

## TENDER PROPOSAL



**Tender# PGH.19.11.01**

**Equipment/Chemicals/ Maintenance/Furniture**

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

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

**ADVERTISEMENTS OF THE TENDER # PGH.19.11.01**  
**Last date:17-12-2019**

i.	<b>PPRA website dated</b>	<b>25-11-2019</b>
ii.	<b>Jang</b>	<b>24-11-2019</b>
iii	<b>Dawn</b>	<b>24-11-2019</b>
iv	<b>NTU website dated</b>	<b>24-11-2019</b>

**Advertisement as it is:**

## **National Textile University, Faisalabad**

### **Tender Notice # PGH.19.11.01**

#### **Equipment/Chemicals/ Maintenance/Furniture**

1. National Textile University, Faisalabad invites bids {PPRA Rule-36(b) & 36(d)} in sealed envelopes from the original Manufacturers, their Authorized Agents/Distributors/Firms (GST & Income Tax registered) for the purchase of following equipment/items/chemicals on FOR/C&F basis for NTU Faisalabad Campus. Where a specific brand is indicated, equivalent option should be added as per PPRA rule-10. Detail is in the tender document.

Sr. #	<b>Equipment/Item name</b>
A	(1) Computers (2) Magi board (3) Photocopier (4) Multimedia projectors (5) Graphic tablets (6) scanner 64 cm (7) Color printer 64 inch (8) Boiler “with steam irons” (9) Dryer machine (10) Easels (11) Display mannequins (12) Working mannequins (13) Scanner “Flat Bed” (14) Sewing machines (15) Sleeve iron board (16) Spotlights (17) Steam irons (18) Full frame SLR camera (19) Photography set (20) Color printer A3 (21) Multi-head embroidery machine (22) Hanger stands. <i>(PPRA rule &amp; quantity as mentioned in specifications)</i>
B	(1) Fume hood, Qty.= 01 (2) Lab scale oven, Qty. = 01 (3) Digital hygrometer, Qty. = 08 {PPRA rule 36(b), FOR basis}
C	Chemicals/Reagents, Qty. = 46 {PPRA rule 36(b), C&F basis}
D	(1) Lab scale coating machine with dryer (2) Homogenizer (3) Benchtop digital multimeter {PPRA rule 36(d), FOR basis}
E	Annual maintenance contract for Direct fired chiller plant {PPRA rule 36(b), FOR basis}
F	Furniture (class room chairs for 4 students=168, Rostrum=20, Student revolving chair=120, Computer desks=30, Lab tables=40, Chair + student revolving chair for 4 students =48, Lab stools=100) {PPRA rule 36(d), FOR basis}

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.1000/-** (One thousand 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. Sealed bids should reach in the office of Convener Purchase by or before **02:30 pm on 17-12-2019**. 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 03:00 pm** in the presence of the Bidders or their authorized representatives.

