

# **TENDER DOCUMENT**

# REQUEST FOR PROPOSALS

## TERMS AND CONDITIONS

For Procurement of **4 Ton floor standing air conditioners** for Computer Cell Server Room, University of Engineering & Technology Lahore.

COMPUTER CELL, RESEARCH CENTER  
UNIVERSITY OF ENGINEERING AND TECHNOLOGY LAHORE.  
PHONE: **(042) - 99029101**

## REQUEST FOR PROPOSAL-2016

**TENDER PRICE:**

**Rs. 500/-**

**Issue date:**

**22 / 09 / 2016**

**Last date of submission:**

**17 / 10 / 2016 till 11: 00 AM**

**FOR OFFICE USE ONLY**

Serial No. _____
Sold to: - M/S _____
Date of Sale _____ Bank Challan No. _____ Date _____

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PHONE: **(042) - 99029101**

## OVERVIEW

University of Engineering and Technology (UET), Lahore intends to purchase the specified “**4 Ton floor standing air conditioners (with fittings, installations & services)**” for their data center. The supplier will be responsible for delivery, installation and commissioning of equipment.

### **1. Proposal instructions (for BOQs on FOR Basis)**

- 1.1 Single stage/two envelope bidding procedure shall be applied in response to the RFP (Request for proposal). The envelopes shall be marked as “TECHNICAL PROPOSAL” and “FINANCIAL PROPSAL” separately plus “legible documents”. The financial proposal of bids found technically non responsive shall be returned unopened to the respective bidders. Technically responsive bidders shall be informed and their financial bids shall be opened in the next Central Purchase Committee (CPC) meeting after informing the technically responsive bidders.
- 1.2 Responding organizations shall deliver sealed proposal of the “FINANCIAL & TECHNICAL PROPOSALS” before or on **October 17, 2016 at 11:00 AM.**
- 1.3 The Proposals will not be accepted after the due time & date; proposal shall be delivered at the address given below before time. The TECHNICAL PROPOSALS shall be opened on the same day **October 17, 2016 at 11:30 AM** in the presence of bidders or the representatives of the responding organizations.
- 1.4 Bidders are advised not to quote different options. (only one option is to be quoted).
- 1.5 Price should be mentioned on FOR basis.
- 1.6 All BOQs submitted by the bidder must use the numbers and labels used in this Request for proposal.
- 1.7 The original Request for Proposal documents 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.
- 1.8 Any overwriting/crossing, etc. appearing in the offer may be properly signed by the person signing the tender. All pages of the tender must be properly signed & stamped. Offer with any overwriting/use of Blanco shall not be accepted in any circumstances.
- 1.9 Warranty for the compressor shall be 3 years and one-year service & parts warranty with backup support of labor and service on site.
- 1.10 A call at deposit equal to 2% of the estimated cost should accompany the Tender as **Earnest Money** drawn in favor of **Treasurer UET, Lahore**. The Tender shall not be considered without Earnest Money. Bank guarantee will not be accepted.

- 1.11 10% of the contract amount shall be deducted as security at the time of bill process. The deducted amount as security will be returned after successful completion of Defect Liability / Warranty Period, after repairing the defects in the equipment / replacement found during the warranty period for FOR.
- 1.12 The Successful Bidder will deposit a blank stamp paper of value of 0.025% of the total offer / contract amount, purchased in the name of **Treasurer University of Engineering & Technology (UET), Lahore.**
- 1.13 The quantity of an order may vary depending on the quoted price and the allocated funds.
- 1.14 The decision of the committee will be a binding on all concerned and will in no case be challenged on any forum.
- 1.15 CHAIRMAN PURCHASE COMMITTEE, reserves the rights to modify the conditions / specifications of the Tender Document with written intimation to all the participants those who have purchased the Tender Documents.
- 1.16 Delivery period for import items will be **6 to 8 weeks** from the date of issuance of purchase/supply order.
- 1.17 Delivery & Installation (wherever mentioned) be completed according to the agreed upon schedule of works and time.
- 1.18 In case the tenderer fails to execute the contract, strictly in accordance with the terms and conditions laid down in the contract, the Security Deposit shall be forfeited.
- 1.19 The CHAIRMAN PURCHASE COMMITTEE, will get the equipment inspected at UET Lahore and will have the right to reject the equipment if not found according to the stated specifications.
- 1.20 The CHAIRMAN PURCHASE COMMITTEE, reserves the right to claim compensation for the losses so caused by delay in the delivery of equipment by deducting 1% of the total amount payable to the supplier/contractor per month as penalty.
- 1.21 It is the sole responsibility of the vendor to comply with local, national and international laws.
- 1.22 In case any supply / 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 shall replace the same free of charges.
- 1.23 All the proposals submitted will become the property of the University.

