

## **Ghulam Ishaq Khan Institute of Engineering Science & technology Topi, Swabi.**

Re-Tender No. GIKI/WD/Elec/TF/01

Ghulam Ishaq Khan Institute of Engineering Science and technology invites proposals/bids for: "Supply, installation, testing & commissioning of 1600KVA Transformer including Accessories mentioned in Tender Document.

1. Tender Document is available at GIKI website [www.giki.edu.pk](http://www.giki.edu.pk)  
The procurement shall be completed on Single Stage - Two Envelope Bidding Procedure.
2. Prior visit of technical team of the firms is mandatory before bid submission.
3. Two envelopes containing Technical and Financial Bids separately, duly completed, signed, stamped, sealed and in complete conformity with Tender Document should be submitted to the Director (Works & Projects) Ghulam Ishaq Institute Topi Swabi, not later than 1100 Hours on last date of submission of bids i.e. **24 Feb 2024**. The bids shall be opened at 11:15 Hours on the same date.
4. Tender fees 3000/- nonrefundable and 2% bid security (CDR) must be submitted with the bid. 5% retention money will be deducted from bills and will be paid after 03 months of issuance of completion certificate.
5. Income/Sales tax registration certificate and other required documents as mentioned in the Tender Document must accompany the bids. Taxes will be reduced according to government rules.

**Note** GIKI may reject all bids or proposals at any time prior to the acceptance of a bid or proposal.

**Ghulam Ishaq Institute of Engineering Science & Technology**

Topi Swabi Contact Person: Col@ Saleem Khan (0333-5189606).

Web :[www.giki.edu.pk](http://www.giki.edu.pk)

# **Tender Document**

**Tender No. GIKI/WD/Elec/TF/01**

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**SUPPLY, INSTALLATION, TESTING AND  
COMMISSIONING OF TRANSFORMER  
(1600KVA) WITH ACCESSORIES  
FOR  
GIK INSTITUTE, TOPI, SWABI.**

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### **IMPORTANT NOTE**

Bidders must ensure that they submit all the required documents indicated in the Bidding Documents without fail. Bids received without undertakings, valid documentary evidence, supporting documents and the manner for the various requirements mentioned in the Bidding Documents or test certificates are liable to be rejected at the initial stage itself. The data sheets, valid documentary evidence for the critical components as detailed hereinafter, should be submitted by the Bidder for scrutiny.

### **CHECKLIST FOR BID SUBMISSION**

The bidder(s) must fill-up the checklist / table given below and attach required documents with proper Annexures:

<b>Sr. #</b>	<b>Description</b>	<b>Yes/ No</b>	<b>Attached at Annexure</b>
<b>Technical Proposal</b>			
1.	Covering letter duly signed and stamped by authorized representative of the Firm's Letter Head.		
2.	Duly filled, signed and stamped technical specifications sheet with Technical Offer/BOQ clearly mentioning quoted Brand and Technical specifications offered, along with Brochures / Literature, Datasheet, etc.		
3.	Tax Registration (NTN) and General Sales Tax Registration with Active status.		
4.	Valid Professional Tax Certificate.		
5.	Valid proof of pre-quality / approved by WAPDA must be provided		
6.	Authorization Certificate/Letter from the Principal/ Manufacturer for this tender.		
7.	Relevant experience documents i.e. Purchase Orders / Contracts for a specified period of three (3) years as required in Technical Evaluation Criteria.		
<b>Financial Proposal</b>			
8.	Financial Proposal Form duly signed & stamped on Firm's Letter Head along with 2% bid security in shape of CDR.		

## **1. Invitation to Bid**

### **1.1 Type of Open Competitive Bidding**

Single Stage – Two Envelope Bidding Procedure shall be followed. The said procedure is reproduced as follows:

- (i) The bid shall be a single package consisting of two separate envelopes, containing separately the financial and the technical proposals.
- (ii) the envelopes shall be marked as “Financial Proposal” and “Technical Proposal”.
- (iii) in the first instance, the “Technical Proposal” shall be opened and the envelope marked as “Financial Proposal” shall be retained unopened in the custody of the procuring agency.
- (iv) The procuring agency shall evaluate the technical proposal in the manner prescribed in advance, without reference to the price and shall reject any proposal which does not conform to the specified requirements.
- (v) During the technical evaluation no amendments in the technical proposal shall be permitted.
- (vi) After the evaluation and approval of the technical proposals, the procuring agency shall open the financial proposals of the technically accepted bids, publicly at a time, date and venue announced and communicated to the bidders in advance, within the bid validity period.
- (vii) the financial bids found technically nonresponsive shall be returned un-opened to the respective bidders; and
- (viii) the lowest evaluated bidder shall be awarded the contract.