**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)

<b>1.</b>	<b>IMPORTANT NOTE</b>
i	Only and only: existing Machine/Equipment/Item /part/Accessory which is indicated on the Manufacturer, web/catalogue /brochure with model number/catalogue number 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	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.
v	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 cheating and the case will be proceeded as per PPRA rules.
vi	Complete machine/equipment/item in its original packing (as in the country of origin) will be accepted. Its any specific part/Accessory (locally made) will not be accepted unless categorically mentioned (locally made) in the final technical specifications.
vii	Any part of the equipment/machine (even it is compulsory to make equipment/machine operational) if it is as per requirement of NTU then do not write the word "optional". Please quote optional item separately if requested.
viii	Successful bidder is bound to provide <i>only and only</i> the exact quoted model number of machine/equipment/items. Justification(s) such as: (quoted model is not available right now, its manufacturing for NTU will take long time, it is out dated, company has stopped its manufacturing) will not be accepted. Bidder's offer such as "Latest model with better/similar technical specifications can be delivered in the same price and time" will <b>not be accepted</b> as the bid validity period ie 120 days {clause-9(i)} of this tender document. Situation will be declared as "failure in delivery of machine/equipment/item". Bid Security @ 02% will be forfeited {Tender clause 16(iii)} and case will be forwarded to the competent authority to declare as <b>BLACK LISTED</b> firm/company as per PPRA rules-19.
ix	<b>NOTE:</b> Whereas a specific brand is indicated, equivalent option should be added as per PPRA rule-10
x	<b>END USER CERTIFICATE:</b> will be signed as per terms and conditions of the tender document.
xi	<p><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 lab. Engineers, MS and PhD students as well as faculty members then quote your offer.</p> <p><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.</p>
<b>2.</b>	<b>Deadline and Procedure for Bids:</b>
i.	Tender Proposals required under PPRA Rule 36(b) and PPRA Rule 36(d) as indicated in the tender advertisement.
ii.	<p><b>PPRA Rule 36(b): Single stage two envelope procedure.</b> Technical &amp; Financial Bids must be sealed (separately) with covering letter. There must be clearly mentioned on each envelope "Technical proposal" / "Financial Proposal".</p> <p><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.</p>
iii.	<p><b>PPRA Rule 36(d): Two stage two envelope procedure.</b> 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, .... option(s) of any complete equipment or its any part will be considered in product presentation(s)/discussion(s).</p> <p><b>Definition:</b> Revised specifications means more detailed and comprehensive specifications as per requirement of NTU.</p>
iv.	<p><b>Revised specifications</b> 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 &amp; financial offers as per PPRA rule 36(d).</p> <p>Option(s) 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, ....will not be considered after the revised technical specifications. Only first quoted option will be considered for final financial comparative statement for the healthy competition.</p>
<b>3.</b>	<b>Bidder's Eligibility and Qualification</b>
i.	Bidding firm must be registered with Govt. tax authorities (Sale Tax & Income Tax etc) 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 <b>not Black-listed</b> from any Govt./Semi Govt. Department of the Pakistan.
v.	Bidder will provide address of nearest office to Faisalabad and Karachi (mandatory) and Web page address (mandatory).
vi.	Users list of quoted items for the last two years.
<b>4. 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. Conditional Tender:</b>	
i.	Any condition(s) imposed by the bidder will not be accepted.
<b>6. 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 each quoted item) for items/equipment. In case of failure tender document will not be entertained.
<b>7. Performance Guarantee (PPRA rule 39):</b>	
	<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. But
	<b>Serial# A:</b> An amount of 06% for serial A [Item# 10 and 10a, 11, 12 and 12a, 16, 19 except outdoor flash*, Camera gimbal and stabilizer*, 22] will not be deducted. * means performance Guarantee will be deducted <b>NOTE:</b> These items will be delivered/handed over to the user/NTU. Bidder will get the certificate from the user/technical committee at the time of delivery stated as "All items are as per given requirement/ specifications". Supplier is requested to deliver these items personally instead of cargo to avoid any breakage dispute etc
i.	<b>Serial# C:</b> <b>Chemicals/Reagents:</b> Tender condition 7 (ii) of this document is applicable, however, the performance Guarantee @ 6% of the quoted price will be released after the issuance of the certificate that is stated as "All Chemicals/Reagents are as per given requirement/ specifications". The certificate will be issued by the technical committee of NTU. <b>NOTE:</b> Consignment will be opened in the presence of the insurance personal/representative and technical committee of NTU.
	<b>Serial# F:</b> <b>Furniture:</b> Bidder is responsible to show/expose pieces of raw furniture material to the technical committee of NTU before the start of sample making. -Bidder is responsible to show/expose one sample pieces to the technical committee of NTU before polishing/painting/covering etc. -It is expected from the bidder to make one piece of each item for approval from the technical committee of NTU. This approved sample will be included in the final supply. Making of one sample only of each item for approval will reflect the technical competency of the furniture making staff. Otherwise the making of more samples will reflect the weakness of the furniture making staff. In this case NTU will not be responsible for such situation. -Technical committee of NTU may visit the manufacturer's furniture work place any time with or without any intimation, to observe/check the quality of the furniture items. -Bidder is bound to show fabric/cloth/leather/texture etc (where applicable) to the technical committee before using/finishing the item. -Bidder is responsible to make the furniture operational on site (in class rooms, offices etc). Any damage/scratches etc. will be rectified by the bidder.
ii	<b>C &amp; F basis:</b> 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 <b>one year</b> 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.										
iii	<b>Letter of Credit (L./C.):</b> 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.										
<b>8. Taxes/Duties:</b>											
i.	<b>FOR basis:</b> All Govt. Taxes/Duties/Custom clearing charges etc. will be paid by the bidder. Necessary documents will be provided to the bidder for the exemption in Govt. Taxes/Duties etc. (where applicable). The FOR prices, however, <b>shall be reduced to the extent of Taxes/Duties exempted.</b>										
ii	<b>C &amp; F basis:</b> <table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td style="padding: 2px;">a</td> <td style="padding: 2px;">All Govt. Taxes/Duties etc will be paid by NTU and should not be included in the financial offer.</td> </tr> <tr> <td style="padding: 2px;">b</td> <td style="padding: 2px;">All clearing and insurance charges will be paid by NTU and should not be included in the financial offer.</td> </tr> </table>	a	All Govt. Taxes/Duties etc will be paid by NTU and should not be included in the financial offer.	b	All clearing and insurance charges will be paid by NTU and should not be included in the financial offer.						
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<b>9. Bid Validity Period:</b>											
i.	<b>a</b> -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 in case of PPRA rule 36(b). <b>b</b> - 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 revised technical bid, in case of PPRA rule 36(d).										
<b>10. Loading/Unloading/Commissioning/Installation/Training on site:</b>											
i.	Loading/Unloading/Installation/Training (for operation, maintenance & troubleshooting etc.) and testing of equipment/item/machine <b>on site</b> will be provided by the bidder. All types of training expenditures of Engineers/Technicians and their related staff (Local or Foreign) is the responsibility of the bidder.										
<b>11. 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. Its any specific part/accessory (locally made) will not be accepted unless categorically mentioned in the final technical specifications.										
<b>12. Prices &amp; special conditions:</b>											
i	<b>NOTE:</b> Whereas a specific brand is indicated, equivalent option should be added as per PPRA rule-10										
<p><b>EXAMPLE-1</b></p> <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/machine as named in the given (advertisement) equipment/item list for the price comparative statement.</p> <p><b>Example:</b> Serial # A item# 19 (Photography set)</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Suppose FOR/C&amp;F basis Price of (Photography set)</td> <td style="width: 30%; text-align: right;">= 100 PKR/USD</td> </tr> <tr> <td>Suppose FOR/C&amp;F basis Price of accessory #1 (as per requirement of NTU)</td> <td style="text-align: right;">= 13 PKR/USD</td> </tr> <tr> <td>Suppose FOR/C&amp;F basis Price of accessory #2 (as per requirement of NTU)</td> <td style="text-align: right;">= 8 PKR/USD</td> </tr> <tr> <td>Suppose FOR/C&amp;F basis Price of accessory #3 (as per requirement of NTU)</td> <td style="text-align: right;">= 5 PKR/USD</td> </tr> <tr> <td>Total FOR/C&amp;F basis price of xyz (for financial competition)</td> <td style="text-align: right;">= 126 PKR/USD</td> </tr> </table>		Suppose FOR/C&F basis Price of (Photography set)	= 100 PKR/USD	Suppose FOR/C&F basis Price of accessory #1 (as per requirement of NTU)	= 13 PKR/USD	Suppose FOR/C&F basis Price of accessory #2 (as per requirement of NTU)	= 8 PKR/USD	Suppose FOR/C&F basis Price of accessory #3 (as per requirement of NTU)	= 5 PKR/USD	Total FOR/C&F basis price of xyz (for financial competition)	= 126 PKR/USD
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Total FOR/C&F basis price of xyz (for financial competition)	= 126 PKR/USD										
<b>13. 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. Warranty &amp; availability of Spare Parts:</b>											
i.	Warranty should be <b>one year</b> . <b>One year</b> will be considered from the date of installation (operational on site). The items or any part must be <b>BRANDED</b> (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 warranty 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/Black listing:</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, failure in the delivery (of machine/equipment/item or its part/accessory), the earnest money will be forfeited then the case will be forwarded to the competent authority to declare as <b>BLACK LISTED</b> firm/company. PPRA rule-19
<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.
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>19.</b>	<b>Breach of Contract:</b>
i.	In case of breach of warranty by the supplier/bidder, the damages suffered by the University shall be recovered from the supplier/bidder out of any payment due to the supplier/bidder 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 supplier/bidder 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 supplier/bidder 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.
<b>22.</b>	<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

