

# **TENDER PROPOSAL**



**Tender Notice # G.19.01.02**

**IT Equipment/Air Conditioner**

National Textile University, Sheikhpura Road, Faisalabad-37610  
[www.ntu.edu.pk](http://www.ntu.edu.pk)

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

## ADVERTISEMENTS OF THE TENDER # G-19/01-02

Last date: 15-02-2019

i.	PPRA website dated	28-01-2019
iv	NTU website dated	28-01-2019

### ADVERTISEMENT AS IT IS:

National Textile University, Faisalabad

**Tender Notice No. G-19/01-02**

**IT Equipment/Air Conditioner**

1. National Textile University, Faisalabad invites bids {**PPRA Rule-36(b)**} in sealed envelopes from the original Manufacturers, their Authorized Agents/Distributors/Firms (GST & Income Tax registered) for the purchase of following Items on FOR basis. The detail is in the tender document.

Sr. #	Item name	Qty.
01	Printer (Network Printer)	01
02	Air Conditioner (01&1.5 ton),	01 each
03	Multimedia Projector	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/-** (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 favor 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 **10:00 am** on **15-02-2019**. 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 **10:30 am** 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, Sheikhpura Road, Faisalabad-37610

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

1.	<b>VERY IMPORTANT NOTE</b>
i	Only and only: already existing model(s) of any Machine/Equipment/Item/ its part / accessory will be accepted.
ii	Any Special prepared model of Machine/Equipment/Item or its part/accessory to meet the requirement of NTU will not be accepted.
iii	Any type of alteration /modification to meet the requirement of NTU in any existing model of Machine/Equipment/Item or any part/accessory will not be accepted.
iv	Only existing Machine/Equipment/Item /part/accessory which is indicated in its catalogue /brochure with model number/catalogue number will be accepted.
v	The catalogue/brochure of the quoted model must be on the web of principal manufacturer /company etc. Self-made catalogue/brochure by the bidder will be considered as cheating and this attitude can create serious problems (as per PPRA rules) in the business of the bidder.
vi	A fake website or a fake advertisement of the quoted model (to make money from NTU or to meet the requirement of NTU) on the genuine web site of the principle manufacturer /company will be considered as cheater and the case will be proceeded as per PPRA rules.
vii	Complete machine/equipment/item in its original packing (as in the country of origin) will be accepted.
viii	Any part of the equipment/machine (even it is compulsory to make equipment/machine operational on site) if it is as per requirement of NTU then do not write the word “optional”.
ix	Do not quote price of machine/equipment/or any it's part in PKR while quoting rates in foreign currency. You can quote price in PKR where asked to quote price in PKR.
x	<b>PPRA rule (10)</b> is applicable where specific model/brand name is mentioned.
xii	<i><b>Training</b> of equipment/machine will be on site (at NTU through qualified engineers). Please make sure about the availability of your trainer (local/foreign) to train our user then quote your offer.</i> <i><b>NOTE:</b> Make sure about the foreign trainer availability (if applicable) as per travel (to Pakistan) rules &amp; regulations of that country before quoting your price.</i>
<b>General Information</b>	
2.	<b>Deadline and Procedure for Bids:</b>
i.	Tender Proposals required under PPRA Rule 36(b) and PPRA Rule 36(d) on FOR and C & F basis as indicated in the tender advertisement.
ii.	PPRA Rule 36(b): Single stage two envelope procedure. Technical & Financial Bids must be sealed (separately) with covering letter. There must be clearly mentioned on each envelope “Technical proposal” / “Financial Proposal”. NOTE: 2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup> option(s) of any complete item or its any part will <b>not</b> be considered in any case. Only 1 <sup>st</sup> option will be considered for healthy competition under this rule.
3.	<b>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).
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 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.
4.	<b>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>5.</b>	<b>Conditional Tender:</b>
i.	Any condition(s) imposed by the bidder will not be accepted.
<b>6.</b>	<b>Bid Security (PPRA Rule-25):</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. Put separate CDR (in financial offer envelope) for items/equipment. Do not disclose your amount of 02% by any means, in case of failure tender document will not be entertained.
<b>7.</b>	<b>Performance Guarantee (PPRA rule 39):</b>
i.	<b>FOR basis:</b> An amount of 06% will be deducted as a performance Guarantee from the bill and shall be retained for the period <b>one year</b> from the date of commissioning/installation/supply.
<b>8.</b>	<b>Taxes/Duties:</b>
i.	<b>FOR basis:</b> All Govt. Taxes/Duties (where applicable) will be paid by the bidder.
<b>9.</b>	<b>Bid Validity Period:</b>
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.
<b>10.</b>	<b>Loading/Unloading/Commissioning/Installation/Training:</b>
i.	Loading / Unloading / Commissioning / Installation / Training (for operation, maintenance & troubleshooting etc.) and testing of equipment/item/machine <b>on site</b> (at NTU) will be provided by the bidder.
<b>11.</b>	<b>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.
<b>12.</b>	<b>Prices:</b>
i	<b>FOR prices:</b> at National Textile University.
ii	<p>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 as named in the given equipment list for the price comparative statement.</p> <p><b>Example: Equipment abc</b></p> <p>Suppose FOR basis Price of <b>abc</b> = 1000 PKR</p> <p>Suppose FOR basis Price of accessory #1 (as per requirement of NTU) = 100/ PKR</p> <p>Suppose FOR basis Price of accessory #2 (as per requirement of NTU) = 120/ PKR</p> <p>Suppose FOR basis Price of accessory #3 (as per requirement of NTU) = 30/ PKR</p> <p>Total FOR basis price of <b>abc</b> (for financial competition) = 1250/ PKR</p>
<b>13.</b>	<b>Payments:</b>
i	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>14.</b>	<b>Warranty &amp; availability of Spare Parts:</b>
i.	Warranty should be <b>one year</b> for all equipment/items.
ii.	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 (inner or outer) will not be accepted.
ii.	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.
<b>15.</b>	<b>Conformity with given Specifications:</b>
i.	Equipment/items will be inspected at National Textile University in the presence of the supplier/their representative. Equipment/item 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>16.</b>	<b>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>17.</b>	<b>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>18.</b>	<b>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.
<b>19.</b>	<b>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>20.</b>	<b>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>21.</b>	<b>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.

22.	<p><b>How to participate in more than one item (equipment/item).</b> Put separate CDR (in financial offer envelope) for each quoted items/equipment/machine</p> <p><b>Example: You want to apply in 02 items:</b></p> <p><b>Envelope-1:</b> “Offer for item# <b>abc</b> for Tender # <b>G-19/01-02</b></p> <p>This envelope-1 will contain two envelopes marked as  <b>(A)</b> Technical offer for item# <b>abc</b>  <b>(B)</b> Financial offer for item# <b>abc</b></p> <p><b>Envelope-2:</b> “Offer for item# <b>xyz</b> for Tender# <b>G-19/01-02</b></p> <p>This envelope-2 will contain two envelopes marked as  <b>(A)</b> Technical offer for item# <b>xyz</b>  <b>(B)</b> Financial offer for item# <b>xyz</b></p> <p>All 02 sealed envelopes will be packed in a single envelop for delivery. Your this kind effort will speed up and facilitate the further procedure of procurement. Each envelop marked as <b>Item# abc, Item# xyz</b> must contain all necessary documents related to the participation in the tender.</p>
	
22.	<p><b>Contact Person(s)</b></p>
i.	<p>Mr. Shahzad Arshad (Incharge IT) 041-9230081, Ext. 281</p>

### **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-19/01-02** 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.