

TENDER DOCUMENT

For Supply, Chemicals/Glasware/Plasticware Under “HEC funded Project NRPU-8750 of Dr.Naziruddin, Centre for Biotechnology and Microbiology”

(Single Stage One envelope procedure)



Issued by

Procurement Section / Office of the Treasurer

At Main Campus Charbagh, District Swat

University of Swat

Khyber Pakhtunkhwa, Pakistan

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Tender Notice

***For Supply, Chemicals/Glasware/Plasticware Under “HEC funded Project NRPU-8750 of Dr.Naziruddin, Centre for Biotechnology and Microbiology”
(Single Stage One envelope procedure)***

Sealed bids are invited for the supply Chemicals/Glasware/Plasticware Under “HEC funded Project NRPU-8750 of Dr.Naziruddin, Centre for Biotechnology and Microbiology”

under single stage one envelope procedure from Manufacturers, Authorized Dealers registered with Sales Tax and Income Tax Department.

1. Bid Cost shall comprise of **item Cost and applicable taxes** (Federal and Provincial) **separately. (as per the price schedule given at page No: 11 of the bidding document)**
2. All bids shall be prepared by mentioning all applicable taxes including GST as per Govt Rules, after award the applicable taxes will be deducted from the bidders except those who present tax exemption certificate.
3. Any addition, deletion, disfiguring /Over writing, Manipulation in the tender/BOQ shall be liable to rejection.
4. All the bids will be scrutinized by the committee. Incomplete and conditional bids shall not be acceptable; However, the Committee may allow based on nature and suitability (on case-to-case basis) in best interest of the University.
5. The competent authority reserves the right to reject anyone or all the tenders, the reasons for rejection shall be communicated to the firm upon request.
6. Tender forms along with detailed specification, terms and conditions can be obtained from the office of the treasurer, University of Swat upon online Deposit Receipt of fee **Rs. 1000/- (Non-Refundable)** in favor of the **Treasurer A/C No. 4044998125, National Bank of Pakistan Main Branch, Saidu Sharif Swat (Branch Code 1330).**
7. Quotation duly filled must reach to the **Tender box** in the office of Treasurer, University of Swat, Main Campus Charbagh Swat along with the **earnest money @ 2% of bid cost** in shape of Call Deposit Receipt (CDR) from any
8. scheduled bank in favor of Treasurer, University of Swat latest by **(Tuesday) August 03, 2021 (10:30 AM, Tender box closing time).**
9. Bids will be opened on the **same day at 11:00 AM** in Committee Room Main Campus Charbagh Swat, in the presence of suppliers or their authorized representatives.
10. In Case of public holiday, the meeting will be held on next working day on same time.
11. The details i.e. Tender Specification and TORs can also be obtained from the official website of the University i.e. www.uswat.edu.pk

Store Officer

Terms & Conditions

1. Rates should be quoted against each item desired for bid.
2. Call deposit at the rate of 02% (two percent) earnest money shall be attached.
3. Income Tax and Sale Tax shall be deducted at source.
4. In case of non-supply of required item(s) mentioned in the Tender documents, CDR will be forfeited in favor of the University.
5. The successful bidder will be bound to complete supply of items in 30 days for In-Stock items and 90 working days for imported items after issuance of the supply order, otherwise penalty will be imposed @ 0.067 % Rupees /Day Maximum up to 10 % of the total amount in supply order. (provision of bill of entry copy is mandatory in case of imported items)
6. The number of items can be increased or decreased with the approval of the Competent Authority.
7. For electrical / IT / laboratory equipment the warranty period of at least 01 (one) year is mandatory to be mentioned in the quotations & for Expendable items will be one months from issuance of satisfactory letter.
8. Retention money will be deducted from running bill @10% and will be released after successful completion of the Defect Liability Period (and after issuance of completion certificate/End User Certificate).
9. No tender or bid shall be entertained without deposition of the CDR @ 2%.
10. No tender or bid shall be entertained without deposition of Tender fee @ Rs.1000/- (Rupees One Thousand only) which shall be deposited in A/C No. 4044998125, National Bank of Pakistan (NBP) Main Branch Saidu Sharif Swat.
11. The firms must write on the corner of envelop the name of the items/equipment applied for.
12. Provision of sample is obligatory for the firms in due course of time, if mentioned in supply order, and if the firm fails to provide the sample, then the firm will be excluded from the tender.
13. No alternate rate shall be entertained for the items/equipment.
14. All prices should be quoted on F.O.R (Pak Rupees) inclusive of all taxes.
15. Your bid proposal should be inclusive of freight and all other taxes and to be delivered at University of Swat's premises.
16. All pages of the bidding documents are mandatory to be signed, stamped meaning thereby bidder agrees to our terms and conditions, mentioned herein, failing which the bid may be liable to rejection.

