

REQUEST FOR PROPOSAL (RFP)



Entitled: "Bulk Purchase of Student Chairs with Writing Portion"

Submission Deadline: 8th of January, 2025 at 11:00 am
Bid Opening 8th of January, 2025 at 11:30 am

RFP. Enquiry No: 03372 /Association / KCW/ 2024 - 2025

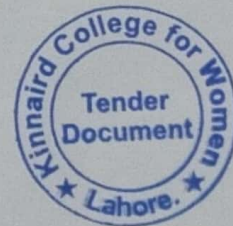
Prof. Dr. Iram Anjum

Principal / Secretary of the Association

Kinnaird College for Women University, 93 Jail Road, Lahore-54000

Tel.No: 042-99203781-84

Fax.No:042-99203788



Introduction.

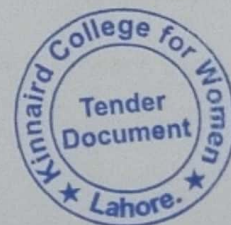
The Secretary, Association of Kinnaird College for Women, Lahore, invites sealed bids from eligible bidders for the supply and delivery of student chairs with writing portion as mentioned in the Annexure for the above stated project.

The bids will be opened by the Technical Committee in the presence of the bidders or their representatives. The college reserves the right of awarding the tender in full or in parts whatever the case may be.

The proposal instructions, evaluation criteria, qualification criteria, terms and conditions in general as well as on FOR basis along with the bill of quantities (BOQ) as per sample are enclosed in the Request for Proposal (RFP).

1.0 Proposal Instructions.

- 1) Proposal must be delivered in a sealed and clearly marked Envelope/Box to The Principal / Secretary, Association of Kinnaird College for Women, 93-A. Jail Road, Lahore by 8th of January, 2025 at 11:00 AM.
- 2) Proposal received after the submission deadline will not be entertained under any circumstances and will be returned unopened to the submitting vendor. It is the sole responsibility of the participating vendor to ensure that the proposal is delivered on or before the deadline.
- 3) Sale Price of the Tender Document is Rs.5000/- (Non Refundable).
- 4) No bid will be entertained without earnest money equivalent to 5% of the quoted whole bid price of Bill of Quantities in the form of Call Deposit/Pay Order in the favor of Association of Kinnaird College for Women, Lahore.
- 5) Any queries regarding this proposal should be directed to the designated contact persons listed below:-
 - a) Mr. Amir Younas
Maintenance Engineer
Cell.Phone.No: +92-321-260-1999
Phone: 042-99203781-84
 - b) Mr.Sohail Iqbal
Assistant Manager Purchase
Phone: 042-99203781-84
- 6) Responses to this Request for Proposal (RFP) should be submitted in one part which includes both Technical & Financial portions.
- 7) All proposals must be submitted in the form of a folder/bound document with clearly separated envelops. Each section/envelope must be labeled appropriately and an index must be provided at the beginning of the report.
- 8) Prices should be mentioned on **FOR** basis.



- 9) All bill of quantities (BOQ) and as per given sample submitted by the bidder must use the numbers and labels used in this Request for Proposal.
- 10) This original Request for Proposal Document must be submitted with signature and seal in whole with the proposal.
- 11) All proposals become the property of the office of Association of KCW.
- 12) Bids are acceptable through registered post, courier services or by hand as well as before the deadline. i.e. 8th of January, 2025 at 11:00 AM

2.0 Evaluation Criteria

All bids shall be evaluated on technical and financial merit.

Technical Evaluation process may include, but not limited to the consideration of the following with respect to the functional requirements given ahead:-

1. Technical specifications of the proposed article / item.
2. Company Profile:-
 - i. Age of the company
 - ii. Company Experience/HR strength/Manpower
 - iii. Financial Strength of the Company
 - iv. Location of the Company
 - v. Experience for the quoted/related item / article
 - vi. Backup/Storage Support by the Vendor
 - vii. Technical Support Services
 - viii. Ex-stock availability of the said art and make sure

2.1 Procedure

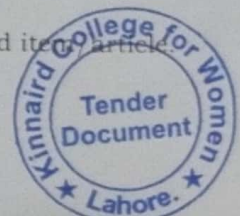
The bidding will consist of

- a. **A single stage - one envelope procedure**. A single sealed and marked envelope will contain both for the technical proposal and the financial proposal marked in bold and legible letters with a covering letter.
- b. All the proposals must be submitted by the vendors on or before the deadline.
- c. All the proposals will be opened by the technical committee in the presence of the bidders willing to attend the meeting.
- d. In the first bidding meeting only technical proposals will be opened. The financial proposals will be retained for opening after the evaluation of technical bids.
- e. The technical proposals will be evaluated with reference to the specification mentioned in this document along with the authorization from the Secretary of Association of KCW.
- f. The proposal which will not confirm to the specified requirements will be rejected.

