

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



Tender Document

Tender No. Misc-127

Procurement of Crockery for New and Old Hostels

at

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

TENDER DOCUMENT

TENDER No. Misc-127

Procurement of Crockery for New and Old Hostels

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 “**Procurement of Crockery for New and Old Hostels**” 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 **12:00 PM** on **02-04-2019**. Technical Proposals will be opened on same day at **12:30 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

Procurement Department

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

Tel. # 068-5882460

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

Dr. Farrukh Jaleel, Email: warden@kfueit.edu.pk

Tel. # 0307-6111595

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
- iii. List of Previous/Current customers of related supply.
- iv. Detailed product 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/Suppliers in Pakistan for supply.
- 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 decision of award of contract along with judicial stamp paper of the value 0.25 % of total cost 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 by the inspection committee 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 at any time prior to the acceptance and communicate the grounds for its rejection of all bids or proposals. KFUEIT Rahim Yar Khan also reserves the right to reject any or all proposals on the basis of evaluation criteria.
- 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 as per terms and conditions 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 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 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 Khwaja 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 'D'** 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

Procurement of Crockery for New and Old Hostels

Sr. No	Item Name	Specifications/Minimum Requirements	Unit of Measure	Qty.
01	Mug Plastic	<ul style="list-style-type: none"> • Mug Plastic • Standard Size 	Each	02
02	Plastic Chabi	<ul style="list-style-type: none"> • Plastic Chabi for Roti • Good Quality 	Each	100
03	Water Jug Plastic	<ul style="list-style-type: none"> • Water Jug Plastic • 1.5 Liter • High Quality Durable Plastic 	Each	10
04	Large melamine Plate	<ul style="list-style-type: none"> • Large melamine deep dinner plate • Durable Break-Resistant BPA Free Melamine Material 	Each	150
05	Medium Melamine Bowl	<ul style="list-style-type: none"> • Medium melamine Cereal/Desert/Fruit Bowls • Durable Break-Resistant BPA Free Melamine Material 	Each	150
06	Hot Pot Large	<ul style="list-style-type: none"> • Hot pot large • Made from premium quality plastic, the functional lid of the casseroles makes opening and closing the casseroles easy • Durable and break resistant 	Each	04
07	Stock Pot/Patella 12 no.	<ul style="list-style-type: none"> • Stock Pot/Patela 12 No. • Material: Stainless Steel 	Each	02
08	Stock Pot/Patella 10 no.	<ul style="list-style-type: none"> • Stock Pot/Patela 10 No. • Material: Stainless Steel 	Each	01
09	Water Glass	<ul style="list-style-type: none"> • Fine Crystalline Glasses with laser cut edge. Crafted with precision • Transparent 	Each	18
10	Pressure Cocker	<ul style="list-style-type: none"> • Capacity: 9 ltr • High Quality in Silver • Sonex or Annex or Equivalent brand 	Each	01
11	Stock Pot/Patella 08 no.	<ul style="list-style-type: none"> • Stock Pot/Patela 08 No. • Sonex or equivalent brand • Material: Silver 	Each	01
12	Tea Cup	<ul style="list-style-type: none"> • Fine High-Quality Glass Tea Cup 	Each	200
13	Water Glass Steel	<ul style="list-style-type: none"> • Stainless Steel Water Glass • Standard Size 	Each	50

Sr. No	Item Name	Specifications/Minimum Requirements	Unit of Measure	Qty.
14	Karahi Silver Steel	<ul style="list-style-type: none"> • Silver Steel Cooking Karahi • Steel handles • Silver Lid • 36 cm Dia • 14 cm Depth • High Quality product 	Each	01
15	Steel Jar 18"	<ul style="list-style-type: none"> • Stainless Steel Jar • 18" • Martaban Dol 	Each	01
16	Thermos Tea	<ul style="list-style-type: none"> • Hot and Cold plastic Thermos • Portable and Durable 	Each	01
17	Kaddu Kash (Iron Wok)	<ul style="list-style-type: none"> • Stainless Steel Material • 2-Sided Grater. Slice and Chred 	Each	01
18	Table Spoon	<ul style="list-style-type: none"> • Stainless Steel • Long Handle 	Each	84
19	Glass Jug	<ul style="list-style-type: none"> • Made of Glass • Transparent • High Quality 	Each	02
20	Chimta Steel SS	<ul style="list-style-type: none"> • Material Stainless Steel • Large Size 	Each	02
21	Tea Strainer Steel	<ul style="list-style-type: none"> • Stainless Steel • Non-toxic, Durable & Dust Resistant 	Each	06
22	Knife Large	<ul style="list-style-type: none"> • Multipurpose Stainless-Steel Kitchen Knife Knives - 10 Inch - Silver 	Each	08
23	Cup Measuring Spoon/Pawa	<ul style="list-style-type: none"> • Stainless Steel Measuring Spoon Cup • Long Handle 	Each	02
24	Serving Spoon Steel	<ul style="list-style-type: none"> • Material: Stainless Steel • Wood Handle • Cooking Serving Spoon 	Each	04
25	Spatula Long Stick	<ul style="list-style-type: none"> • Material: Stainless Steel • Long Wood Handle • Used for stock pot 12 no. 	Each	02
26	Rice Strainer Steel	<ul style="list-style-type: none"> • Stainless Steel • Maximum Range • Square Size used for straining rice 	Each	01
27	Vegetable Peeler	<ul style="list-style-type: none"> • 360 Degree Metal Rotary Vegetable Peeler • material: metal • Standard Size 	Each	01
28	Frying Pan	<ul style="list-style-type: none"> • Traditional Frying Pan - Silver - 26Cm • Sonex Metal Finish • Size: 26CM • Loop to hang the Frying Pan 	Each	02

