

# **TENDER PROPOSAL**



**Tender# G-18/06-01**

**Stationery/General Store Items**

National Textile University, Sheikhpura Road, Faisalabad-37610

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

**M/S.....**

## ADVERTISEMENTS OF THE TENDER # G-18/06-01

Last date: 16-07-2018

i.	PPRA website	26-06-2018
iv	NTU website dated	26-06-2018

### ADVERTISEMENT AS IT IS:

## National Textile University, Faisalabad

Tender Notice # G-18/06-01

### Stationery/General Store Items

1. National Textile University, Faisalabad invites bids as per PPRA rule 36(b) on FOR basis in sealed envelopes from the original Manufacturers, their Authorized Agents/Distributors/Firms (GST & Income Tax registered) for the purchase of following items. Detail is in the tender document.

Sr. #	Item	Qty.
01	Stationery	Detail in tender documents
02	General store items	Detail in tender documents

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/-** (Rupees 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 **16-7-2018**. 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 bidders or their authorized representatives.
5. The 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, Sheikhpura Road, Faisalabad-37610

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

<b>General Information</b>	
i.	National Textile University (NTU), Faisalabad invites sealed bids from original Manufacturers, their Authorized Agents/Distributors/Suppliers/Firms (registered with Income Tax & Sales Tax Department) for the supply of IT Equipment.
ii.	Tender Document may be downloaded from the official website of NTU (www.ntu.edu.pk) or may be obtained from the office of Convener Purchase. The fee of tender document is non-refundable <b>Rs. 500/-</b> (Rupees five hundred only). The tender document fee will be accepted in shape of Cash/Pay order/Demand Draft (can be submitted in a separate envelope) drawn on Faisalabad in the name of "National Textile University, Faisalabad".
iii.	<i>PPRA-rule (10) is applicable where specific model number/brand is mentioned in specifications</i> <i>OR sample can be seen here at NTU</i>
<b>1. Deadline and Procedure for Bids:</b>	
i.	Tender Proposals required under PPRA Rule 36(b).
ii.	<b>Date, Time and Venue:</b> Sealed bids should reach in the office of Convener Purchase by or before 02:30 pm on <b>16-07-2018</b> . Bids received within the stipulated time and date <b>will be opened</b> by the Purchase Committee in the <b>Meeting room of NTU Faisalabad</b> on the <b>same day</b> at 03:00 pm in the presence of the bidders or their authorized representatives.
iii.	<b>PPRA Rule 36(b): Single stage two envelope procedure.</b> Technical & Financial Bids must be sealed (separately) with covering letter. There must be clearly mentioned on each envelope "Technical proposal" / "Financial Proposal". <b>NOTE:</b> 2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup> option(s) of any complete item or its any part will not be considered in any case. Only 1 <sup>st</sup> option will be considered for healthy competition under this rule.
<b>2. Bidder's Eligibility and Qualification</b>	
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/firms will provide certificate for participation in the tender from their principle manufacturer(s) where applicable.
iii.	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 (if applicable) 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).
<b>3. Sealed "Technical &amp; Financial Bid"</b>	
i.	Technical & Financial Bids must be sealed carefully (separately) with covering letter. There must be clearly mentioned on each envelope "Technical proposal" / "Financial Proposal".
<b>4. Conditional Tender:</b>	
i.	Any condition(s) imposed by the bidder will not be accepted.
<b>5. Bid Security (PPRA Rule-25 for items# 1 &amp; 2):</b>	
i.	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. Bid Security @ 02% will be calculated for all quoted items considering the required quantity as mentioned in the list. Put separate CDR (in financial offer envelope) for items. In case of failure tender document will not be entertained.
<b>6. Performance Guarantee (PPRA rule 39):</b>	
i.	<b>All items are on FOR basis:</b> An amount of 06% as a performance Guarantee from the bill and shall be retained for the period of <b>two weeks</b> . Verification of the supplied items will be done by the third party (technical committee).

<b>7. Taxes/Duties:</b>	
i.	<b>FOR basis:</b> All Govt. Taxes/Duties (where applicable) will be paid by the bidder.
<b>8. Bid Validity Period:</b>	
i.	All pricing shall be guaranteed not to increase, based on an order placed. The offer should be valid for 60 days from the date of opening of the tender.
<b>9. Loading/Unloading:</b>	
i.	Transportation/Loading/Unloading of all items will be provided by the bidder.
<b>10. Country of Origin and Packing:</b>	
i.	The 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 (where applicable).
<b>11. Prices:</b>	
i	<b>FOR prices:</b> at National Textile University
ii	The bidder/supplier should quote unit price of each item as per technical specification of the sample provided or equivalent to the sample.
<b>12. Payments:</b>	
i	Also the Payment will be made on the availability of funds (approvals from Government planning agencies etc, 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.
<b>13. Warranty (where applicable):</b>	
i.	Warranty should be one year (where applicable). The 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 will not be accepted.
<b>14. Conformity with given Specifications:</b>	
i.	Equipment/items/suply will be inspected at National Textile University in the presence of the supplier/their representative. Equipment/item/supply 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 National Textile University), 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.
<b>15. Notification of Award:</b>	
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.	The University will display the official comparative statement on the notice board for which such date will be notified to all bidders accordingly.
iii.	In case the offer is withdrawn, amended or revised during the validity period of the tender, the earnest money will be forfeited.
<b>16. Mandatory Signature &amp; Stamp:</b>	
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).
<b>17. Rights of the University:</b>	
i.	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.
ii.	The University reserves the right to reject any or all bids with assigning reason(s).
iii.	The University reserves the right to ignore or waive off minor irregularities or errors in any offer.
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.
<b>18. Breach of Contract:</b>	
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.
<b>19. Force Majeure:</b>	
i.	The Contactor 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.
<b>20. Legal proceedings:</b>	
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.
<b>22. Contact Person</b>	
	<b>Contact persons</b>
01	Mr. Waqar Ahmad (Assistant Professor computer science 041-9230081, Ext. 139

### **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# **G-18/06-01** 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

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

Company name address & stamp.