



**GIKI INSTITUTE OF ENGINEERING SCIENCES AND TECHNOLOGY, TOPI
(PROCUREMENT DEPARTMENT)**

**SCHEDULE OF REQUIREMENTS FOR PURCHASE/SUPPLY OF LAB
CONSUMABLES**

The delivery of services and supply will be made in 30 days after issuance of Purchase Order (without penalty) and with the prescribed penalty as per following schedule of requirement: -

MODE OF PENALTY	NO OF DAYS	TOTAL DELIVERY PERIOD
Without Penalty	30 days	30 days
With Penalty @ 0.10 % per day for 10 days, 0.15% per day for 20 days, 0.20% per day for 30 days, 0.25% per day after 30 days.		

PRICE SCHEDULE FOR THE GOODS IN PAK RUPEES:

Name of Bidder: _____

Tender No: GIKI/PD/FMCE-774/20

PURCHASE OF LAB CONSUMABLES- tabulated as under:

Tender No.	Sr. No.	Description/Specification	Qty	Unit Price (RS)	Unit Price with 17% GST (RS)	Total Cost including GST (RS)	Bid Security (2% of the Total Cost)
GIKI/PD/FMCE-774/20	1	Empty high Pressure Argon Gas Cylinder 47 liter	01				
	2	Empty high Pressure Nitrogen Gas Cylinder 47 liter	01				
	3	Argon Gas Filling (Purity 99.999%)	47				
	4	Nitrogen Gas Filling (Purity 99.999%)	47				
	5	Regulator Double Stage	02				
	6	Hafnium (+99.9% pure) (plate/rod/strip)	0.5 Kg				
	7	Boron (+99.9% pure) (plate/rod/strip/lump)	0.25 kg				

Issued by: Assistant Director Procurement

Signature of the Bidder: _____

Stamp of Bidder: _____

Note: In case of discrepancy between unit price and total, the unit price shall prevail.

SPECIFICATIONS
TENDER NO. (GIKI/PD/FMCE-774/20)
PURCHASE OF LAB CONSUMABLES

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Assistant Director Procurement
GIK Institute, Topi

TENDER BIDS SUBMISSION & OPENING DATE AND TIME

TENDER NOTICE: GIKI/PD/FMCE-774/20

PURCHASE OF LAB CONSUMABLES

Tender No.	Description/Specification	Date of Submission of Tender Documents	Date Opening of Tender
GIKI/PD/FMCE-774/20	PURCHASE Of LAB CONSUMABLES (As per Annexure-A)	1100 Hours on May 01, 2020	1130 Hours on May 01, 2020

Assistant Director Procurement
GIK Institute, Topi

GIK INSTITUTE OF ENGINEERING SCIENCES AND TECHNOLOGY, TOPI

S. No.	Item Name and Description	Maximum Marks
1	General/Relevant Experience of the Bidder	10
1.1	1 – 3 year experience	2
1.2	4 – 8 year experience	4
1.3	9 – 15 year experience	6
1.4	Above 15	10
2	Financial Soundness of bidder	15
2.1	Available bank credit line	4
2.2	Bank Certificate (satisfactory)	3
2.3	No Litigation History	3
2.4	Income tax return active	5
3	Technical Evaluation of quoted items	75
3.1	Specifications as per attached Annex-A	60
3.2	List of clients / where such equipment/items delivered	5
3.3	Satisfactory letter from clients in favor of such equipment	5
3.4	Items purity 99.99% certificate	5
TOTAL		100

Note: Please submit documents as per above mentioned criteria

- *Technical qualification status shall be decided on the basis of highest marks and passing marks should be minimum 50% accumulative score.*
- *Order/contract will be awarded lowest evaluated bidder on the basis of technically qualified and lowest price.*

Assistant Director Procurement
GIK Institute, Topi

**GIK INSTITUTE OF ENGINEERING
SCIENCES AND TECHNOLOGY, TOPI**

TENDER NO.

GIKI/PD/FMCE-774/20

TENDER DOCUMENT

F.O.R. BASIS

**TENDER FEE NON-REFUNDABLE
Rs. 2,000/-**

PROCUREMENT DEPARTMENT

Ph: 0938-281026 EXT (2444) Fax: 0938-281045

Email: taufeeq@giki.edu.pk

Web: www.giki.edu.pk

GIK INSTITUTE OF ENGINEERING SCIENCES AND TECHNOLOGY, TOPI
PROCUREMENT DEPARTMENT

INTRODUCTION:

GIK INSTITUTE OF ENGINEERING SCIENCES AND TECHNOLOGY, TOPI, having (hereinafter referred to as the Purchaser) invites sealed bids from eligible bidder(s) under Single Stage one envelop bidding system (i.e. Technical and Financial Bids in single envelop) for supply and delivery of goods, materials, equipment and/or services described in the Schedule of Requirement. The Technical & Financial Bids will be opened one the same date mentioned in Tender Notice.

