

**Khwaja Fareed University of Engineering &
Information Technology, Rahim Yar Khan**



Tender Document

Tender No. Misc-066

Supply and Installation of Miscellaneous Items

at

**Khwaja Fareed University of Engineering
& Information Technology
Rahim Yar Khan**

TENDER DOCUMENT

TENDER No. Misc-066

Supply and Installation of Miscellaneous Items

at

Khwaja Fareed University of Engineering and Information Technology

TENDER PRICE Rs. 1000/-

Last date of submission: _____

FOR OFFICE USE ONLY

Serial No _____

Sold to: M/S _____

Date of Sale _____

Bank Challan No. _____

Date _____

1. Overview

Khwaja Fareed University of Engineering & Information Technology, Rahim Yar Khan intends to purchase “**Supply and Installation of Miscellaneous Items**” as provided at **Annex ‘A’**. The supplier will be responsible for Supply, delivery, installation and commissioning of all specified items, wherever required, at the Khwaja Fareed University of Engineering & Information Technology, Rahim Yar Khan. This document provides complete instructions for bidders intending to participate in this Tender.

2. Instructions for Bidders

2.1. Response to the Tender (Bid) should be submitted in one part which shall include two separately sealed envelopes of Technical **Proposal and** Financial **Proposal** before **12:30 PM** on **06-12-2017**. Technical Proposals will be opened on same day at **01:00 PM** in the presence of representatives of responding bidders, if any, and Financial Proposals will be opened after completion of technical evaluation. The exact time and place for opening of financial proposals will be informed to technically qualified bidders.

2.2. Responding bidder shall deliver two sealed copies of the bid. Each copy being physically separate, bound, sealed and labeled. Proposals shall be delivered at the address given below.

Director Procurement

**Khwaja Fareed University of Engineering & Information Technology
Abu Dhabi Road, Rahim Yar Khan.**

Tel. # 068-5882420

2.3. Any queries regarding this proposal should be directed to the designated Technical Contact Person listed below.

Dr. Zaheer Ahmad, Director procurement,

Tel. # 068-5882420

2.4. All bids must be submitted by filling the **Annex ‘B’**. Same should be enclosed in the financial proposal. Bidder must use the same numbers and labels used in this Request for Proposal.

2.5. The original Tender Document 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.

3. Technical Proposal Format

Bidders are required to include the following documents/information in their technical proposals in the order given below:

- i. The Name and Address
- ii. Profile of company (Including Financial Profile)
- iii. List of Previous/Current customers of related designing, composing and printing of prospectus, with contact person and telephone/fax numbers.
- iv. Detailed product design information
- v. Copy of National Tax Registration Certificate
- vi. Copy of Sales Tax Registration Certificate
- vii. Bank letter of financial standing
- viii. An affidavit on Rs 100/- Stamp Paper that currently they are not black listed or debarred by any Government/Semi-Government Department to participate in bidding and to supply equipment. Failure to submit such affidavit may lead to disqualification.
- ix. Any additional information the bidder may like to furnish e.g. repair/maintenance other concerned facility
- x. Detailed item specifications matched corresponding to the BOQ as given at **Annex 'A'**
- xi. Detailed project implementation schedule/Completion Schedule which includes the delivery of items mentioned in the BOQ
- xii. Signed and stamped Tender document
- xiii. Bank Draft of the Earnest Money

4. Financial Proposal Format

Financial Proposal must include the following in the order given below:

- i. Equipment prices duly entered on the form in the attached BOQ
- ii. Validity period of the quoted price
- iii. Any other Terms and Conditions

