

# **TENDER PROPOSALS**



**Tender Notice # G-17/08-03**

**Lab. Equipment**

**NATIONAL TEXTILE UNIVERSITY – FAISALABAD**

**M/S \_\_\_\_\_**

This tender was advertised on PPRA website dated Aug. 11, 2017 and University website. The Tender advertisement is as under:

## National Textile University, Faisalabad

### Tender Notice No. G-17/08-03

### Lab. Equipment

1. National Textile University, Faisalabad invites bids **{PPRA Rule-36(b)/36(d)}** in sealed envelopes from the original Manufacturers, their Authorized Agents/Distributers and GST & Income Tax registered firms for the purchase of the following Items. Detail is in the tender document.

Sr. #	Item Name	Quantity
01.	Fume Hood (Bio Base)	02
02	Exhaust Fan Size 18"	04
03	Student Stools	30
04	UPS (15 KVA)	01
05	Digital Weighing Balance	01

2. Tender Document may be downloaded from the official website of NTU ([www.ntu.edu.pk](http://www.ntu.edu.pk)) **or** may be obtained from the office of Convener Purchase. The fee of Tender Document is non-refundable **Rs. 500/-** (Five Hundred only). The tender document fee will be accepted in shape of Pay order/Demand Draft drawn on Faisalabad in the name of “National Textile University, Faisalabad”.
3. Eligible firms should submit their bids along with **2%** earnest money of the total quoted price in sealed envelope of Financial Bid in the shape of CDR/Bank Draft in favors of National Textile University, Faisalabad, drawn on Faisalabad.
4. **Date, Time and venue:** Sealed bids should reach in the office of Convener Purchase by or before **2:30 pm on 21-09-2017**. Bids received within the stipulated time and date **will be opened** by the Purchase Committee in the **Meeting Room of NTU Faisalabad** on the **same day at 3:00 pm** in the presence of the bidders or their authorized representatives.
5. The names of contact persons for any technical queries are given in tender document.

**Prof. Dr. Zahid Rizwan**

Convener Purchase

041-9230081-85 (Ext. 159)

National Textile University, Sheikhupura Road, Faisalabad-37610

[www.ntu.edu.pk](http://www.ntu.edu.pk)

## General Information:

- i. National Textile University (NTU), Faisalabad invites sealed bids from original Manufacturers, their Authorized Agents and Suppliers in Pakistan registered with Income Tax & Sales Tax Department for the supply of 05 (five) Lab. Equipment.
- ii. Tender Document may be downloaded from the official website of NTU ([www.ntu.edu.pk](http://www.ntu.edu.pk)) or may be obtained from the office of Convener Purchase. The fee of tender document is non-refundable **Rs. 500/-** (Five Hundred only). The tender document fee will be accepted in shape of Cash/Pay order/Demand Draft **drawn on Faisalabad** in the name of “National Textile University, Faisalabad”. Tender fee can be submitted in a separate envelope.

### 1. Deadline and Procedure for Bids:

Sr. #	Equipment/ Item Name	PPRA-rule and mode	Qty.
01.	Fume Hood (Bio Base)	36(d) , C &F basis	02
02	Exhaust Fan Size 18"	36(b), FOR basis	04
03	Student Stools	36(b), FOR basis	30
04	UPS (15 KVA)	36(d), C &F basis	01
05	Digital Weighing Balance	36(b), FOR basis	01

- i. Tender Proposals under *single stage two envelop bidding procedure {PPRA Rule 36(b)}* and “*two-stage two envelop bidding procedure {PPRA Rule 36(d)}*”, in sealed bids should reach in the office of Convener Purchase by or before **2:30 pm on 21- 09-2017**
- ii. Bids received within the stipulated time and date will be opened by the Purchase Committee in **Meeting Room of NTU** on the **same day at 3:00 pm** in the presence of the Bidders or their authorized representatives.
- iii. **In case of PPRA rule 36(d)** *2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, .. option(s) of any complete equipment or its any part can be discussed/presented at the time of product presentation.*
- iv. **In case of PPRA rule 36(b):** Only first quoted option (in technical & financial offer) will be considered for comparative statement for the healthy competition. *Here Revised specifications means more detailed and comprehensive specifications as per requirement of NTU*

“Revised specifications will be provided by the technical committee after the product presentation/discussion. A sufficient time will be given to the bidders to revise their technical & financial offers as per PPRA rule 36(d).

But *2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>,.. option(s)/offer(s)* will not be applicable after the revised technical specifications. Only first quoted option will be considered for final technical /financial offers for comparative statement for the healthy competition.