1. INSTRUCTIONS TO BIDDER(S):

- 1.1. The bidder(s) shall manufacture all machines according to the drawing and models and bring also samples and bear all cost associated with the preparation and delivery of their bids, and the Purchaser will in no case be responsible or liable for those costs.
- 1.2. In case of any doubt as to the meaning of any portion of the Specifications or other Terms and Conditions, bidder(s) may seek clarification of the same in writing, but not later than 5 days prior to deadline for submission of bid(s) prescribed by the Purchaser.
- 1.3. At any time prior to the deadline for submission of bids, a modification in bidding document in the form of an addendum can be issued in response to a clarification requested by a respective bidder(s) or even whenever the Purchaser considers it beneficial to issue such a clarification and/or amendment to all bidder(s). The clarification/amendment issued (in general) shall be placed on the GIK INSTITUTE web site for the intimation to all the prospective bidder(s).
Bidder(s) are required to submit their bid(s), which will bear words "CONFIDENTIAL" and for **TENDER NO. GIKI/PD/FMCE-774/20** as per Tender Notice.
- 1.4. The Purchaser will not take any responsibility for collecting the bids from any Agency.
- 1.5. The Purchaser reserves the right to increase or decrease the quantities or may cancel any or all items shown in the Schedule of Requirement without assigning any reason thereof.
- 1.6. The Purchaser reserves the right to have the items inspected by its own representative, or by 3rd party at its own cost (if required).
- 1.7. It must be indicated in the offer that the Bid fully conforms to Technical Specifications and Terms and Conditions of the Tender.
- 1.8. The Purchaser reserves the right to accept or reject any bid and to annul the bidding process and reject all the bids at any time prior to award of Purchase Order without thereby incurring any liability to the affected bidder(s) or any obligation there under. However, GIK Institute shall upon request communicate to any bidder(s) who submitted a bid, the grounds for its rejection, but it is not required to justify those grounds.
- 1.9. Unsolicited advice/clarifications and personal approaches by the bidder(s) at any stage of evaluation are strictly prohibited and shall lead to disqualification.

- 1.10. The bidder(s) are expected to examine all instructions, forms, terms and specifications in the Bidding Documents. Failure to furnish all information required by the Bidding Documents or submission of a bid not substantially responsive to Bidding Documents in all respect will result in the rejection of the bid(s).
- 1.11. All prospective bidder(s) are advised to read carefully all terms & conditions mentioned in the Tender Documents prior to filling / submission of their Bid.

2. **BID PRICES:**

- 2.1. Prices must be quoted in Pakistani currency inclusive of all taxes and duties and also in foreign currencies, indicating unit price and total bid prices. GST must be quoted separately along with copy of GST Certificate only for Pakistani currency. Bids offering prices in foreign currency will be rejected. Conditional bid / bid having any price adjustment formula will be rejected.
- 2.2. Prices must be quoted including all charges like handling, loading, transportation and un-loading, Octroi and Zila Tax etc. for delivery of material at Purchaser's stores located at **required delivery location.**
- 2.3. Quoted prices will be valid for 60 days from the opening date of the bids.
- 2.4. Technical brochure/literature confirming Size, Brand & Country of Origin of quoted items/material must be attached with the Technical Bid (where deemed necessary).
- 2.5. Discount (if any) shall only be entertained on Schedule of Requirement of Bidding Document (Financial Proposal). If the discount is mentioned elsewhere in the bid, the same shall not be entertained.
- 2.6. Tender submitted without Tender Fee Rs 2,000/- (in shape of challan form/ pay order/Demand Draft) & earnest money CDR should be rejected at the time of opening of Tender. Earnest money & challan form will be submitted against each Tender separately.