## **2. Tender Eligibility/Qualification Criteria**

2.1 Eligible Bidder/Tenderer is a Bidder/Tenderer who:

- 2.1.1 Prior visit of the firm’s technical team is mandatory before bid submission.
- 2.1.1 has a registered/incorporated company/firm in Pakistan with relevant experience for last three (3) years at least.
- 2.1.2 Must be registered with Tax Authorities as per prevailing latest tax rules (Only those companies which are validly registered with sales tax and income tax departments and having sound financial strengths can participate);
- 2.1.3 has valid Registration (must be included in Active Taxpayer List) of General Sales Tax, National Tax Number (NTN) and Valid Professional Tax Certificate
- 2.1.4 has submitted a bid for complete Lot(s) and relevant bid security.
- 2.1.5 must be involved in providing similar nature Items/Services for last three (3) years at least.
- 2.1.6 Valid Authorization Certificate / Document from the principal / manufacturer
- 2.1.7 Only WAPDA pre-qualified/approved suppliers are eligible to bid
- 2.1.8 has not been blacklisted by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector

Organization anywhere in Pakistan. (Submission of undertaking on legal stamp paper is mandatory), failing which will cause rejection of the bid;

2.1.9 has the required relevant qualified personnel and enough strength to fulfill the requirement of Items/Services.

**3. Tender Cost**

The Bidder(s) shall bear all costs / expenses associated with the preparation and submission of the Tender(s) and the Purchaser shall in no case be responsible / liable for those costs / expenses.

**4. Joint Venture / Consortium**

Joint venture / consortium is not eligible for this tender.

**5. Tender Validity**

The Tender shall have a minimum validity period of **(120) days** from the last date for submission of the Tender.

**6. Technical Evaluation Criteria**

6.1 The Bidders who have duly complied with the Eligibility/Qualification and Technical Evaluation Criteria will be eligible/responsive for further processing.

6.2 The Bids, which do not conform to the Technical Specifications or Bid conditions or Bids from the Bidders without adequate capabilities to provide Construction Services will be rejected.

6.3 The Technically Responsive/Qualified Bidder(s) will be considered for further evaluation.

6.4 The Technical proposal(s) shall be evaluated by the technical evaluation committee of GIKI in the light of following technical evaluation criteria against each:

Category	Description	Status
<b>Mandatory Compliance</b>	Valid <b>Income Tax Registration</b> with <b>Active status</b> .	<b>Mandatory</b>
	Valid <b>Sales Tax Registration</b> with <b>Active status</b> .	
	Valid <b>Professional Tax Certificate</b> .	
	<b>Bid Security 2%</b>	
	Original Receipt of <b>Challan Form</b> for Bidder's Registration.	
	<b>Valid authorization Certificate/Letter</b> from the <b>Principal/Manufacturer</b> must be provided.	
	Must be involved in manufacturing, sales or supply business of <b>similar nature items/equipment</b> for <b>last three (3) years at least</b> (verifiable through relevant Purchase Orders / Contracts/Invoices of successfully completed projects).	

Submission of **undertaking and Affidavit on legal valid and attested Stamp Papers** that:

- i) the Bidder (Name of the Firm) is **not blacklisted** by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan.
- ii) The Bidder (Name of the Firm) shall comply with the specifications of all items/services/works to be mentioned.
- iii) the Bidder (Name of the Firm) shall comply with the **Terms & Conditions** mentioned in Tender Document, i.e. All terms & conditions and qualification requirements listed anywhere in this Tender Document have been satisfactorily vetted.
- iv) the Bidder (Name of the Firm) shall comply with the **Delivery/Execution Schedule** as per Tender Document.
- v) the Bidder (Name of the Firm) Certify that the quoted Equipment/Items are **genuine, brand new, non-refurbished, unaltered in any way, of the recent / current model and incorporated all recent improvements in design and materials.**

Only **WAPDA pre-qualified/approved** suppliers are eligible to bid (valid proof of pre-qualified / approved must be provided)

**Note:** Verifiable documentary proof for all above mandatory requirements will be pre-requisite for the evaluation of bids of the bidder(s).