5. Terms & Conditions

- 5.1. This invitation for bids is open to all national original Manufacturers/ Distributors/Agents in Pakistan for Supply of Tools, Carpentering, Plumbing and Electric Material.
- 5.2. All prices should be quoted in Pak Rupees and inclusive of all Government Taxes & Levies.
- 5.3. A bank draft equal to 2% of the estimated cost should accompany the Tender as **Earnest Money** drawn in favor of **KFUEIT Rahim Yar Khan**. The Tender shall not be considered without Earnest Money. Bank guarantee will not be accepted. Bank draft for Earnest Money should be placed with the Technical proposal.
- 5.4. Earnest Money for bidders not selected will be returned a minimum of two weeks after announcement of award and returned to successful bidder after signing the contract. If the selected bidder fails to sign the contract within stipulated time, Earnest Money will be forfeited.
- 5.5. A Bank draft of 5% of the total amount as **Performance Guarantee** will be provided by the supplier in favor of KFUEIT, Rahim Yar Khan within 10 days after signing of the contract on judicial stamp paper of the value PKR. 1200/-which shall remain valid for 12 months beyond delivery period. This performance guarantee will be released after the completion of warranty/guarantee period, along with the satisfactory completion report which will be intimated to the Seller and the Director Procurement KFUEIT, Rahim Yar Khan for their onward issuance of No Objection Certificate (NOC) for the release of performance guarantee.
- 5.6. KFUEIT Rahim Yar Khan reserves the right to accept / reject any or all proposals without assigning any reason thereof.
- 5.7. The quantity of an order may vary depending on the quoted prices and the allocated funds.
- 5.8. The decision of the KFUEIT procurement committee will be binding on all concerned and will in no case be challenged in any forum.
- 5.9. KFUEIT Rahim Yar Khan reserves the right to modify the conditions / specifications of the Tender Document with written intimation to all the participants who have purchased the Tender Document.
- 5.10. Delivery period will be 45 days from the date of issuance of purchase order/supply order.

- 5.11.** Delivery shall be completed according to the agreed upon schedule.
- 5.12.** In case the selected bidder fails to execute the contract strictly in accordance with the terms and conditions laid down in the contract, the Performance Guarantee shall be forfeited.
- 5.13.** The University will get the item inspected at KFUEIT Rahim Yar Khan and reject the item, if not found according to the stated specifications.
- 5.14.** The University reserves the right to claim compensation for the losses caused by delay in the delivery of equipment.
- 5.15.** It is the sole responsibility of the bidder to comply with local, national and international laws.
- 5.16.** In case any supplies/material are 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 will replace the same free of charges or pay the full cost of replacement.
- 5.17.** All the proposals submitted will become the property of the University.
- 5.18.** All prices should be valid for at least 60 days. Withdrawal or any modification of the original offer within the validity period shall entitle the KFUEIT Rahim Yar Khan to forfeit the Earnest Money in favor of the KFUEIT Rahim Yar Khan and/or putting a ban on the future inquires or taking any other suitable action against the bidder.
- 5.19.** Delivery of the items will be free of charge at Khawaja Fareed University of Engineering & Information Technology, Rahim Yar Khan during the office hours with a copy of Delivery Challan.
- 5.20.** Items being ordered should be brand-new and according to order specification from the current production and covered under normal warranty/guarantee etc. as mentioned in the quote. Brochures mentioned and product details must be attached.

6. Tender Evaluation Criteria

All bids shall be evaluated on technical and financial merit. The Company Evaluation Criteria is attached at **Annex 'C'** for reference. Technical evaluation process may include, but not limited to the consideration of the following with respect to the functional requirements given ahead:

- a. Technical specifications of proposed item

b. Company Profile

- I. Age of the company
- II. Financial strength of the bidder

Financial Evaluation process will be based on the consideration of the quoted price.

7. Undertaking

On behalf of the company it is certified that we agree to the all the Instructions and Terms & Conditions given in this Tender Document

Name of bidder.....

Authorized person.....

Authorized signature.....




Stamp.....

Office Address.....

