**BID DOCUMENT**

**( Request for Proposal-RFP)**

**For**

**Name of Work: Supply of Items/Material to Develop and Install A Prototype Hydro-Power Pump and Electricity Generator**

**( HEC Funded Project: TDF-03-214)**



**OPENING DATE :** **June 17, 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. Items: required items
   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 in accordance with technical specification given in the bid documents.

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) “Single Stage, Two Envelop (SSTE) 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 on the envelopes.
  3. The selected bidder(s) shall be responsible for one-year services without any extra cost or hidden charges for all the provided items.
  4. A bidder(s) may quote for single or multiple items; however, each item(s) will be treated separately and independently.
  5. For any item of the BoQ, for which the bidder is interested to quote the price, only one option must be quoted. In case of more than one option against an item, the bid may be treated as conditional and non-responsive.
  6. Technical proposals shall contain Company profile, Authorization & relationship with principal firms, Location of branch offices, Company experience in related field, Technical staff details, Projects Completed, major Client list, Technical specifications (brochures, etc.) of quoted hardware items with their make and Contact addresses with details for their technical persons.

1. **Selection procedure**

The bidder should meet the following conditions and criteria for eligibility.

* 1. The suppliers should have the experience of at least 20 years in supplying the iron and steel material in field of hydro power projects.
  2. The suppliers should have a setup of iron material store in local market and the material should be related to hydraulic turbines and other hydraulic machines including hoisting system.
  3. The suppliers should have the facilities of bending the steel sheets, machining the heavy shafts and cutting the thick steel sheets and plats. It means the supplier(s) should have the bending roller machine, heavy lathe machine and gas cutting equipment.
  4. The suppliers should have professional work ethics and must maintain good relationship with consultants, industrial engineers and other working staff of KIU.
  5. Since the project is totally experimental in nature, so supplier(s) co-operation in following points is required for smooth execution of the project:

1. Flexibility in replacing/exchanging the materials at the time of fabrication in factory if needed, within the approved price.
2. It must be the responsibility of the supplier to take back the defective/substandard material and parts, on the direction of authority. The decision of KIU shall be final in this context.
3. It will be the responsibility of the supplier to take back unused material and return the amount to KIU, after completion of the job.
   1. The supplier should have proven experience in supplying the critical parts related to hydraulic turbines such as bearings, gear boxes, turbine blades (casted), MS flanges, shafts, hydraulic control gates parts, threaded spindles, and worms gears etc.
   2. The bid found lowest with technical compliance for the quoted items matching the standard specifications will be awarded the work.

1. **Evaluation of Proposals**

It will be examined in detail whether the items offered by the bidder(s) comply with the specifications of the bidding documents. To facilitate this, items specifications will be reviewed. Technical features/criteria of the equipment/material 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 (s) 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 delivery of the ordered material, 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 2004.
5. **Terms and Conditions of Successful bidder**
   1. The earnest money (2%) of the successful bidder shall be deposited in security deposit account of KIU after supply, fixing and testing of item(s) as mentioned in BOQ and will be adjusted in final bill of the supplier.
   2. The items required for work completion other than explicitly mentioned in the BOQ of this RFP will be the responsibility of the successful bidder.
   3. Successful bidder is bound to deliver the items of BOQ at KIU Main Campus Gilgit or any location specified by the client in Gilgit district, at his own risk and cost.
   4. University’s inspection committee will provide clearance certificate for supplied items and reject the items if not found according to the accepted specifications.
   5. The University reserves the right to claim compensation for the losses caused by delay in the delivery of equipment.
   6. Additional terms and conditions may be added in the work order/ agreements by KIU.
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 with 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 treated as Non-responsive.
  3. Sealed Technical bids supported with technical catalogs will be opened on **June 17, 2020 at 11:30 AM at University Conference Room.**
  4. The technical evaluation of the bids received will be made by **20th of June 2020**.
  5. The financial bid of shortlisted bidders will be opened on **24th June 2020**.
  6. The work order will be issued by **29th of June 2020.**
  7. 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.
  8. Incomplete and conditional tenders will not be entertained.
  9. The bidder should have professional experience in the relevant field of items; RFP will be issued to the firms who have professional experience in relevant category of items.
  10. The university reserves the rights to reject all or any of the bids as per clause 33 of the Public Procurement Rules, 2004
  11. Validity period of the bids shall be 90 days.
  12. 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.
  13. Bids are liable to be rejected, if they are not in line with the terms, conditions and specifications stipulated in this RFP.
  14. During the examination, evaluation and comparison of bids the KIU, at its sole discretion, may ask the bidder for clarification of its bid.
  15. 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.
  16. Delivery time for all items is one Month after receipt of supply order. In case of any problem in the delivery of items, beyond the control of supplier/bidder, appropriate extension in time limit shall be allowed by the Competent Authority. The supplier will provide evidence for the causes of such delays. The extension in time allowed (if any) shall not cover any additional prices.
  17. Delivery challan must be signed from responsible person of KIU and attach with the bill
  18. The bidders should have professional experience in the field of subject cited above.
  19. The prospective supplier has to execute an agreement with the University that he will provide the items as per quality and quantity prescribed in the bid documents before the supply order is issued.
  20. Bids submitted via email or fax will not be entertained.
  21. 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

Deputy Director Purchases

05811-960010-13(ext 231)

[dd.purchase@kiu.edu.pk](mailto:dd.purchase@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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_