



**TENDER DOCUMENTS
(2018-19)**

(SUPPLY AND INSTALLATION OF LAB AND IT EQUIPMENTS)

**(UNDER THE PROJECT TITLED “BIOGUIDED PHYTOCHEMICAL SCREENING
OF SELECTED FERNS FROM DISTRICT MANSEHRA NO. 6135-1)”
DEPARTMENT OF BOTANY, HAZARA UNIVERSITY, MANSEHRA.**



HAZARA UNIVERSITY, MANSEHRA

OFFICE OF THE PROCUREMENT OFFICER

Phone No. 0997-414178, Fax No. 0997-414111

1. GENERAL

- i. Any bid without 2% earnest money of the total amount will not be entertained.
- ii. Conditional/incomplete/overwritten bid will not be entertained.
- iii. KPPRA rules will be followed strictly in all procurement process.
- iv. The prices quoted must be valid for at least 90 days from the date of tender opening for the evaluation of tender. The quoted prices once approved will remain valid for one year from the date of opening of financial bid(s). The bid can be extended for further period as per KPPRA rules, if both the parties agree.
- v. Telephonic/telexed/faxed/telegraphic quotations will not be entertained.
- vi. The bid must accompany the following:
 - a. Firm Registration Certificate with the Federal/Provincial Government.
 - b. National Tax Number
 - c. Sales Tax Registration Certificate Number.
 - d. Certificate to the effect that they have never been blacklisted by any Government/ Semi Government Organization.
 - e. Dealership Certificate from original manufacturer for Pakistan (where required)
 - f. All bids must be properly sealed and delivered through mail.
 - g. The provision of quoted rate in soft form is also required.

2. SCOPE OF SUPPLY

The bidder shall supply the items according to the prescribed specifications. Any deviation will cause rejection of the supply order.

3. BID PRICE

The bidder shall indicate in his offer, list of items with prescribed specifications, the unit price and total bid prices of the items (Total bid price must include labour and transportation charges and Government taxes etc). Taxes levied by the Government, if any, shall be recoverable from the bidder as per rules.

4. CURRENCY OF BID

The Price should be quoted in Pakistani Rupees.

5. BID VALIDITY

The bid should remain valid and open for acceptance of purchase for 90 days from the date of opening of bids. The quoted prices once approved will remain valid for one year from the date of opening of financial bid(s).

6. PERFORMANCE GUARANTEE

The Winner of the bid shall submit a performance guarantee at the rate of 10% of the total bid amount in the form of draft/pay order/bank guarantee in favor of Treasurer Hazara University, Mansehra.

7. BIDS PROPOSAL

The bid should comprise a single package containing two separate envelopes. Each envelop should contain separately the financial proposal and technical proposal. The envelopes shall be

marked as “FINANCIAL PROPOSAL” and “TECHNICAL PROPOSAL” in bold letters. Initially the technical proposal will be opened whereas the financial proposal will be retained in the custody without being opened.

The committee will evaluate the technical proposals. The Technical proposal not confirming to the requirements of the university will be rejected, the financial proposal of bids found technically non-responsive will be returned un-opened to the respective bidders. Financial proposals of the technically responsive bids will be opened publicly at the time, date and venue which will be communicated well in time to the respective bidders.

The above stated standard evaluation criteria will be binding upon the bidders and will have no liability, on the University.

8. BID SECURITY

Bid security shall be kept sealed in the financial proposal. The bidder(s) are also required to keep an affidavit in the technical proposal stating that a bid security amounting to 2 percent of total amount, without indicating the figure in the letter, has been placed in the financial proposal. Otherwise the technical proposal will be considered non-responsive and will be returned to the bidder(s) after being examined by the University Purchase Committee.

The Bid Securities of the successful Bidders/Suppliers (i-e **only two percent** of quoted bid amount) have a minimum validity period of ninety days from the last date for submission of the Tender or until furnishing of the Performance Security, whichever is later.

The Bid Security may be forfeited;

- (a) If the Bidder/Supplier withdraws his bid; or
- (b) In the case of successful Bidder/Supplier, if he fails within the specified time limit to Sign the Contract Agreement or if he fails to made supply within stipulated time period.

9. DEADLINE FOR SUBMISSION OF BIDS

All bids must reach and be received by the University on or before **Tuesday, February 26, 2019 at 1330 hours**. The bids will be opened at 1430 hours on the same day in the conference room, Hazara University in presence of the bidders or their authorized representatives, who wish to be present. Bids with charges payable will not be accepted, nor will arrangements be undertaken to collect the bids from any delivery point other than that specified above. Bidder/Suppliers shall bear all expenses incurred in the preparation and delivery of bids. No claims will be entertained for refund of such expenses.

