

Shaheed Benazir Bhutto University



TENDER DOCUMENTS

For

**The Purchase/Supply of Solar Plates & Other Accessories for Power Supply to
Networking Switches in Main Campus Sheringal**

**SHAHEED BENAZIR BHUTTO UNIVERSITY,
MAIN CAMPUS SHERINGAL, DIR UPPER**



SHAHEED BENAZIR BHUTTO UNIVERSITY
Sheringal, Dir Upper, Khyber Pakhtoonkhwa
Advertisement No. SBBU/Adv./Td/58-2015

TENDER NOTICE

Sealed Tenders are invited from the well established/reputed Firms/Companies/Suppliers, registered with income tax/sales tax Departments for the supply of Solar Plates & Other Accessories for Power Supply to Networking Switches.

TERMS & CONDITIONS:

1. The detailed BOQ/Specifications along with the terms and conditions have been set forth in the tender documents.
2. Tender documents can be obtained from the office of the Assistant Director (Procurement) w.e.f. 29-10-2015 till 12-11-2015 (10:30 A.M.) during office hours, on payment of non-refundable fee of **Rs. 500/-** per tender. The documents may also be downloaded from the web site of the university www.sbbu.edu.pk OR **PPRA Web Site "info@ppra.org.pk"**. In case of downloading the documents, the fee can be sent through bank draft from any HBL branch (ONLY), in favor of the Treasurer, Shaheed BB University, Sheringal.
3. Tenders shall be opened on **12.11.2015 at 11.00 A.M.**, (30 minutes after closing time) in the presence (not obligatory) of the contractors or their authorized agents in the office of the Convener, Purchase Committee of the University.
4. Only the manufacturers/firms/companies or its authorized distributors will be eligible to apply.
5. The quotations must be accompanied with a call deposit of 2% of the quoted amount.
6. The suppliers/firms/manufacturers will not be allowed to sublet the work/contract/supply to another supplier/firm/manufacture.
7. The University shall upon request, communicate the bidder the grounds of rejection, but it is not required to Justify those grounds.
8. Errors and omissions, if any, shall subject to rectification by the University.

Convener Purchase Committee
Shaheed Benazir Bhutto University, Sheringal, Dir Upper
Ph. No. 0944-885405/0302-8395028, Fax. 0944-885805

TENDER DOCUMENT

**The Supply of Solar Plates & Other Accessories for Power Supply to Networking Switches in SBBU
Sheringal, Dir Upper**

The proposals will be opened on 12-11-2015 at 11:00 A.M. sharp in the Office of Convener Purchase Committee in the presence of the Purchase Committee under the chairmanship of the Convener Purchase Committee, Shaheed Benazir Bhutto University, Sheringal, Dir Upper.

Name of the Company / Dealer:

Address of the Correspondent:

Date: _____

Signature and Seal

Telephone No: _____

Fax No: _____

E mail: _____

Rs. 500/- only

Note:

- a. **Tenderers should read these conditions carefully and comply strictly while sending their tenders.**
- b. **If any discrepancy, error, or omission found in the tender documents; please contact Assistant Director Procurement on or before the closing date for Tenders.**
- c. **Purchase Committee shall upon request, communicate the bidder the grounds of rejection, but it is not required to justify those grounds. The decision of the Purchase Committee shall be final.**

1. General

- All Quotations should reach the undersigned within due date as specified in the advertisement only through registered post/Courier.
- **The soft copy of quotations on a CD/Email must be provided along with Hard copy.**
- Any cutting/ correction in bid will make quotation invalid.
- In case of quoting alternate prices, separate tender shall be purchased.
- Tenders forms shall be filled in ink or typed. No tender filled in pencil shall be considered.
- The bidder shall sign and stamp each page of the Technical and Financial Proposal.
- Rates shall be written both in words and figures. There should not be errors and / or over-writings. Corrections if any should be made clearly and initiated with dates.
- Quotations must be valid for 03 months.
- Only Manufacturers / distributors / bona fide dealers of the goods shall give tenders. They shall, therefore, furnish necessary declaration along with documentary proofs for the same.
- Any bidder, interested in bidding for one or more items separately, is allowed to do so. However, preference will be given to bidder offering several items together.
- Supply order/ contract award will be issued to the successful bidders.
- The contractor shall notify forth in written form to the purchase committee with any change in the constitution of the firm, etc. and such change shall not relieve any former member of the firm, etc., from any liability under the contract.
- The contractor, in respect of the contract, shall accept no new partner/ partners in the firm unless he / they agree to abide by all its terms, conditions and deposits with the purchase committee a written agreement to this affect. The contractor's receipt for acknowledgement or that of any partners subsequently accepted as above shall bind all of them.
- The contractor shall not assign or sub-let his contract or any substantial part thereof to any other agency.
- The purchase committee reserves the right to accept any tender not necessarily the lowest, reject any tender without assigning any reasons and accept tender for all or anyone or more of the articles for which tender has been given or distribute items of stores to more than one firm/ supplier.
- The tender shall remove the rejected articles within 15 days of intimation of rejection, after which purchase committee shall not be responsible for any loss, shortage or damage and shall have the right to dispose of such articles as it thinks fit, at the tenderer.s risk and on his account.