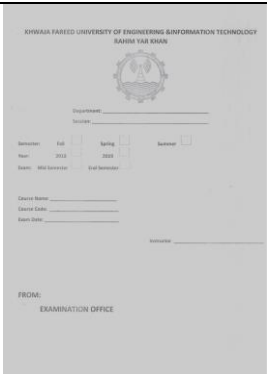
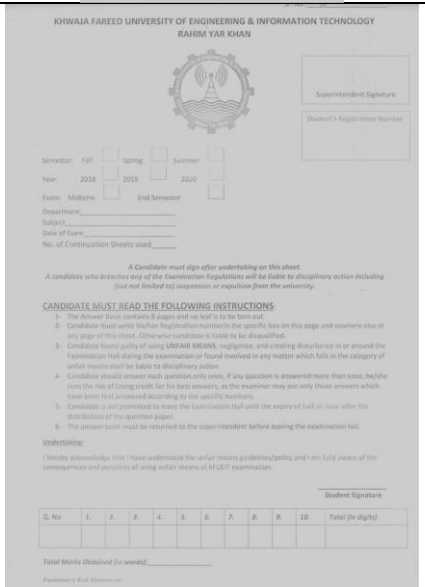
Tel No

Fax No

Supply and Installation of Miscellaneous Items

Sr. No	Item Name	Specifications/Minimum Requirements	Qty.	Sample Image
01	Waste Bin Large	<p>Material: Mild Steel, Brown Color finishing, Height: 41 inches, Length: 50 inches, Width: 26 inches, 2 doors with lock, 4 wheels with lock, Sample available at University for actual measurement and dimension as per drawing/image</p>	20	
02	Waste Bin Small	<p>Material: Mild Steel, Brown Color finishing, Height: 24 inches, Length: 18 inches, Width: 14 inches, Sample available at University for actual measurement and dimension as per drawing/image</p>	10	
03	Teacher/Officers Chairs	<p>Revolving Chair with arms Adjustable lumbar support Instant seat height adjustment. Seat/back cushioned with best quality foam, raxine cushioning, Back Rest etc. Revolving, Reclining and Hydraulic Lift System With 320mm five-pronged S.S. Base with twin disc castors and hydraulic Pedestal. Perfect symmetric design synchronized, responsive mechanism Comfortable Headrest High quality urethane seat Design/Quality: Master, Interwood mobil, Profine, torch equivalent or better</p>	50	

04	Paper Rim A4 (Box) 85 gram	A4 Size, 85-gram paper one, Double AA, equivalent or better	25	
05	Jell Pen Black	Gell Pen Uniball 1x12, Dollar Gel-1, Equivalent/Better	50 pieces	N/A
06	Jell Pen Blue	Gell Pen Uniball 1x12, Dollar Gel-1, Equivalent/Better	50 pieces	N/A
07	Box Files	Box Files. (Globe Lever Arch File - 280x340mmx1.8).	50	N/A
08	Scotch Tape	Scotch Tape 2-inch Large Good Quality	24	N/A
09	Envelope White	A4 Size,	500	N/A
10	Envelope Big Size (Printed)	Cloth and Paper made printed, image attached for Printing on Envelope.	2500	

11	Envelope Medium Size (Printed)	Cloth and Paper made printed, image attached for Printing on Envelope.	1000	
12	Answer Books (Printed)	Sample available at KFUEIT, image attached for Printing on Answer Sheet.	16500	
13	Stock Register	300 L Printed	100	N/A
14	Box File	Good Quality	250	N/A
15	File Cover KFUEIT Monogram	(KFUEIT Monogram) meeting (Sample available at University)	500	N/A
16	Ball Point Blue	Signature Needle Tip Blue Color, Equivalent/Better	50 Pkt	N/A
17	Ball Point Red	Signature Needle Tip Blue Color, Equivalent/Better	50 Pkt.	N/A
18	Ball Point Black	Signature Needle Tip Blue Color, Equivalent/Better	50 Pkt.	N/A
19	Lead Pencil	(Grade 2H), 1x12 pcs box, Pelikan, Gold Fish equivalent/better	100 Pkt	N/A
20	Sharpener	(S.S) Good Quality Fine Blade	100	N/A

