

**UNIVERSITY OF ENGINEERING AND TECHNOLOGY MARDAN  
KHYBER PAKHTUNKHWA**



**STANDARD BIDDING DOCUMENTS**

**FOR**

**PROCUREMENT OF MISCELLANEOUS WORKSHOP EQUIPMENT FOR  
MECHANICAL ENGINEERING DEPARTMENT IN THE PROJET TITLED  
“ESTABLISHMENT AND UPGRADING OF CORE ENGINEERING  
DEPARTMENTS, UET MARDAN”**

**PROCUREMENT REF. NO.07/HEC/2021**

**Last Date/Time for Submission:**

**May 25, 2021 at 10:00 AM**

**Bid Opening Date/Time:**

**May 25, 2021 at 10:30 AM**

**Venue:**

**Conference Room, UET, Mardan**

**Email:**

**po@uetmardan.edu.pk**

**Price: 1500/-**

# University of Engineering & Technology, Mardan

## CHECKLIST

S#	Description	Yes	No
•	Covering Letter/Application (on the letter head of the firm)		
•	Profile of the Firm		
•	Certificate of active taxpayer		
•	Sales Tax Registration		
•	Registration with National/Income Tax Department		
•	Professional Tax Certificate, if any		
•	Earnest Money @2% of the quoted bid value		
•	Details of similar work during last Five years (Previous Experience)		
•	Affidavits on Judicial stamp paper attested by Oath Commissioner		
•	The Service Providing Firm has never been blacklisted by private, Govt., Semi Govt. and Autonomous Body)		
•	No work rescinded in past		
•	Letter of Bid Form as per Annexure-I		
•	Technical Proposal as per Annexure-III		
•	Financial Proposal as per Annexure-IV		
•	Power of Attorney as per Annexure-V		
•	Agreement (For successful bidder only) as per Annexure-VI		

Contact Person  Name & Designation _____	<hr style="border: 0.5px solid black;"/> Authorized Signature & Stamp
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**Note: This checklist duly filled and signed by authorized person, shall be submitted with the covering letter.**

## **Procurement of Miscellaneous Workshop Equipment for Mechanical Engineering Department in The Project Titled Establishment and Upgrading of Core Engineering Departments at UET Mardan**

UET Mardan intends to purchase equipment/Items (lot wise purchase) for Mechanical Engineering Department, UET Mardan as per details and required specification mentioned in *annexure II*.

### **Method of Procurement:**

Bidding will be conducted through “**Open Competitive Bidding**” process, specified in Rules of the Khyber Pakhtunkhwa Public Procurement Goods, Works and Services Rules. Bidding is open to all eligible bidders as defined in the KPPRA Procurement Rules 2014 that meet the minimum qualification criteria and required documents. It will be a “**Single Stage, One Envelop procedure**”.

### **TERMS AND CONDITIONS FOR THE PURCHASE OF LAB EQUIPMENT**

- 1) Bid/rate may be quoted for the unit price of the items (including all taxes) entirely in Pak rupees transparently and clearly according to the prescribed specification available in the bidding documents. The rates should be mentioned in both words and figures. Rates with cutting or overwriting will be considered as non-responsive. No tender with conditional, ambiguous and alternative price will be considered.
- 2) Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words will prevail. If the Supplier does not accept the correction of the errors, its bid will be rejected, and its bid security may be forfeited.
- 3) The bidder must attach copies of registration with income tax, sale tax department. The Supplier should produce NTN with the bill.
- 4) The bidders will be required to deposit an amount of Rs. 1500/- in the Account titled: Miscellaneous Fund UETM, Account No.0179000000908-00-1, Branch Code:0179, Bank of Khyber (Sugar Mills Road Branch Mardan) as the tender Document fee along with the tender documents.
- 5) The tender documents will be received till **10.00 A.M” on 25.05.2021 (last date of submission)** and will be open on the same day at **10.30 A.M** in the Conference Room in the presence of the bidders desiring to attend the opening meeting.
- 6) An earnest money in the form of Call Deposit equal to 2 % of the quoted value must accompany with the bid, otherwise bid will be considered as nonresponsive. The Call Deposit should be in favour of the Treasurer, University of Engineering & Technology, Mardan. The Call Deposit

amount should be deposited on formula as  $b = \text{unit price} \times \text{qty required} = b * 2\%$ . Cheques and insurance guarantees will not be accepted. The Call Deposits shall be verified before the preparation of comparative statements and if found fake, legal action will be taken against the firm as per rules.