2 Scope of supply

- The firm will enter into a contract with Shaheed Benazir Bhutto University, regarding the repairs and maintenance of the Item / equipment(s) supplied and will be responsible for the arrangements of spare parts whenever needed.
- Although, specifications and accessories have been provided, yet the University will not accept any excuse for any missing part / item needed for its full working condition.

- The tenderer, whose tender is accepted, shall arrange to supply as per schedule to be provided by the university in supply order.

3. BID price

- The Bidder shall indicate in his offer, list of items with specifications, standard accessories, make and origin, the unit price and total Bid prices of the goods.
- Prices of the optional accessories should be quoted separately. Rates quoted should be on the basis of F.O.R, Shaheed Benazir Bhutto University, Sub Campus Chitral & Booni respectively as mentioned in the B.O.Q.
- Taxes levied by the government, if any, shall be paid by the bidder and must be included in the quoted prices.
- Security @ 10% of the total bill will be deducted for a period of One Year and will be released subject to receiving satisfactory report from the concerned office.
- Sales Tax and Income Tax & other applicable Taxes/Levies will be deducted from the supplier's bill as per government rules.

4. Currencies of BID

- The prices shall be quoted in Pakistani rupees on F.O.R basis,

5, BID validity

- The Bid remain valid and open for acceptance of the purchaser for a period Three months from the specified date of opening.

6. Earnest Money/Call Deposit

- The Quotation must be accompanied with a call deposit of 2% of the local quoted prices with their offer in the form of Bank CDR/demand draft/pay order in favor, of the Shaheed Benazir Bhutto University, Sheringal (refundable).
- The earnest money shall be denominated in Pakistani rupees and shall be in the form of demand draft, pay order or call deposit, issued by Pakistani bank or branch of a foreign bank, operating in Pakistan.
- In case of alternate prices, earnest money will be based on the maximum quoted price of the same items. The demand draft/CDR shall be returned to unsuccessful bidders.
- The earnest money may be forfeited in the following cases:
 - i. When Tenderer withdraws or modifies the offer, after opening of tender but before acceptance of tender,
 - ii. When Tenderer does not execute the agreement if any, prescribed within the specified time.
 - iii. When the Tenderer does not deposit the security money after supply order is given & accepted.
 - iv. When he fails to commence the supply of the items as per supply order within the time prescribed.

7. Signing of BIDS

- The person signing the Bids shall initial all the pages of the bid along with official seal/stamp where entries are made.

8. Dead Line for submission of Bids

- All Bids must reach and be received by the purchaser on or before the prescribed date line during the office hours.

9. Late BIDS

- Late bids will not be entertained and returned unopened to the Bidders.

10. Canvassing

- Counseling or canvassing staff or elected representatives by any Tenderer will become liable to disqualification.

11. Delivery of Equipment / Items

The tenderer, whose tender is accepted, shall arrange to supply as per schedule to be provided by the university in supply order.

- The items/ equipment (s) will be supplied in packed form and opened in front of the Purchase Committee. The working manuals, circuit diagrams, related literature and computer programs, if any, must accompany the items/ equipment(s) in original.
- The tenderer shall be responsible for the proper packing, so as to avoid damage under normal conditions of transport by sea, rail and road or air and delivery of the material in the good condition to the consignee at destination.
- In the event of any loss, damage, breakage or leakage or any shortage the tenderer shall be liable to make good such loss and shortage found at the checking / inspection of the material by the consignee. No extra cost on such account shall be admissible.
- The goods will be delivered at the destination godown in perfect condition.
- The supplier, if he so desires may insure the valuable goods against lost by theft, destruction or damage, by fire, flood under exposure to whether or otherwise viz., (war, rebellion, riot, etc.,).
- The insurance charges will be borne by the supplier and tendering committee will not be required to pay such charges if incurred.