10. LATE BIDS

Any bid received by the Employer/ after the deadline for submission of bids will be returned unopened to such Bidder/Supplier. Delays of person in transit, or delivery of a bid to the wrong office shall not be accepted as an excuse for failure to deliver a bid at the proper place and time. It shall be the Bidder/Supplier’s responsibility to determine the manner in which timely delivery of his bid will be accomplished either in person, by messenger.

11. CLARIFICATION OF BIDS

To assist in the examination, evaluation and comparison of bids, the Employer/ may, at his discretion, ask any Bidder/Supplier for clarification of his bid, including breakdowns of unit

rates. The request for clarification and the response shall be in writing but no change in the price or substance of the bid shall be sought, offered or permitted except as required to confirm the correction of arithmetic errors discovered by the in the evaluation of the bids.

12. UNIVERSITY'S RIGHT TO ACCEPT OR REJECT ANY OR ALL BIDS

The University reserves the right to accept or reject any or all tenders fully or partially as per provision available under Rule-47 of the Khyber Pakhtunkhwa Public Procurement of Goods, Works and Services Rules, 2014 and invoke Rule-48 of the said Rules for re-bidding. The University reserve the right to cancel all the bids were quoted price exceed estimated cost / or market value as per provision available under Rule-47.

13. NOTIFICATION OF AWARD

Prior to expiration of the period of bid validity prescribed by the Employer/, the Employer/ will notify the successful Bidder/Supplier in writing ("Letter of Acceptance") that his Bid has been accepted. This letter shall name the sum which the Employer/ will pay the Contractor in consideration of the execution of the contract and completion of the Supplies by the Contractor as prescribed by the Contract (hereinafter and in the Conditions of Contract called the "Contract Price").

No Negotiation with the Bidder/Supplier having evaluated as lowest responsive or any other Bidder/Supplier Shall be permitted, however, Employer/ may have clarification meetings to get clarify any item in the bid evaluation report.

The notification of award and its acceptance by the Bidders/Suppliers will constitute the formation of the Contract, binding the Employer/ and the Bidder/Supplier till signing of the formal Contract Agreement. Upon notification of award and its acceptance by the Bidders/Suppliers, the Employer/ will promptly notify the other Bidder/Suppliers that their Bids have been unsuccessful and return their bid securities.

14. SIGNING OF CONTRACT AGREEMENT

The formal Agreement between the Employer and the successful Bidders/Suppliers shall be executed as per instructions of tender documents within 14 days of the receipt of the Contract Agreement by the successful Bidder/Supplier from the Employer.

15. CANVASSING

Unsolicited advice / clarifications and any personal approached at any stage of evaluations of bids are strictly prohibited and may lead to disqualification.

16. DELIVERY

The bidders shall make delivery of the items within 30 days from date of issuance of supply order. A penalty of 2% of the item price per day subject to the maximum of 10% may be charged after expiry of the delivery time till the supply of the items. The delivery of items, their installation, testing and functioning, shall be made at Hazara University Mansehra by the suppliers, at their own expense, and transportation arrangements.

17. MODE OF PAYMENT

No advance payment will be made as per Government rules. The payment will be made to the supplier after inspection of supplied items by a committee of experts constituted by the University. If found in order in all respects after the successful and complete supply, installation and functioning of the items, the retention money will be released after successfully laps of warranty / defective period.

18. BID PRICE

The bidder shall indicate in his offer, list of items with prescribed specifications, the unit price and total bid prices of the items (Total price must Include transportation, insurance, fixing, placing, demonstration, testing, commissioning and all Government taxes etc). Taxes levied by the Government, if any, shall be recoverable from the bidder as per rules. The Price should be quoted in Pakistani Rupees.

19. TAXES

All Government taxes shall be deducted at source according to the relevant rules.

20. ARBITRATION

The decision of the University in all relevant matters will be final and unchallengeable in any court of law anywhere.

21. SPECIAL CONDITIONS OF THE CONTRACT

1. Inspection of Equipments/materials.

All Equipments/Glassware shall be subject to inspection and shall be approved by Hazara University Purchase committee/Technical Committee before the same are fabricated or installed in position. The committee may reject such materials as are considered by him to be below standard specifications, size or quality. The Contractor shall provide all labour at his own expense for handling during inspection. Any materials rejected by the committee shall not be used and shall be removed from site by the Contractor.

2. Work to be opened for inspection.

All supply/works under or during the course of execution in pursuance of the Contractor, whether at site or at Contractor's workshop shall, all times, be opened for inspection and supervision of the Hazara University Purchase committee/Technical Committee at all times during the usual working hours, the contractor should either himself be present to receive the instructions or any responsible agent duly accredited in writing, present for this purpose. Instructions given to the Contractor's agent should be considered to have the same force as if these had been given to the Contractor himself.