3. **BID SECURITY MONEY:**

- 3.1. The sealed bids complete in all respect must reach in the office of Assistant Director Procurement GIK Institute along with Bid Security Money 2% of the total cost in the name of GIK INSTITUTE OF ENGINEERING SCIENCES AND TECHNOLOGY, TOPI in shape of CDR to be attached with financial offer.
- 3.2. Short Bid Security Money or Crossed Cheque as Bid Security Money is not acceptable.
- 3.3. The Bid Security Money of un-successful bidder(s) will be returned after award of Purchase Order to successful bidder(s). The Bid Security Money of successful bidder(s) will be discharged / returned upon bidder(s) furnishing the executing the order/contract (Subject to the satisfactory report without any objection from the end user).
- 3.4. The Bid Security Money of bidder(s) whose bid is rejected under Clause 2.7 will be returned forth-with.
- 3.5. The Bid Security Money shall be forfeited:
 - 3.6.1. If a bidder withdraws its bid during the period of bid validity.

3.6.2. In case of successful bidder, who fails (a) to sign the contract; (b) to furnish performance security (if any).

4. DEADLINE FOR SUBMISSION OF BIDS:

4.1 The bids must be delivered at the Procurement Department, GIK Institute, Topi on or before as per schedule mentioned in Press Tender Notice and the same will be opened accordingly.

5. LATE BIDS:

5.1 Any bid received by the Purchaser after the prescribed deadline for submission of bids mentioned in Press Tender Notice will not be accepted and returned un-opened to the bidder(s).

6. BID OPENING:

6.1. The purchaser will open Bids, in the presence of bidder's representative(s) who may choose to attend on date, time and location mentioned above.

6.2. The bidder(s) names, bid prices including bid price modification and bid withdrawals, if any, will be announced at the time of financial bid opening.

6.3. The Purchaser will examine the bids to determine whether they are complete, no computational errors have been made, the required sureties have been furnished, documents have been properly signed, and the bids are generally in order.

6.4. Arithmetical errors found will be corrected as follows:

6.4.1. Where there is a discrepancy between amount in figures and word, the amount in word will prevail.

6.4.2. Where there is a discrepancy between the unit price and the total amount derive from the multiplication of the unit price and the quantity, the unit price as quoted will govern, unless there is an obvious gross arithmetical error in unit price, in which event, the extended amount quoted would prevail.

6.4.3. In case the due date of bids opening falls on a holiday, the bids shall be opened on the next working day.

7. DETERMINATION OF RESPONSIVENESS:

7.1. After opening of the bids, the purchaser will determine whether each bid is substantially responsive to the requirements of the bidding documents.

7.2. For the purpose of this clause, a substantially responsive bid is one, which conforms to all the terms and conditions of the bidding documents without material deviation. A material deviation is one which means in-consistent with the bidding document, affects in any substantial way the scope, quality or prescribed delivery schedule or which limits in any substantial way, the Purchaser's right or the bidder's obligation under the contract.

- 7.3. A bid determined to be a non-responsive will be rejected by the purchaser and shall not subsequently be made responsive by the bidder(s) by correction of the non-conformity.
- 7.4. The purchaser may waive any minor deviation non-conformity or irregularity in a bid, which does not constitute a material deviation, provided that the waiver does not prejudice or affect the relative standing order of other bidder(s).
- 7.5. To assist in determining a bid's responsiveness the bidder(s) may be asked for a clarification of his bid. The bidder(s) is not permitted, however, to change bid price or substance of his bid.
 - 7.6. The bidder(s) may lodge a written complaint for redressed of their grievances and disputes to Dispute Resolution Committee within fifteen days of the placement of the Technical Evaluation report on the web.

8. ISSUANCE OF PURCHASE ORDER (PO):

- 8.1 The Purchaser will issue Purchase Order to the successful bidder(s) whose bid is determined to be the best evaluated bid.

9. PAYMENT:

9.1 Payment will be made as follows after inspection and acceptance of goods, materials and equipment etc:

- 9.1.1. Payment after delivery
- 9.1.2. Payment Against Delivery
- 9.1.3. Part Delivery Part Payment
- 9.1.4. ____% advance payment against Bank Guarantee

10. DELIVERY SCHEDULE:

- 10.1. Delivery of required material against this tender is to be completed as soon as possible from the date of receipt of firm Purchase Order.

11. EXTENSION IN THE DELIVERY PERIOD:

- 11.1. Delivery of the goods shall be made by the supplier in accordance with the delivery schedule given in Purchase Order.
- 11.2. The supplier may claim extension of the time limits as set forth in the Purchase Order in case of:-
 - 11.3. Changes in the specifications of goods, material & equipment by the Purchaser.
 - 11.4. Delay in provision of clarifications regarding material, drawings and services by the Purchaser.
 - 11.5. Force Majeure pursuant to Clause # 13.
 - 11.6. Justified reasons subject to a written request high-lighting the same within a period of seven working days prior to expiry of delivery period mentioned in Purchase Order.

