



MECHANICAL, MECHATRONICS & MANUFACTURING
ENGINEERING DEPARTMENT
UNIVERSITY OF ENGINEERING & TECHNOLOGY LAHORE
KSK CAMPUS

REQUEST FOR PROPOSAL (F.O.R BASIS)

Sealed Tenders, on single stage, two envelope basis (TECHNICAL & FINANCIAL PROPOSAL), are invited from the Authorized Dealers, Manufacturers and Suppliers for the supply of equipment for Mechanical, Mechatronics and Manufacturing Engineering Department of University of Engineering and Technology Lahore, Kala Shah Kaku Campus in accordance with the specifications attached with the Tender document. Earnest money 2% of total estimated approved cost i.e. Rs.4,40,000/- (Rs.8,800/-) as per tender list shall be attached in the shape of CDR in the name of the Treasurer University of Engineering and Technology Lahore.

Detailed specifications of the equipment and other Terms & Conditions are given in the Tender Document.

The Tender Document can be obtained on the same day of publishing of Tender on PPRA Website from the Office of the Chairman of the Department of Mechanical, Mechatronics and Manufacturing Engineering, KSK Campus during the office hours (08:30 a.m. to 03:30 p.m.) on production of receipt of Rs.500/- (Non Refundable) deposited in the University Main Account No.553-3 at Habib Bank Ltd., Engineering University Branch, Lahore or Habib Bank Ltd. UET Booth at KSK Campus. Copy of the Bidding Documents is available for information and can also be downloaded from the websites www.uet.edu.pk or www.ppra.punjab.gov.pk. In case the bidding documents are downloaded from websites, the required cost of the bidding documents shall be paid/deposited in UET Account No. 553-33 with HBL, Engineering University Branch Lahore at the time of submission of bids.

The tender will be received by hand till 25.03.2019 (10:00 a.m.) and will be opened on same date at 10:30 a.m. in the presence of available bidders/representatives in the Conference Hall adjacent to Vice Chancellor Office before Central Procurement Cell, UET, Lahore.

The firms registered under GST and of good repute are eligible to participate.

No telephonic/telegraphic/email/faxed tenders are acceptable.

Procurement shall be governed by the PPRA Punjab Rules-2014.

Dr. Shahid Imran
Chairman

UNIVERSITY OF ENGINEERING & TECHNOLOGY

KSK CAMPUS LAHORE



TENDER DOCUMENT

**FOR THE PURCHASE OF EQUIPMENT
ON F.O.R BASE**

for

**Mechanical, Mechatronics & Manufacturing
Engineering Department
KSK Campus**

Contract Ph: 042-37951906, 042-37951907

MECHANICAL, MECHATRONICS & MANUFACTURING **ENGINEERING DEPARTMENT**

UNIVERSITY OF ENGINEERING & TECHNOLOGY, KSK CAMPUS, LAHORE

TERMS & CONDITIONS / INSTRUCTIONS FOR BIDDERS **OF** **EQUIPMENT**

1. Single stage/two envelope bidding procedure shall be applied in response. The envelopes shall be marked as “TECHNICAL PROPOSAL” and “FINANCIAL PROPOSAL”. The financial proposal of bids found technically non-responsive shall be returned unopened to the respective bidders. Technically responsive bidders shall be informed and their financial bids shall be opened in the next Central Procurement Cell (CPC) meeting after informing the technically responsive bidders.
2. Responding organizations shall deliver sealed proposal of the “TECHNICAL & FINANCIAL PROPOSALS” before or on **25th March, 2019** at **10:00 a.m.**
3. The Proposals will not be accepted after the due date & time proposal shall be delivered at the address given below before time. The TECHNICAL PROPOSALS shall be opened on the same day at **10:30 a.m.** in the presence of bidders or the representatives of the responding organizations.
4. Bidders are advised not to quote different options (only one option is to be quoted). Received bid with different options shall not be entertained.
5. Price should be mentioned on **FOR basis.**
6. The prices, including all taxes, should be quoted item-wise in Pakistani Rupees so as to reach the premises of the University of Engineering & Technology (KSK Campus) Lahore.
7. Offers should be valid for 90 working days from the date of opening of the Tender.
8. Delivery period will be three (03) months from the date of placement of order. Earlier delivery will also be acceptable.
9. Bidders must submit their tender duly signed, clearly indicating the offered specifications of each item, specified in the Tender Document.
10. Offers must be supported with comprehensive sectioned literary of the materials / good offered.
11. The University reserves the right, at the time of placing the order, to increase or decrease the quantity of items.
12. (a) Bids must be accompanied by **2% of total estimated approved cost i.e. Rs.4,40,000/- (Rs.8,800/-) as Earnest Money in the shape of CDR** in the name of Treasurer, University of Engineering and Technology, Lahore without which bids will not be entertained. Bank Guarantee is not acceptable.