**Example: You want to apply in 02 items:**

**Envelope-1:** “Offer for serial-D item# 02(Homogenizer)” for Tender # **PGH.19.11.01.**

This envelope-1 will contain two envelops marked as

- (A) Technical offer for serial-D item# 02 (Homogenizer)
- (B) Financial offer for serial-D item# 02 (Homogenizer)

**Envelope-2:** “Offer for serial-B item# 07 (Fume hood)” for Tender# **PGH.19.11.01.**

This envelope-2 will contain two envelops marked as

- (A) Technical offer for serial-B item# 01 (Fume hood)
- (B) Financial offer for serial-B item# 01 (Fume hood)

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 **serial #... Item #....** must contain all necessary documents related to the participation in the tender.



For any technical query even for any confusion in understanding tender document/technical specifications, pl contact following persons.

### **23. Contact Person(s):**

i.	Serial# A: Dr. Zafar Javed, Director FHSS	041-9230081, Ext. 230
ii.	Serial# B & C: Dr. Ahsan Nazir, Director ORIC	041-9230081, Ext. 192
iii.	Serial# D: Dr. Amjad Javed, Assistant Professor TPD	041-9230081, Ext. 205
iv.	Serial# E: Mr. Shahzad Arshad, Incharge IT	041-9230081, Ext. 281
v.	Serial# F: Dr. Zulfiqar Ali, Director Graduate Studies & Research	041-9230081, Ext. 189

### **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# **PGH.19.11.01**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.

**THE END**