that “the prices quoted by our firm are inclusive of all taxes and charges of transportation/handling/fixing/installation etc and no extra charges will be claimed.

Certificate of Free Replacement of Items

(On letter pad of the firm duly signed & stamped)

I M/S ----- do solemnly declare that “the firm will be responsible for the free replacement of items on his own expenses, if the same is found substandard and or at variance with the specifications given in the tender”

On Site Backup Support

(On letter pad of the firm duly signed & stamped)

I M/S ----- do solemnly declare that “we will provide backup support for our quoted items to The Women University Multan. If the supplier fails to provide backup support, the university may take any action against our firm.

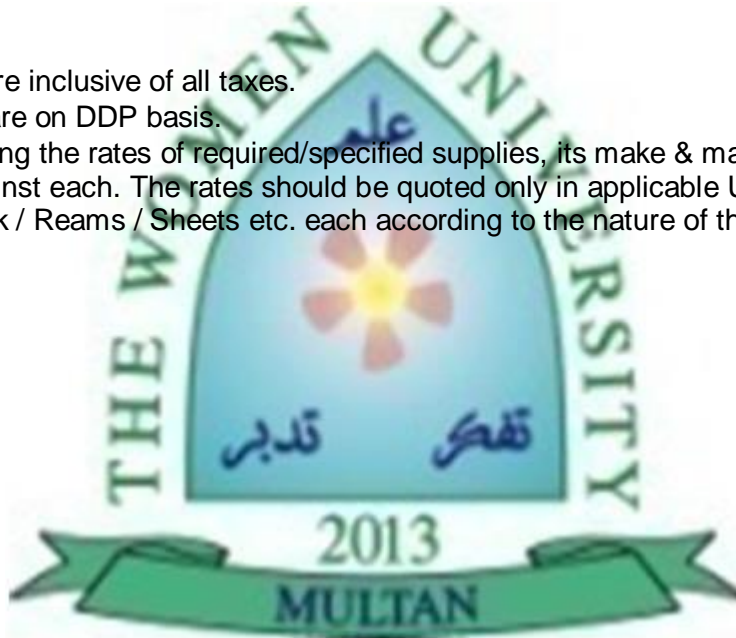


PRICE SCHEDULE



Sr. No.	Item Code	Name of Items with Specification Unit/ Packing etc.	Unit / Packing	Qty.	Unit Price (Rs.)	Total Amount (Rs.)



Note: Unit rate and total rates must be filled properly and submitted with the offer on firm's letter head pad.


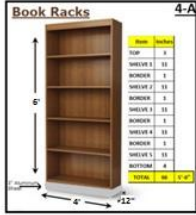
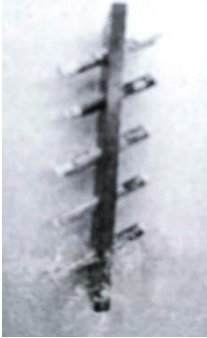
-
- All Rates are inclusive of all taxes.
- The rates are on DDP basis.
- While quoting the rates of required/specified supplies, its make & made/brand should be written against each. The rates should be quoted only in applicable Unit; / Per Kg. / Per Litter / Pack / Reams / Sheets etc. each according to the nature of the quotations / bids / items.



**Part-III
Specifications
LIST OF ITEMS, SPECIFICATIONS & QUANTITY**

Sr. No.	Name of Items	Specifications	Qty.	Bid Security @ 5% of estimated cost (Rs.)
1.	Student Chairs	<p>Student chair $\frac{3}{4}$"x$\frac{3}{4}$" M.S Square Pipe, 1 8-gauge with powder coated paint, silver color finished with N.C lacquer polish, seat size 18"x18" with 08 Nos wooden strips, Height-36" with 03No wooden strips fixed with 10mm wooden dowels. Seat and back made of Solid seasoned Sheesham wooden strip of $\frac{3}{4}$" & 4-rubber shoe. Writing pad (right side) made of solid seasoned Sheesham wood size 8.5"x19"x$\frac{3}{4}$" with top quality sprit polish. Finished with N.C lacquer. (As per picture)</p> 	1200	300,000.00
2.	Computer Table	<p>COMPUTER TABLE</p> <ul style="list-style-type: none"> ▪ Laminated Sheet made=$\frac{3}{4}$"-Thickness ▪ Bordered with wooden Gola ▪ Top Height=2'-5" (30") ▪ Top Width=2' (24") ▪ Tray Length=1'-10" (22") ▪ Tray Width=1'-6" (18") ▪ Structure made by 1"x1" 18 SWG square pipe painted with powder coating. ▪ Curved Foot rest back ward=1'(12") ▪ Rubber under each footrest 	72	48,600.00
3.	Computer Chair	<p>B-15 Boss or equivalent without arm with revolving base Revolving Chair armless & Cushion and Hydraulic Jack</p>	92	64,400.00
4.	Tables for Faculty	<p>Iron frame: 1" Dia 18" SWG Size: 4'x2 $\frac{1}{2}$'x2 $\frac{1}{2}$' Top: Shesham Vineer (Size: 4$\frac{1}{2}$'x3') with wooden lipping 1 $\frac{1}{2}$" one side 02 drawer Front wall design: 3 box made of gola Side walls desing: 1 box made of gola</p>	06	5,400.00