- 7) The firm will be bound to supply items within time limit mentioned in supply order failing which their call deposit will be forfeited and the orders will be cancelled / withdrawn.
- 8) All applicable Govt. Taxes will be deducted from the approved firm's bill.
- 9) In case of fraudulent practice by the supplier, strict action will be taken against the supplier i.e. forfeit of security, penalty and blacklisting.
- 10) The black listed suppliers are not eligible to participate in the bidding. The suppliers are bound to provide an undertaking of non-blacklisting from any department.
- 11) All documents relating to the bid and contract shall be in English Language.
- 12) The bidding documents should be signed and stamped by a person duly authorized on behalf of the suppliers on every page.
- 13) The Agreement between UET, Mardan & Firm, will be valid for a period of 90 days from the issuance of work order.
- 14) The suppliers belong from any other province will provide the complete address and phone numbers of their branch offices at Peshawar, Rawalpindi/Islamabad.
- 15) The tender should be in sealed cover envelope clearly written thereon "Bid/Proposal for Purchase of "Miscellaneous Workshop Equipment for Mechanical Engineering Department, UET Mardan". The name of the suppliers with full address and telephone / fax number must be written on the back of the quotation. If the envelope is not sealed and marked as above, the University will not be responsible for misplacement or pre-mature opening of bid. Sealed bids should be addressed to the Procurement Officer, UET Mardan.
- 16) The Purchase Committee reserves the right to accept or reject any bid and cancel the process of completion and reject all bids, at any stage, as per KPPRA rules.
- 17) In case of supply of defective or used item, the firm will be dealt with as per Government rules and regulations. UET Technical/Inspection Committee and satisfactory report submitted by the end user will release the payment after inspection. If any item is rejected by UET Technical/Inspection Committee, the supplier will be bound to replace it within 20 days at his own risk and cost.
- 18) The Payment will be made after supply of items to the Main Store, UET Mardan .
- 19) Incomplete tenders and those received after due date and time will not be accepted.
- 20) In case of closed/holiday, tender opening time/date will be considered as the next working day.
- 21) Tender will be awarded on the basis of lowest prices for whole lot as per desired specifications and quality of items.

## 1. SCOPE OF SUPPLY

The bidder shall supply items/ appliances of the specifications given in the attached Annexure- respectively.

## 2. CURRENCIES OF BID

The prices shall be quoted in Pakistani Rupees.

## 3. BID BONDS/EARNEST MONEY

The bidders shall furnish, as part of his bid, earnest money equal to 2% of total quoted prices with their offer in the form of CDR in favor of, **Treasurer, University of Engineering & Technology, Mardan**. The earnest money shall be denominated in Pak rupees and shall be in the form of Call Deposit issued by a Pakistani scheduled Bank. The amount shall not be disclosed in any before the opening of financial bid. The Earnest Money may be forfeited if a bidder withdraws his bid during the period of his bid validity or using corrupt practices etc.

## 4. LATE BIDS

Any bid received by the Purchaser after the prescribed deadline for submission of bids shall be returned un-opened to the bidder.

## 5. PURCHASER'S RIGHT TO ACCEPT OR REJECT ANY OR ALL BIDS

The UET Mardan (Purchase Committee) reserves the right to **decrease or increase the quantity**, accept or reject any/all tenders/ bids as per KPPPRA rules.

## 6. CONVENCING

Unsolicited advice/clarification and any personal approaches at any stage of evaluations are strictly prohibited and may lead to disqualification.

## 7. DELIVERY OF ITEMS/ GOODS

The bidder shall make delivery of goods at his own cost within 45 days from the date of issuance of Purchase Order from the UET Mardan.