- 11.7. It should be noted that a request for extension in delivery period shall be considered only if the supplier agrees in writing to pay any increase in taxes or any other charges levied by the Government during the extended delivery period. Purchaser shall not bear any additional price increase during the extended period.
- 11.8. In case of extension in delivery period, the supplier will extend validity of Performance Bond accordingly at his cost.
- 11.9. If the supplier fails to supply the ordered material for any reason, within stipulated time, the Performance Bond shall be forfeited and material shall be purchased from elsewhere at his risk and cost.

12. LIQUIDATED DAMAGES:

- 12.1. If you fail to supply the material in the above specified period, GIK Institute reserves the right to blacklist you for future business or forfeit the security money or impose penalty at the rate mentioned in schedule of requirement of the contract value or may impose any other financial penalty as deemed fit.
- 12.2. Even after imposition of LDs, if the supplier fails to materialize the delivery (material and or services); the Purchaser reserves the right to cancel Purchase order/contract and to forfeit the earnest money (if applicable) after intimating the supplier for such cancellation / forfeiture.

13. FORCE MAJEURE:

- 13.1. The supplier shall not be liable for penalty for delay in delivery of ordered goods, if, and to the extent delay in delivery or other failure to perform his obligation under the Purchase Order, of being the result of occurrence of Force Majeure i.e. causes such as natural calamities, war, civil disturbance, military action, fire as well as other circumstance proved to the satisfaction of the Purchaser to be beyond the reasonable control of the supplier, which may impede the fulfillment of the obligations under the Purchase Order.
- 13.2. The supplier shall notify the Purchaser promptly of the occurrence of Force Majeure and submit his case in writing within 07 days of such occurrence.
- 13.3. If any of the party is prevented to fulfill its assumed obligations by Force Majeure of constant duration of at least one month, the party shall meet for negotiation. If no satisfactory agreement is reached within a period of two months from the Commencement of the Force Majeure conditions, either party shall have the right to cancel the Purchase Order with immediate effect.

14. INSPECTION AND TEST:

- 14.1. The Purchaser's representative(s) shall have the right to inspect and/or test the goods to confirm their conformity with respect to specifications mentioned in the Purchase Order. The representative of Procurement Cell will witness the inspection (where so required).
- 14.2. Should any inspected or tested goods fail to conform to the specifications the purchaser shall reject them and supplier shall replace the rejected goods. All costs incurred on such replacement shall be entirely born by the supplier.
- 14.3. Rejected material shall be moved / replaced by the supplier within 07 days

from the receipt of letter/fax issued by the Procurement Department. The supplier shall be liable for the **storage** charges @ 0.2% (half percent) of the cost of rejected material on every day basis, if the same is not removed within seven days.

14.4. Acceptance/rejection of the material by 3rd party (where required) will be final and binding on both the parties.

15. WARRANTY:

15.1. The supplier shall warrant that all goods supplied under Purchase Order shall be according to specifications given in Purchase Order and approved drawings/design etc. Any deviation in material, drawing/design (where applicable) will be replaced by the supplier at his cost.

15.2. The Purchaser shall promptly notify the supplier in writing, of any claims arising under this warranty.

15.3. The supplier will invariably provide warranty/guarantee of spare and consumables.

16. QUALIFICATION OF SELECTED BIDDER(S):

16.1. The Purchaser will determine to its satisfaction whether the bidder(s) selected as having submitted the lowest evaluated, technically responsive bid qualifies to satisfactorily perform the order.

16.2. The determination will take into account the bidder(s) financial, technical & production capabilities, availability of items ordered for. The bidder(s) shall provide necessary documents as proof along with the bid.

16.3. Any affirmative determination will be a pre-requisite for award of the Purchase Order to the bidder(s). A negative determination will result in rejection of the bid.

16.4. The Purchaser reserves the right at the time of award of order to increase or decrease to a reasonable extent in the quantity of goods specified in the Tender Document without any change in price or other terms and conditions.

17. You are encouraged to inform Procurement Department on the following addresses/ contacts, in case where any GIK Institute employee ask for any type of favor whether monetary or in kind:-

DESIGNATION	ADDRESS	TEL #	FAX #	E. MAIL
Assistant Director Procurement	Ghulam Ishaq Khan Institute, Topi.	0938-281026 (Ex: 2444)	0939-281045	taufeeq@giki.edu.pk