Sr. No	Item Name	Specifications/Minimum Requirements	Unit of Measure	Qty.
29	Souse Pan	<ul style="list-style-type: none"> • Mega Classic Sauce Pan with Glass Lid - 20Cm • Stainless steel with mirror polish • Glass lid with air hole • Diameter: 20 CM • Depth: 9.5 CM • Capacity: 3 Liter • High Quality 	Each	02
30	Plta	<ul style="list-style-type: none"> • Stainless Steel Spatula Turner Palta • handle Firm Grip 	Each	02
31	Manual Egg Bitter	<ul style="list-style-type: none"> • Manual Self Turning Egg Beater • Material: Stainless steel • Length: approx. 30cm • Perfect for egg beaters • Or any type of mixing 	Each	02
32	Steel Cooler for tea 20 Ltr.	<ul style="list-style-type: none"> • Heavy Duty Stainless Steel • Capacity 20 Ltr. • Double Skin with Insulation • Solid Tap Installed 	Each	02
33	Frying Strainer Samosa/Pakora	<ul style="list-style-type: none"> • Deep Fry Strainer • durable stainless steel • Durable long handle • Designed to instantly drain and reduced splashes 	Each	01
34	Steel Parat 22"	<ul style="list-style-type: none"> • Stainless Steel Flour Parat • For Kneading Dough Mixer • Pie Pan Size: 22" Medium 	Each	01
35	Steel Parat 30"	<ul style="list-style-type: none"> • Stainless Steel Flour Parat • For Kneading Dough Mixer • Pie Pan Size: 30" Large 	Each	01
36	Steel Bowl	<ul style="list-style-type: none"> • Double Layers Stainless Steel Bowl • Color: Silver • Hot & cool double layer • Keeps your food warm • DIMENSION:4.92in top Dia x 2.76in H, Capacity: 6.24oz 	Each	02
37	Chakla Balen Wood	<ul style="list-style-type: none"> • Wooden Belan & Chakla In Brown Color 	Each	01
38	Flour Strainer Steel	<ul style="list-style-type: none"> • Stainless steel sifter • Sifts fresh flour for cooking & baking • Color: Silver • Material: Stainless Steel 	Each	01
39	Kitchen Set Four Piece	<ul style="list-style-type: none"> • Four-piece kitchen knife set • 4-inch Fruit knife 5-inch Steak knife 4-inch utility 7-inch Chef knife 6 inches Poultry Kitchen 	Each	01

Sr. No	Item Name	Specifications/Minimum Requirements	Unit of Measure	Qty.
		<ul style="list-style-type: none"> • martensitic stainless Steel hardened 		
40	Plastic Jar	<ul style="list-style-type: none"> • Plastic Air Tight Jar • Jars with round wide mouth with rotary lid • Dimensions: 4 inches in diameter from mouth and 6 inches is the height of the jar 	Each	14
41	Crockery Stand	<ul style="list-style-type: none"> • Heavy Duty Steel Cutlery Drainer Made from Solid Steel • tough nylon finish • used to store knives and forks or it can be placed by the sink to drain wet cutlery 	Each	01
42	Cutting Sheet Plastic	<ul style="list-style-type: none"> • Plastic Sheet • Length 37 cm • Width 23cm • Density 0.75 cm • Material Plastic with plastic Lamination • resistant to wear 	Each	01
43	Kunndi Danda	<ul style="list-style-type: none"> • Height: 5 inch • Width: 9 Inch • Handmade Product • Natural Taxila Stone 	Each	01
44	Rote Pan Tawa	<ul style="list-style-type: none"> • iron Tawa Pan • Strong Handle • Black Color • Small Household Size 	Each	01
45	Iron Tawa Large	<ul style="list-style-type: none"> • Iron Tawa Pan • Black Color • Size; 2.5 ft • Side Handles for holding • Commercial use 	Each	01
46	Steel Stove Gas Burner Double	<ul style="list-style-type: none"> • Automatic double burner steel stove • Steel Body • Auto Ignition • Cast Iron Burner 	Each	01
47	Stove Burner Large	<ul style="list-style-type: none"> • Iron portable stove burner • Used for daig • Material: Cast iron 	Each	01
48	Steel Mixing Bowl/dabra	<ul style="list-style-type: none"> • Stainless Steel Mixing & Serving Bowl 22" Medium Weight 	Each	01