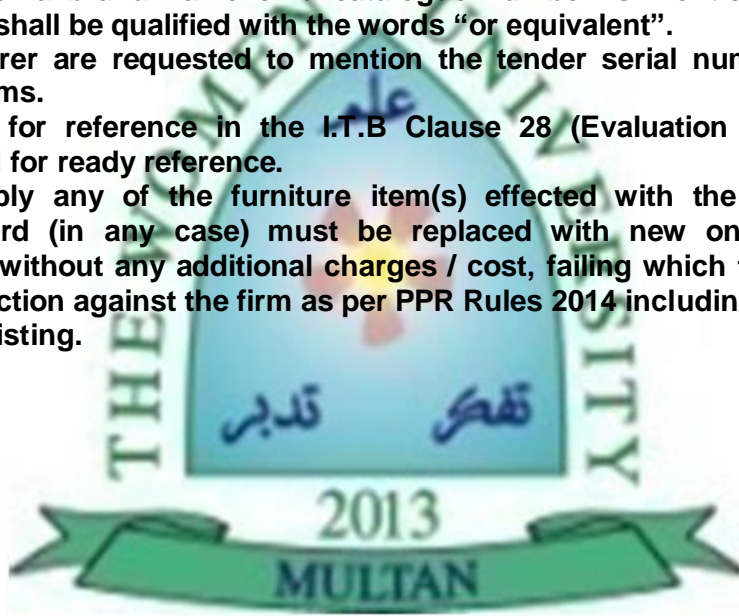
Sr. No.	Name of Items	Specifications	Qty.	Bid Security @ 5% of estimated cost (Rs.)
		Complete Sprit Polish		
5.	Chairs for Faculty	<p>Boss Chair B-349 or equivalent Strong steel base Best arm rest to support your arms. (As per Design & Picture)</p> 	15	8,625.00
6.	Rostrum	<p>Size = L24"x H48"x D20", Made by double side lamination sheet of Best quality. 3 sides covered with lamination sheet. Inner structure made by Iron square pipe of 1½" x 1 ½", 18 gauge black paint, along with one shelf complete in all respect. One Stainless Steel WUM monogram size=10"x10" in front of rostrum. As per sample</p>	06	4,500.00
7.	Notice Board 3x4	<p>Wooden frame Back side lesani sheet Fixing with green blazer cloth Frame: 3inch sheesham wooden sprit polish Size: 3x4</p>	03	975.00
8.	Wooden Pigeon Box Racks	<p>Color: Wooden Brown Size: H-6' X W-4' x D-1'6" Each Box Size: H-1' x W-1" x D-1'6" Footrest: Rubber Shoes Full Lamination with Gola Border Complete in all respect</p>	03	6,750.00
9.	Reception Desk with Draw	<p>Reception Desk with Draw Made up of export quality chipboard pasted with best quality formica pressed & pasted with high pressure. PVC lipping on edges by compressing on edge bending with high pressure with matching formica. Nail less shelves and draws arrangement shall be as per requirement SIZE: L 7'-6" x W2'-6" x H 3'-6" one side three draws with lock & keys (as per design & picture)</p> 	01	7,500.00
10.	Newspaper Register Rack	<p>Newspaper Register Rack</p> <ul style="list-style-type: none"> Structure made of 50 mm M.S. sq. pipe. Finished with NC. Silver paint. With 3 shelves, made of high density Size: 6'x4'x18" 	05	15,000.00

Sr. No.	Name of Items	Specifications	Qty.	Bid Security @ 5% of estimated cost (Rs.)
		<ul style="list-style-type: none"> Shelves support with M.S. sq. pipe 50mm Chipboard pressed with veneer on both sides. Rubbe under each footrest (As per Design & picture) 		
11.	Book Racks (Single Side)	<p>BOOK RACKS (SINGLE SIDE) Size 6'x4'x12", having 4 shelves, formite lamination with polished wooden bidding gola (as per picture)</p> 	10	20,000.00
12.	Newspaper Hanging Stand	<p>Newspaper Hanging Stand</p> <ul style="list-style-type: none"> Size; 4.6' (H) X 3' (L) X24" (D) Sheesham Wooden Structure Top lamination Sheet Top Both side courved Sprit polish (As per design & picture) 	04	3,200.00
13.	Magazine & Journal Racks	<p>MAGAZINE & JOURNAL RACKS</p> <ul style="list-style-type: none"> Size: 6'x3'x18" wooden frame with lamination sheet Top edge sheesham wood Whole structure movable with four wheel finished with wooden boarder gola with sheesham wood. 5 fixed shelves curved with 	05	8,875.00

Sr. No.	Name of Items	Specifications	Qty.	Bid Security @ 5% of estimated cost (Rs.)
		<ul style="list-style-type: none"> • Complete in all respect with Polish • Finished with N.C. lacquer <p>(As per Design & Picture)</p> 		

Special Instructions to the Bidders:-

1. Where ever a brand name or a catalogue number is mentioned, such use or reference shall be qualified with the words "or equivalent".
2. The tenderer are requested to mention the tender serial numbers before their quoted items.
3. Page No. for reference in the I.T.B Clause 28 (Evaluation Criteria) must be mentioned for ready reference.
4. After supply any of the furniture item(s) effected with the termite or found substandard (in any case) must be replaced with new one within 10 days positively without any additional charges / cost, failing which the university may take any action against the firm as per PPR Rules 2014 including forfeiture of CDR and blacklisting.





THE WOMEN UNIVERSITY,
MULTAN

M/s

PC No.

Date:

Deposit Slip No.

Date:

TENDER DOCUMENTS
FOR THE PURCHASE OF
TYRES AND MISC. TRANSPORT ITEMS

(TENDER NO. 03/2023-24)
(LOT # 02)



The Women University Multan

Note: Please read carefully these tender documents and sign & Stamp each page for acceptance of terms & conditions and submit with the technical bid.



THE WOMEN UNIVERSITY,
MULTAN

This document contains three parts:

- Part-I **Advertisement**
- Part-II **Bidding documents of Goods**
- Part-III **Specifications of Goods**



Tender Notice

(Tender No. 03/2023-24)

Sealed tenders are invited by The Women University Multan from well reputed (GST, Income Tax registered firms) for the supply of the following items.