17. If the vendor fails to deliver the goods / services to University of Swat, within the given deadline, any of the following can be opted by University of Swat on the recommendation of the end user and approval of the authority:
 - a. An extension in the delivery period may be granted in case a valid reason/justification with necessary documentary evidence is provided by the vendor supporting the reason for delay.
 - b. A penalty up to 10% of the invoice value may be charged.
 - c. Purchase order may be cancelled along with confiscation of earnest money if the vendor fails to deliver the goods / services after the initial or extended delivery time, as the case may be.
18. The Competent Authority reserves the right to accept or reject any or all of tenders processed by assigning any reason(s) (as per PPRA & KPPRA Rules).
19. If the delivered goods / services are not according to the required quality standards / specifications, the same shall be liable to be rejected after inspection. The vendor would be required to supply as per requirements mentioned in our BoQs, otherwise the purchase / work order will be cancelled after due date with confiscation of earnest money.
20. Purchase order (s) will be awarded to the Most Advantageous or technically recommended bidder (s) on the basis of item wise / subtotal wise / grand total wise according to the nature of BoQs.
21. No overwriting / cutting / corrections or interpolation will be allowed in the BOQ's/Quotations/bids, if any.
22. Any bids received after the prescribed date & time for submission of bids shall be returned un-opened.
23. All prices should be valid for at least 120 days from the date of Tender opening, Withdrawal or any modification of the original offer within the validity period shall entitle University of Swat to forfeit the earnest money in favor of the University of Swat and put a ban on such vendor participation in University of Swat Tenders / works.
24. Payment will be made on submission of Invoice in the name of "University of Swat" with a copy of delivery challan (s) after the complete order has been supplied, inspected and accepted which includes delivery / installation, and University of Swat acceptance / inspection thereof.

25. All the bids will be scrutinized by the committee. Incomplete and conditional bids shall not be acceptable; However, the Committee may allow based on nature and suitability (on case-to-case basis) in best interest of the University.
26. In case of any dispute or grievance, the matter shall be addressed as per PPRA/KPPRA rules.
27. Product Qualification Criteria: If the product offered by vendor, failed to meet the specifications / standards mentioned in the BOQ, it will be rejected straightaway and no further consideration will be given. Also, if the offered product has better specifications than the requirement of BOQ it will be accepted.
28. Please submit bid (rates) on our prescribed BoQs Form and clearly mention the quoted model / brands, with complete terms and conditions signed, stamped with bids, otherwise your bid (s) may be rejected.
29. In case more than one bidder have quoted same rates for an item; the bidder securing more items (in terms of cost) will be awarded the specific item.
30. Refurbished, Grey, used, open box or smuggled products will not be accepted in any case.
31. As per Notification No. KPPRA/M&E/SBDs/1-1/2015, Dated Peshawar the May 03, 2016, Clause No: 32.2 reproduced as "Within thirty (30) days of receipt of the Contract Form/Supply Order, the successful Bidder shall sign and date the contract/Supply Order and return it to the Procuring agency
32. As per Notification No. KPPRA/M&E/SBDs/1-1/2015, Dated Peshawar the May 03, 2016 clause No: 33.2, Reproduced as " Failure of the successful Bidder to comply with the requirement of ITB Clause 32 or ITB Clause 33.1 shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event the Procuring agency may make the award to the next lowest evaluated Bidder or call for new bids."