3.0 Qualification Criteria

The bidders are required to submit the following documents in their technical proposals:-

1. Contact Person Name, Number and Address
2. NTN Certificate having active with FBR portal
3. GST Registration Certificate having active with FBR portal
4. Projects History
5. An Affidavit to the effect that the firm has not been blacklisted by any Government/Semi Government Organization on any grounds whatsoever on stamp paper.
6. Letter of Authorization from the Principal/manufacturer for each quoted item/article



7. Bank Letter of Financial Standing
8. Complete Company Profile
9. Warranty of the Product
10. Validity period of the quoted price for 90 days.
11. Letter of Origin from the Principal/Manufacturer for all the quoted items.
12. Backup/Storage Support Plan
13. Price Reasonability Certificate
14. Certificate of Availability of the spare parts for Five years.
15. Detailed Product Information (Brochures/sample).

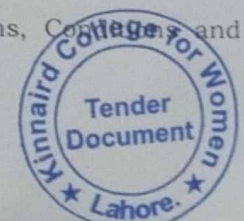
The bid may be rejected due to the non-submission of any of the above documents.

In addition to the above proposals must include the following in the order given.

- a. Detailed equipment specifications, proposed quantities and quoted price duly entered on the BOQ attached with this document.
- b. Detailed project implementation schedule which includes the delivery schedule of goods/materials/items mentioned in the RFP.
- c. FOR and C&F prices duly entered as per proforma of the attached BOQ.
- d. Validity period of the quoted price.
- e. Educational discounts if available/applied to the quoted price.

4.0 **General Terms and Conditions**

1. The Office of Association of KCW reserves the right of awarding the tender in full or partial mode.
2. The bidder/s may quote all or any one of the item stated in BOQ.
3. Quotation filled by the bidders with over writing /tempering /scratching /Cutting /erasing will be cancelled.
4. Income Tax will be deducted at source as per FBR Government Rules.
5. The Technical Committee will open the bids in the presence of the bidders or their representatives.
6. It will be the responsibility of the supplier to supply the goods/product exactly as per specifications mentioned in the Purchase / Work Order. The return of material /product rejected will be at suppliers own cost and risk.
7. Only Sales Tax Registered and NTN holder firms are entitled to participate in the tender.
8. The quotation should clearly mention the amount of GST and SED on the particular item/product. Also the tender envelope must be Signed and Stamped.
9. A certificate to the effect that the firm has not been blacklisted by any Government/Semi Government Organization should be submitted with the Tender.
10. The amount submitted as Earnest Money shall be refunded to the unsuccessful bidders after the decision of "Technical Committee" for the Award of this Tender.
11. Bids submitted via Email or Fax will not be entertained.
12. During the evaluation and comparison of the bids the Office of Association of KCW at its sole discretion may ask the bidder for clarification of its bid.
13. Bids are liable to be rejected if they are not conforming the terms, Conditions and specifications stipulated in this RFP.



14. The decision of Office of Association of KCW will be binding on all concerned and will in no case challengeable at any forum or any court of Law.
15. Unsolicited advice/clarification and personal approaches by the bidder at any stage of evaluation are strictly prohibited and shall lead to disqualification.
16. Item / Article from any Country Origin will be considered.
17. Performance Security @ 10% will have to be deposited by the successful bidders before receiving supply order. It will be returned after warranty period.
18. In case of any deviation made by the bidder, earnest money/security will be "**forfeited**".
19. The Office of Association of KCW reserves the right to increase or decrease the quantities or may cancel or all items shown in BOQ without assigning any reason thereof.
20. Delivery of items will be free of charge at Office of Association of KCW during the office hours with a copy of delivery challan.
21. Items being ordered should be brand new and according to ordered specification from the current production and covered under normal warranty/guarantee etc.as mentioned in the quotation. Brochures and product details must be attached.
22. Delivery and installation must be completed according to the agreed upon schedule of works.
23. Principal/Manufacturer's name and country of Origin should be clearly mentioned in the bid documents.

