

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



# **Tender Document**

**Tender No. Misc-093**

**Supply & Installation of Miscellaneous Items for  
Furnishing Works**

**at**

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

**TENDER DOCUMENT**

**TENDER No. Misc-093**

**Supply & Installation of Miscellaneous Items for Furnishing Works**

at

Khwaja Fareed University of Engineering and Information Technology

TENDER PRICE Rs. 2000/-

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 “**Supply & Installation of Miscellaneous Items for Furnishing Works**” as provided at **Annex ‘A’**. The supplier will be responsible for Supply, delivery, 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 **11:00 AM** on **30-08-2018**. Technical Proposals will be opened on same day at **11:30 AM** 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.

### **Procurement Department**

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

**Tel. # 068-5882420**

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

**Dr. Zaheer Ahmed, Tel. # 068-5882464, Email: [dp@kfueit.edu.pk](mailto:dp@kfueit.edu.pk)**

**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 (Including Financial Profile)
- iii. List of Previous/Current customers of related supplies, with contact person and telephone/fax numbers.
- iv. Detailed product design 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 General order Suppliers and Contractors.
- 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 signing of the contract on judicial stamp paper of the value 0.30 percent of total bid price 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 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 without assigning any reason thereof.
- 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 30 days from the date of issuance 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 'C'** 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 .....

**Supply & Installation of Miscellaneous Items for Furnishing Works**

<b>Sr. No</b>	<b>Item Name</b>	<b>Specifications/Minimum Requirements</b>	<b>Qty.</b>
01	Hand Drayer	Automatic with 10 second timer, Siemens or equivalent better	24
02	Reception Table	Reception table with double top, Size: 9'x4'x4', with Drawer & Door, Made of Good Quality Chip Board, Brown Color, Good Quality finishing & Polishing	02
03	Notice Board	Notice Board with Aluminum Frame and Mirror with Lock, Size: 8'x4'	01
04	Soap Dispenser	Stainless Steel, Capacity 1000 ml, Good Quality	108
05	Electric Wire	Size: 7/64, Good Quality	01 Coil
06	Electric Wire	Size: 3/29, Good Quality	01 Coil
07	Light	15-watt LED light, Good Quality	05
08	Dawon Light	3", Good Quality	10
09	Tape	Venyal tape for electric insulation, Nitto or equivalent better, standard size	03 Rolls
10	Light	12-watt SKPI, Good Quality	04
11	Energy Saver	24-watts, Philips or equivalent better	30
12	Essential LED Bulb	12-watt, E/27 65 K, Good Quality	19
13	EHL	80-Watt E-27 DL	03
14	Circuit Breaker	Circuit Breaker 2P4, Good Quality	02
15	MEX	60 AM C/O	02
16	Flush Tank	Standard Size, Made of Good Quality Material, Master or equivalent better	07



17	Pipe	Connection Pipe 36" PVC	04
18	Mono Block	Size: 2"x2", Good Quality	02
19	Wash Basin	Standard Size with central tap hole punched, 2 semi pre-punched outer tap holes, Good Quality Finishing	02
20	Bib Cock	CP, Stainless Steel, Good Quality	04
21	Shower	Body shower, standard size, good quality	06
22	Head Brass	Standard Size, Good Quality	03
23	Mixer Null	Stainless Steel, Standard Size, Good Quality	05
24	Pump	Router Pump, 1.5 HP with complete fittings and installation and Boaring, Good quality	06
25	Nut Bolt with Washel	8" long, 5" DIA, Good Quality, made of brass or S.S.	08
26	Lamination Sheet	Size: 8'x4' with fitting	10
27	Hardware Implement Set	Implement set contains Level, Garmala, Tesi, Kandi, Tasli and Karahi	01
28	Panaflex Sheet	Size: 5'x3' with installation printed on good quality sheets	01
29	Paint	Master or equivalent better, good quality	02 Gallons
30	Informatory Sign Board	Size: 3'x3' (Single Side) with Reflecting Sheeting HP 3M USA laminated on 1.8mm GI Sheet with 10 ft long GI pole complete in all respect	14
31	Informatory Sign Board	Size: 6'x2' (Single Side) 7x panels with reflecting sheeting HP 3M USA laminated on 1.8mm GI Sheet with 2 x GI Pole complete in all respect	02