- iv. The financial bids will be opened in the presence of representatives of the technically evaluated successful bidding firms. The time, date and venue will be informed in advance to open the financial offers.

### 2. Bidder's Eligibility and Qualification:

- i. Bidding firm must be registered with tax authorities (Sale Tax & Income Tax) and will submit the certificates of registration.

- ii. Original manufacturer's authorized distributors/sole agents will provide certificate for participation in the tender from their principle manufacturer(s).
- Bidders are required to submit the certificate along with their offer i.e. "Certified that the prices quoted in the tender are firm, final and are not in excess of printed price list of the manufacturer in country of origin and in case of any discrepancy is noticed subsequently bidder hereby undertakes to make goods any loss to the University."
- iv. An Affidavit duly attested by the Oath Commissioner/Notary Public showing that the firm is not **Black-listed** from any Govt./Semi Govt. Department of the Pakistan.
- v. Bidder will provide Address of nearest office to Faisalabad (mandatory) and Web page address (optional).
- vi. Users list of quoted items for the last two years.

### **3. Sealed "Technical & Financial Bid":**

- i. Technical & Financial Bids must be sealed (separately) with covering letter. There must be clearly mentioned on each envelope "**Technical proposal**" / "**Financial Proposal**".

**How to participate in more than one item (equipment/item).**

Put separate CDR (in financial offer envelope) for each quoted items/equipment

**Example: You want to apply in 03 items:**

### **Envelope-1**

You will mark this envelop(s) as:

"Offer for item#01(Fume Hood (Bio Base))" for Tender # **G-17/08-03**.

This envelope will contain two envelops marked as

- (A) Technical offer for item# 01 (Fume Hood (Bio Base)).
- (B) Financial offer for item# 01 (Fume Hood (Bio Base)).

### **Envelope-2**

"Offer for item#02 (Exhaust Fan Size 18")" for Tender# **G-17/08-03**.

This envelope will contain two envelops marked as

- (A) Technical offer for item# 02 (Exhaust Fan Size 18").
- (B) Financial offer for item# 02 (Exhaust Fan Size 18").

### **Envelope-3**

"Offer for item#04 (UPS (15 KVA))" for Tender# **G-17/08-03**.

This envelope will contain two envelops marked as

- (A) Technical offer for item# 04 (UPS (15 KVA)).
- (B) Financial offer for item# 04 (UPS (15 KVA)).

All 03 sealed envelopes will be packed in a single envelop for delivery. Your this kind effort will speed up and facilitate the further procedure of purchase. Each envelop marked as Item#1, Item#2, .....must contain all necessary documents related to the participation in the tender.



#### 4. Conditional Tender:

Any condition(s) imposed by the bidder will not be accepted.

#### 5. Bid Security (PPRA Rule-25):

Bidders must be accompanied by a Bid Security **@ 02%** of the quoted bid price in the shape of Pay Order / CDR in favor of National Textile University, Faisalabad. Put separate CDR (in financial offer envelope) for each quoted items/equipment.

In case of failure tender document will not be entertained.

#### 6. Performance Guarantee (PPRA rule 39):

- (i) **C & F basis:** An amount of **06%** will be deposited in the form of Demand Draft / Pay order by the bidder before opening L.C. as a performance Guarantee and shall be retained for the period of **one year** from the date of commissioning /installation. Bank Guarantee from the scheduled bank of Pakistan will also be acceptable but it should be valid for one year from the date of commissioning/installation (shipping time, transportation time and installation time etc. must be excluded to make one year from the date of installation. Also supplier/bidder will provide under taking on judicial paper to renew Bank Guaranty (for the specified period) from the date of installation to the last day of one year.
- (ii) **In case of FOR:** An amount of **06%** will be deducted from the bill as a performance Guarantee and shall be retained for the period of **one year**.
- (iii) **Letter of Credit (L.C.):** will be arranged by the University. All necessary documents for opening LC will be provided by the bidder/supplier, very carefully to avoid any type of confusion / or delay in supply of items/equipment.

#### 7. Taxes/Duties:

- i. **In case of C&F:** All Govt. Taxes/Duties will be paid by NTU and should not be included in the financial offer. All clearing and insurance charges will be paid by NTU and should not be included in the financial offer
- ii. **In case of FOR:** All Govt. Taxes/Duties will be paid by the bidder and should include in the financial offer.

#### **8. Bid Validity Period:**

- i. All pricing shall be guaranteed not to increase, based on an order placed. The offer should be valid for 120 days from the date of opening of the tender.

