

UNIVERSITY OF ENGINEERING AND TECHNOLOGY, LAHORE



**TENDER DOCUMENT
FOR THE PURCHASE OF
CONSUMABLES**

Issued To: _____

**DEPARTMENT OF POLYMER AND PROCESS ENGINEERING
Contact No. 042-99029480**

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UNIVERSITY OF ENGINEERING AND TECHNOLOGY, LAHORE



DEPARTMENT OF POLYMER AND PROCESS ENGINEERING

TENDER NOTICE

Sealed Proposal on Single Stage two Envelope (Technical & Financial Proposals) basis are hereby invited by University of Engineering and Technology, Lahore from well reputed firms/companies for supply of Consumables on FOR Lahore basis for HEC-funded Project No. RTTG-160/R&ID/HEC/2024 at Department of Polymer and Process Engineering. Detail of required items is attached with bidding documents.

Bidding/Tender documents can be obtained on same day of publishing of advertisement on PPRA Punjab Website from office of Department of Polymer and Process Engineering, University of Engineering and Technology, Lahore (Main Campus) during office hours (08:00am to 04:00pm Monday to Friday) on production of tender fee receipt of Rs. 1,000/- (Non-Refundable) deposited in University Main Account No. 01287902801499 maintained in HBL, UET Lahore branch, copy of Bidding Documents is available for information and can also be downloaded from websites www.uet.edu.pk or www.ppra.punjab.gov.pk. In case bidding documents are downloaded from websites, required cost of bidding documents shall be paid/deposited in University Main Account No. 01287902801499 maintained in HBL, UET Lahore branch at time of submission of bids.

Bid Security/Earnest Money @ 2% (Rs. 27,200) of Estimated Cost (Rs. 1,360,000) in shape of call deposit receipt in name of Treasurer, UET Lahore is required to be submitted along with Proposal/Tender, otherwise offer shall be rejected for being non-responsive.

Last date for submission of tenders is **29-07-2024** at 10:00 a.m. Technical Proposals/Tenders will be opened on same day at 11:00 a.m. in Office of Conference Hall adjacent to Vice-Chancellor's Office, UET Lahore by the University Central Procurement Cell (CPC) in presence of bidders or their authorized agent who may wish to attend.

- Registered firms/companies under GST and having good repute are eligible to participate.
- No telephonic/telegraphic/email/faxed tender is acceptable.
- Procurement shall be governed by the PPRA Rules-2014 (amended till date).

Dr. Muhammad Sarfraz
RTTG-160 Project Principal Investigator
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University of Engineering and Technology, Lahore

1. **Invitation to the Bid**

- 1.1. Bids/Tenders are invited for **Purchase of Consumables** from Sales Tax and Income Tax Registered firms.

2. **Instructions to the Bidders**

- 2.1. Procurement will be made under Punjab Procurement Rules (PPRA), 2014 amended till date.
- 2.2. It will be clearly understood that the Terms and Conditions mentioned in this document are intended to be strictly enforced.
- 2.3. Bidders must ensure that they submit all the required documents indicated in the Tender / Bidding Documents at the time of opening of Technical Bids and no request for submission of missing documents will be entertained after opening of the Technical Bids.
- 2.4. Bids without supporting documents, undertaking, valid documentary evidence, and bids not conforming to terms and conditions given in the Tender Document will be liable for rejection. Bids received after due date and time, and bids without Bid Security/Earnest Money in shape of Demand Draft, Pay Order, CDR or less than required amount or Bid Security in shape of Cheque or Cross Cheque shall be rejected.
- 2.5. The bidder will quote rate for all items.

2.6. **Type of Open Competitive Bidding**

As per Rule No. 38(2) a, single stage two envelope procedure shall be followed with details given below:

- 2.6.1. The bid shall comprise of a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal.
- 2.6.2. The envelopes shall be marked as “FINANCIAL PROPOSAL” and “TECHNICAL PROPOSAL” in bold and legible letters to avoid confusion.
- 2.6.3. Initially, only the envelope marked “TECHNICAL PROPOSAL” shall be opened; the envelope marked as “FINANCIAL PROPOSAL” shall be retained in the custody of procuring agency without being opened.
- 2.6.4. The Purchaser shall evaluate the technical proposal under **PPRA Rule # 32** and in a manner prescribed in this document, without reference to the price and reject any proposal which does not conform to the specified requirements/specification as listed in said sections. During the technical evaluation no amendments in the technical proposal shall be permitted.
- 2.6.5. The financial proposals of technically qualified bidders shall be opened publicly at a time, and venue announced and communicated to the bidders on telephonically/e-mail.
- 2.6.6. After the evaluation and approval of the technical proposals the procuring agency, shall at a time within the bid validity period, publicly open the financial proposals of the technically accepted and qualified bids only. The financial proposal found technically non-responsive shall be returned un-opened to the respective bidders.