In case of delay in supply within stipulated time then penalty @2% per day will be imposed for first 10 days and thereafter @4% per day in the subsequent period.

## 8. MODE OF PAYMENT

Payment shall be made in the form of crossed cheque, which shall be issued after delivery of items/appliances and verification of the Inspection Committee/Officer concerned.

## 9. WARRANTY

The supplier shall furnish at least one-year warranty for successful operation of items/ goods. In case of malfunctioning / defect in any item / good, the supplier shall replace them free of cost within 15 days; otherwise the supplier will return the entire paid amount to UET Mardan.

## 10. BID EVALUATION CRITERIA

The awards of contract would be based strictly on the specification provided in the bidding documents and quality of the items and not only on the basis of lowest rates.

11. All Government Taxes i.e Income Tax & GST etc. applicable (if any) will be deducted.

## 12. Failure & Termination:

If the firm failed to deliver the required goods and services thereof within the specified delivery period, the Competent Authority, UET Mardan shall be entitled to cancel and place the same to next qualified bidder. If during the course of providing/deputing the items, your firm is black listed by Govt, UET Mardan may proceed with all or any of the actions detailed below:-

- i. To stop with or without financial repercussions further to a firm.
- ii. To cancel the contract/offer with or without reservation of rights.

13. **Force Majeure:** While terminating the contract for breach of contract or imposing liquidated damage, the University shall give due consideration to the circumstances leading to the breach of contract or delay on which you had no hold, examples of which are:-

- i. Restrictions imposed by the Government in the matter of repercussions;
- ii. Injunction granted by a lawful court restraining you from providing the services unless such injunction was due to any alleged irregularity committed by you.

14. **Demurrage:** Should any demurrage charge be incurred due to any of the reasons mentioned below the same shall be deducted from your bills or recovered from you as a separate item (the decision of the Purchaser, regarding fixation of responsibility in this connection shall be binding on you);

- i. Owing to delay in forwarding/delivery/provision of items.
- ii. Due to reason not specified above for which you are responsible.

**15. Inspection and Rejection**

- i. The decision of the Inspection /Purchase Committee shall be binding on you.

If the items or particular items are rejected as aforesaid and without prejudice to the right of the university, you may submit items in replacement of those rejected but resubmission will not mean extension of delivery period/service.

**16. Laws Governing the Contract.**

The contract shall be governed by the laws of Federal Government as well Provincial Government of KP as amended from time to time.

**17. FORMAT FOR PROPOSALS**

The proposal / firm's profile should be concisely presented and structured in the form of chapters to include, but not necessarily be limited to, the following information. Support material should not be the part of the main proposals but should be placed at Appendixes.

- i. **Financial Capabilities**

The firm shall describe the financial position. Income statement or annual report should be included in the detail technical proposal. The NTN and Sales Tax Registration Numbers of the firm should also be indicated (Photocopies of the concerned documents should be provided).

**18. Preliminary Examination**

Financial Proposals of those bidders will be considered for further process who fulfill the shortlisting criteria given bellow. Similarly, Financial Proposals of only technical qualified bidders will be entertained. The Bidders should meet the following eligibility criteria to participate in the bidding process and must enclose documentary proof for fulfilling eligibility, qualification: -

Sr. No.	Minimum Eligibility Criteria	Proof to be submitted for fulfilling eligibility criteria
1	The Bidder should be a registered with the concerned Provincial Govt., Income Tax and Sales Tax Departments of Pakistan	Certificate of registration
2	The Bidder must have registered office / Offices in Pakistan. List of offices be submitted.	Valid documentary evidence
3	The bidder must have completed minimum of 2 projects in providing the same items.	Valid documentary evidence
4	The Bidder should not have been black listed by any of the Provincial/ Federal Government or Organizations of the State / Federal Government in Pakistan in past 2 years.	Undertaking on stamp paper .
5	The bidders shall furnish, as part of his bid, earnest money equal to 2% of total quoted prices with their offer in the form of CDR	Undertaking on stamp paper should be submitted by the bidders that the 2% CRD are attached with the financial bid.
6	Literature in support of specification	Documentary evidence
7	Guarantee/Warranty (minimum one year or more)	The bidder have to mentioned Guarantee/warranty period

### **19. Financial Bid Evaluation**

After making technical evaluation of bids as per section 18, the comparative statement of prices of the technically qualified firms will be prepared. The winner of the bid will be decided on the basis of lowest prices for the whole lot.