(b) The successful bidder will arrange **two stamp paper @0.25% on total value** of issuance of Purchase Order.

13. If the successful bidder fails to supply the equipment within stipulated period, their Earnest Money shall be forfeited.
14. The equipment must be in accordance with the offered specifications.
15. Bidders must attach attested photocopy of their N.T.N. and G.S.T. Number, Professional Tax Certificate.
16. The successful bidder(s) shall get the equipment inspected at their premises workshop before its dispatch to the UET KSK Campus.
17. Part / advance payment is not allowed.
18. 10% security of total value of Purchase order/bill shall be deducted at the time of bill process. The deducted amount as security will be returned after successful completion of Defect Liability / Warranty Period, after repairing the defects in the equipment / replacement found during the warranty period.
19. In case of failure on the part of supplier to supply the equipment as per specifications quantity or within the stipulated time without getting extension, penalty upto 10% of the supply order per month will be imposed on the supplier by the Head of Department.
20. Payment will be made on availability of funds, if delayed due to any reason; no extra interest / mark-up will be accepted or paid.
21. Deduction of Income Tax and other taxes of any kind will be deducted at the source according to Governments prevailing rules.
22. Sale price of the tender document is **Rs.500/- (Non-Refundable) &** also fill the supplier data form and attached with **Technical Proposal**. The details specifications of the required equipment are given in the subsequent pages.
23. **After Sale service** and supply of spare parts must be **guaranteed for a period of one year.**
24. The original Request for Proposal documents duly signed and officially sealed by the bidder must be submitted in whole with the proposals. Any conditional, ambiguous, incomplete, supplementary or revised offer after the opening of tender shall not be entertained.
25. 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 & stamped. Offer with any overwriting/use of Blanco shall not be accepted in any circumstances.
26. The Departmental Inspection Committee, will get the equipment inspected at Mechanical Engineering Department, KSK Campus, UET Lahore and will have the right to reject the equipment if not found according to the stated specifications.
27. In case any supply / material is found not in conformity with the specifications provided in the tender, either on account of inferior quality, defective workmanship, faulty design, faulty packing or is short supplied, or wrongly supplied, the supplier shall replace the same free of charges.

28. The bidders are required to submit the company profile including Technical, engineering, managerial capabilities after sale service and past experience / performance along with their technical bid and also list of reference installation in Pakistan for similar equipment.

29. Procurement shall be governed by the PPRA Punjab Rules-2014.



Dr. Shahid Imran
Chairman

Detailed Specifications of the Tendered Equipment

Sr. No.	Item Name & Specifications	Quantity	Estimated Price (Rs.)
1.	Analytical Balance		01 4,40,000/-
	Weighting Capacity	82 gm	
	Minimum display:	0.01 mg	
	Pan size (mm):	Ø 80 approx.	
	Extra feature:	Overload protection with UniBlock Technology	
	Calibration:	Automatic calibration with internal calibration weight after preset time or with change in room temperature	
	Data Acquisition	Windows direct communication function, send balance data to excel without any data software with RS232C interface.	
Operating voltage	220 volts		

SUPPLIER DATA FORM

Sr. No.	Particulars	
1.	Name of Supplier	
2.	Office Address	
3.	Phone No. Email Fax No.	
4.	Address of Brand (if any)	
5.	Location of Factory	
6.	Name of Foreign Indigenous manufactures whose agencies are held by the applicant	
7.	Name of Proprietor	
	Attested copies of the agency dealer / agents	
8.	Name of Managing Director	
9.	Name of Authorized Person Contract No.	
10.	Company Partnership or Limited	
11.	Total space of occupied the factory	
12.	Detail of Machine Installed	
13.	List of Engineers	
14.	Management Supervisors	
15.	No. of Employees Operating	
16.	Total covered accommodation	
17.	Approval rated capacity of the factory (with value) for the items approved	
18.	Sales the during previous year (with value) of the items applied for	
19.	Whether Registered under Factory Act (attach photocopy)	

20.	Sanction obtain from Small Industries Corp (attach photocopy) and following Registration Certificate attached. Sales Tax Income Tax Professional Tax Export Promotion Bureau	
21.	Bank Reference Name and Full Address	

Seal Stamp

Signature of Managing Director
Organized
Cell No.
Designation