

TENDER DOCUMENT

**Supply and Installation of Laboratory Equipment under the NRPU Project
No. 20-16388 (Specifications/Details of items are in the Bidding Document)**



Government College University Faisalabad

Please carefully read this tender document and sign & stamp each page.



GOVERNMENT COLLEGE UNIVERSITY FAISALABAD

TENDER DOCUMENT NO. Env/01/24

SUPPLY AND INSTALLATION OF LABORATORY EQUIPMENT UNDER THE NRPU PROJECT NO. 16388

Purchase Price: Rs.1000/-

1. INVITATION TO THE BID

Sealed Tenders are invited from the well-reputed firms/suppliers, who are registered with Sales Tax and Income Tax Department as Active Taxpayer for the Purchase and Installation of Laboratory Equipment under the NRPU Project No. 16388 for the Department of Environmental Sciences, GCUF.

2. INSTRUCTIONS TO THE BIDDERS

2.1 Tender Opening Date & Procedure:

The procurement shall be completed in accordance with Punjab Procurement Rules 2014, on **Single Stage - Two Envelope** Bidding Procedure.

Bids in complete conformity with Tender Documents will be dropped in the office of Principal Investigator, Department of Environmental Sciences, Zakir Block 1st Floor, Main Campus, GC University Faisalabad, not later than **11:00 Hrs on 05-05-2024** which shall be opened on the same day at **11:30 Hours**.

Note: Tender Number must be mentioned on the envelope.

2.2. Bidders must ensure that they submit all the required documents indicated in the Tender/Bid 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.

2.3. Items will be purchased on FOR basis and payment will be made in Pak Rupees.

2.4. It will be clearly understood that the Terms and Conditions mentioned in this document are intended to be strictly enforced.

2.5. 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 the due time and date & bids without Bid Security in shape of CDR or CDR less than required amount or Bid Security in shape of Cheque or Cross Cheque shall be rejected.

3 Tender Fee, Bid Security and Performance Security:

The Bid must be accompanied by Tender Fee of Rs: 1000/- in shape of Call Deposit Receipt (CDR) in original or bank deposit slip and Bid Security (refundable) of 2% of Estimated Price of “Rs 365,000.00” in shape of Call Deposit Receipt (CDR) in original. CDRs must be in favor of the Treasurer, Government College University Faisalabad. The rates/bids should be inclusive of all applicable Govt. Taxes. The 5% performance security applicable under the rules shall be deducted from the final bill of the successful bidder.

4 Validity of Offers:

- i. Offers shall be valid for 90 days from the date of submission of bids.

- ii. Withdrawal/modification of the original offer within the validity period shall entitle the University to forfeit Bid Security.
- iii. The Sales Tax Number and NTN must be mentioned on the letterhead and bidding documents.

BID DATA SHEET (Information for the Bidders)

1	Procuring Agency	Government College University Faisalabad
2	Tender Number	Env/01/2024
3	Name of Tender	Supply and Installation of Laboratory Equipment under the NRPU Project No. 16388
4	Tender Document available place	Office of Principle Investigator, Department of Environmental Sciences, Zakir Block 1 st Floor, Main Campus, GC University Faisalabad
5	Cost of Tender Document	Rs. 1000/- CDR or Pay Order in favor of the Treasurer, GC University Faisalabad
6	Bid Security	Amount mentioned in Clause No. 3 of the Tender Document in shape of CDR i.e., Pay Order etc, in favor of “Treasurer, GC University Faisalabad”
7	Tender Addressed to	Principal Investigator, Department of Environmental Sciences, Zakir Block 1 st Floor, Main Campus, GC University Faisalabad
8	Contact Number	0308-4508683
9	Due Date, Time, and Place of Submission of Tender Document	05-05-2024 till 11:00 AM Dr. Tanvir Shahzad, Associate. Professor/ Principal Investigator, Department of Environmental Sciences, Zakir Block 1 st Floor, Main Campus, GC University Faisalabad

10	Date, Time, and Place of Technical Bid Opening	05-05-2024 at 11:30 AM at the Office of PI, Department of Environmental Sciences, Zakir Block 1 st Floor, New Campus, GC University Faisalabad
11	Date, Time, and Place of the Financial Proposals	Shall be intimated subsequently to Technically Qualified firms.

5 Failures and Terminations:

No offer of a supplier/firm will be considered if: -

- 5.1 Bid received without Bid Security/Call Deposit or less CDR than the required.
- 5.2 Bids received not in accordance with specifications of Tender Documents.
- 5.3 Bid received later than the date and time fixed for tender.
- 5.4 Tender is incomplete in any respect or is unsigned.
- 5.5 The offer is ambiguous, and the offer is conditional.
- 5.6 Offer from a firm which is blacklisted at any level.
- 5.7 Any erasing/cutting/overwriting etc.
- 5.8 The supplier fails to deliver the consignment within the specified delivery period strictly in accordance with the terms and conditions as laid down in the Purchase Order.
- 5.9 Situation warranted, then University is authorized to forfeit the bid Security and the firm may also be blacklisted.

6 Other Special Conditions:

- 6.1 The decision of the Vice Chancellor of Government College University, Faisalabad, would be final & binding on both the parties.
- 6.2 Cheque or Cross Cheque shall not be accepted at all.
- 6.3 The amount submitted as Bid Security shall be refunded to the unsuccessful bidders after the decision for the award of the said tender.
- 6.4 The Bid Security of Successful Bidder(s) may be converted as part of the Performance Guarantee for successful execution of the work.
- 6.5 Subject to the delivery of goods against the Supply Order, the Bid Security in form of CDR shall be returned to vendor.
- 6.6 If the Bid Security is found to be less than the required amount, then the bid will be rejected irrespective of the rates and the stage of the bid process.
- 6.7 The Bid Security may be forfeited if a Bidder refuses to accept supply order of the Bid.
- 6.8 Firms having authorization letter from manufacturer of the requested equipment would be preferred.
- 6.10 Model number, country of origin and Company name must be mentioned on the bids.