21	Eraser	A1-30 Pelikan, ORO, Dux	100	N/A
22	Register Simple 20 No.	300 L Printed	50	N/A
23	Stapler 24/6 with Hook	Good Quality	75	N/A
24	Stapler Pin 24/6	(1x20 Pkt.) Box.	50	N/A
25	Envelope A4 White	A4 Size Good Quality	1500	N/A
26	Dusting Cloth Cotton	Size: 12"x12"	100 Kg	N/A
27	Tissue paper	100 Pair/Box, Rose Petal or equivalent/better	250	N/A
28	Air Freshener	(Assorted Flavors) Aspire Collections, Good quality equivalent/better	150	N/A
29	Ring File	A4 Size good quality	100	N/A
30	Letter Received Register	300 L, Good Quality	75	N/A
31	Letter Dispatch Register	300 L, Good Quality	75	N/A
32	Punch Machine	2 Hole 30 No.	75	N/A
33	Punch Machine	2 Hole 40 No.	75	N/A
34	Steel Scale 1'	S.S, Embossed Printing	75	N/A
35	File Folder	Good Quality	75	N/A
36	Table Setting	Marble/Wooden, Good Quality	40	N/A
37	Table Planner	Good Quality	20	N/A
38	Flag File Reference	Multicolor, Good Quality	250	N/A

39	Sticky Note	3" x 3", Good Quality	100	N/A
40	Pin Opener	Good Quality Multicolor	200	N/A
41	Scotch Tape	1"	100	N/A
42	Tape Dispenser	1"	40	N/A
43	Gum Stick	35-gram, Good Quality	75	N/A
44	Pen Jar	Good Quality	50	N/A
45	Paper Tray Plastic	2 tier good Quality	50	N/A
46	Table Flag	Standard Size	25	N/A
47	Binder Clip	32 mm	200	N/A
48	Dust Bin	Plastic	100	N/A
49	Duster White Board	fine quality two Sides	100	N/A
50	Note Book Diary	Good Quality	100	N/A
51	Water Glass	Nova/Toyonasic/Ocean Or equivalent	120	N/A
52	Electric Kettle	1.7 ltr., good quality	20	N/A
53	Tea Cup with Saucer	Good Quality simple white color.	120	N/A
54	Plate Medium	Good Quality simple white color	120	N/A
55	Tea Spoon	S.S. good quality	120	N/A
56	Table Spoon	S.S. good quality	120	N/A

57	Water Cooler	Plastic 10 L	20	N/A
58	Thermos Tea	Plastic, good quality medium size	20	N/A
59	Water Dispenser	Water Dispenser (PEL) Equivalent/Better	12	N/A

Note:

- It is mandatory to submit the Sample of each item by the Supplier free of cost in the premises of the University.
- The University will get the sample item inspected at KFUEIT Rahim Yar Khan and reject the item, if not found according to the stated specifications.
- The quantity of any item may vary depending on the quoted prices and the allocated funds.

**Supply and Installation of Miscellaneous Items
(Bid Form)**

Sr. No.	Item Name	Qty.	Unit Rate	Total Price (inclusive of all taxes, and Shipment charges)
01	Waste Bin Large	20		
02	Waste Bin Small	10		
03	Teacher/Officers Chairs	50		
04	Paper Rim A4 (Box) 85 gram	25		
05	Jell Pen Black	50 pieces		
06	Jell Pen Blue	50 pieces		
07	Box Files	50		
08	Scotch Tape	24		
09	Envelope White	500		
10	Envelope Big Size (Printed)	2500		
11	Envelope Medium Size (Printed)	1000		
12	Answer Books (Printed)	16500		
13	Stock Register	100		
14	Box File	250		