0.5 Criteria for Technical Evaluation of the Tender

S#	Parameter	Weightage (Marks)
1	Specification as per attached Annexure	50
2	Relevant Experience	10
3	Authorized Distribution Certificate	10
4	Financial Position/Status	10
5	Backup Support	5
6	Literature (Brochures / Sample)	2.5
7	List of previous clients	2.5
8	Delivery schedule	5
9	Warranty	5

The bid securing 60% marks will qualify.

Name of the Vendor.....

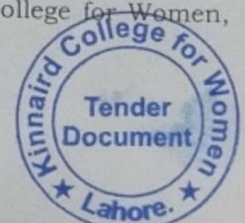
Authorized Person.....

Designation.....

Office Address.....

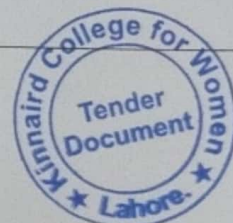
Telephone No.....

(The filled in Tender Document should be forwarded to the Kinnaird College for Women, Lahore with a covering letter)



BID DATA SHEET (Information for the Bidders)

1	Procuring Agency / Purchase Convener	Office of Association of Kinnaird College for Women, 93-A Jail Road, Lahore
2	Request for Proposal Enquiry No.	RFP. Enquiry No: 03372 / Association / KCW/ 2024 - 2025
3	Name of Tender	Bulk Purchase of Student Chairs with Writing Portion
4	Tender Document Available place	On the Purchase Office of KCW and downloaded from Website (www.kcw.edu.pk)
5	Cost of Tender Document	Rs.5,000/- (Non Refundable) attach Pay Order in favor of Office of Kinnaird College for Women, 93-A Jail Road, Lahore
6	Bid earnest money 5% of Estimated Cost	Whole bid quoted price.
7	Performance Security	10% Performance Security should be pledged at time of Purchase / Work Order which will be returned after completion of warranty period. (as per tender document) in Case of Letter of Credit firms will submit Bank Guarantee.
8	Tender Addressed to	The purchase convener: Office of Association of Kinnaird College for Women, 93-A Jail Road, Lahore.
9	Contact Number	Ph. 042-99203781-84 Ext. 288/209
10	Due Date, Time and Place of submission of Tender Document	08-01-2025 till 11:00 am (through Registered Courier or by Hand) Drop Box at Front Desk, Principal's Office of Kinnaird College for Women , 93-A, Jail Road, Lahore.
11	Date, Time and Place of the Technical Bid Opening	08-01-2025 till 11:30 am at " Board of Governor's Meeting Room " of Kinnaird College for Women University, 93-A, Jail Road, Lahore.
12	Date, Time and Place of the Financial Proposal	Shall be intimated subsequently to Technically Qualified firm only.
13	Annexure "A" BOQ	Bill of Quantities & Sample (Separately Quoted the Unit Price for its parts)
14	Annexure "B", "C", "D", "E"	Covering Letter, Affidavit/ Under Taking, Financial Proposal
15	Testing, Commissioning and Training	This is the part of the job at vendor end.
16	Ex-stock Availability	Must be in ready Stock.
17	Manpower for handling or Transportation	This is the part of the job at vendor end.

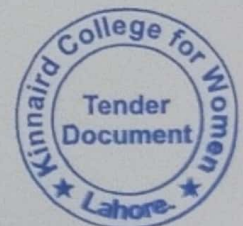


7.0 Terms and Conditions (FOR Basis)

1. All prices should be in Pak Rupee inclusive of Taxes. GST and other Tax amount where applicable should be mentioned in separate column(s) and the total given in a separate column.
2. All prices should be valid for at least 90 days. Withdrawal or any modification of the original offer within the validity period shall entitle the college to forfeit the earnest money in favor of the college and or putting a ban on the future inquiries or taking any other suitable action against the bidder.
3. The Bank security receipt(original)at the rate of 5% of the bid amount (refundable) in the form of Deposit-at-call duly affixed Revenue Stamps according to its value(chèque not acceptable)from any scheduled bank in the name of "Office of Association of Kinnaird College for Women, Lahore" must be attached with the bid.
4. No offer of a supplier/firm will be considered if:
 - a. Received without earnest money
 - b. Received later than the date and time fixed for tender.
 - c. The tender is unsigned
 - d. The offer from a firm which is black listed by any government /Semi Govt.office.
5. It is the sole responsibility of the vendor to comply with local, national and international laws.
6. The College reserves the right to add / delete/change/modify equipment/product quantities at any stage.
7. The College has the right to accept or reject part or whole of the tender without assigning any reason what so ever.

