

UNIVERSITY OF ENGINEERING AND TECHNOLOGY, LAHORE

TENDER NOTICE

Sealed Proposals, on Single stage-two Envelope bidding procedure, are invited by the Physics Department, UET, Lahore from reputed firms, companies or individuals registered under Income Tax/Sale Tax Act experienced in repair and replacement of parts (if required) of X-Ray Diffractometer (XRD).

The respective tender document can be obtained from the same day of publication against a written request on company letter head from the office of **Chairman, Physics Department, UET Lahore** along with receipt of tender fee Rs 3000/- (Non-Refundable) deposited in the **Main Account No.553-33 of UET, maintained in Habib Bank Ltd. UET Branch, Lahore.**(the tender documents can also be downloaded online from the PPRA Punjab website, the original bank receipt of Tender fee along with request letter must be submitted on the day of bid submission) . The sealed bids with tender documents along with 2% CDR of estimated bid price, in the name of “Treasurer UET, Lahore.” will be only received in the office of the **Chairman, Physics Department, UET Lahore** till August 27, 2018 up till 10:00 AM and will be opened, by the Central Procurement Cell, UET, Lahore, on the same day at 10:30 AM in the presence of the bidders or their representatives in Conference room adjacent to Vice chancellor office.

- No telephonic/telegraphic/faxed/couriered tender is acceptable.
- Procurement shall be governed by the PPRA Rules 2014 (amended)

CHAIRMAN
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UNIVERSITY OF ENGINEERING & TECHNOLOGY, LAHORE



TENDER DOCUMENT

**FOR THE REPAIR OF LAB EQUIPMENT
& REPLACEMENT OF PARTS (if required)**

**ON
F.O.R. Basis**

For

**DEPARTMENT OF PHYSICS
UNIVERSITY OF ENGINEERING & TECHNOLOGY, GT ROAD,
LAHORE**

A. Fatih

REQUEST FOR PROPOSAL-2018

TENDER PRICE: Rs. 3,000/-

Issue date: / / 2018

Last date of submission: 27 / 08 / 2018 till 10:00 AM

FOR OFFICE USE ONLY

| | | |
|----------------------|------------------------|------------|
| Serial No. _____ | | |
| Sold to: - M/S _____ | | |
| _____ | | |
| Date of Sale _____ | Bank Challan No. _____ | Date _____ |

**DEPARTMENT OF PHYSICS
UNIVERSITY OF ENGINEERING & TECHNOLOGY, GT ROAD,
LAHORE**

A. Rahim

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1 Invitation to Bid:

Sealed proposals are invited by the Physics Department, UET, Lahore on single stage –two envelope (Technical & Financial Proposals) bidding procedure from reputed firms, companies or individuals registered under income tax/sale tax act experienced in repair and replacement of parts (if required) of X-Ray Diffractometer (XRD).

- i). Responding organizations shall deliver sealed envelopes of the “FINANCIAL & TECHNICAL PROPOSALS” before or on **27-08-2018 at 10:00 AM and will be opened by the Central Procurement Cell (CPC), UET, Lahore at 10:30 AM.** The Proposals after the due date & time will not be accepted. The proposal shall be delivered to UET, Lahore before time.
- ii). The procedure for single stage two envelopes shall be as follows:
 - a) The bid shall be a single package consisting of two separate sealed and packed envelopes, clearly labeled as Technical Bid & Financial Bid.
 - b) In the first instance, the “**Technical Proposal**” shall be opened and the envelope marked as “Financial Proposal” shall be retained unopened in the custody of the CPC, UET, Lahore.
 - c) The Central Procurement Cell (CPC), UET, Lahore shall evaluate the technical proposal in the manner prescribed in the bidding document, without reference to the price and may reject any proposal, which does not conform to the specified requirements.
 - d) During the technical evaluation, no amendments in the technical proposal shall be permitted by CPC, UET, Lahore.
 - e) After the evaluation and approval of the technical proposals, the CPC, UET, Lahore shall open the financial proposal of the technically accepted bids, publically at a time, date and venue announced and communicated to the bidders in advance.
 - f) The financial bids of the bidders found technically non-responsive shall be returned unopened to the respective bidders; against a written request by the technically disqualified bidder and adopting the following procedure:
 - If technically disqualified bidder states that he is agreed with the decision of CPC, UET, Lahore and disqualified bidder is not filing any grievance against the decision of CPC, UET, Lahore.
 - If the bidder files grievance petition and the same is rejected by the UET, Lahore’s grievance redressal committee.
 - The time for filing the grievance has lapsed.
 - The contract has been signed by UET, Lahore with the lowest evaluated bidder.