## **7. Financial Proposal Evaluation**

7.1 Technically qualified/responsive Bidder(s) shall be called for opening of the Financial Proposal(s). The Financial Proposals will be opened in the presence of the Bidders at the time and venue indicated by the Purchaser accordingly. The technically Responsive/Successful Bidder(s) or their authorized representatives shall be allowed to take part in the Financial Proposal opening against their relevant Lot(s).

7.2 The Purchaser will not be responsible for any erroneous calculation of taxes and all differences arising out as above shall be fully borne by the Successful Bidder. However, any subsequent changes in rates or structure of applicable taxes by the Government at any time during execution/evaluation period will be dealt with mutual consent.

## **8. Rejection / Acceptance of the Bid**

8.1 The Purchaser shall have the right, at his exclusive discretion, to increase / decrease the quantity of any or all item(s)/service(s) without any change in unit prices or other terms and conditions at the time of order placement. The Purchaser may cancel/reject all bids or proposals at any time prior to the acceptance of a bid or proposal.

**TECHNICAL SPECIFICATIONS / REQUIREMENTS**

Sr. No.	Description	Unit	QTY.	Quoted Brand/ Model/ Country of Origin etc.	Offered Technical Specifications
1.	<p><b><u>Transformers (1600KVA)</u></b>            1600 KVA Three Phase distribution Transformer.            Vector Group=Dyn11, 11KV/415V, 50Hz,            Offline Tap Changer, Type of cooling =ON            Direct Termination with LT bus bar inside Canopy            Provide Best Quality Transformer as per the specification approved by the WAPDA/ PESCO, Along with WAPDA inspection certificate and FAT report.</p>	No.	01		
2	<p><b><u>Breaker 2000A(Schneider/ABB)</u></b>            3 pole ACB Complete in all respects</p>	No	1		
3	<p><b><u>PFI Panel Improvement as per requirement complete in all respects</u></b></p>	Job	1		
4	<p><b><u>LT Bus Bar</u></b>            Modification/Alteration in Existing CU Bus Bars.            Complete in all respects</p>	Job	1		
5	<p><b><u>Canopy/KIOSK</u></b>            Modification/Alteration in Existing Canopy            Complete in all respects</p>	Job	1		
6	<p><b><u>Earth Pit Resistance Value under 1 Ohm</u></b>            For Transformer Neutral            Complete in all respects</p>	Job	1		
7	<p><b><u>Supply, Installation, Testing &amp; Commissioning</u></b>            Complete in all respects</p>	Job	1		

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**NOTE:**

<b>i.</b>	The bidder(s) must submit their bids against all Items/parts as mentioned above.
<b>ii.</b>	Duly filled, signed and stamped technical specifications sheet with Technical Offer/BOQ clearly mentioning quoted Brand, Country of Origin/manufacturing/assembly and Technical specifications offered, along with Brochures / Literature, Datasheet, etc. and complete details of items/services to be delivered.
<b>iii.</b>	Minimum 1-year parts and labor warranty for all components on site.
<b>iv.</b>	The bidder(s) should clearly mention Terms and Conditions of service agreements for the supplied items/equipment after the expiry of an initial warranty period.
<b>v.</b>	In the case of International Warranties, the local authorized dealers should mention their service and warranty setup, details of qualified engineers, etc.
<b>vi.</b>	All items must be factory fitted and configured. Vendor / Assembler to provide verification of Serial numbers.



**ANNEXURE-B**

**FORMS & OTHER REQUIRED DOCUMENTS**

**TECHNICAL PROPOSAL SUBMISSION FORM**

[Location, Date]

To (Name and address of Client / Purchaser)

Dear Sir,

We, the undersigned, offer to provide the\_ (insert title of assignment) \_ in accordance with your Request for Proposal/Tender Document No.\_\_\_\_\_dated \_ (insert date) \_ and our Proposal. We are hereby submitting our Proposal, which includes the Technical Proposal, and the Financial Proposal sealed in two separate envelopes.

