**Bid Documents**

**(RFP)**

**Name of Work: -Supply of Vehicle’s Tyres for KIU Main Campus Gilgit**



**Opening Date : October 15, 2019**

**Opening Time : 11:30 AM**

**Venue : University Conference Hall**

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**Karakoram International University**

**University Road, Gilgit**

**Website: kiu.edu.pk**

**Email:** **dd.purchase@kiu.edu.pk**

**Telephone No. 05811-960010-13 (Ext No.231) Fax No.05811-960049, 960032**

**(Price Rs. 1000)**

1. **Definitions:**
	1. KIU: Karakoram International University
	2. RFP: Request for Proposal
	3. BOQ: Bill of Quantities
	4. Bidder: The participant firm who has submitted the proposal
	5. Selected bidder: Bidder selected for award of tender for a particular work
2. **General Requirements:**

Following are the General requirements applicable for RFP

* 1. The selected bidder(s) will be responsible for the supply of **Tyres** given in BOQ.
1. **Bids Requirements**

The objective of bids requirements is to provide bidders with the information to submit their bid in response of RFP. For all categories, bidders must follow requirements for their proposals/bids:

* 1. **For this tender PPRA’S Para 36(a) “One Stage one envelope bidding procedure for technical and financial bids will be followed”.**
	2. Proposals shall contain Company profile, Authorization & relationship with principal firms etc.
1. **Selection procedure**
	1. The bid found lowest with technical compliance for the quoted items matching the standard specifications and lowest quoted rates will be awarded the work.
2. **Terms of payment**
	1. Ninety percent (90%) of the contract amount will be paid after successful completion of supply.
	2. Ten percent (10%) of the total contract value will be retained as security/ retention money and will be released after COMPLETION OF Warranty period.
	3. Taxes in case of local suppliers will be deducted as per rates applicable in GB and in case of suppliers for down country income tax will be applicable as per Federal Govt. rates.
	4. Payment will be made to the selected bidder (s) after successful completion of supply subject to verification of claim with clearance Certificate by **Inspection Committee** KIU.
3. **Liquidated Damages**
	1. liquidated damages shall be applicable as under:
4. A penalty of 0.01% per day of contract cost can be imposed for delays in supply.
5. In case of failure in supply of items, 2% earnest money shall be forfeited and the supplier will be blacklisted as per PPRA rules
6. **Terms and Conditions of Successful bidder**
	1. The supplier will be bound to supply the Tyres as per **specifications** & quality.
	2. In case the supplier fail to supply the Tyres as per specifications & quality, the supplier will not be allowed to participate in any tender of KIU in future and strict action will be taken against them as per PPRA rule.
	3. Successful bidder is bound to deliver all the items of BOQ at **KIU Main Campus Gilgit**, at his own risk and cost.
	4. University’s inspection committee will provide clearance certificate for supplied items and reject if not found according to the accepted specifications & quality.
	5. The University reserves the right to claim compensation for the losses caused by delay in the supply.
	6. Additional terms and conditions may be added in work orders/ agreements by KIU.
7. **General terms and conditions:**

The following General terms and conditions apply to all categories of this RFP:

* 1. A bank draft/pay order equal to 2% of the total bid value from any scheduled bank in favor of Karakoram International University should accompany the tender as earnest money. The tender without earnest money or less than 2% of bid value will be considered as void tender and is liable to be rejected.
	2. The earnest money in shape of cheque will not be accepted and bid will be cancelled.
	3. Sealed bids will be opened on **October 15, 2018 at 11:30 AM at University Conference Room.**
	4. Sealed tenders should be sent via courier services to the Deputy Director Purchases, Karakoram International University, which should reach in at least by 11:00 am in KIU. By hand tenders may not be accepted.
	5. Incomplete and conditional tenders will not be entertained.
	6. **The earnest money 2% of the successful bidder shall be deposited in security deposit account of KIU after supply of Tyres as mentioned in BOQ and will be adjusted in final bill of the supplier**
	7. The bidder should be registered with UNIVERSITY; RFP will be issued to the enlisted firms with KIU.
	8. Ambiguous, conditional and void tenders are liable to be rejected.
	9. The university reserves the rights to reject all or any of the bids as per clause 33 of the Public Procurement Rules, 2004.
	10. Validity period of the bids shall be 90 days.
	11. The decision of the University shall be binding on all concerned and will in no case be challengeable at any forum or any court of law.
	12. Bids are liable to be rejected, if they are not in line with the terms, conditions and specifications stipulated in this RFP.
	13. During the examination, evaluation and comparison of bids the KIU, at its sole discretion, may ask the bidder for clarification of its bid.
	14. The request for clarification and response shall be in writing/email and no change in price or substance of the bid shall be sought, offered or permitted.
	15. Delivery time for all items is four (4) weeks to six (6) weeks after receipt of supply order, Delivery challan must be sign by Store incharge at the time of delivery and attach with the bill.
	16. Rates should be in Pak Rupees separately indicating applicable sales tax, if any.
	17. Provision of the **sealed pack of the Tyres** will be the firm’s responsibility.
	18. Specifications and **brand** for each quoted Tyres should be clearly mentioned.
	19. During evaluation, the University reserves the rights to get clarifications where necessary. But such clarifications should be in written form and should not affect the quoted prices in tenders
	20. The decision of the university will be binding upon all contractors. Anyhow they may contact Purchase Section for clarifications regarding their bids, if any.
	21. Bids submitted via email or fax will not be entertained.
	22. **Participating firm must have written authorization of the company for the quoted items.**
1. **Clarifications:**

Queries regarding this RFP shall be submitted in writing to:

Muhammad Nazakat Wajid Hussain

Deputy Director Purchases Director Finance

Ph. 05811-960010-13(ext231) Ph.: 05811-960036
dd.purchase@kiu.edu.pk wajid.hussain@kiu.edu.pk

**I have read and accept all the terms and conditions. (To be filled by bidder)**

Bidder Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CNIC No\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**BOQ**

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| --- | --- | --- | --- | --- |
| **S#** | **Description** | **Size** | **Specs** | **Qty.** |
|  | GLTA-6329 (Haice) | 195/R15 | Black Sidewall, Fresh manufacture / import of the year 2019 (Dunlop/bridge stone/lassa or equivalent) | 2Tyres |
|  | GLTC-899 (Hi Roof) | 195/R15 | Black Sidewall, Fresh manufacture / import of the year 2019 (Dunlop/bridge stone/lassa or equivalent) | 4Tyres |
|  | GLTA-5658 (Potohar Jeep) | 600/16 | Black Sidewall, Fresh manufacture / import of the year 2019(General Pakistani or equivalent)  | 4Tyres |
|  | GLTA-1602 (Jeep) | 750/16 | Black Sidewall, Fresh manufacture / import of the year 2019 (General Pakistani or equivalent) | 2Tyres |
|  | GLTA-7072 (Tractor) | 900/16 | Black Sidewall, Fresh manufacture / import of the year 2019 (General/power luck or equivalent)  | 2Tyres |
|  | GLTA-6373 (Tractor) | Large | Black Sidewall, Fresh manufacture / import of the year 2019(General/power luck or equivalent)  | 2Tyres |
|  | GLTA-6373 (Tractor) | 600/16 | Black Sidewall, Fresh manufacture / import of the year 2019 (General/power luck or equivalent)  | 2Tyres |
|  | GLTC-491 (Bus)  | 1000/20 | Black Sidewall, Fresh manufacture / import of the year 2019(Triangle 3/4 line /linglong/ Hi-fly or equivalent) | 4Tyres |
|  | GLTC-898 (Hi Roof) | 195/R15 | Black Sidewall, Fresh manufacture / import of the year 2019 (Dunlop/bridge stone/lassa or equivalent) | 4Tyres |
|  | GLTA-6800 (Bus) | 1000/20 | Black Sidewall, Fresh manufacture / import of the year 2019(Triangle 3/4 line /linglong/ Hi-fly or equivalent) | 4Tyres |

(Sultan Ayub Mir) (Muhammad Nazakat) Transport Officer Deputy Director Purchases