Sr. No.	Item Name	Qty.	Unit Rate	Total Price (inclusive of all taxes, and Shipment charges)
15	File Cover KFUEIT Monogram	500		
16	Ball Point Blue	50 Pkt		
17	Ball Point Red	50 Pkt.		
18	Ball Point Black	50 Pkt.		
19	Lead Pencil	100 Pkt		
20	Sharpener	100		
21	Eraser	100		
22	Register Simple 20 No.	50		
23	Stapler 24/6 with Hook	75		
24	Stapler Pin 24/6	50		
25	Envelope A4 White	1500		
26	Dusting Cloth Cotton	100 Kg		
27	Tissue paper	250		
28	Air Freshener	150		
29	Ring File	100		
30	Letter Received Register	75		

Sr. No.	Item Name	Qty.	Unit Rate	Total Price (inclusive of all taxes, and Shipment charges)
31	Letter Dispatch Register	75		
32	Punch Machine	75		
33	Punch Machine	75		
34	Steel Scale 1'	75		
35	File Folder	75		
36	Table Setting	40		
37	Table Planner	20		
38	Flag File Reference	250		
39	Sticky Note	100		
40	Pin Opener	200		
41	Scotch Tape	100		
42	Tape Dispenser	40		
43	Gum Stick	75		
44	Pen Jar	50		
45	Paper Tray Plastic	50		
46	Table Flag	25		

Sr. No.	Item Name	Qty.	Unit Rate	Total Price (inclusive of all taxes, and Shipment charges)
47	Binder Clip	200		
48	Dust Bin	100		
49	Duster White Board	100		
50	Note Book Diary	100		
51	Water Glass	120		
52	Electric Kettle	20		
53	Tea Cup with Saucer	120		
54	Plate Medium	120		
55	Tea Spoon	120		
56	Table Spoon	120		
57	Water Cooler	20		
58	Thermos Tea	20		
59	Water Dispenser	12		
TOTAL: _____				
Total in Words: _____				

Company Evaluation Criteria

1. Basic Evaluation

- i. Profile of company
- ii. Detail of Previous/Current customers of related Supplies, Purchase Orders, with contact person and telephone/cell numbers.
- iii. Detailed product information
- iv. Copy of National Tax Registration Certificate
- v. Copy of Sales Tax Registration Certificate
- vi. Bank letter/Certificate of Account Information/financial standing
- vii. An affidavit on Rs. 100/- Stamp Paper that currently they are not black listed or debarred by any Government/Semi-Government Department to participate in bidding and to supply equipment. Failure to submit such affidavit may lead to disqualification.
- viii. Detailed item specifications matched corresponding to the BOQ as given at **Annex 'A'**
- ix. Detailed project implementation schedule/Completion Schedule which includes the delivery of items mentioned in the BOQ
- x. Signed and stamped Tender document

2. Detailed Evaluation

(Minimum Passing Score Required is 60 Points)

TECHNICAL EVALUATION CRITERIA FOR TENDER			
Specifications are available at Annex-A			
Sr. No	Item Name and Description	Marks	Max 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 years' experience	6	--
1.4	Above 15	10	--
2	Relevant Experience	--	10
2.1	1 – 5 years' experience	3	--
2.2	6 – 10 years' experience	6	--
2.3	11 and 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 2 m)	4	--
4	After Sale Services Available	--	10
5	Technical Evaluation of quoted items	--	60
5.1	Specification matched as provided in Annex-A	30	
5.2	Literature in printed shape attached	2.5	
5.3	Reliability	2.5	
5.4	Delivery schedule as per need	5	
5.5	List of clients / where this equipment delivered	5	
5.6	Satisfactory letter from clients in favour of such equipment	5	
5.7	Guarantee / Warranty (as the case may be)	5	
5.8	Provision of Training to concerned user	2.5	
5.9	Free Installation (if required) as per requirement	2.5	
Total		--	100