2 Instructions to Bidders:

- i). It is a sole responsibility of the bidder to examine the Tender Document, reading all instructions and terms and conditions carefully.
- ii). A tender must be accompanied by **2%** of the **estimated cost as Earnest Money** in the shape of Deposit-at-call in the name of Treasurer, University of Engineering and Technology, Lahore without which Financial Bid will not be entertained. No Bank Guarantee or any other document will be accepted.
- iii). Queries of the Bidders (if any) for seeking clarifications regarding the bidding documents of the equipment must be received in writing to the university till **18-08-2018** during office hours. Any query received after said date will not be entertained.
- iv). The Bidder should be fully and completely responsible for all the deliveries and deliverables to the University.
- v). The Primary & Secondary Contact for all correspondence in relation to this bid is as follows:

Primary Contact:

Name: Prof. Dr. Anwar Latif

E-Mail: anwarlatif@uet.edu.pk

Phone # : **042-99029204**

Secondary Contact:

Name: Dr. Jaweria Zartaj Hashmi

E-Mail: jaweria04@gmail.com

Phone # : **042-99029204**

- vi). Bidders should communicate with the Primary Contact via email only. In the case of an urgent situation where the Primary Contact cannot be contacted, the bidder may alternatively direct their enquiries via email to the Secondary Contact.
- vii). Bidders are also required to clearly mention the below in their proposals:
 - a) The name & designation of the authorized representative with whom all correspondence will be carried out.
 - b) Contact Details (landline, mobile, fax, email).
- viii). The price of repair / replacement of any part of XRD equipment must be quoted in Pak Rupees.
- ix). Bidders must attach attested **Photocopies of their NTN, GST and other related certificates** with the tender.
- x). The tenders received through fax/courier/TCs and e-mail shall not be acceptable.
- xi). Bidders must provide the list of references for installations and repair in Pakistan / out of Pakistan for similar equipment (contact details: telephone number, email id etc.)
- xii). UET reserves the rights to confirm the performance of supplier independently from the references in Pakistan and in the region.
- xiii). The XRD machine may be inspected by the firms/companies experts during the office hours from 8:00am to 4:00pm (Monday to Friday).

3 Terms and Conditions:

- i). All procurements shall be governed by the PPRA Rule, 2014. (amended up to 2018).
- ii). Bidders are advised not to quote different options for a single item (only one option is to be quoted).
- iii). Any conditional, ambiguous, incomplete, supplementary or revised offer after the opening of tender shall not be entertained.
- iv). Any overwriting / crossing etc. appearing in the offer, may be properly signed by the person signing the tender. All pages of the tender must be properly signed.
- v). The Earnest Money shall be returned to the technically disqualified Bidders with their unopened/ sealed financial bid.
- vi). If the acceptance of tender issued during the validity period of the tender is not accepted by the bidder, the Earnest Money shall be forfeited and the equipment purchased will be at the risk and expense of the bidder.
- vii). In case the offer is withdrawn, amended or revised during the validity period of the tender, the Earnest Money shall be forfeited.
- viii). In case, the bidder fails to execute the contract strictly in accordance with the terms and conditions laid down in the contract, the security deposited by the bidder shall be forfeited and the equipment purchased will be at bidder's risk and expense.
- ix). **After Sale service and supply** of spare parts must be guaranteed for a **period of five years**.
- x). The technical training shall be arranged by the company/bidder free of cost to nominated persons from UET, Lahore, onsite (mandatory) and on manufacturer site/application centre (if required).
- xi). In case of any material is found in non-conformity to the specifications provided in the tender, either on account of inferior quality, defective workmanship, faulty design, faulty packing; or is short supplied, wrongly supplied, the supplier is bound to replace such material free of charge or pay the full cost of replacement.
- xii). UET, Lahore, reserves the right to claim a penalty for compensation of losses caused by delay that will be 0.05% per day of the total ordered cost. The normal time to complete the task is three months.
- xiii). Within a week of receipt of contract, the successful bidder shall sign the contract and return it to the UET, Lahore.
- xiv). Complete specification of the equipment duly signed in ink and stamped.
- xv). The shipment against the contract must not take place on Indian or pro-Indian ship (Like Israel, etc.) or those ships which come to Pakistan after touching Israeli/Indian Ports.