Undertaking

It is certified that the above terms & conditions have been read, learned and accepted.

Signature of CEO/Bidder

Dated: ___/___/___

Tender Specification

Chemicals / Reagents / Consumables etc. for the HEC funded Project No. 8750

Table : 1 Glassware

| S. No | Item | Specification | QTY Required |
|-------|---|------------------------|--------------|
| 1 | Glass Petri Plates Plastic 90mm | Pyrex or Equivalent | 150 |
| 2 | Glass Petri Plates Plastic 140mm | | 20 |
| 3 | Glass Petri Plates Plastic 30mm | | 30 |
| 5 | Cavity (single) Slide box | | 10 packs |
| 6 | Cavity (double) Slide box | | 10 packs |
| 8 | Long cover slips | | 10 packs |
| 9 | Graduated autoclavable Bottles (1000 ml) | | 10 |
| 10 | Graduated autoclavable Bottles (500 ml) | | 10 |
| 11 | Glass Cylinder graduated 250ml | | 5 |
| 12 | Glass Cylinder graduated 500ml | | 5 |
| 13 | Dropper bottle 250 ml | | 10 |
| 14 | Glass rod | | 10 |
| 15 | Glass Funnel | | 30 |
| 16 | Glass spreader | | 10 |
| 17 | Glass Test tube / culture tube (20 mL) with cap | | 50 |
| 18 | Stainless Steel soil Thermometer | | 2 |
| 19 | Air Thermometer | | 5 |

Table : 2 Chemicals

| S# | Name of items/ description | Quantity | Specification |
|----|------------------------------|----------|--|
| | Nutrient Broth | 3 Kg | Sigma-Aldrich/ Merck or Equivalent |
| | Blood agar | 1kg | |
| | Mec conkey agar | 1kg | |
| | Nutrient agar | 3kg | |
| | Technical agar | 3kg | |
| | DPPH | 01 gm | |
| | Hydrogen per oxide | 1L | |
| | Yeast extract | 500gm | |
| | Methanol | 25 liter | |
| | NaOH | 500gm | |
| | Ethanol | 25 liter | Commercial grade |
| | Ethyl Acetate | 25 liter | |
| | N-hexane | 25 liter | |
| | Hydrochloric acid (absolute) | 1L | |
| | Sulfuric acid (absolute) | 1L | |

Note:

1. The unit rate for the item/equipment will be considered.
2. The rate of item/equipment must include all charges of transportation and delivery to the University of Swat.
3. The rate shall be inclusive of all taxes, (Showing item wise cost and all applicable taxes separately

Bidder Signature with Date: _____

Check List for supporting Documents

Bidder's Name: _____

| S.No | ITEM NAME | Yes/NO |
|--------|--|--------|
| (i) | Tender FEE of Rs.1000 attached | |
| (ii) | Bid security 2% attached | |
| (iii) | FBR active Income Tax Certificate attached | |
| (iv) | FBR active Sales Tax Certificate attached | |
| (v) | Warranty Corticate attached | |
| (vi) | Manufacturer's Authorization certificate attached | |
| (vii) | Non-Black Listing Certificate attached | |
| (viii) | <u>Tender Application, tender documents/quotation/brochure (if any), must be signed.</u> | |
| (ix) | <u>Price Shedules/Quotations</u> | |

Note:

- (i) Submit document as per mentioned checklist

Bidder Signature with Date: _____

Price Schedules

(To be printed at Company Letter Head)

To

Treasurer
University of Swat

| S.No | Item Name | Specifications | Unit Price Without GST (PKR) | GST | Qty | Total Price With GST (PKR) |
|------|-----------|----------------|-------------------------------------|-----|-----|---|
| 1 | | | | | | |
| 2 | | | | | | |

Note: in Case of Discrepancy between unit price and total, the unit price shall prevail)

Bidder Signature with Date: _____

Fair Price Certificate

(TO BE ENCLOSED WITH BID DOCUMENT)

(To be printed at stamp paper)

I/We, M/S_____

hereby certify that prices quoted by us against University of Swat for the tender _____ are the lowest and most competitive as generally applicable to all other buyers and or sold through our agents as per prevailing international market as on the date of quote and if it is established at any stage that these were higher we shall be held responsible and agree to pay immediately the differential to University of Swat.