Lot #	Item Name	Total Estimated Cost (Rs.)	Bid Security @5% for estimated Cost
1.	Purchase of Furniture & Fixture	9,876,500.00	493,825.00
2.	Purchase of Tyres and Misc. Transport Items	3,356,000.00	167,800.00

- 1- Tender documents containing details of required items complete specifications / design and terms & condition will be available after the date of publication on the PPRA website and can be purchased from the office of the purchase during office hours against payment of Rs. 2000/-.
- 2- The Last date for the sale of tender documents is October 30, 2023 till 04:00 P.M.
- 3- Properly filled, signed and stamped Tenders should reach in the office of the Treasurer on or before October 31, 2023 at 11:00 A.M. in The Women University Multan and Technical Offers will be opened on the same day by the Central Purchase Committee at 11:30 A.M. in the committee room.
- 4- Bid Security mentioned in aforementioned table shall be provided in shape of Bank Guarantee or CDR with the tender documents for each lot by the bidders in favor of Treasurer the Women University, Multan.
- 5- Single Stage Two Envelopes bidding procedure shall be adopted.
- 6- All the Procurement shall be governed by the Punjab Procurement Regulatory Authority Rules 2014.
- 7- In case the date of opening or last date of sale of tender documents is declared as a public holiday by the government or non-working day due to any reason, the next official working day shall be deemed to be the date of sale, submission and opening of tenders accordingly. The time and venue shall remain the same.


TREASURER
THE WOMEN UNIVERSITY
MULTAN

The Women University (Katchery Campus) LMQ Road, Multan
Ph: 061-9200811-12, Fax: 061-4500950, www.wum.edu.pk



THE WOMEN UNIVERSITY,
MULTAN



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Check List

The provision of this check list is essential prerequisite along with submission of tenders.

<i>SR. #</i>	<i>DETAIL</i>	<i>YES /NO</i>	<i>PAGE#</i>
1	Bid Security 5% of the estimated price.		
2	Minimum one year business history from the date of authorization and experience as per Evaluation Criteria		
3	Mandatory warranty of the product as per terms and conditions of the contract.		
4	Acceptance of terms and condition, tender documents duly signed and stamped.		
5	Company profile including engineering and managerial capability.		
6	An affidavit on stamp paper of Rs.100/- as per (ANNEX-A). The certificates mentioned in (ANNEX-B) shall be reproduced on the letter head of the company duly signed and stamped.		
7	Bank statement/Balance sheet, Financial Soundness, National tax number and General Sale Tax number certificate.		
8	Literature / brochure of product.		
9	Mentions the country of origin (wherein the country of origin is the country where more than 50% of parts of the goods are manufactured).		
10	Certificates regarding quality of production for conformity with International Standards (copy of certificate FDA,CE,JIS)		
11	References regarding reputation from Private /Public Sector		

Instructions to Bidders (ITB)

General Instructions:

1. Content of Bidding Document

1.1 The goods required, bidding procedures, and Contract terms are prescribed in the bidding documents. In addition to the Invitation for Bids, the bidding documents include:

- (a) Instructions to Bidders (ITB);
- (b) General Conditions of Contract (GCC);
- (c) Special Conditions of Contract (SCC);
- (d) Technical Specifications / Schedule of Requirements;

1.2 The Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or to submit a bid not substantially responsive to the bidding documents in every respect shall be at the Bidder's risk and may result in the rejection of its bid.

1.3 The sealed tenders are invited by The Women University Multan from well reputed firms having established credentials in terms of Technical, Financial and Managerial capabilities and having registered with sales & income tax department for the supply of Tyres and Misc. Transport Items (list attached) on DDP basis.

1.4 In the light of section 22(A)(b) of schedule of stamp duty act 1899 read with Finance Act 1995 (Act VI of 1995) stamp duty @ 0.25% shall be furnished by the successful bidder against the amount of the value of purchase order as levied by the Government after the issuance of purchase order.

2. Eligible Bidders

2.1 This Invitation for Bids is open to all National/International/Original Manufacturers/authorized Sole Agents of Foreign Principals and General Order Suppliers in Pakistan for supply of goods.

2.2 The bidder may possess valid authorization from the Foreign Principal/ Manufacturer and incase of Manufacturer; they should have a documentary proof to the effect that they are the original Manufacturer of the required goods.

2.3 Bidders should not be under a declaration of ineligibility for corrupt and Fraudulent practices issued by any Government (Federal, Provincial), a local body or a public sector organization or have been or being disqualified or blacklisted or is involved in litigation on this account. The bidder shall have to be clear of all in eligibilities, disqualifications and blacklistment for participating in bidding process.

3. Eligible Goods and Services

3.1 All goods and related services to be supplied under the contract shall have their origin in eligible source Countries and all expenditures made under the contract shall be limited to such goods and related services.

3.2 For the purpose of this clause, (a) the term "Goods" includes any Goods that are the subject of this Invitation for Bids and (b) the term "Services" includes related services such as transportation, insurance, after sale service, spare parts availability, etc. For purposes of this clause, "origin" means the place where the goods are mined, grown, or produced, or the place from which the related services are supplied. Goods are produced when, through manufacturing or processing, or substantial and major assembly of components, a commercially recognized product is produced that is substantially different in basic characteristics or in purpose or utility from its components.

4. Cost of Bidding

4.1 The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Women University, Multan shall in no case be responsible or liable for those costs, regardless of the conductor outcome of the bidding process.

5. Clarification of Bidding Documents

5.1 A prospective Bidder requiring any clarification of the bidding documents may notify the Women University, Multan in writing at the Women University, Multan's address indicated in the Invitation for Bids.