We undertake, if our Proposal is accepted, to provide supply of \_\_\_\_\_related to the assignment.

Our Proposal shall be binding upon us up to the expiration of the validity period of the Proposal, i.e. before the date indicated in the Proposal Data Sheet.

We also confirm that the Government of Pakistan has not declared us, or any, ineligible on charges of engaging in corrupt, fraudulent, collusive or coercive practices. We, furthermore, pledge not to indulge in such practices in competing for or in executing the Contract, and we are aware of the relevant provisions of the Proposal Document.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature (Original)

(In full and initials)

Name and Designation of Signatory

Name of Firm

Address

**ANNEXURE-C**

**Financial Proposal Submission Form (Part of Financial Bid Envelope)**

[Location, Date]

To \_(Name and address of Client / Purchaser)\_

Dear Sir,

We, the undersigned, offer to provide the \_ (Insert title of assignment) \_ in accordance with your Request for Proposal No.\_\_\_\_\_ dated \_(insert date)\_ and our Technical Proposal. Our attached Financial Proposal is for the sum of \_ (insert amount in words and figures) \_. This amount is inclusive of all taxes.

Our Financial Proposal shall be binding upon us up to expiration of the validity period of the Proposal, i.e. before the date indicated in \_\_\_\_\_of the Proposal Data Sheet.

We also declare that the Government of Pakistan has not declared us or any Sub-Contractors for any part of the Contract, ineligible on charges of engaging in corrupt, fraudulent, collusive, or coercive practices. We, furthermore, pledge not to indulge in such practices in competing for or in executing the Contract, and are aware of the relevant provisions of the Proposal Document.

We understand you are not bound to accept any Proposal you receive.

Signed

In the capacity of:

Duly authorized to sign the proposal on behalf of the Applicant. Date:

**ANNEXURE-D****Price Schedule/ Financial Cost Sheet**

Lot No. 1					
Sr. No.	Description	Unit	QTY.	Unit Rate (Incl. all taxes, duties, freight, etc.) Rs.	Total Cost (Incl. all taxes, duties, freight, etc.) Rs.
			(1)	(2)	3=(1x2)
1	<u><b>Transformers</b></u> <u><b>(1600KVA)</b></u> <u><b>Transformers</b></u> <u><b>(1600KVA)</b></u> 1600 KVA Three Phase distribution Transformer. Vector Group=Dyn11, 11KV/415V, 50Hz, Offline Tap Changer, Type of cooling =ON Direct Termination with LT bus bar inside Canopy Provide Best Quality Transformer as per the specification approved by the WAPDA/ PESCO, Along with WAPDA inspection certificate and FAT report.	No.	01		
2	<u><b>Breaker</b></u> 2000A(Schneider/ABB) 3 pole ACB Complete in all respects.		1		
3	<u><b>PFI Panel Improvement</b></u> <u>as per requirement</u> <u>complete in all respects.</u>	Job	1		
4	<u><b>LT Bus Bar</b></u> Modification/Alteration in Existing CU Bus Bars. Complete in all respects.	Job	1		
5	<u><b>Canopy/KIOSK</b></u> Modification/Alteration in Existing Canopy Complete in all respects.	Job	1		
6	<u><b>Earth Pit Resistance</b></u> <u>Value under 1 Ohm</u> For Transformer Neutral Complete in all respects.	Job	1		

7	<b><u>Supply, Installation, Testing &amp; Commissioning</u></b> Complete in all respects.	<b>Job</b>	<b>1</b>		
<b>Total Bid Cost (Incl. all Taxes)</b>					<b>X1</b>

**Notes to Price Table:**

- i.** "X1" will determine the total bid cost
- ii.** Prices must be quoted for all components under Lot No.1 as prescribed under given above table.
- iii.** Prices must be included with all applicable Taxes/duties, Freight/Transportation, Labor cost, Preparation of Site, Contingencies and any other cost not mentioned here.
- iv.** The Purchaser reserves exclusive rights to increase or decrease the quantity of Items/services without any change in unit price and other terms and conditions.