## **2. Evaluation Criteria**

All bids shall be evaluated on technical and financial merit basis as per clause 1.1

Technical evaluation process may include, but not limited to the consideration of the following with respect to the functional requirements given ahead:

- 2.1 Technical specifications of proposed equipment's
- 2.2 Company profile
  - i. Age of the company
  - ii. Financial strength of the vendor
  - iii. HR strength/Man power with the vendor
  - iv. Technical support/after sale service facilities
  - v. Backup support plan
  - vi. Contact information of the firm.

Financial Evaluation process may include, but not limited to the consideration of the following:

- i. Quoted price

## **3. Required Information**

Bidders are required to include the following documents/information in their technical proposals:

- i. The Name and Address
- ii. Profile of company (Including Financial Profile)
- iii. List of Pervious/Current customer of related equipments, with contact person and telephone/fax#
- iv. Detailed product information/brochures
- v. Detailed product warranty/guarantee information
- vi. Attested copy of National Tax Registration Certificate
- vii. Attested copy of Sales Tax Registration Certificate
- viii. Copy of the professional tax certificate for the current year (2015-16)
- ix. Detailed backup support plan
- x. Bank letter of financial standing duly signed by the relevant officer of the bank clearly mentioning name and designation.
- xi. 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.

- xii. Any additional information the bidder may like to furnish e.g. repair/maintenance workshop owned by supplier and other concerned facility

In addition to the above, the proposal must include the following in the order given below:

- i. Detailed equipment specifications duly filled on the BOQ attached with this document
- ii. Terms and Conditions
- iii. Equipment prices (FOR) duly entered on the form in the attached BOQ
- iv. Validity period of the quoted price, i.e. 60 days
- v. Educational discounts if available/applied to the quoted price

#### **4. Terms and Conditions (FOR Basis)**

- 4.1 All prices should be in PAK Rupees inclusive of all Govt. taxes.
- 4.2 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 University to forfeit the earnest money in favour of the University and/or putting a ban/black listing on the future inquires or taking any other suitable action against the bidder.
- 4.3 Delivery of the item shall be free of charge at UET Lahore during the office hours with a copy of delivery challan.
- 4.4 Item being ordered should be brand new and according to the order specifications from the current production and covered under normal warranty/guarantee etc. as mentioned in the proposal. Brochures mentioned and product details must be attached.

Any query regarding this proposal should be directed to the contact no's. Listed below.

**COMPUTER CELL, RESEARCH CENTER  
UNIVERSITY OF ENGINEERING AND TECHNOLOGY LAHORE.**

- **042-99029101, 99250226**

# SUPPLIERS DATA FORM

1. Name of company \_\_\_\_\_

Address (Local Office) \_\_\_\_\_

\_\_\_\_\_ Telephone \_\_\_\_\_

Head Office \_\_\_\_\_

2. Number of years in relevant business (in Pakistan) \_\_\_\_\_

3. Major clients: (May attach a separate sheet, if necessary) \_\_\_\_\_

4. Is repair facility available at local office,                      YES                       NO

If yes, please provide the level of repair, maintenance and back-up facilities available at local office:

\_\_\_\_\_

(Attach separate sheet, if necessary)

5. Bio-data of the technical staff available in the local office to provide after-sale service: (Attach details on separate sheet) if necessary

6. Contact person for after-sale and service.

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Phone No: \_\_\_\_\_ Mobile \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_



4. **Bid Form**

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

Tender Ref: \_\_\_\_\_

To: *[name and address of Purchaser]*

Gentlemen and/or Ladies:

Having examined the bidding documents including Addenda Nos. *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver *[description of goods and services]* in conformity with the said bidding documents for the sum of *[total bid amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we hereby agree that our Bid Security as being provided herewith this "Bid Form" will remain with the Purchaser according to Clause 1.18 of Instructions to Bidders.

We also agree to abide by this Bid for a period of *[number]* days from the date fixed for Bid opening under Clause 4.2 of the Instructions to Bidders, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any bid you may receive.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

[Signature]      [In the capacity of]

Duly authorized to sign Bid for and on behalf of

**5. Price Schedule**

Name of Bidder

Tender Ref. Number

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of

Item No.	Detail of items	Estimated Quantity required	Unit Rate (with all applicable taxes & transportation charges)	Amount of total quantity

Grand Total = (Both in figures & words)

Name of Bidder / Firm:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature\_\_\_\_\_

Date:

Seal:

# Request for Proposal

## Technical Specifications

4 Ton floor standing air conditioner:

S. No.	Technical Specifications (equal or higher)	QTY.
i.	4 Ton floor standing air conditioner with complete fitting and installation (Gas pipes, water drain system, wooden floor raising for indoor unit and Iron floor raising for outdoor unit).	02
ii.	Warranty and backup support (Parts & Labor): <b>(Warranty for the compressor shall be 3 years and one-year service &amp; parts warranty)</b>	