6. Amendment of Bidding Documents

6.1 At any time prior to the deadline for submission of bids, the Women University, Multan, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, may modify the bidding documents by amendment.

6.2 All prospective Bidders that have received the bidding documents shall be notified of the amendment in writing through post, courier, email or any other authentic source of communication.

6.3 In order to allow prospective Bidders reasonable time in which to take the amendment into account in preparing their bids, the Women University, Multan at its discretion, may extend the deadline for the submission of bids. Amendment notice to that effect shall be communicated in the same manner as the original invitation to bid.

7. Qualification and Disqualification of Bidders

7.1 In the absence of prequalification, the Women University, Multan shall determine to its satisfaction whether the Bidder that is selected as having submitted the lowest evaluated responsive bid is qualified to perform the Contract satisfactorily, in accordance with the criteria listed in ITB Clause 28.

7.2 The determination shall take into account the Bidder's financial, technical, and production capabilities. It shall be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, (ITB Clause 28), as well as such other information as the Women University, Multan deems necessary and appropriate.

7.3 An affirmative determination shall be a pre-requisite for Award of the Contract to the Bidder. A negative determination shall result in rejection of the Bidder's bid.

7.4 The Women University, Multan, at any stage of the procurement proceedings, having credible reasons for or prima facie evidence of any defect in Supplier's capacities may require the Suppliers to provide information concerning their professional, technical, financial, legal or managerial competence.

7.5 The Women University, Multan shall disqualify or blacklist a Bidder if it finds, at any time, that the information submitted by him concerning his qualification as Supplier was false inaccurate or incomplete, or other wise to be indulging in corrupt and fraudulent practices.

8. Corrupt or Fraudulent Practices

8.1 The Women University, Multan requires that all Bidders/ Suppliers/Contractors observe the highest standard of ethics during the procurement and execution of such Contracts. In pursuance of this policy, the Women University, Multan:

a. defines, for the purposes of this provision, the terms set forth below as follows:

I. "corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in Contract execution; and

II. "fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a Contract to the detriment of the Women University, Multan, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Women University, Multan of the benefits of free and open competition;

- b.** Shall reject a proposal for Award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the Contract in question and may disqualify or black list the firm/ bidder either in definitely or for as stated period of time;
- c.** shall reject the bid which is to be awarded a Contractor contract if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in acquiring or executing, a Contract.

9. Blacklistment of Defaulted Bidder/Contract under rule 21 of Punjab Procurement Rules 2014:

The following are the events which would lead to initiate (Rule 21 of PPRA Rules 2014) blacklisting/debarment process;

- i) Submission of false fabricated / forged documents for procurement in tender.
- ii) Not attaining required quality of work.
- iii) Inordinate tardiness in accomplishment of assigned/agreed responsibilities /contractual obligations resulting loss to Women University, Multan/Government
- iv) Non execution of work as per terms & condition of contract.
- v) Any unethical or unlawful professional or business behavior detrimental to good conduct and integrity of the public procurement process.
- vi) Involvement in any sort of tender fixing.
- vii) Persistent and intentional violation of important conditions of contract.
- viii) Non-adherence to quality specifications despite being importunately pointed out.
- ix) Security consideration of the State i.e., any action that jeopardizes the security of the State or good repute of the Women University, Multan.

NOTE: The decision for Blacklistment shall be for period as the competent authority deems fit according to circumstances of the each case. The letter for debarring the agency/individual will be published on PPRA website. Once the blacklisting order is issued it shall not be revoked ordinarily unless as provided under rule 21 of the Punjab Procurement Rules 2014.

Preparation of Bids

10. Language of Bid

10.1 The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Women University, Multan shall be written in English. Supporting documents and printed literature furnished by the Bidder may be in another language provided they are accompanied by an accurate translation of the relevant passages in English, in which case, for purposes of interpretation of the Bid, the translation shall govern.

11. Documents Comprising the Bid

11.1 The bid prepared by the Bidder shall comprise the following components:

- (a) A Bid Form and Price Schedule completed in accordance with (ITB Clauses 13 and 14 and Annex-C) (to be submitted along with financial proposal);
- (b) Documentary evidence established in accordance with (ITB Clause 16) that the Bidder is eligible to bid and is qualified to perform the Contract if its bid is accepted;
- (c) Documentary evidence established in accordance with (ITB Clause 16) that the goods to be supplied by the Bidder are eligible goods and conform to the bidding documents.

12. Bid Prices

12.1 The Bidder shall indicate on the Price Schedule the unit prices and total bid price of the goods, it proposes to supply under the Contract.

12.2 Form for Price Schedule is to be filled in very carefully, and should be typed. Any alteration/ correction must be initialed. Every page is to be signed and stamped at the bottom. Serial number/bid number of the quoted item may be marked or highlighted with red/yellow marker.

12.3 The Bidder should quote the prices of goods according to the technical specifications. The specifications of goods, different from the demand of enquiry, shall straight way be rejected.

12.4 The Bidder is required to offer competitive price. All prices must include relevant taxes and duties, where applicable. If the taxes are not mentioned, the offered/quoted price shall be considered as inclusive of all prevailing taxes/duties. The benefit of exemption from or reduction in the GST or other taxes, if granted at any stage of procurement, shall be passed on to the Women University, Multan.

12.5 Prices offered should be for the entire quantity demanded; partial quantity offers shall straightaway be rejected. Conditional offer shall also be considered as non-responsive Bidder. Where prices are to be quoted in package, all items mentioned in the package shall be quoted in the offered prices. Non-mentioning of price of each item of the package being non-responsive shall be rejected straightaway.

12.6 While tendering (your) quotation, the present trend/inflation in the rate of goods and services in the market should be kept in mind. No request for increase in price due to imposition of taxes or market fluctuation in the cost of goods and services etc. shall be entertained after the bid has been submitted.