Total Cost (in words) Rs. \_\_\_\_\_

Date \_\_\_\_\_

Signature of authorized person

Name:

(Company Seal)

\_\_\_\_\_  
In the capacity of  
Dully authority by

**Note: No cutting or overwriting is allowed. Any cutting or overwriting will lead to rejection of the financial bid.**

**Format for Covering Letter**

To

(Name and address of Purchaser)

**Sub:** \_\_\_\_\_.

Dear Sir,

- a)** Having examined the tender document and Appendixes we, the undersigned, in conformity with the said document, offer to provide the said items/services/Works on terms of reference to be signed upon the award of contract for the sum indicated as per Price Schedule.
- b)** We undertake, if our proposal is accepted, to provide the items/services/Works comprise in the contract within the time frame specified, starting from the date of receipt of notification of award from the client Department / Office.
- c)** We agree to abide by this proposal for a period of \_\_\_days (as per requirement of the project) from the date of bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
- d)** We agree to execute a contract in the form to be communicated by the \_(insert name of the Purchaser)\_, incorporating all agreements with such alterations or additions thereto as may be necessary to adapt such agreement to the circumstances of the standard.
- e)** We understand that you are not bound to accept the lowest or any bid you may receive, not to give any reason for rejection of any bid and that you will not defray any expenses incurred by us in bid.

Authorized Signatures with Official Se

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## **ANNEXURE-F**

### **UNDERTAKING**

**(On Legal Valid and Attested Stamp Paper)**

It is certified that the information furnished herein and as per the document submitted is true and correct and nothing has been concealed or tampered with. We have gone through all the Terms & Conditions of Tender Document and are liable to any punitive action for furnishing false information / documents.

It is further certified that:

- i) the Bidder (Name of the Firm) is not blacklisted by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan.
- ii) the Bidder (Name of the Firm) shall comply to the Terms & Conditions mentioned in Tender Document, i.e. All terms & conditions and qualification requirements listed anywhere in this Tender Document have been satisfactorily vetted.
- iii) the Bidder (Name of the Firm) shall comply to the specifications of all items / goods / services to be procured mentioned vide **Annex-A** of this document.
- iv) the Bidder (Name of the Firm) shall comply to Delivery/ Execution Schedule as per Tender Document.
- v) the Bidder (Name of the Firm) Certify that the quoted Equipment/Items are genuine, brand new, non-refurbished, un-altered in any way, of the recent / current model and incorporated all recent improvements in design and materials.

Dated this \_\_\_\_ day of \_\_\_\_\_ 20\_\_

Signature

(Company Seal)

\_\_\_\_\_

In the capacity of

Duly authorized to sign bids for and on behalf of:

**(To be submitted on legal stamp paper)**

**AFFIDAVIT**

**(Integrity Pact)**

We (Name of the bidder / supplier) being the first duly sworn on oath submit, that Mr. / Ms. \_\_\_\_\_ (if participating through agent / representative) is the agent / representative duly authorized by (Name of the bidder company) hereinafter called the Contractor to submit the attached bid to the (Name of the Purchaser). Affiant further states that the said M/s (Bidding Firm/Company Name) has not paid, given or donate or agreed to pay, given or donate to any line officer or employee of the (Name of the Purchaser) any money or thing of value, either directly or indirectly, for special consideration in the letting of the contract, or for giving undue advantage to any of the bidder in the bidding and in the evaluation and selection of the bidder for contract or for refraining from properly and thoroughly maintaining projects implementations, reporting violation of the contract specification or other forms of non-compliance.

[The Seller/Supplier/Contractor] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with the Purchaser and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty / support.

[The Seller/Supplier/Contractor] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty / support. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to the Purchaser under any law, contract or other instrument, be voidable at the option of the Purchaser.

Notwithstanding any rights and remedies exercised by the Purchaser in this regard, [the Seller/Supplier/Contractor] agrees to indemnify the Purchaser for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to the Purchaser in an amount equivalent to ten time the sum of any commission, gratification, bribe, finder's fee or kickback given by [the Seller/Supplier/Contractor] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from the Purchaser.

\_\_\_\_\_  
Signature & Stamp

Subscribed and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_ Notary Public