4 Bidder's Eligibility and Qualification Criteria:

- i). Bidders must be Registered/ Incorporated under the laws of Pakistan.
- ii). Bidder's Business experience must be of at least three (3) years (Copy of work orders/contracts signed with parties in last 3 years must be provided).
- iii). Bidders must be registered for Sales Tax purposes and has valid National Tax Number (NTN).
- iv). Provides bank statements/ financial statements of last three years depicting sound financial strength.

- v). Bidder must submit bid for complete task list given in specification along with relevant bid security.
- vi). Bidder must not be blacklisted by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan.
- vii). The bidders are required to submit the company profile including:
 - a) Technical and Engineering capabilities of the supplier (Must have trained technical experts/engineers with strong workshop backup and having at least three years experience of installation of same or similar equipment. The supporting documents are required in this regard)
 - b) Managerial capabilities of the supplier
 - c) After-sale service capabilities of the supplier

5 Tender Cost:

The Bidder shall bear all costs/expenses associated with the preparation and submission of the Tender(s) and the UET, Lahore shall in no case be responsible/liable for those costs/ expenses.

6 Preparation/Submission of Tender:

The Tender and all documents relating to the Tender, exchanged between the Bidder and UET, Lahore, shall be in English.

Technical Bid shall comprise of the followings:

- i). Covering letter duly signed in ink and stamped by authorized representative.
- ii). Submission of undertaking on legal valid and attested stamp paper that the firm is not blacklisted by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan.
- iii). Certificate of Company/ Firm Registration/ Incorporation under the laws of Pakistan. Valid Certificate for Income Tax & General Sales Tax/Provincial Sales Tax
- iv). Evidence of eligibility of the bidders per section 4 above
- v). Proof of the 2% of the estimated cost as earnest money in the name of treasurer UET, Lahore must be submitted
- vi). **NOTE:**
 - g) A presentation regarding equipment (for which bidder has applied) is mandatory preferably by the company expert.
 - b) The compliance must be provided with the submission of tender document regarding fulfillment of general terms and conditions and technical specifications in the same order as given in the Tender Document.

Financial Bid shall comprise of the followings:

- i) The prices should be quoted in Pak Rupees on F.O.R base Lahore. Exchange rates shall be considered for evaluation as on the date of opening of tender.
- ii) The Earnest Money as discussed earlier in **Instructions to Bidders.**

7 Tender Validity:

The Tender shall have a minimum validity period of **ninety (90) days from the last date for submission** of the Tender. UET may solicit the Tenderer's consent to an extension of the validity period of the Tender. The request and the response shall be made in writing. If the Tenderer agrees to extension of validity period of the Tender, the validity period of the Bid Security shall also be suitably extended. The Tenderer may refuse extension of validity period of the Tender, without forfeiting the Bid security.

8 Rejection of the Bid:

UET may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. UET will upon request communicate to any bidder, the grounds for its rejection of all bids or proposals, but will not be required to justify those grounds. UET shall incur no liability, solely, by virtue of rejection of bidders. However, bidders shall be promptly informed about the rejection of the bids, if any.

9 Award Criteria:

The bidder who is qualified, technically passed will be determined as the lowest evaluated bidder will have to fulfill below conditions as a necessary requisite:

- a) The successful bidder shall have to deposit security, **10% as Performance Guarantee** in the shape of deposit at call of the total offer on acceptance of the tender.
- b) The successful Bidder shall arrange/deposit **Stamp Paper** of value @ 0.25% of issuance of supply order/contract.
- c) The Bid Security shall be returned to the successful Bidder after the completion of warranty period and successful installation. Warranty period will start when the equipment will be fully operational after complete installation.

10 Redressal of Grievances:

UET, Lahore has constituted a Grievance Redressal committee comprising of odd number of persons, with proper powers and authorizations, to address the complaints of bidders. For any grievance please contact Primary Contact, who will be responsible for scheduling the meeting of the Grievance Redressal committee.

11 Repair & Replacement of Parts in XRD:

Specifications (Required Tasks)

- To repair or restore computer control of Goniometer.
- To provide latest compatible branded computer with 20" LED Monitor.
- To provide data acquisition hardware and software.
- To repair or replace X-Ray generator.
- To repair or replace detector.
- To provide XRD database and compatible software for automatic phase identification.
- Complete alignment of the XRD system after repair.

Estimated Cost 3.5 Million