12.7 All prices shall be on FOR /DDP basis only.

13. Bid Currencies

13.1 Prices shall be quoted in Pak Rupees.

13.2 for the purposes of comparison of the bids quoted in different currencies, the price shall be converted into Pak Rupees and the rate of exchange shall be the selling rate, prevailing on the date of opening of bids, as notified by the state bank of Pakistan for that day. The price counted in currency different than in Pak rupees shall be treated as bid in Pak rupees in this manner.

14. Documents Establishing Bidder's Eligibility and Qualification

14.1 The Bidder shall furnish, as part of its technical bid, documents establishing the Bidder's eligibility to bid and its qualifications to perform the Contract if its bid is accepted.

14.2 The documentary evidence of the Bidder's eligibility to bid shall establish to the Women University, Multan's satisfaction that the Bidder, at the time of submission of its bid, is eligible as defined under ITB Clause 28.

15. Documents Establishing Goods' Eligibility and Conformity to Bidding Documents

15.1 ITB Clause 11, the Bidder shall furnish along with (technical proposal) (if applicable), as part of its bid, documents establishing the eligibility and conformity to the bidding documents of all goods, which the Bidder proposes to supply under the Contract.

15.2 Submission of sample (where demanded): If so required by the technical committee, to be recorded in writing, the bidder shall provide a sample or demonstration as the case may be.

16. Bid Security

16.1 Bid Security @5% of the estimated price should be attached in the form of Bank Guarantee or CDR with the Proposal in the name of "Treasurer, The Women University, Multan".

16.2 The proposal found without Bid security shall be rejected and returned to the bidder.

16.3 The bid security may be forfeited in the following conditions,

- e. If a bidder withdraws its bid during the period of bid validity.
- f. If the bidder fails to sign the contract, in case of Non/Incomplete supplies with the stipulated time period in accordance with approved specifications.
- g. Not to complete the supplies in accordance with the terms & conditions.
- h. Withdrawal their offer being lowest bidder.

16.4 The bid security will be returned:-

- a. after completion of grievance period as per clause No. 67 (2) of PPR-2014 or submission of undertaking on judicial paper before the expiry of grievance period which states that the firm is not aggrieved from entire tender process.
- b. in case of successful bidder, the bid security will be returned after completion of supply.

17. Performance Security

17.1 Performance Security (mentioned in supply order) at the rate of 5 % of the total bill amount in shape of CDR, Bank Guarantee or it may be deducted from the bill and will be retained for the period of one year.

18. Bid Validity

18.1 Bids shall remain valid for Ninety days from the date of submission of the Bid prescribed by the Women University, Multan. A bid valid for a shorter period shall be rejected by the Women University, Multan as non-responsive.

18.2 The Women University, Multan shall ordinarily be under an obligation to process and evaluate the bid within the stipulated bid validity period. However, under exceptional circumstances and for reasons to be recorded in writing, the extension in the bid validity shall be asked to the bidders.

18.3 Bidders who,

- (a) Agree to the Women University, Multan's request for extension of bid validity period shall not be permitted to change the substance of their bids; and
- (b) do not agree to an extension of the bid validity period shall be allowed to withdraw their bids. In case the bids have been opened and evaluated even in that case the non-willing bidder shall not be penalized and his bid shall be refused without forfeiting of bid security/any penalty.

Submission of Bids

19. Format and Signing of Bid

19.1 The bid shall be typed and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the Contract. The person or persons signing the bid shall initial all pages of the bid.

19.2 Any interlineations, erasures, or overwriting shall be valid only if they are initialed by the person or persons signing the bid.

19.3 All bidding documents to be duly attested (signed and stamped) by the authorized person of company.

20. Sealing and Marking of Bids

20.1 The bid shall be a single package consisting of two separate envelopes, containing separately the financial and the technical proposals; the envelopes shall be marked as "Financial Proposal" and "Technical Proposal"

20.2 The envelope(s) shall:

- a) be addressed to the Women University, Multan at the address given in the Invitation for Bids; and
- b) Bear the name and number indicated in the Invitation for Bids, and shall be inscribed by the following sentence: "DO NOT OPEN BEFORE," to be completed with the time and the date specified in the invitation for Bid.

20.3 The inner envelopes shall also indicate the name and address of the Bidder to enable the bid to be returned unopened in case it is declared non-responsive or late.

20.4 If the outer as well as inner envelope is not sealed and marked properly, the Women University, Multan shall assume no responsibility for the bid's misplacement or premature opening.

21. Dead line for Submission of Bids

21.1 Bids must be submitted by the Bidder and received by the Women University, Multan at the address specified under the Tender Notice not later than the time and date specified in the Tender Notice.

21.2 The Women University, Multan may, at its discretion, extend this deadline for the submission of bids by amending the bidding documents in accordance with (ITB Clause 6), in which case all rights and obligations of the Women University, Multan and Bidders previously subject to the deadline shall thereafter be subject to the dead line as extended.

22. Late Bid

22.1 Any bid received by the Procuring Agency after the deadline for submission of bids prescribed by the Women University, Multan (ITB Clause 21) shall be rejected and returned unopened to the Bidder.

23. Withdrawal of Bids

23.1 The Bidder may withdraw its bid prior to the deadline specified in the invitation to bid.

23.2 No bid can be withdrawn after the deadline for submission of bids and before the expiration of the bid validity period specified in (ITB Clause 18) Withdrawal of a bid during this period shall lead to bidder disqualification for participation in future procurements of the Women University, Multan for a period as deemed necessary by the Women University, Multan and for feature of bid security.

24. The Bidding Procedure

24.1 Bidding procedure according to rule 38 of Punjab Procurement Rules 2014 shall be single stage two envelope procedure.