SIGNATURE AND SEAL OF THE

BIDDER/MANUFACTURER/SOLE AGENT/AUTHORIZED DEALER

Warranty/Guarantee Certificate

(TO BE ENCLOSED WITH BID DOCUMENT)

(To be printed at stamp paper)

Firm's Name _____

Contract No. _____

1. I/We hereby guarantee that the items supplied against the above contract are in accordance with the relevant specifications and terms of the contract and that material used (whether or not of our manufacture) are in accordance with the latest approved standard specifications are of good quality throughout, and that we shall replace free of cost, every article or part thereof which before use or in use, shall be defective or not within the limits and tolerance of specifications requirements, or in any way not in accordance within the terms of the contract.
2. In case of our failure to replace the defective goods free of cost within the period specified by the purchaser, we will refund the cost involved.
3. The Warranty/Guarantee will remain valid for 12 months for IT/Electrical Equipment and 01 Month for Stationery items or any other agreed term after receipt of goods by the consignee/installation of items.

Signature: _____

Name: _____

Status in the firm: _____

Dated: _____

Non-Black Listing Certificate

(TO BE ENCLOSED WITH BID DOCUMENT)

(To be printed at stamp paper)

I, _____ S/o _____ working as Proprietor/Managing Partner/Director of M/s _____ having its registered office at _____ do hereby solemnly affirm and declare on oath as under:

1. That I am competent to swear this affidavit being proprietor/one or the partners/ Director of M/s _____
2. That M/s _____ is a proprietorship/partnership firm/company is participating in tender process conducted by Institute.
3. That I hereby confirm and declare that none of my/our group/sister concern/associate company is participating/ submitting this tender.
4. That I hereby confirm and declare that my/our firm/company M/s _____ and my/our firm/group/company/ sister concern / associate company have not been black listed/de-listed by any Institutional agencies/Govt. Deptt/ Public Sector Undertaking.
5. That there is no change in the Name & Style, Constitution and Status of the firm, after Pre-qualification.
6. That I further undertake that in case any of the facts contained above and in-our application is round other-wise or incorrect or false at any stage, my/our firm/company/ group/sister concerns/ associate companies shall stand debarred from the present and future tenders of the University of Swat.

(Signature of the Proprietor/ Managing Partner/Director with Seal) DEPONENT

Verified at _____ on _____ that the contents of paras 1 to 6 of this affidavit are true and correct to best of my knowledge and no part of this is false and nothing material has been concealed or falsely stated therein.

(Signature of the Proprietor/ Managing Partner/ Director with Seal)

DEPONENT

(Signature & Seal of Notary)

Manufacturer's Authorization Form

(To be printed at Manufacturer's Letter Head)

[See Clause 13.3 (a) of the Instructions to Bidders.]

To: *[name of the Procuring agency]*

WHEREAS *[name of the Manufacturer]* who are established and reputable manufacturers of *[name and/or description of the goods]* having factories at *[address of factory]*

do hereby authorize *[name and address of Agent]* to submit a bid, and subsequently negotiate and sign the Contract with you against IFB No. *[reference of the Invitation to Bid]* for the above goods manufactured by us.

We hereby extend our full guarantee and warranty as per Clause 15 of the General Conditions of Contract for the goods offered for supply by the above firm against this Invitation for Bids.

[signature for and on behalf of Manufacturer]

Note: This letter of authority should be on the letterhead of the Manufacturer and should be signed by a person competent and having the power of attorney to bind the Manufacturer. It should be included by the Bidder in its bid.