12. Performance Security

- Within one week of issuance of the purchase/supply order successful bidders shall furnish to Shaheed Benazir Bhutto University, Sheringal Dir Upper the performance security bond as per *Annexure A* equivalent to 10% of the bid price in the form of bank guarantee/Insurance Guarantee from a company having AA ranking, the performance security shall be payable to Shaheed Benazir Bhutto University as compensation for any loss resulting from the suppliers failure to complete its obligations.
- The performance security will be discharged by the University and returned to the supplier after completion of the supplier's performance obligations under the contract.

13. Forfeiture of Security Deposit

- Security amount in full or part may be forfeited in the following cases:
 - i. When the terms and conditions of contract is breached.
 - ii. When the Tenderer fails to make complete supply satisfactorily.
 - iii. Notice of reasonable time will be given in case of forfeiture of security deposit. The decision of the Purchase Committee in this regard shall be final.

14. Mode of Payment

- Payment shall be made in the form of cheque which shall be issued after receipt of equipment / items, installation and inspection, according to the following schedule.
 - i. 90% payment will be made only after the equipment(s) is fully installed and comes in working condition.
 - ii. 10% after 12 months from the date of commissioning.
- No advance payment will be made. Payments will be made subject to the clearance of account and audit cells.
- The time specified for delivery in the tender form shall be deemed to be the essence of the contract and the successful tenderer shall arrange supplies within the specified period.

- If the supplier requires an extension of time in completion of contractual supply on account of occurrence of any hindrance, he shall apply in writing to the committee, which has placed the supply order, for the same immediately on occurrence of the hindrance but not after the stipulated date of completion of supply.

15. Prices

- Prices charged by the supplier for goods delivered & services performed under the contract shall not exceed the prices quoted by the supplier in its bids. The quantity of items to be purchased can be increased / decreased at the quoted/approved rates.
- The Purchase Committee reserves the right to consider a total package deal for all or group of some equipment with a total lowest quoted price for the package rather than lowest prices for the individual items.

16. Standard

- The equipment supplied must be tropicalized and it must be capable of functioning under the climatic conditions of Sheringal, Dir Upper.
- There shall be no deviation from specification and country of make as provided with each item. In case of any ambiguity in specification/accessories needed for the full functioning of the equipment, the firm must clear it with the Purchase Committee. However, the decision of the Purchase Committee will be final.
- The goods with standard accessories supplied under this contract shall confirm to the standard maintenance in the technical specification along with the set of operational and maintenance manual it will be responsibility of the supplier to quote equipment in complete package.

17. Training

- The firm supplying the item/ equipment(s) will demonstrate the operation / working of the equipment(s) to the satisfaction of the quarter concerned and provide training if needed.

18. Calibration of item/equipment

- The approved firm will install the equipment(s) in the presence and to the satisfaction of the Purchase Committee. In case of any defect in the supplied equipment(s) or if it is not in accordance with the desired specification, the item will be changed at the cost of the supplier.

19. Guarantee / Warranty

The tenderer would give comprehensive onsite warranty / guarantee that the goods / stores / articles would continue to conform to the description and quality as specified for a period of **one year** from the date of delivery of the said goods/stores/articles to be purchased and that notwithstanding the fact that the purchaser may have inspected and/or approved the said goods/stores/article, if during the aforesaid period of one year, the said goods/stores/articles, be discovered not to conform to the description and quality aforesaid or have determined (and the decision of the Purchase Committee in that behalf will be final and conclusive), the purchaser will be entitled to reject the said goods/stores/articles or such portion thereof as may be discovered not to conform to the said description and quality, on such rejection the goods/articles/stores will be at the seller's risk and all the provisions relating to rejection of goods etc. shall apply.

- The tenderer shall, if so called upon to do, replace the goods etc., or such portion thereof as is rejection by Purchase Committee, otherwise the tenderer shall pay such damage as may arise by the reason of the breach of the condition herein contained. Nothing herein contained shall prejudice any other right of the Purchase Committee in that behalf under this contract or otherwise.

- The tenderer shall also replace machinery and equipments, in case it is found defective which cannot be put to operation due to manufacturing defect, etc. In case of machinery and equipment specified by the purchase Committee, the tenderer shall be responsible from carrying out annual maintenance and repairs on the terms and conditions as may be agreed. The tenderer shall also be responsible to ensure adequate regular supply of spare parts needed for a specific type of machinery and equipments whether under their annual maintenance and repairs rate contract or otherwise. In case of change of model he will give sufficient notice to the Purchase Committee who may like to purchase spare parts from them to maintain the machinery and equipments in perfect condition.
- The firm must have a representative office in Peshawar/Islamabad/Lahore, which can be contacted in case of any problem encountered during the working of equipment(s).