#### **9. Commissioning/Installation/Training:**

- i. Commissioning, Installation and testing (at full capacity) of all the equipment/items will be provided by the bidder.
- ii. Training (on site) will be provided by the bidder for the operation, maintenance and troubleshooting etc.

#### **10. Country of Origin and Packing:**

- i. The equipment/items must be **brand new** and complete in all respects with original packing of manufacturer and strictly conforming to the given specifications. Country of origin and model must be mentioned in technical proposal.

#### **11. Prices:**

The foreign principles/manufactures/distributors/agents/supplier/bidder should quote price of Equipment/item on **C&F basis at Faisalabad Dry Port OR Faisalabad Air Port.**

**In case of FOR basis:** All items will be delivered on site (where these items will be operational) here at NTU Faisalabad.

**NOTE:** If you want to quote more than one (01) items/equipment (even from the same factory /manufacturer/foreign supplier etc.) then you have to include/mention the freight of each item independently in the respective financial offer. The bidder/supplier should quote unit price of each main machine/equipment as per listed names and item numbers.

- ii. The bidder/supplier should quote unit price of each optional/compulsory accessory (as per technical specification of the tender), however all such prices will be incorporated in the price of main equipment/machine/item as named in the given equipment list (01 - 05) for the price comparative statement.

**Example:** {Serial # 1: Fume Hood (Bio Base)}

Suppose C&F / FOR Price of main machine/equipment	= 100 USD/PKR
Suppose C&F/ FOR Price of accessory #1 (as per requirement of NTU)	= 13 USD/PKR
Suppose C&F/ FOR Price of accessory #2 (as per requirement of NTU)	= 8 USD/PKR
Suppose C&F/ FOR Price of accessory #3 (as per requirement of NTU)	= 5 USD/PKR
Total C&F / FOR of the main machine/equipment (for financial competition)	<b>= 126 USD/PKR</b>

#### **12. Notification of Award:**

- i. The university will award the contract to the technically successful bidder whose tender has been determined to be substantially responsive and has been determined as the lowest financial proposal.
- ii. In case the offer is withdrawn, amended or revised during the validity period of the tender, the *earnest money will be forfeited.*

#### **13. Warranty and availability of Spare Parts:**

- i. The equipment/items or any part must be branded (originally manufactured & assembled) & complete in all respects with original manufacturer's packing and strictly conforming to given specifications. Any used part/component (inner or outer) will not be accepted.
- ii. **Warranty:** support & service (free of cost) should not be **less than one year** otherwise offer will not be considered. Warranty period will be started from the date of *operational work of the equipment on site*.
- iii. All expenditures {technical, personnel, any transportation (National/International) or any type of charges of repair/replacement of any part(s) of the item(s)/equipment during Warrantee period will be borne by the supplier/bidder.
- iv. After sale, supply of spare parts must be guaranteed on payment for a period of 2<sup>nd</sup> and 3<sup>rd</sup> year (after the expiry of Warranty period that is **one year**).

#### **14. Conformity with the given Specifications:**

- i. Equipment/items will be inspected at NTU through an authorized Surveyor in the presence of the supplier/their representative. Equipment/or any part will be rejected if not found according to the given specifications.
- ii. In case any 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 will replace the short supplied wrongly supplied, faulty or defective part/material free of charges including transport charges etc. or pay the full cost of replacement.
- iii. In case of failure on the part of supplier to supply the equipment's as per specifications / quantity within the stipulated time (without extension/approval from the competent authority i.e. Rector of NTU), a penalty at least 0.25% but not exceeding 10% per month will be imposed after the approval of competent authority. Tender with any cuttings, over writings and erasing shall not be entertained.

#### **15. Payments:**

The Payment will be made on the availability of funds (approvals from Government planning agencies, other relevant authorities and University management). If payment is delayed (from Government planning agencies, other relevant authorities and University management) due to any reason; no extra interest/mark-up will be paid to the supplier/bidder.

#### **16. Mandatory Signature & Stamp:**

- i. Bidder or its authorized representative must sign & stamp each page of the bid documents (technical & financial). Also bidder/supplier will provide the certificate that is provided in this document named as Certificate (Mandatory).

#### **17. Rights of the University:**

- i. The University reserves the right to reject any or all bids with assigning reason(s).
- ii. The University reserves the right to ignore or waive off minor irregularities or errors in any offer.
- iii. If there is any conflict, it is a fundamental term of the Tender that the Bidders acknowledges and accepts that the terms and conditions of the University shall prevail.
- iv. The University reserves the right to award the Contract to one bidder or divide it among several bidders. (if applicable)
- v. The University reserves the right to cancel the offer of the Bidder whose bid has been found financially to be the lowest if it is revealed to the University that the Bidder does not have the capability or financial resources or facilities to carry out

the contract in accordance with the terms and conditions of this Tender Documents.