**Supply & Installation of Miscellaneous Items for Furnishing Works  
(Bid Form)**

<b>Sr. No.</b>	<b>Item Name</b>	<b>Qty.</b>	<b>Unit Rate</b> (inclusive of all taxes, and Shipment charges)	<b>Total Price</b> (inclusive of all taxes, and Shipment charges)
01	Hand Drayer	24		
02	Reception Table	02		
03	Notice Board	01		
04	Soap Dispenser	108		
05	Electric Wire	01 Coil		
06	Electric Wire	01 Coil		
07	Light	05		
08	Dawon Light	10		
09	Tape	03 Rolls		
10	Light	04		
11	Energy Saver	30		
12	Essential LED Bulb	19		
13	EHL	03		
14	Circuit Breaker	02		
15	MEX	02		
16	Flush Tank	07		
17	Pipe	04		
18	Mono Block	02		

19	Wash Basin	02		
20	Bib Cock	04		
21	Shower	06		
22	Head Brass	03		
23	Mixer Null	05		
24	Pump	06		
25	Nut Bolt with Washel	08		
26	Lamination Sheet	10		
27	Hardware Implement Set	01		
28	Panaflex Sheet	01		
29	Paint	02 Gallons		
30	Informatory Sign Board	14		
31	Informatory Sign Board	02		
TOTAL: _____				
Total in Words: _____				

## Company Evaluation Criteria

### 1. Basic Evaluation

- i. Profile of company
- ii. List of Previous/Current customers, Purchase Orders.
- 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 /Recent 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. Signed and Stamped Complete Tender document
- viii. Bank Draft of the Earnest Money

**Note: Basic Evaluation Criteria is mandatory to fulfill to qualify for detailed evaluation. Failure to meet and submit all documents related to basic evaluation may lead to disqualification.**

## 2. Detailed Evaluation

(Minimum Passing Score Required is 65 Points)

<b>TECHNICAL EVALUATION CRITERIA FOR TENDER</b>			
<b>Specifications are available at Annex-A</b>			
<b>Sr. No</b>	<b>Item Name and Description</b>	<b>Marks</b>	<b>Max Marks</b>
<b>1</b>	<b>Past Performance/Experience of the Bidder (Reg. with GST/NTN)</b>	--	10
1.1	1 – 3 year experience	2	--
1.2	4 – 8 year experience	4	--
1.3	9 – 15 years' experience	6	--
1.4	Above 15	10	--
<b>2</b>	<b>Relevant Experience</b>	--	10
2.1	1 – 5 years' experience	3	--
2.2	6 – 10 years' experience	6	--
2.3	11 and above year experience	10	--
<b>3</b>	<b>Financial Position/ Status</b>	--	10
3.1	Last sales tax paid Form	4	--
3.2	Bank Certificate (satisfactory)	2	--
3.3	Statement Worth (Min 2 m)	4	--
<b>4</b>	<b>After Sale Services Available</b>	--	10
<b>5</b>	<b>Technical Evaluation of quoted items</b>	--	60
5.1	Specification matched as provided in Annex-A	30	
5.2	Literature in printed shape attached	2.5	
5.3	Reliability	2.5	
5.4	Delivery schedule as per need	5	
5.5	List of clients / where this equipment delivered	5	
5.6	Satisfactory letter from clients in favour of such equipment	5	
5.7	Guarantee / Warranty (as the case may be)	5	
5.8	Provision of Training to concerned user	2.5	
5.9	Free Installation (if required) as per requirement	2.5	
<b>Total</b>		--	100