Procurement of Crockery for New and Old Hostels

(Bid Form)

Sr. No.	Item Name	Unit of Measure	Qty.	Unit Rate (inclusive of all taxes, installation and Shipment charges)	Total Price (inclusive of all taxes, installation and Shipment charges)
01	Mug Plastic	Each	02		
02	Plastic Chabi	Each	100		
03	Water Jug Plastic	Each	10		
04	Large melamine Plate	Each	150		
05	Medium Melamine Bowl	Each	150		
06	Hot Pot Large	Each	04		
07	Stock Pot/Patella 12 no.	Each	02		
08	Stock Pot/Patella 10 no.	Each	01		
09	Water Glass	Each	18		
10	Pressure Cocker	Each	01		

Sr. No.	Item Name	Unit of Measure	Qty.	Unit Rate (inclusive of all taxes, installation and Shipment charges)	Total Price (inclusive of all taxes, installation and Shipment charges)
11	Stock Pot/Patella 08 no.	Each	01		
12	Tea Cup	Each	200		
13	Water Glass Steel	Each	50		
14	Karahi Silver Steel	Each	01		
15	Steel Jar 18"	Each	01		
16	Thermos Tea	Each	01		
17	Kaddu Kash (Iron Wok)	Each	01		
18	Table Spoon	Each	84		
19	Glass Jug	Each	02		
20	Chimta Steel SS	Each	02		
21	Tea Strainer Steel	Each	06		
22	Knife Large	Each	08		

Sr. No.	Item Name	Unit of Measure	Qty.	Unit Rate (inclusive of all taxes, installation and Shipment charges)	Total Price (inclusive of all taxes, installation and Shipment charges)
23	Cup Measuring Spoon/Pawa	Each	02		
24	Serving Spoon Steel	Each	04		
25	Spatula Long Stick	Each	02		
26	Rice Strainer Steel	Each	01		
27	Vegetable Peeler	Each	01		
28	Frying Pan	Each	02		
29	Souse Pan	Each	02		
30	Plta	Each	02		
31	Manual Egg Bitter	Each	02		
32	Steel Cooler for tea 20 Ltr.	Each	02		
33	Frying Strainer Samosa/Pakora	Each	01		
34	Steel Parat 22"	Each	01		

Sr. No.	Item Name	Unit of Measure	Qty.	Unit Rate (inclusive of all taxes, installation and Shipment charges)	Total Price (inclusive of all taxes, installation and Shipment charges)
35	Steel Parat 30”	Each	01		
36	Steel Bowl	Each	02		
37	Chakla Balen Wood	Each	01		
38	Flour Strainer Steel	Each	01		
39	Kitchen Set Four Piece	Each	01		
40	Plastic Jar	Each	14		
41	Crockery Stand	Each	01		
42	Cutting Sheet Plastic	Each	01		
43	Kunndi Danda	Each	01		
44	Rote Pan Tawa	Each	01		
45	Iron Tawa Large	Each	01		
46	Steel Stove Gas Burner Double	Each	01		

Sr. No.	Item Name	Unit of Measure	Qty.	Unit Rate (inclusive of all taxes, installation and Shipment charges)	Total Price (inclusive of all taxes, installation and Shipment charges)
47	Stove Burner Large	Each	01		
48	Steel Mixing Bowl/dabra	Each	01		
TOTAL: _____					
Total in Words: _____					

Company Evaluation Criteria

- i. Profile of company complete in all respect
- ii. List of Previous/Current customers, Purchase Orders of related Services with contact person and telephone/fax numbers.
- iii. Copy of National Tax Registration Certificate or Copy of Online Taxpayer Verification
- iv. Copy of Sales Tax Registration Certificate or Copy of Online Active Taxpayer
- v. Bank letter of financial standing /Bank Statement
- vi. An affidavit on Rs 100/- Stamp Paper issued after date of publishing of tender which illustrate that currently they are not black listed or de-barred by any Government/Semi-Government Department to participate in bidding. Failure to submit such affidavit may lead to disqualification.
- vii. Detailed item specifications or Services matched corresponding to the BOQ as given at **Annex 'A'**
- viii. Proposed delivery, response time, plan for rendering service
- ix. Signed and Stamped Complete Tender document
- x. Bank Draft of the Earnest Money