- vi. The University undertakes to use its best endeavors to hold confidential any information provided by you in your tender submission documents. If you wish not to disclose any of the information to other bidders/suppliers/manufacturers etc. because of its sensitivity. You should identify/specify (in black and white) reason(s) for its sensitivity. Your given reason(s) (for its sensitivity) will be approved the Technical committee of NTU.
- vii. The University will display the official comparative statement on the notice board for which such date will be notified to all bidders accordingly.

**18. Breach of Contract:**

- i. In case of breach of warranty or Contract, the damages suffered by the University shall be recovered from the Contractor out of any payment due to the Contractor and / or in accordance with the terms and conditions of the Contract Performance Bond mentioned without notice to the Contractor.

**19. Force Majeure:**

- i. The Contractor shall not be liable for any additional cost or for liquidated damages for delay or any failure to perform the Contract arising out of force majeure or cause beyond his/her control including acts of God, or of the public enemy. The Contractor shall within ten (10) days from the beginning of such delay notify the University in writing of the causes of the delay. The University shall ascertain the facts and the extent of the delay and extend the time for completing the supplies as in its judgment the findings justify.

**20. Legal proceedings:**

- i. The law of Pakistan shall govern the contract and the tender documents. Any dispute arising out shall be decided by Competent Authority of the University.

## **CERTIFICATE (Mandatory)**

I (authorized official)..... On behalf of (Company name) .....solemnly declare that I have read all the terms and conditions of this tender document (Tender No. **G-17/08-03**) for National Textile University Faisalabad), carefully. I also undertake the responsibility that all the given information in tender proposal against the above said tender are correct.

Signature ..... Company stamp.

Date: \_\_\_\_\_

**Fume hood**

**Initial Technical specifications**

1. Should possess Class – I protection.
2. Air speed should be among 0.25 – 0.75 m/s.
3. Should contain both UV and fluorescent lamp
4. Should possess water and gas accessories.
5. Should have minimum noise.
6. Blower speed should be adjustable.
7. Material of construction must be highly chemical resistant.
8. 220 V/50 Hz
9. All parts/accessories should be available to make the equipment operational on site.

M/hasan  
30/08/17

## Initial Specification for 15 KVA UPS

<b>OUTPUT</b>	
Output power capacity	15 kVA
Power factor	0.8 or above
Nominal Output Voltage	220V to 240V
Output Voltage Distortion	Less than 2%
Output Frequency (sync to mains)	50/60Hz +/- 3 Hz
Load Crest Factor	3:01
Topology	Double Conversion Online
Waveform type	Sine wave
Output Connections	IEC 320 C19 (Battery Backup) IEC 320 C13 (Battery Backup) Hard Wire 3-wire (H N + G) (Battery Backup) IEC Jumpers (Battery Backup)
Bypass	Internal Bypass (Automatic and Manual)
<b>INPUT</b>	
minal Input Voltage	230V , 400 3PH
Input frequency	40 - 70 Hz (auto sensing)
Input Connections	1Phase and 3phase
Input voltage range for main operations	160 - 280 V
Input voltage adjustable range for mains operation	100 - 275 (half load)V
Other Input Voltages	220, 240
Input Breaker Capacity	100 A
Input Total Harmonic Distortion	Less than 5% for full load
<b>Communications &amp; Management</b>	
Interface Port(s)	RJ-45 10/100 Base-T , RJ-45 Serial , Smart-Slot , USB
Control panel	Multi-function LCD status and control console
Audible Alarm	Audible and visible alarms prioritized by severity
Emergency Power Off (EPO)	enabled
<b>Surge Protection and Filtering</b>	
Surge energy rating	480Joules standard
<b>Features</b>	
Remote monitoring and control of the UPS and the environment via Ethernet connection while freeing up the SmartSlot <sup>TM</sup> so customers can add accessories for additional communication options.	
LCD Display	<i>[Handwritten signatures and initials are present over the bottom right corner of the table]</i>

## Tender # G-17/08-03 (Sr. # 05)

### Digital Weighing balance Technical Specifications

1. Maximum capacity: 320 g
2. Precision: 0.1 mg
3. Fast settling time
4. Metal bottom housing
5. Digital color display
6. Capable of battery operation
7. Should contain extra draft shield
8. Should contain different calibration weights
9. Easy operation and cleaning mechanism
10. Efficient electronic balance leveling system

*M. Tariq*  
14/04/17