24.2 The bid found to be the lowest evaluated bid shall be accepted.

25. Opening and Evaluation of Bids

25.1 The Women University, Multan shall initially open only the envelopes marked "TECHNICAL PROPOSAL" in the presence of Bidders' representatives who choose to be present, at the time, date and venue already specified in the Invitation for Bids or Tender Notice. The Bidders' representatives who are present shall sign the Attendance Sheet as evidence of their attendance. However, the envelope marked as "FINANCIAL PROPOSAL" shall remain unopened and shall be retained in safe custody of the Women University, Multan till completion of the technical evaluation process.

25.2 The Bidders' names, item(s) for which they quoted their rate and such other details as the Procuring Agency, at its discretion, may consider appropriate, shall be announced at the opening of technical proposal. Bids found non-responsive and non-complied shall be rejected. The financial bid however shall be opened only of those who are technically found complied and responsive. Non-complied/non-responsive bidder's financial proposal shall be returned unopened. However, at the opening of financial proposals (the date, time and venue would be announced later on), the bid prices, discounts (if any), and the presence or absence of requisite bid Security and such other details as the Women University, Multan, at its discretion, may consider appropriate, shall be announced.

26. Preliminary Examination

26.1 The Women University, Multan 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.

26.2 In the financial bids (at the time of opening the financial proposal) 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.

26.3 The Women University, Multan may waive any minor informality, non conformity, or irregularity in a bid which does not constitute a material deviation (or changes the substance of the bid), provided such waiver does not prejudice or affect the relative ranking of any Bidder.

26.4 Prior to the detailed evaluation, the Women University, Multan shall determine the substantial responsiveness of each bid to the bidding documents. For purposes of these Clauses, a substantially responsive bid is one, which conforms to all the terms and conditions of the bidding documents without material deviations. Deviations from, or objections or reservations to critical provisions shall be deemed to be a material deviation for technical proposals. The Procuring Agency's determination of a bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.

26.5 If a bid is not substantially responsive, it shall be rejected by the Women University, Multan and will not be accepted/ entertained for detail evaluation.

27. Evaluation and Comparison of Bids

27.1 The Women University, Multan shall evaluate and compare the bids, on knockout clauses basis and shall select only those which have been determined to be substantially responsive during preliminary evaluation of bids (ITB Clause 28).

27.2 The Women University, Multan's evaluation of technical proposal/ bid (if applicable in any case) shall be on the basis of previous performances, test reports, inspection of plant/ factory/ premises, previous experience, financial soundness and such other details as already highlighted. However, the evaluation of financial proposal shall be on the basis of price inclusive of prevailing taxes and duties in (ITB Clause 12, 13).

27.3 All bids shall be evaluated in accordance with the evaluation criteria (ITB Clause 28) and other terms and conditions set forth in these bidding documents.

27.4 In case of procurement on C&F/ CIP/ CIF basis; for the purpose of comparison of bids quoted in different currencies, the price shall be converted into Pak Rupees (ITB Clause 12). The rate of exchange shall be the selling rate, prevailing on the date of opening of bids as notified by the State Bank of Pakistan/National Bank of Pakistan on that day.

27.5 A bid once opened in accordance with the prescribed procedure shall be subject to only those rules, regulations and policies that are in force at the time of issue of notice for Tender.

27.6 One person one bid.- one person may submit one bid and if one person submits more than one bids, the procuring agency shall reject all such bids.

28. Evaluation Criteria

Mandatory requirements for evaluation

Category	Description	Points
Mandatory	Proof of registration of business	Mandatory
	Valid Income Tax Registration (Status = Active with FBR)	Mandatory
	Valid General Sales Tax Registration (Status = Active with FBR)	Mandatory
	Submission of undertaking (Annex-A) on legal valid and attested stamp	Mandatory
	Submission of Certificates (Annex-B) on letterhead pad	Mandatory
	Technical proposal on the company letter head duly signed and stamped.	Mandatory
	Minimum Three years relevant experience (Firm must attach supply order as a proof with the technical bid)	Mandatory

Self Assessment Form with Reference (to be filled and attached with Technical Bid - Mandatory)

Sr. No.	Attributes	Max. Marks	Score Distribution	Score Obtained	Requirements	Page No. For reference
01	Technical Specification of Product	65	65		for exact specifications	
			0		for irrelevant specifications	
02	Age of Company/Firm	05	05		01 year & above	
			0		Less than 01 year	
03	Financial strength of the vender	05	05		Funds equal to the estimated price on closing date	
			0		insufficient Financial Strength	
04	H.R. Strength	05	05		For relevant technical staff	
			0		For weak H.R Strength	
05	On site back up support	05	05		Yes	
			0		No	
06	Relevant experience	10	02		03 year & above	
			04		04 year & above	
			06		05 year & above	
			08		06 year & above	
			10		07 year & above	
07	Certified Engineer	05	05		Available on company H.R strength	
			0		Not available on company H.R strength	

NOTE: Only bids securing minimum of 75% marks would be declared technically accepted

- i). After technical evaluation is completed, the Women University, Multan shall notify the date, time and location for opening of the financial proposals. Bidders' attendance at the opening of financial proposals is optional.
- ii). Financial proposals shall be opened publicly in the presence of the bidders' representatives who choose to be present. The name of the bidders and the technical score of the bidder shall be read aloud. The financial proposal of the bidders who met the minimum qualifying mark shall then be inspected to confirm that they have remained sealed and unopened (financial proposals of Bidders failed to secure minimum score thresh-hold in the technical evaluation shall be returned unopened). The financial proposals of technically qualified bidder shall then be opened, and the total prices read aloud and recorded.

29. Financial proposals would be evaluated as follows:

- i). Incomplete bid shall stand rejected.
- ii). Minor oversight, clerical mistakes, other minor inconsistencies that do not alter the substances of the financial bid may be corrected by the Women University, Multan.