**20. Contract Agreement**

The successful bidders must sign the contract agreement as per Annex; **IV**

**21.** Performance Bond or 10% Performance Security will be provided by the successful bidders prior to supply items as per Annex: **III**

**22.** Price Break-Down Schedule be provided as per Annex: **II**

Letter of Intention/Letter of Bid be provided as per Annex: **I**

**LETTER OF BID (BID FORM)**  
(To be submitted with financial bid)

Procurement Reference No. \_\_\_\_\_

TO,

The Procurement Officer  
University of Engineering & Technology  
Mardan

Gentlemen and /or Ladies

Having examined the tender, the receipt of which is hereby duly acknowledged, we the undersigned, offer for procurement of Miscellaneous Workshop Equipment/Items for Mechanical Engineering Department as per required specification mentioned in the tender documents for the sum of \_\_\_\_\_ Rupees both in \_\_\_\_\_ figure and words { (Rs. \_\_\_\_\_) (\_\_\_\_\_ total bid amount or such other sums as may be ascertained in accordance with the schedule of Prices attached herewith and made part of this Bid.

We undertake, if our bid is accepted, to the subject tender with standard quality in conformity with the said tender documents.

If our bid is accepted, we undertake to provide a performance security in the form of CDR within the specified time as per contract agreement.

We agree to abide by this Bid for the Bid Validity Period of 90 days and it shall remain binding upon us and may be accepted at any time before the expiration of the that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your issuance of award, shall constitute a binding contract between us

We understand that you are not bound to accept the lowest or any bid you may receive.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2021

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(In the Capacity)

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_

## Annexure-II

### Technical specifications of miscellaneous workshop equipment MED UET Mardan

1	Digital Oscilloscope	Two inputs channel Sampling rate 10sample/u sec.	1
2	Vernier calipers	Digital with <ul style="list-style-type: none"> <li>• Measuring Range: 0-200mm</li> <li>• Resolution: 0.01</li> <li>• Depth bar: Yes</li> </ul>	2
3	Micrometer		1
4	Bore gauge		1
5	Vernier bevel protector	Transducer (Temperature and Pressure) & Instrumentation	1
6	Pedestal Grinding Wheel	Double ended 12" wheel size, 1.5 hp motor	1
7	lathe machine for wood	Max turning dia 8", bed length 6ft	1
8	Drill Machine Pillar	1.5 HP 2800 rpm 35 mm M.S capacity vertical movement of work table 800 mm, pulley drive	1
9	Circular Saw Machine	Max cutter dia 12", Table size 660x560 mm, 1hp motor	1
10	Planner machine for wood, multi-purpose	Table size 900x300 mm, 2 hp motor, spindle speed 6000 rpm	1
11	Set of relevant tools	Wood shop (files, chisels, saws, vices etc.)	1
12	Set of relevant tools	Elementary Machine shop	1
13	Drilling Machine Pillar Type	1 HP 3000 rpm 25 mm M.S capacity vertical movement of work table 800 mm, pulley drive	1
14	Set of relevant tools	Advance Machine Shop	1
15	Blower	0.25 KW motor, 300 CFM	1
16	Set of relevant tools	Smith Shop	1
17	Welding Plant 50 to 400 amp	50 to 400 amp	1
18	Welding plant – 1ph	50-300 Amp	1
19	Spot welding machine	15 KVA, 7500 output current maximum electrode force 180 kg throat dimension 300 depth and 150 opening maximum material thickness 1.5+1.5 tip diameter 16	1
20	Electric soldering machine	With complete set of relevant tools	1
21	Set of relevant tools	Welding Shop	1
22	Drilling Machine	1 HP with with 1/2" dia drill	1