Scope of Work, Terms & Conditions of the Tender

3. Definitions

- 3.1. "Purchaser" means the procuring agency i.e. University of Engineering and Technology (UET), Lahore.
- 3.2. "Bidder/Tenderer" means the Firm/Company/Supplier/Distributor that may provide or provides the Goods and related services to any of the public sector organization under the contract and have registered for the relevant business thereof.
- 3.3. "Contract" means the agreement entered into between the Purchaser and the Contractor, in form of Supply Order or as recorded in the Contract Form signed by the parties, including all Schedules and Attachments there to and all documents incorporated by reference there in.
- 3.4. "Contractor/The Successful Bidder" means the person whose Tender has been accepted and awarded to issuance of supply/purchase order by the Purchaser.
- 3.5. "Contract Value" means that portion of the Contract Price adjusted to give effect to such additions or deductions as are provided for in the Contract which is properly apportionable to the Goods or Services in question.
- 3.6. "Goods" means items/equipment and/or other materials which the Contractor is required to supply to the Purchaser under the Contract.
- 3.7. "Services" means all necessary obligations which the Contractor is required to provide to the Purchaser under the Contract.
- 3.8. "PPRA" means Punjab Procurement Regulatory Authority.

4. Tender Eligibility

Invitation to submission of sealed bids/ proposals is open to bidders who meet following minimum conditions: -Eligible Bidder/Tenderer is one who:

- 4.1. has valid registration certificates of FBR;
- 4.2. is an active Income Tax Payer;
- 4.3. has got the experience in supply of relevant items;
- 4.4. conforms to the clause of "Responsiveness of Bid" given in this tender document;
- 4.5. Has not been blacklisted.

5. Examination of the Tender Document

The Bidder/Tenderer is expected to examine the Tender Document, including all terms and conditions.

6. Amendment of the Tender Document

- 6.1. The issuance of bidding documents authority at any stage prior to the deadline for submission of the Tender/bid, at its own initiative or in response to a clarification requested by the Bidder(s), amend the Tender Document, on any account, for any reason. All amendment(s) shall be part of the Tender Document and binding on the Bidder(s).
- 6.2. The Purchaser shall notify the amendment(s) in writing to the prospective Tenderers/Bidders.
- 6.3. The Purchaser may, at its exclusive discretion, amend the Tender Document to extend the deadline for the submission of the Tender, in which case all rights and obligations of the Purchaser and the Tenderers previously subject to the deadline shall thereafter be subject to the deadline as extended.

7. Bid Currency

Bidder should quote price in **Pak Rupees only** and payments shall also be made in Pakistan Rupees only.

8. Validity Period of the Bid

- 8.1. Validity period of the bids shall be **60 days**.
- 8.2. In exceptional circumstances, the Committee may ask the Bidders for an extension of the period of validity. The request and the responses shall be made in writing. A bidder accepting the request will not be required nor permitted to modify its tender.

9. Bid Security

- 9.1. Bidder will submit Bid Security drawn in the name of **Treasurer, University of Engineering and Technology, Lahore** detail given below:

Item Name	Estimated Cost	Bid Security
Consumables	Rs. 1,360,000	Rs. 27,200/-

- 9.2. Cheque or Cross Cheque shall not be accepted at all.
- 9.3. Amount submitted as Bid Security shall be refunded to unsuccessful bidders after decision for award of said tender.
- 9.4. Subject to the award of contract, the Bid Security in form of CDR, Demand Draft, and Pay Order shall be returned to successful bidder against submission of Performance Guarantee.
- 9.5. If the Bid Security is found less than the required amount, then the bid will be rejected irrespective of the rates and the stage of the bid process.
- 9.6. The Bid Security may be forfeited if a Bidder:
 - a) Refuses to acceptance of supply/purchase order; or
 - b) Refuses to sign the contract within due date; or
 - c) Fails to furnish Performance Security.

