**BID DOCUMENT**

**(RFP)**

**NAME of Work: Supply of Laboratory Equipment for NRPU HEC project of Dr. Sher Zaman Physics Department KIU Main Campus**



**OPENING DATE :** **January 7, 2020**

**OPENING TIME :** **11:30 AM**

**VENUE : University Conference Hall**

**Karakoram international university**

**University Road, Gilgit**

**Website:** [**www.kiu.edu.pk**](http://www.kiu.edu.pk)

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

**Tele No.05811-960010-13(ext=231) Fax No. 05811-960049, 960032**

**(Price of Bid Document Rs.1000/-)**

1. **Definitions:**
	1. KIU: Karakoram International University
	2. RFP: Request for Proposal
	3. BOQ: Bill of Quantities
	4. LE: Lab Equipment
	5. Warranty: Warranty mean accurate functioning of the items within warranty period.
	6. Bidder: The participant firm who has submitted the proposal
	7. 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 will be responsible for the supply of all items given in BOQ.
	2. Selected bidder must ensure that the supplied items are fully operational and performs properly.
	3. At the time of supply, Selected Bidder must provide documentation of items etc.
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(b) “one stage, two envelop bidding procedure” for open competitive bidding shall be adopted.**
	2. Bids shall comprise of single envelope containing two separate envelops i.e. Technical and Financial Proposal and clearly marked Technical and Financial proposals.
	3. The selected bidder shall be responsible for one year services without any extra cost or hidden charges for all the equipment provided.
	4. A bidder may quote for single or multiple items; however each item will be treated separately and independently.
	5. Technical proposals shall contain Company profile, Authorization & relationship with principal firms, Location of branch offices, Company experience in related field, Technical staff details, Project Completed, major Client list, Technical specifications (brochures, etc.) of quoted hardware, equipment & material with their make and Contact addresses with details for their technical persons.
1. **Selection procedure**
	1. The bid found lowest with technical compliance for the quoted items matching the standard specifications will be awarded the work.
2. **Evaluation of Proposals**

It will be examined in detail whether the items offered by the bidder comply with the specifications of the bidding documents. To facilitate this, items specifications will be reviewed. Technical features/criteria of the Goods detailed in the Specifications will be compared with the bidder's Goods Data submitted with the bid. Other technical information submitted by the bidder (Para 3.5) will also be reviewed for acceptance i.e. relevant experience & expertise in each quoted item etc.

1. **Meet or exceed specifications**

The specifications provided in this RFP are the minimum requirements of KIU. The vendors must meet or may exceed these specifications to meet the actual requirements of this Project and its successful practical implementation. But in such a case additionally proposed or altered specifications should clearly be highlighted to enable KIU to clearly identify modified specifications.

1. **Minimum requirements for Service Level Agreements(SLA)**

Following requirements for SLA applicable for this RFP:

* 1. The selected Bidder shall provide warranty/services/hardware parts replacement and software support. The bidder shall ensure that all items and its parts are new and free from any sort of defects.
	2. The backup of an item and any of its parts with same specifications shall be provided within 24 hours and replacement shall be provided within 72 hours.
	3. Any cause of delay in response and rectification of fault will lead to financial penalties to the selected bidder and details of penalties will be incorporated in SLA.
1. **Terms of payment**
	1. Ninety percent (90%) of the contract amount will be paid after successful completion of work subject to certification of University inspection Committee to that effect.
	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 from the date of delivery.
	3. Taxes will be deducted at source as per rules if applicable.
2. **Liquidated Damages**
	1. liquidated damages shall be applicable as under:
3. A penalty of 0.01% per day of contract cost can be imposed for delays in supply.
4. In case of failure in supply of items, 2% earnest money shall be forfeited and the supplier will be blacklisted as per PPRA rules
5. **Terms and Conditions of Successful bidder**
	1. The selected bidder shall provide the technical documentation as well as user’s manual for each item in the form of hard copy and soft copy if required.
	2. **The earnest money 2% of the successful bidder shall be deposited in security deposit account of KIU after supply, installation, testing, commissioning and integration of equipment as mentioned in BOQ and will be adjusted in final bill of the supplier**
	3. The items required for work completion other than explicitly mentioned in the BOQ of this RFP will be the responsibility of the successful bidder.
	4. Successful bidder is bound to deliver the items of BOQ at KIU Main Store, at his own risk and cost.
	5. University’s inspection committee will provide clearance certificate for supplied items and reject the item, if not found according to the accepted specifications.
	6. The University reserves the right to claim compensation for the losses caused by delay in the delivery of equipment.
	7. Additional terms and conditions may be added to the work order/ agreements by KIU.
	8. The successful bidder will be responsible to provide onsite training for KIU staff.
6. **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 Technical bids supported with technical catalogs will be opened on **January 7, 2020 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 bidder should be registered with UNIVERSITY; RFP will be issued to the enlisted firms with KIU. The firms who have professional experience in the field of Lab Equipment and not enlisted with KIU, they may get enlistment by submitting the required document of enlistment and fee to KIU.**
	7. The university reserves the rights to reject all or any of the bids as per clause 33 of the Public Procurement Rules, 2004
	8. Validity period of the bids shall be 90 days.
	9. 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.
	10. Bids are liable to be rejected, if they are not in line with the terms, conditions and specifications stipulated in this RFP.
	11. During the examination, evaluation and comparison of bids the KIU, at its sole discretion, may ask the bidder for clarification of its bid.
	12. 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.
	13. Delivery time for all items is four (4) weeks to six (6) weeks after receipt of supply order.
	14. Delivery challan must be sign by Store incharge KIU Main Campus Gilgit and attach with the bill.
	15. Bids submitted via email or fax will not be entertained.
	16. The prospective supplier has to execute an agreement with the University that he will provide the item as per quality and quantity prescribed in the bid documents before the supply order is issued.
	17. **Bidders have to quote only one option, Bids having more than one option will be treated as non-responsive**.
1. **Clarifications:**

Queries regarding this RFP shall be submitted in writing to:

Muhammad Nazakat Wajid Hussain

Dy. Director Purchases Director Finance

05811-960010-13(ext 231) 05811-960010-13(ext 107)

dd.purchase@kiu.edu.pk wajid.hussain@kiu.edu.pk

**Certified that the document does not contain any thing in violation of PPRA Rules.**

**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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| **1.Project No.7180) HEC NRPU Project of Dr. Fazal Wahab Physics Department**  |
| **S No.** | **Description** | **Specs** | **Quantity** |
| 1 | Muffles Furance | Tem 1200 C, size 2.6 l, suak, Ramp sp delay time | 01 No |
| 2 | Dying Oven | Digital controller 60 L (495x395x330 mm) | 01 No |
| 3 | UV-Vis Spectrophotometer | Double beam (1200) lives/mm d grating 190-1100 nm variable band width | 01 No |
| 4 | Spin Coater | 2 stage working mode, speed 300-10000 rpm settable time 1-9999 second with oil free vacuum pump | 01 No |

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| **2.Project No.10818) HEC NRPU Project of Dr. Sher Zaman Physics Department**  |
| **S No.** | **Description** | **Specs** | **Quantity** |
| 1 | Electro Chemical work station space | Max. Applied current 1A, Max. Applied potential 12V, Eis 10 uHz-2MHz with Dr. Bob Electrochemical cell ket 01, Glassy carbon working electrode 01, Agl Agcl Reference Electrode 01 addUv-Vis cuvtl cell ket 01 | 01 No |
| 2 | Analytical Balance | Digital Display, 0.0001-220g, Capacity communication interface 2x Rs 232, Type A USB type B VBB wireless connection | 01 No |
| 3 | Centrifuge | 0-15000 rpm, 6x50 ml rotor, 12x50ml rotor, max RCF 18624 x g | 01 No |
| 4 | Dying oven 60 L Digital | 60 L Digital Tem range 0-300 c | 01 No |
| 5 | Water De-ionizer | Water De-ionizer 6000L/cycle, 2 L/Hour water quality 2.8 uS | 01 No |
| 6 | Tube Furance split 0-1200 c | Tube Furnace split 0-1200 c Temp. ramp and soak | 01 No |

Dr. Sher Zaman, AP Physics Department

PI of the Project

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