**Technical specifications of miscellaneous workshop equipment MED UET Mardan**

23	Grinding Machine	1 HP with 10" wheel diameter 3000rpm with safety guards	1
24	Set of relevant tools	Fitting Shop	1



# University of Engineering & Technology, Mardan

## (Financial Proposal)

Name of the Firm: \_\_\_\_\_

Address: \_\_\_\_\_

S#	Item	Quantity	Unit Rate With taxis	Total Price With Taxis
<b>Grand Total</b>				

**Name & Designation**

**Authorized Signature & Stamp**

## POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS, that **(Name of Bidder)**, a corporation duly organized and existing under the laws of \_\_\_\_\_, with its principal place of business at **(Address of Bidder)**, does hereby constitute, designate and appoint **(Name and Designation of Representative of the Bidder)**, whose specimen signature is shown below, as our true and lawful attorney-in-fact, in our name, place and stead, with full powers of substitution and revocation, to sign and submit the bidding documents and all documents related to the Bid invited on \_\_\_\_\_, 2020 by University of Engineering & Technology Mardan, and to do any and all acts and deeds as the said attorney-in-fact may deem requisite, necessary or proper to be done in connection therewith, all in our name and on our behalf hereby ratifying and confirming all that the said attorney-in-fact shall do pursuant to the power hereunder granted.

This Power of Attorney has been drawn up in the city of \_\_\_\_\_, on this \_\_\_\_\_ the day of \_\_\_\_\_, 2016 and shall remain in full force and effect until our further notice.

Name of Bidder \_\_\_\_\_  
(Name of duly authorized representative to sign)

\_\_\_\_\_  
Specimen Signature

**AGREEMENT (on stamp paper)**

**“Procurement of Miscellaneous Lab Equipment/ Items for Mechanical Engineering Departments in the project titled Establishment & Upgrading of Core Engineering Departments at UET Mardan ”**

1. This Agreement is executed at Mardan on ----- between UET Mardan through Treasurer (hereinafter called the Purchaser) and M/S. ----- (hereinafter called the firm) which shall include their successors/assignees on either part on the following terms and conditions:
2. Whereas the UET Mardan decided for the Procurement of Miscellaneous Equipment/ Items for Mechanical Engineering Department, UET Mardan to be furnished by the above noted supplier/firm and as the supplier/firm has agreed to complete the assignment as per terms and conditions, hereinafter approved.
3. Any increase or decrease in the agreed quantity shall be acceptable to the successful bidder as per requirement of the Purchaser at the same agreed rates and terms including freight and other charges.
4. The successful bidder shall complete the assignment, of the specifications given in the tender documents. Any item found substandard or below specification will be rejected and the supplier will replace the items within 10 days without any additional cost.
5. Payment will be made within 30 working days on the satisfactory receipt of complete order and after satisfactory inspection report of all items by the inspection committee.
6. Performance security @ 10% shall be deposited by the successful bidder within 10 days after signing the agreement which shall be discharged by the Purchaser and returned to the successful bidder/supplier after satisfactory completion of the task.
7. Any violation of the agreement by the supplier will entitle the Purchaser to forfeit the whole security or part of the amount to make up losses to the Procuring Entity.
8. All taxes and duties levied by the government from time to time shall be deducted as per rules.
9. In case of failure in completion of task as per agreed time schedule the Purchaser reserves the right to complete the same at successful bidder's/supplier's risk & cost including legal course of action, (if any). Penalty will also be imposed on the successful bidder.

10. Penalty @ 0.5% per day of the contract value will be charged after expiry of service/work period up to the maximum of 30 days, failing which work order will be treated as cancelled and 10% performance security / guarantee shall be forfeited.

IN WITNESS thereof, the parties hereto have signed the agreement on the date and year first mentioned above.

**For the Firm & UET Mardan**

**For UET Mardan:-**

Name: ----- Signature: -----

Designation----- Section-----

Name of Witness 1----- Section-----

**For Firm:-**

Name-----

Signature-----

Name of Firm & Stamp-----

Name of Witness.2-----