10. Bid Preparation and Submission

- 10.1. The Tender shall be filed in / accompanied by the prescribed Forms, Annexes, Schedules, Documents which shall be completely filled in, stamped and signed by the Tenderer or his Authorized Representative. In case of copies, photocopies may be attested.
- 10.2. Bids/Tenders should be submitted in two parts (1) **Technical Proposal** and (2) **Financial Proposal**. Technical Proposal and Financial Proposal shall be submitted in separate covers.
- 10.3. Technical Proposal

The Technical Proposal will enable the Purchase/Technical Committee to evaluate whether the bidder is technically competent and capable of executing the order and the specifications offered by the bidder meet the ones given in the Tender/Bid Documents. Only those bids which qualify in the technical stage will be eligible for the Financial Proposal opening. The Financial Proposals of bidders who failed in the Technical stage will not be opened.
- 10.4. The Technical Proposal form as given in the Bid/Tender Document shall be filled, signed and stamped in all pages. The Purchase Committee will not be responsible for the errors committed in the bids by the bidders.
- 10.5. The Technical Proposal should not strictly contain any Price/Cost indications as such otherwise the bids will be summarily rejected.

- 10.6. The Bidder should quote only one brand/model/make of each item.
- 10.7. **Detail and Order of Documents to be furnished with the Technical proposal (Envelope A):**
 The documents attached with the Technical Bid must be signed and stamped by the Authorized Representative of the Bidder. The documents attached must be numbered and attached in the following order:
- 10.7.1. Covering letter (*Annexure-A*) duly signed and stamped by authorized representative along with copy of Bid Security.
 - 10.7.2. Copy of Income Tax Registration Certificate (*Annexure-B*).
 - 10.7.3. Copy of Sales Tax Registration Certificate (*Annexure-C*).
 - 10.7.4. Detailed specification of items (*Annexure-D*).
 - 10.7.5. At least two relevant Supply Orders/Contracts received in last three years (*Annexure-E*).
 - 10.7.6. Affidavit/Undertaking on Stamp Paper (*Annexure-F*).

11. **Financial Proposal**

- 11.1. The Financial Proposal of the bidder shall also include the price break up of taxes/duties. All taxes/duties as applicable shall be responsibility of the bidders.
- 11.2. Cost quoted by bidder shall be kept firm and unchanged for a period specified in Bid/Tender Documents from the date of opening of the bids. The bidder shall keep price firm/unchanged during the period of Contract including during the period of extension of time if any.
- 11.3. The quoted price will be inclusive of all taxes, duties, levies, insurance, freight (transportation charges), etc.
- 11.4. The Bid is liable for rejection if Financial Proposal contains conditional offer.
- 11.5. **Details to be furnished with Financial Proposal (Envelope B)**
 - 11.5.1. Financial Proposal Covering Letter (**Annexure G**).
 - 11.5.2. Financial Proposal Form duly filled, signed and stamped by the Bidder (**Annexure H**).
 - 11.5.3. Bid Security
- 11.6. **Sealing the Bid**
 - 11.6.1. The Technical Proposal shall be placed in a separate cover (**Envelope-A**) and sealed appropriately. The Technical Proposal cover shall be marked as “**Technical Proposal for Purchase of Equipment**” – Bid Ref.: due on: _
 The “FROM” address and “TO” address shall be written without fail.
 - 11.6.2. The Financial Proposal (**Envelope-B**) shall contain rates of item quoted by the bidder. The Financial Proposal cover shall be marked as “**Financial Proposal for Purchase of Equipment**” – Bid Ref.: due on: _The “FROM” address and “TO” address shall be written without fail.
 - 11.6.3. **Out Cover:** The Technical Proposal cover (Envelope-A) and Financial Proposal cover (Envelope B) shall then be put in a single outer envelope and sealed. The outer cover shall be marked as “**Bid for Purchase of Equipment**” –Bid Ref.: due on ____. The “FROM” address and “TO” address shall be written without fail.
- 11.7. **Mode of Submission of Bids**
 - 11.7.1. The Bid should be addressed to “Convener, Central Procurement Cell”.
 - 11.7.2. The Bids received after Due Date and Time or Unsealed or incomplete or submitted by Fax or Email will be summarily rejected.

12. Bid Opening

12.1. Technical Proposal Opening

The bid's outer cover and Technical Proposal cover will be opened by the Central Procurement Cell on the date and time as specified in the Tender Notice/Bid Data Sheet. The bids will be opened in the presence of the bidders who choose to be present. A maximum of two representatives for each bidder would be allowed to attend the Bid Opening.