30. Contacting the Women University, Multan

30.1 No Bidder shall contact the Women University, Multan on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded.

30.2 Any effort by a Bidder to influence the Women University, Multan 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.

31. Rejection of Bids

31.1 The Women University, Multan may reject all bids at any time prior to the acceptance of a bid. The Women University, Multan shall upon request communicate to the Bidder who participated in the process seeking the reasons for its bid's rejection, but is not required to justify those grounds.

31.2 The Women University, Multan incurs no liability, solely by virtue of its invoking Clause 32.1 towards Bidders who have submitted bids.

31.3 Notice of rejection of any or all bids shall be given promptly to the concerned Bidders that submitted bids.

32. Re-Bidding

32.1 If the Women University, Multan rejects all bids (ITBClause32), it may call for a rebidding.

33. Announcement of Evaluation Report

33.1 The Women University, Multan will announce the result of bid evaluation in the form of report giving justification for acceptance or rejection of bid at least ten days prior to awarding of the contract. The report will be available on PPRA website.

Award of Contract

34. Acceptance of Bid and Award criteria

34.1 The Bidder with lowest evaluated bid, if not in conflict with any other law, rules, regulations or policy of the Government, shall be awarded the Contract, within the original or extended period of bid validity.

35. Women University, Multan's right to vary quantities at time of Award

35.1 The Women University, Multan reserves the right to increase or decrease, the quantity of goods originally specified in the Price Schedule and schedule of Requirements without any change in unit price or other terms and conditions prior to award of contract or after the award of contracts but such increase or decrease shall not be more than 15% of the contract cost.

36. Limitations on Negotiations

36.1 Save as otherwise provided there shall be no negotiations with the bidder having emerged as lowest bidder or with any other bidder.

37. Notification of Award

37.1 Prior to the expiration of the period of bid validity, the Women University, Multan shall notify the successful Bidder in writing by registered post, courier, email or any other authentic means of communication that its bid has been accepted.

37.2 The notification of Award shall constitute the formation of the Contract.

38. Supply

38.1 No transportation and carriage charges will be paid for delivery / installation of the supplied items.

38.2 The delivery shall be made to the Women University, Multan main store.

38.3 The supplies shall be delivered to the University main store within 30 days, further 15 days extension without penalty may be allowed in delivery period after getting consent of enduser. Failing to supply within due date liquidated damages under ITB clause 39) will be imposed on the bidder.

38.4 In case of failure to supply the ordered items, the university reserves the right to take any action against the firm as per PPRA Rules 2014 including forfeiture of CDR and blacklisting of firm at any time.

38.5 After supply any of the item(s) found substandard (in any case) must be replaced with new one within 10 days positively without any additional charges / cost, failing which the university may take any action against the firm as per PPR Rules 2014 including forfeiture of bank guarantee or CDR and blacklisting.

39. Liquidated Damage

In case of late delivery of goods beyond the periods specified in the Schedule of Requirements, liquidated damages (as may be fixed by the Women University, Multan) 1% per day of the cost till 10% of the contract amount Value for late delivered supply shall be imposed upon the Supplier.

40. **Warranty:** the warranty period shall be 12 months with parts and services from date of installation of store in the concerned department. Further, the firm will be responsible for the replacement of the whole unit at site including transportation, installation, testing & commissioning etc in case of major defect at his own cost.

41. Arbitration and Resolution of Disputes

41.1 The Procuring Agency and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.

41.2 If, after thirty (30) days from the commencement of such informal negotiations, the Women University, Multan and the Supplier have been unable to resolve amicably a Contract dispute, either party may require that the dispute be referred to the Arbitrator for resolution through arbitration.

41.3 In case of any dispute concerning the interpretation and/or application of this Contract shall be settled through arbitration.



(Annex-A)

**Certificate
(On Legal Stamp Paper of worth Rs.100/-)**

7. We do hereby affirmed that we to have read carefully the terms and conditions of tender documents for the purchase of **Tyres and Misc. Transport Items**. We will abide by all the terms and conditions/Instructions, rules and regulations of Government & the Women University Multan which are and to be applicable.
8. Our firm is not black listed on any ground by any Government (Federal / Provincial / District), on account of submission of false statement and failure to abide by the terms and conditions.
9. Certified that the prices quoted are not more than the prices charged from any other Government/Purchasing agencies. If prices are found higher or in case of any discrepancy, the bidder hereby undertakes to refund the price charged in excess.
10. Certified that the prices quoted by our firm are inclusive of all taxes and charges of transportation/handling/fixing/installation etc and no extra charges will be claimed.
11. Certified that the stock is available of the quoted items in the bid and firm is bound to supply in the prescribed period.
12. Certified that the firm will be responsible for the free replacement of items on his own expenses, if the same is found substandard and or at variance with the specifications given in the tender.

1	Name of Firm	
2	Address	
3	Income Tax No.	
4	Sales Tax No.	
5	Name of bidder	
6	CNIC No.	
7	Signature of bidder	
8	Company/Firm Stamp	

(Annex-B)

(ON LETTER PAD OF THE FIRM DULY SIGNED & STAMPED)

Price Reasonability Certificate

I M/S ----- do solemnly declare that “the prices quoted to The Women University Multan are not more than the prices charged from any other Government/Purchasing agencies. If prices are found higher or in case of any discrepancy, the bidder hereby undertakes to refund the price charged in excess”.

Certificate of Availability of Stock Quoted

(On letter pad of the firm duly signed & stamped)

I M/S ----- do solemnly declare that “the stock is available of the quoted items in the bid and firm is bound to supply in the prescribed period”

Certificate of Physical Features of Quoted Items

(On letter pad of the firm duly signed & stamped)

I M/S ----- do solemnly declare that “the physical features of quoted products/ items mentioned in the Technical Bid are same as in Financial Bid and Firm is bound to supply without change”.