8.0 Terms and Conditions(C&F/CFR Basis)

1. All quoted prices should be in FOR basis inclusive of complete freight charges till the port of import i.e Karachi/Lahore/Islamabad mentioned with the unit pricing and freight mentioned separately in respective columns.
2. All prices should be valid for at least 90 days. Withdrawal or any modification of the original offer within the validity period shall entitle the college to forfeit the offer and /or putting a ban on the future enquiries or taking any other suitable action against the bidder.
3. Payment terms for the C&F offer must be Letter of Credit (L/C) on sight.
4. No offer of a supplier / firm will be considered if:-
 - a. Received without mentioned payment terms.
 - b. Received later than the date and time fixed for tender.
 - c. The tender / offer is unsigned.
 - d. The offer from a firm which is black listed by any government office.
5. It is the sole responsibility of the vendor to comply with local, national and international laws.



6. The College reserves the right to add/delete /change/modify equipment/product quantities.
7. The College has the right to accept or reject part or whole of the tender without assigning any reason what so ever

Name of the Vendor.....

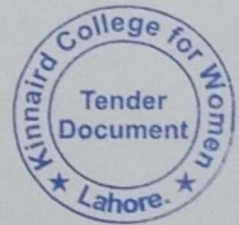
Authorized Person.....

Designation.....

Office Address.....

Telephone No.....

(The filled in Tender Document should be forwarded to the Kinnaird College for Women, Lahore with a covering letter)



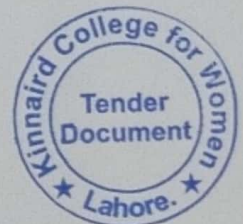
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BILL OF QUANTITIES (BOQ'S)

Annexure (a): Student Chairs with Writing Portion (Must be available in ready stock)

Country Origin (Equivalent)

Lot.#	Description of Art	Specifications	Unit	Quantity
1	Student Chairs with Writing Portion	<p>1- Chair Body: Made of Virgin polypropylene and fiberglass, it consists of two parts (Seat and back shell); can have different color matches.</p> <p>2-The shell seat depth is 435mm, the shell back height is 450mm, seat width is 455mm.</p> <p>3- Seat: Made of Virgin polypropylene and fiberglass the total length is 470mm, the seat plate width is 455mm, the thickness is 8mm</p> <p>4-The back is made up of triangle design, the side with top is 310mm, the bottom is 210mm, thickness 6mm; The back of the backrest is made up of triangle and diamond pattern design.</p> <p>5- Seat and backrest assembled by clasp with hidden screws.</p> <p>Writing Portion :Made of Metal frame 3/4" complete 18 Gauge Pipe Powder Coated with Imported Plastic writing Portion Base: Made of Metal frame 3/4" Complete 18 Gauge Pipe Powder Coated, 4 Plastic Glides. Complete in All respects as per given specification & Pictures</p>	No	1000



KINNAIRD COLLEGE FOR WOMEN, LAHORE

BOQ (BILL OF QUANTITIES)

CLASS ROOMS CHAIRS

Sr.#	Features/Description	Unit	Quantity	Rate	Amount
1	Student Chair with Writing Portion 1- Chair Body : Made of Virgin polypropylene and fiberglass, it consists of two parts (seat and back shell) ; can have different color matches. 2-The shell seat depth is 435mm, the shell back height is 450mm, seat width is 455mm. 3- Seat: Made of Virgin polypropylene and fiberglass the total length is 470mm, the seat plate width is 455mm, the thickness is 8mm 4-The back is made up of triangle design, the side with top is 310mm, the bottom is 210mm, thickness 6mm; The back of the backrest is made up of triangle and diamond pattern design. 5- Seat and backrest assembled by clasp with hidden screws. Writing Portion :Made of Metal frame 3/4" complete 18 Gauge Pipe Powder Coated with Imported Plastic writing Portion Base : Made of Metal frame 3/4" Complete 18 Gauge Pipe Powder Coated, 4 Plastic Glides. Complete in All respects as per given specification & Pictures	No.	1000		
Total Amount					

Pictures

Note: -Samples can be seen during office hours (Monday-Friday).