12.2. Suppression of facts and misleading information

12.2.1. During the bid evaluation, if any suppression or misrepresentation of information is brought to the notice of the Committee, the Committee shall have the right to reject the Bid and if it happens so after selection of the Bidder, the Committee may terminate the Contract or award of the Contract or further processing of the Bid as the case may be and that will be Without Any Compensation to the Bidder and the Bid Security/Performance Guarantee, as the case may be, shall be forfeited.

12.2.2. It is the Bidder's responsibility to prove the Bidder's requisite qualification, experience and capacity to undertake the project to the entire satisfaction of the Purchase Committee failing which the Bid may be rejected.

13. Determination of Responsiveness of the Bid

13.1. The Purchaser shall determine the substantial responsiveness of the Tender to the Tender Document, prior to the Tender evaluation, on the basis of the contents of the Tender itself without recourse to extrinsic evidence. A substantially responsive Bid is one which:

- 13.1.1.** meets eligibility criteria for the Bidder / the Goods / the Services;
- 13.1.2.** meets all the mandatory requirements of the evaluation criteria;
- 13.1.3.** meets the Technical Specifications for the Goods / the Services;
- 13.1.4.** meets the delivery period / point for the Goods / the Services;
- 13.1.5.** is accompanied by the required Bid Security;
- 13.1.6.** is otherwise complete and generally in order;
- 13.1.7.** conforms to all terms and conditions of the Tender Document, without material deviation or reservation;
- 13.1.8.** which offers one Brand / Model / Make for each item (which does not contain any option).

13.2. A material deviation or reservation is one which affects the scope, quality or performance of the Goods or limits the Purchaser's rights or the Bidder's obligations under the Contract.

13.3. The Tender determined as not substantially responsive shall not subsequently be made responsive by the Tenderer by correction or withdrawal of the material deviation or reservation. However, the Purchaser may waive off any minor non-conformity or inconsistency or informality or irregularity in the Tender.

14. Technical Evaluation Criteria

The Bidders who have duly complied with the Eligibility/Qualification and Evaluation will be eligible for further processing.

The Bids which do not conform to Technical Specifications or Bid conditions or Bids from Bidders without adequate capabilities for supply and maintenance / warranty services will be rejected.

The Eligible/Technically Qualified Bidders will be considered for further evaluation.

Under PPRA Rules # 31, Technical Bids will be evaluated on the basis of following criteria and Financial Bids of only those bidders will be opened who have fulfilled the criteria:

Evaluation Criteria			Requirement
Tax Registration Certificates			Mandatory
Conformance to generalized specification of items given in Schedule of Requirement			Mandatory
At least two relevant Supply Orders/Contracts received in last three years			Mandatory
Affidavit / Bidder's Undertaking on stamp paper			Mandatory
Sr. No.	Item Name and Description	Marks	Maximum Marks
1	Past Performance/ Experience of the Bidder (Reg. with GST/NTN)	--	10
1.1	1 - 3 year experience	2	--
1.2	4 - 8 year experience	4	--
1.3	9 - 15 year experience	6	--
1.4	Above 15	10	--
2	Relevant Experience	--	10
2.1	1 - 5 year experience	3	--
2.2	6 - 10 year experience	6	--
2.3	11 & above year experience	10	--
3	Financial Position / Status	--	10
3.1	Last sales tax paid Form	4	--
3.2	Bank Certificate (satisfactory)	2	--
3.3	Statement Worth (Min five million)	4	--
4	Technical Evaluation of quoted items	--	70
4.1	Specifications as per Schedule Requirements (or samples)	50	
4.2	Delivery schedule as per need	5	
4.3	List of clients / where such items delivered	10	
	2 - 3 Clients	04	
	4 - 6 Clients	06	
4.4	Guarantee / Warranty (Three Months)	05	
TOTAL		--	100

The bidder must provide Verifiable documentary proof against all the mandatory requirement along with the Technical Proposal and no document will be received or considered after opening of the Technical Proposal.

Conformance to the required specification of items given in Schedule of Requirement will be evaluated by the Technical Evaluation Committee. The Qualifying marks are seventy (70).

The supplier will bear all costs associated with the preparation and delivery.