Certificate of Inclusion of all Taxes and others

(On letter pad of the firm duly signed & stamped)

I M/S ----- do solemnly declare that “the prices quoted by our firm are inclusive of all taxes and charges of transportation/handling/fixing/installation etc and no extra charges will be claimed.

Certificate of Free Replacement of Items

(On letter pad of the firm duly signed & stamped)

I M/S ----- do solemnly declare that “the firm will be responsible for the free replacement of items on his own expenses, if the same is found substandard and or at variance with the specifications given in the tender”

On Site Backup Support

(On letter pad of the firm duly signed & stamped)

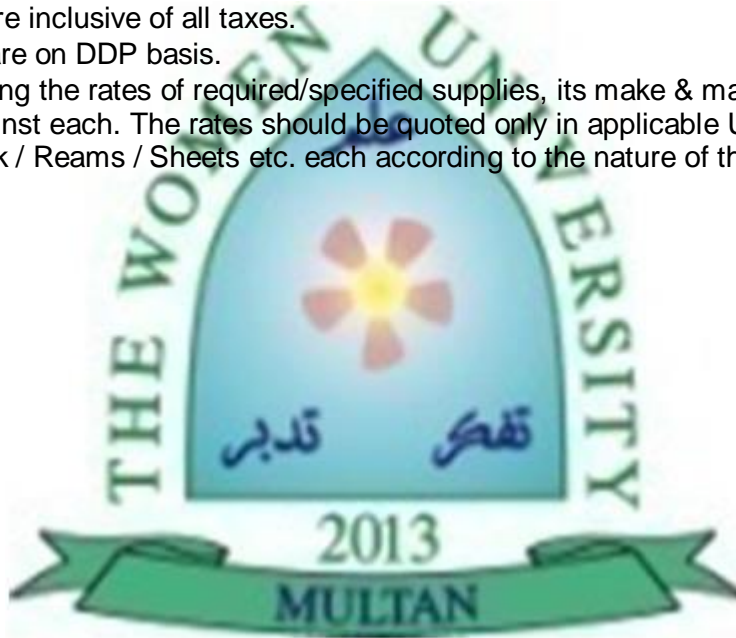
I M/S ----- do solemnly declare that “we will provide backup support for our quoted items to The Women University Multan. If the supplier fails to provide backup support, the university may take any action against our firm.

PRICE SCHEDULE

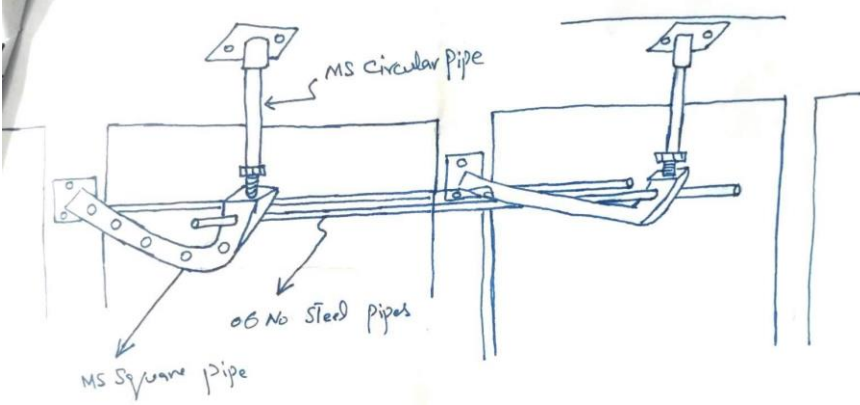
Sr. No.	Item Code	Name of Items with Specification Unit/ Packing etc.	Unit / Packing	Qty.	Unit Price (Rs.)	Total Amount (Rs.)

Note: Unit rate and total rates must be filled properly and submitted with the offer on firm's letter head pad.

-
- All Rates are inclusive of all taxes.
- The rates are on DDP basis.
- While quoting the rates of required/specified supplies, its make & made/brand should be written against each. The rates should be quoted only in applicable Unit; / Per Kg. / Per Litter / Pack / Reams / Sheets etc. each according to the nature of the quotations / bids / items.



**Part-III
Specifications
LIST OF ITEMS, SPECIFICATIONS & QUANTITY**

Sr. No.	Name of Item	Specifications	Qty.	Bid Security @5% of Estimated Cost
1.	Tyres for Buses	Tyres with tube & flaps complete set, Tyres General, Size 9.00-20, 14 ply Rib Patten with complete installation	28	123,200.00
2.	Tyres for Coaster	Tyres with Tube & Flaps for Coaster, Tyres Bridgestone Size 7.00 R16 LT 10ply With complete installation	07	14,000.00
3.	Shelf for Buses	Providing and fixing of 19.25ft long shelf in bus comprising of 06 No. horizontal steel pipes each about 1.4mm thick and having 17mm diameter fixed at each window pillar using MS square pipe jointed with MS pipe of minimum 1" dia using adjustable nut screw system to fix with roof including paint of required colour (Nuts, Bolts, end plates for fixing is included) complete in all respect to the entire satisfaction of enduser. As per picture 	04	22,400.00
4.	Radiator for Isuzu Buses	New Radiator Jali 24x27 with installation	02	8,200.00

Special Instructions to the Bidders:-

1. Where ever a brand name or a catalogue number is mentioned, such use or reference shall be qualified with the words "or equivalent".
2. The tenderer are requested to mention the tender serial numbers before their quoted items.
3. Page No. for reference in the I.T.B Clause 28 (Evaluation Criteria) must be mentioned for ready reference.