3. Responsibility against damages

Before and up to the whole of the Supply/works are completed and have been finally handed over to the University and a proper completion certificate thereof obtained by the Contractor, the Contractor shall be responsible for all and any damage caused to the materials or installed works/equipments thorough accident, improper handling, transport or any other cause whatsoever and shall repair, remove or replace the same and compensate the University against all such losses.

4. **Specifications**

The work shall comply to the requirement/ specification laid down in the B.O.Q of the tender.
Quality of each item should be supreme quality.

5. **Laboratory Test**

The Hazara University Purchase committee/Technical Committee has the power to order for conducting Equipments/material quality assurance test which he deems necessary and cost of such tests will be borne by the contractor. No claim in this regard will be entertained for payment.

This information Must be kept in Technical proposal Envelop

To be filled by the bidders.

- 1. Name of bidders: -----
 - 2. Address: -----

 - 3. Phone: ----- Mobile -----
 - 4. Fax No. ----- E-mail: -----
 - 5. NIC Tax No. ----- Sales Tax No.: -----
 - 6. Branches (if any):
 - i. -----
 - ii. -----
 - iii. -----
 - 7. Type of Business:
 - i. -----
 - ii. -----
 - iii. -----
 - 8. Facilities:
 - i. List of technical staff with qualification and experience
 - ii. Authorization of distribution / dealership -----
 - iii. Any other: -----
 - 9. Previous Experience (name of organization where said or like equipment supplied/installed/ commissioned):
 - i.----- ii.-----
 - iii.----- iv.-----
 - v.----- vi.-----
 - vii.----- viii.-----
- Please enclose any supporting document
- Name and signature: - ----- Date: -----

Seal:

22.

BILL OF QUANTITIES
SUPPLY, INSTALLATION, COMMISSIONING AND
TESTING OF LAB AND IT EQUIPMENT

S. No	Item	Specification	Min Qty	Total Price
01	Microscopes	40X-2500X(or more) 1W LED Trinocular Compound Microscope with 10MP (or more) Digital Camera and cover. Six level wide field magnification settings from 40X to 2500X Sturdy metal framework; 3D mechanical stage; Abbe condenser with diaphragm & iris Backward nosepiece allowing spacious space for comfortable observation 1W bright LED light equivalent to 10W halogen light 10MP digital camera with advanced editing & measuring software for Windows XP/Vista/7/8/10 1. Ocular Micrometer 2. Stage Micrometer 0.01mm (Japan /Germany or Equivalent)	01	
02	DSLR Camera with bag	24.2MP - 18-55VR – Black (with camera bag and memory card, extra battery). Megapixels: 24.2 MP. Focal Length: 18-55 MM Screen Size: 3.2 Inches Lens mount: Nikon F mount (with AF contacts) Type of camera: Single-lens reflex digital camerawc 2 year or more warranty	01	
03	Laptop with bag	MPXR2HN/A Ultrabook (Core i7 7th or higher Gen/8 GB/128 GB SSD/macOS Sierra) Specifications Processor: Intel Core i7-7200U (7th Gen or higher) Clock-speed: 2.3 Ghz Graphic Processor: Intel iris Plus Graphics (Apple or equivalent) 2 year or more warranty (One Extra Battery)	01	
04	Printer	Print speed Letter: Up to 40 ppm black Resolution Black (best): 600 x 600 dpi, Up to 4800 x 600 enhanced dpi 1 Hi-Speed USB 2.0; 1 Host USB; 1 Gigabit Ethernet 10/100/1000T network; 1 Wireless 802.11b/g/n Standard (built-in Ethernet, Wi-Fi) Wireless Capability, Built-in Wi-Fi; Authentication via WEP, WPA/WPA2, WPA Enterprise; Encryption via AES or TKIP; WPS; Wi-Fi Direct. Memory 128 MB Processor 1200 MHz Duty Cycle Monthly, letter: Up to 80,000 pages or higher Recommended Monthly Page Volume Duplex printing automatic standard 2-line backlit LCD graphic display 2 Year or more warranty	01	

23. Special / Mandatory Conditions

- Refurbished, Grey smuggled or international warranty products will not be accepted in any case.
- Hazara University will verify the serial numbers of the supplied items with its manufacturer. If found ambiguous, will be returned at supplier own cost.
- Manufacturer's Authorization Letter will be provided by the bidder in the name of Hazara University. The same shall be verified with the Manufacturer / issuing authority.
- Quoted product must have at least one manufacture's parts depot in Pakistan, for rapid warranty claims.
- Any product inferior to the given specification / University requirement shall be disqualified straight away.
- Compliance sheet must be provided by the bidder along with the quotation
- The successful bidders will be required to supply the items as per maximum required quantity of University up-to the end of one year from the date of opening of financial bid(s).
- Hazara University shall only accept the branded equipment imported through proper channel.

Bidder's Sign and Stamp