15. Financial Proposal Evaluation

- 15.1.** Technically qualified/successful bidder(s)/Tenderer(s) shall be called for opening of the Financial Proposal(s). The Financial Proposals will be opened in the presence of the Bidders at the time and venue indicated by the Purchaser accordingly. The technically Eligible/Successful Bidder(s)/Tenderer(s) or their authorized representatives against each item shall be allowed to take part in the Financial Proposal(s) opening against their relevant item.
- 15.2.** Financial Proposal evaluation will be conducted under the Punjab Procurement Rules, 2014. The Price evaluation will include all duties, taxes and expenses etc. In case of any exemption of duties and taxes made by the Government in favor of the Purchaser, the contractor shall be bound to adjust the same in the Financial Proposal.
- 15.3.** Financial proposal will be evaluated on the basis of One person One Bid in terms of Rule 36A (PPRA Rules 2014). No serial # or item name will be changed in the financial

proposal. The bidder will quote per unit rate with GST and Total amount with GST as per given serial number/item name in the bidding documents. The bidder will follow the bidding documents in letter and spirit.

16. Rejection and Acceptance of the Tender/Bid

- 16.1.** The Purchaser shall have the right, at his exclusive discretion, to increase / decrease the quantity of any or all item(s), under PPRA Rules 2014 without any change in unit prices or other terms and conditions, accept a Tender, reject any or all tender(s), cancel / annul the Tendering process at any time prior to award of Contract, without assigning any reason or any obligation to inform the Tenderer of the grounds for the Purchaser's action, and without thereby incurring any liability to the Tenderer and the decision of the Purchaser shall be final.
- 16.2.** Parties shall mutually settle disputes related to this contract. If attempts do not yield any results within a period of 15 days, The Vice Chancellor shall be the competent authority to resolve dispute(s) related to this contract and his decision shall be final.
- 16.3. The Tender / bid shall be rejected if:**
- 17.3.1 It is substantially non-responsive; or
 - 17.3.2 The bidder does not meet any of the mandatory criteria mentioned in Clause No. 15; or
 - 17.3.3 It does not contain the documentary proof against any of the mandatory criteria mentioned in Clause No. 15; or
 - 17.3.4 **The bid is incomplete, conditional, alternative, late; or**
 - 17.3.5 the bidder does not attach Bid Security in Shape of Demand Draft, Pay Order, CDR; or
 - 17.3.6 the bid security is not attached or it is less than the required amount; or
 - 17.3.7 the Bidder submits more than one Bids against one Tender; or
 - 17.3.8 the Bidder tries to influence the Purchase Committee / Contract award; or
 - 17.3.9 the Bidder engages in corrupt/fraudulent practices in competing for Contract award; or
 - 17.3.10 there is any discrepancy between bidding documents and bidder's proposal i.e. any non-conformity or inconsistency or informality or irregularity in the submitted bid; or
 - 17.3.11 the Bidder submits any financial conditions as part of its bid which are not in conformity with tender document.

17. Contacting the Procuring Agency

- 17.1.** No Bidder shall contact the Committee on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded.
- 17.2.** Any effort by a Bidder to influence the Procuring Agency 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.

18. Announcement of Evaluation Report

- 19.1** The Procuring Agency shall announce the results of bid evaluation in the form of a report giving justification for acceptance or rejection of bids at least ten days prior to the award of Contract. The report shall be made available on PPRA website and all the bidders shall be informed of this.

19. Award of Contract

The Tender will be awarded to the Lowest Evaluated Bidder(s) (item wise) who have been declared Technically Qualified.

20. Issuance of Supply Order or Signing the Contract

- 20.1.** The Committee shall issue Supply Order and sign a Contract with the Successful Bidder with a week.
- 20.2.** The Successful Bidder will provide the **stamp paper of 0.25% of total order value** for Signing the Contract / Agreement.
- 20.3.** The procuring agency may increase or decrease quantity in supply order subject to provision of budget in the relevant head.

21. Payment of Performance Guarantee (PG)

The Successful Bidder(s) will be required to remit the Performance Guarantee equivalent to 10% of the value of the contract price. The PG should be paid by way of Cash Deposit Receipt (CDR), Pay Order, Demand Draft drawn in favor of “Treasurer University of Engineering & Technology, Lahore”.

The Performance Guarantee will be forfeited if the Successful Bidder withdraws the Bid during the period of Bid validity specified in the Bid Documents or if the Bidder(s) fails to sign the contract / supply of goods / claim will not be recovered.