Technical and Financial bid.

6.11 The technical brochure must be attached.

6.12 The 5% performance security applicable under the rules shall be deducted from the final bill of the successful bidder.

6.13 All Government Taxes will be deducted according to applicable rules.

6.14 The University may reject all bids/proposals at any time prior to the acceptance of a bid or proposal as per PPRA Punjab Rule 35, however upon bidder request the ground of rejection will be communicated to the concerned but no justification will be given as per PPRA rule 35 (2).

7. BID OPENING

7.1. Technical Proposal Opening

The bid's outer cover and Technical Proposal cover will be opened by the Purchase Committee of the project Ref No. NRPU-16388-2021-2020, GC University Faisalabad 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. Technical Specifications are given in Appendix A.

7.1.1 Suppression off acts and misleading information

During the bid evaluation, if any suppression or misrepresentation of information is brought to the notice of the Purchase Committee, the Committee shall have the right to reject the Bid and if it happens so after selection of the Bidder, the Purchase Committee may terminate the supply order or award of the supply order 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.

7.2 FINANCIAL PROPOSAL

7.2.1 The Financial Proposal of the bidder shall also include the price breakup of taxes/duties as given in Appendix B. All taxes/duties as applicable shall be responsibility of the bidders.

7.2.2. The cost quoted by the bidder shall be kept firm and unchanged for a period specified in the Bid/Tender Documents from the date of opening of the bids. The bidder shall keep the price firm/unchanged during the period of contract including during the period of extension of time if any.

7.2.5. The Bid is liable for rejection if Financial Proposal contains conditional offer.

Sr. No.	Name of Item(s)	Specifications / Details or Equivalent	A/U	Quantity	Stock Availability (In-stock / Importable)	Delivery Time Required (Days)	Unit Price (PKR) Including All Applicable Taxes	Total Price
1.	End-over-End Shaker	Type Rotary shaker Plate diameter (30 inches) No. of tubes (48) Rational Speed (Variable "0-15 rpm" with digital speed meter Tube Holding plate Material (Stainless steel) Main Frame and Motor Assembly material (mild Steel) Gear Motor (1/2 hp) Country of Origin: European Economic Countries / USA / UK / Canada / Japan / Korea / China Extended Warranty: Warranty Minimum 3 Years or As Per Manufacturer Policy (Whichever is More) or Equivalent of Above Specifications	No.	01				
Total Amount Rs:								

Appendix “B”

Financial Offer

<u>TENDER NOTICE NO. NRPU-16388-2021-2020</u>
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**SUPPLY AND INSTALLATION OF LABORATORY EQUIPMENT UNDER THE NRPU
PROJECT NO. 16388**

1	2	3	4	5	6	7	11	12
Sr. No.	Equipment Name With accessories as per technical bid	Model/ Part #	Brand/Manufact urer Name/Country of Origin	Quantity	Unit Price (in PKR)	Rate of Sale TAX	Total Price (PKR) Including GST etc	2% Bid Security (PKR) as Per Total Price

Note: Rate should also be quoted on Firm’s letter head pad.

8 REJECTION AND ACCEPTANCE OF THE TENDER/BID

8.1. The Purchase Committee has 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 issuance of supply order, 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.

8.2. The Tender/bid shall be rejected if:

8.3. It is substantially non-responsive; or

8.3.1 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

8.3.2. The Bidder submits any financial conditions as part of its bid which are not in conformity with tender document.

9. Supporting Documents & checklist: -

Bid of a supplier/firm will not be considered if following supporting documents are annexed.

9.1 The bidder must provide company profile, name and address of the company with financial status and chief executives (or any other authorized persons).

9.2 The firm should have experience in relevant line of business / general order supplies.

9.3 Copy of National Tax Registration certificate and proof of filer.

9.4 Copy of Sales Tax Registration certificate and proof of filer.

9.5 An affidavit on Rs. 100/- stamp paper that currently firm is not blacklisted or debarred by any Government/Semi-Government Department to participate in bidding.

9.6 Tender Fee (Non-Refundable) and Bid Security 2% of Estimated Price (refundable) in shape of Call Deposit Receipt (CDR) in original and must be issued from Payees Account only.

10.PAYMENT

100% payment will be made to the Successful Bidder after delivery and installation of goods and on receipt of the following documents:

- i. Bill
- ii. Delivery Challan
- iii. General Sales Tax Invoice
- iv. Installation Report

Dr. Tanvir Shahzad
Associate Professor / Principal Investigator
Department of Environmrntal Sciences, Zakir Block 1st Floor, Main Campus
Government College University Faisalabad
Phone: 0308-4508683

ISSUED TO:

M/S -----

<u>Details of Call Deposit Receipt (CDR)</u>	Signature _____
No _____Amount _____	Name of Bidder _____
Bank_____Branch _____ City_____	CNIC No _____

Name of the Firm & Address _____**Contact**-----

N.T.N. _____ **Sales Tax No.**_____

ISSUED BY:

Dr. Tanvir Shahzad
Associate Professor / Principal Investigator
Department of Environmental Sciences, Zakir Block 1st Floor, Main Campus
Government College University Faisalabad
Phone: 0308-4508683