22. Redressal of Grievances by the Procuring Agency

- 22.1.** Any bidder feeling aggrieved by any act of the procuring agency after the submission of his bid may lodge a written complaint concerning his grievances not later than 10 days after the announcement of the bid evaluation report.
- 22.2.** The committee shall investigate and decide upon the complaint within fifteen days of the receipt of the complaint.
- 22.3.** Mere fact of lodging of a complaint shall not warrant suspension of the procurement process.
- 22.4.** Any bidder not satisfied with the decision of the committee of the procuring agency may lodge an appeal in the relevant court of jurisdiction.

General Conditions of Contract / Supply Order

23. Delivery of Items

- 23.1. The Supplier will be responsible for delivery of **Consumables** at Department of Polymer and Process Engineering, UET Lahore.
- 23.2. Delivery Period will be **Thirty (30) days** counted *after issuance of Supply / Purchase Order* extendable under the special circumstances subject to approval of the competent authority.
- 23.3. After delivery of items, the Bidder must get the items inspected at UET, Lahore.
- 23.4. The supplier will bear all costs associated with the preparation, delivery and installation of the Items and the Purchaser will in no case be responsible or liable for those costs. The supplier will make such arrangements to ensure safe delivery of goods. Any damage sustained during transportation / delivery will be rectified by the supplier at his cost.
- 23.5. The bidder / supplier is bound to provide the items as per specifications. The bidder / supplier will change the items if inspection committee reject it.

24. Liquidated Damages

- 24.1. When supplier fails to deliver or install goods or both within time period specified in contract, the Committee may, without prejudice to any other remedy it may have under the contract, deduct from contract price, as liquidated damages, a sum equivalent to 0.50% of price of delayed goods per day of delay, maximum up to 10% of the price of total value of contract.
- 24.2. The Successful Bidder will be responsible to provide the delivery, Delivery Challan and Bill within the delivery period in order to avoid Late Delivery Charges.

25. Inspection and Tests

- 25.1. The Technical Committee will also act as Inspection Committee.
- 25.2. The Inspection Committee shall inspect and test the Goods supplied, the Services provided, under the Contract/Supply Order, to verify their conformity to the Technical Specifications.
- 25.3. Inspection will be done at Department of Polymer and Process Engineering, University of Engineering and Technology, Lahore.
- 25.4. Inspection Committee shall verify the authenticity/quality of items.
- 25.5. After the inspection or test if the Inspection Committee is of the opinion that items do not conform to the specification and the criteria mentioned above, the Inspection Committee may reject them, and the supplier shall either replace the rejected goods or make all alterations necessary to meet the requirements of the specifications free of cost to UET, Lahore.

26. Release of Performance Guarantee (PG)

The Performance Guarantee will be refunded to the Successful Bidder(s) after three months of completion of delivery or completion of all procurement along with warranty/guaranty subject to approval of the procuring agency or case to case will be decided by the competent authority.

27. Contract Amendment

- a. The Purchaser may, at any time, by written notice served on the Contractor, alter, amend, omit, increase, decrease or otherwise change the nature, quality, quantity and scope, of all / any of the Goods, in whole or in part.
- b. No variation in or modification in the Contract shall be made, except by written amendment signed by both the Purchaser and the Contractor.

28. Termination for Default

The Committee may, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the tenderer, terminate this Contract in whole or in part if:

- a. the bidder fails to provide services within the period(s) specified in the Contract, or within any extension thereof granted by the Procuring entity.
- b. the successful bidder fails to deliver goods and services as per its technical specifications offered in the bid
- c. the successful bidder fails to perform any other obligation(s) under the Contract.
- d. the bidder, in the judgment of the Committee has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

29. Blacklisting

If the Contractor fails / delays in performance of any of the obligations, under the Contract/issuance of supply/purchase order , violates any of the provisions of the Contract/ issuance of supply/purchase order, commits breach of any of the terms and conditions of the Contract/ issuance of supply/purchase order or found to have engaged in corrupt or fraudulent practices in competing for the award of contract/ issuance of supply/purchase order or during the execution of the contract/ issuance of supply/purchase order, the Purchaser may without prejudice to any other right of action / remedy it may have, blacklist the Contractor, either indefinitely or for a stated period, for future tenders in public sector, as per mechanism provided in Punjab Procurement Rules, 2014.

30. Force Majeure

Majeure means an act of nature or an event beyond control of the Supplier and not involving the Supplier's fault or negligence directly or indirectly purporting to mis-planning, mismanagement and /or lack of ore sight to handle the situation. Such events may include but are not restricted to acts of the Procuring Agency in its sovereign capacity, wars or evolutions, fires, floods, earthquakes, strikes, epidemics, quarantine restrictions and freight embargoes. If a Force Majeure situation arises, the Suppliers shall promptly notify the Procuring Agency in writing with sufficient and valid evidence of such condition and the cause there of the Committee constituted for Redressal of Grievances, shall examine the pros and cons of the case and all reasonable alternative means for completion of purchase order under the Contract and shall submit its recommendations to the Vice-Chancellor. However, unless otherwise directed by the Procuring Agency in writing, the Supplier shall continue toper form its obligations under the Contract as far as is reasonably practical and shall seek reasonable alternative means for performance not prevented by the Force Majeure event.

31. Termination for Insolvency

The Committee may at any time terminate the Contract by giving written notice of 30 days' time to the Supplier if the Supplier becomes bankrupt or otherwise insolvent. In this event, termination shall be without compensation to the Supplier, provided that such termination shall not prejudice or affect any right of action or remedy which has accrued or shall accrue thereafter to the Parties.

32. Forfeiture of Performance Security

If the Contractor fails / delays in performance of any of the obligations, under the Contract / violates any of the provisions of the Contract / commits breach of any of the terms and conditions of the Contract / Acceptance of Supply/Purchase Order, without prejudice to any other right of action / remedy it may have, forfeit Performance Security of the Contractor.

Failure to supply required items/services within the specified time period will invoke penalty as specified in this document.

33. Payment

33.1. Payment will be made after withholding applicable taxes to the Successful Bidder after delivery and installation of goods and on receipt of the following documents:

- i. Delivery Challan.
- ii. Original Bill/Invoice.
- iii. General Sales Tax Invoice
- iv. Inspection/Completion report (*Satisfactory*)

33.2. Payment will be made on availability of funds, if delayed due to any reason, no extra interest/mark up will be accepted or paid.

33.3. Part/advance payment is not allowed in any case.

34. Specification of Requirements

Bids would only be accepted from the supplier(s) willing to provide all the required items; no bid would be accepted offering supply of partial components of the “Consumables”.

Sr. #	Item	Specifications	Supply Units	Quantity
1	Polysulfone	Grade: membrane/extrusion/film	25kg Bag	03 No.
2	Cellulose acetate	Grade: membrane/extrusion/film	25kg Bag	01 No.
3	Polyimide	Grade: membrane/extrusion/film	25kg Bag	01 No.
4	Polydimethylsiloxane	Grade: membrane/latex	25kg Bag	01 No.
5	N,N' dimethyl formamide	Minimum purity: 99.9%	200L Drum	02 No.
6	n-hexane	Minimum purity: 98%	30L Can	01 No.
7	m-phenylenediamine	Minimum purity: 99%	2.5kgm Packing	01 No.
8	1,3,5-benzenetricarbonyl tri-chloride	Minimum purity: 98%	100gm Packing	01 No.
9	Non-woven polyester/polypropylene fabric	Minimum porosity: 40%; Minimum tensile strength: 40 Mpa	Roll (Width: 1ft; Length: 1km)	10 No.
10	Feed spacer	Thickness: ~0.014in; Mesh size: ~0.02in×0.02in	Roll (Width: 1ft; Length: 200m)	02 No.
11	Permeate spacer	Thickness: ~0.006in; Mesh size: ~0.01in×0.01in	Roll (Width: 1ft; Length: 100m)	01 No.
12	Polyurethane/Silicon Adhesive	Flexible, resistance to high temperatures and chemicals	5L Bottle	02 No.
13	Teflon tape (single-sided adhesive)	Good adhesion, high holding power, waterproof, acid resistant	Roll (Width: 1ft; Length: 100m)	01 No.
14	Spiral-wound module casing	Fitted with all accessories (O-rings, sealing kits, outer connections etc.)	Shell dia: ~2-4inch, length: ~10-12inch	10 No.
15	Fiber-reinforced flute	Perforated tube with 5-8 holes of ~5mm dia	Tube dia: ~½inch, length: ~10-12inch	10 No.

Annexure- A **Technical Proposal Covering Letter**

To

The Convener,
Central Procurement Cell,
University of Engineering and Technology, Lahore.

Dear Sir,

We are hereby submitting our Proposal, which includes the Technical Proposal and the Financial Proposal sealed in two separate envelopes. We have attached the **Technical Bid Form, Check List, Detailed Specifications** and the required **supporting documents** along with our Technical Bid.

Yours sincerely,

Authorized Signature

(In full and initials)

Name and Designation of Signatory Name of Firm Address

Annexure- B Check List

The bidder must attach this list along with the Bid.

1.1. Packing of the Bid

S#	Description	YES/NO
1	Whether the Bid is submitted in Two Envelopes	
2	Technical Proposal	<i>Envelope A</i>
3	Financial Proposal	<i>Envelope B</i>
4	Whether both Technical and Financial Proposals are put into another Outer Envelope	

1.2. SUBMISSION AND ARRANGEMENT OF SUPPORTING DOCUMENTS

The Bidder must provide all the Supporting Documents, number all the pages of supporting documents, provide the page information and arrange the documents in the following order.

Envelope A: Enclosures of Technical Proposal		Attached YES/NO	Page #
1	Covering Letter		
2	Copy of Bid Security		
3	Copy of Income Tax Registration Certificate		
4	Copy of Sales Tax Registration Certificate		
5	Affidavit/Undertaking on the Stamp Paper		
6	Specifications of quoted items on the Letter Head of the bidder		
7	Two Supply Orders for supply of relevant items received in the past		
8	The specified catalogues / brochures of items quoted by the bidder		
Note: All the above documents and any other supporting document must be numbered and page number must be mentioned in the column specified for the purpose.			
Total Number of pages attached with the Technical Bid		_____ Pages	
8	Tender Document duly signed and stamped each page by the bidder must be attached at the end of the Technical Bid but numbering is not required for this document.		

Envelope B: Enclosures of Financial Proposal		Attached YES/No	Page #
1	Financial Proposal Form duly filled, signed and stamped by the bidder		
2	Price Schedule Form duly filled, signed and stamped by the bidder		
3	Bid Security in shape of Bank Draft, Pay Order or CDR.		

Annexure- C Bid Form

A) Profile of the Bidder:

Sr. #	Particulars	BIDDER
1	Name of the Company	
2	Year of Incorporation	
3	Registered Office	
	Address	
	Office Telephone Number	
	Fax Number	
4	Contact Person	
	Name of Authorized	
	Representative Personal Telephone	
	Number Email Address	
5	Registration Detail	
	NTN Registration Number	
	GST Registration Number	

B) Bid Security (Please do not mention amount of CDR)

Sr. #	Particulars	Please Furnish Details
1	Name of the Bank	
2	Instrument Number and Date	

Annexure- D AFFIDAVIT/BIDDER'S UNDERTAKING ON THE STAMP PAPER

Ref: **Tender No.:** _____

1. We have examined the Tender/Bid Document and we undertake to meet the requirements regarding supply of Items, warranty and services as required and are prescribed in the Tender Document.
2. It is certified that the information furnished here in and as per the document submitted is true and correct and nothing has been concealed or tampered with.
3. We have read the provisions of Tender/Bid Document and confirm that these are acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in our response shall not be given effect to.
4. We agree to unconditionally accept all the terms and conditions set out in the Tender/Bid Document
5. We undertake, if our Bid is accepted, to supply the items within the delivery period mentioned in the Tender Document.
6. We understand that no document regarding evaluation criteria will be accepted after opening of the Technical Bids and we are bound to provide all the documentary proofs regarding evaluation criteria or any other supporting document at the time of opening of Technical Bids.
7. We agree that the University Liveries Committee is not bound to accept the lowest or any of the bids received. We also agree that the Committee reserves the right in absolute sense to reject all the products/ services specified in the Bid Response without assigning any reason whatsoever under PPRA Rules 2014.
8. We also declare that our Company/Organization is not blacklisted by any of the Federal or Provincial Government etc.

[Name and Signatures of authorized Person along with stamp]

Annexure- E

Financial Proposal Form

(to be attached with Financial Proposal)

To

The Convener,
Central Procurement Cell,
University of Engineering and Technology, Lahore.

Dear Sir,

With Reference to your Tender No. _____ dated: _____ of procurement of Consumables.

Please find attached our Financial Proposal for the sum of Rs. _____ (Rupees: _____). This amount is inclusive of all government applicable taxes.

We have attached the Bid Security of amount Rs. _____/- (Rupees: _____ only) against item No. 1, 2, 3 having CDR, Demand Draft, Pay Order No. along with our Financial Bid.

Yours sincerely,

Authorized Signature

Annexure- F Price Schedule

(Please attach this page along with Financial Bid or quote rates on the Letter Head of the Bidder)

Sr. #	Name of Item	Specifications	Qty.	Unit Price including Taxes	Total Price Including Taxes
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					