20. Conforming Tender

- A conforming tender is defined as follows:
 - i. It is submitted on time.
 - ii. It is lodged at the nominated place.
 - iii. All required forms are completed.
 - iv. Documents are properly signed.
 - v. It complies with the tender conditions.
 - vi. There are no commercial and contractual qualifications to the tender.
- A non-conforming tender is one, which does not satisfy the above requirements and it may be rejected.

21. Disqualification of Tender

- The tenderer shall observe all relevant statutory and legal requirements when complete the tender. Any Tender engaged in collusion with other tenderers shall be disqualified from tendering.

22. Delivery Schedule

- For Local items Delivery Schedule should be Two (2) months from issuance of Supply Order.
- For Imported items Delivery Schedule should be Three (3) months from the issuance of Supply Order.
- Keeping in view the actual problems/delays in delivering the respective items, Delivery Schedule can be relaxed with the approval of the Competent Authority.

22. Delay in Delivery

- In case of extension in the delivery period, the recovery shall be made on the basis of following percentages of value of goods stores / work completion which the tenderer has failed to supply / complete the work.

Conditions with Percentage

- a. Delay up to one fourth period of the prescribed delivery period.
2.5 %
- b. Delay exceeding one fourth but not exceeding half of the prescribed period.
5.0 %
- c. Delay exceeding half but not exceeding three fourth of the prescribed period.
7.5 %
- d. delay exceeding three fourth of the prescribed period.
10.0 %

- Fraction of a day in reckoning period in supplies shall be eliminated if it is less than half a day. The maximum amount shall be 10%.
- The security money shall be refunded immediately after expiry of warranty period provided there is no breach of contract by the supplier and provided there is no outstanding against the tenderer.

24. Recoveries

Recoveries of liquidated damages, short supply, breakage, rejected articles shall ordinarily be made from bills.

Annexure -A

Performance Bond

To

The Registrar/Director Finance
Shaheed Benazir Bhutto University, Sheringal

Dear Sir,

The AGREEMENT DATE: _____ between Shaheed Benazir Bhutto University, Sheringal Dir Upper & M/S _____ NO. _____ in consideration of your having concluded a CONTRACT Evidenced by purchase order No. _____ Dated. _____. With Messer's _____ (supplier) for _____ and in consideration of value received from the supplier, we agree and undertake as follows:

1. To make conditional payment of _____ or unconditional payments from time to time is called upon totaling the said sum of _____ being 10 % of the contract price mentioned in the said purchase order / agreement upon your written demand (s) without further recourse, questions or reference to the suppliers default in compliance with its obligations, liabilities and responsibilities arising under and in pursuance of the warranties and guarantees committed in the said purchase order / agreement.
2. To accept written intimation from you is sufficient evidence of default or non compliance as aforesaid in the part of supplier and to make payment accordingly within 15 days of receipt of the written intimations.
3. To keep this guarantee in full force from the date of this guarantee up to two year after the date of installation and successful operation of items/ equipments.
4. No grant of time or other indulgence to or composition or arrangement with supplier in respect of the performance of its obligation under and pursuance of the said agreement / purchase order of any clause thereof, with or without notice to us shall in any manner discharge or otherwise how so ever effect this guarantee and out liabilities and commitments here under.
5. This guarantee should also cover obligations of the supplier so for as the liquidated damages as concerned as provided in agreement / purchase order any recovery on account of liquidated damages shall not reduce the value of 10% provided here in.
6. This guarantee shall be binding on us at our successors in interest and shall be irrevocable.

Yours Faithfully

Name of Person & Designation
Name of Firm/Company

Solution for Main Server Room (VCR):

S/No;	Items	Specification	Quantity
1	Solar Panels/Plates 150 Watts	Should be A Category Warranted of a renowned Company	08 Nos.
2	Acid Battery 200 Amp 12 V	Should be A Category Warranted of a renowned Company	04 Nos.
3	Charge Controller 60 Amp	Should be A Category Warranted of a renowned Company	01 No;
4	Cable 10 mm Single Core 100% Copper	Should be A Category of a renowned Company	50 Meters
5	Rectifier 48 Volt 3000W Single Phase 100% Copper	Should be A Category Warranted of a renowned Company	01 No;

Solution for Individual Switch:

S/No;	Items	Specification	Quantity
1	Solar Panels/Plates 150 Watts	Should be A Category Warranted of a renowned Company	52 Nos.
2	Acid Battery 200 Amp 12 V	Should be A Category Warranted of a renowned Company	26 Nos.
3	Charge Controller 60 Amp	Should be A Category Warranted of a renowned Company	11 Nos.
4	Cable 10 mm Single Core 100% Copper	Should be A Category Warranted of a renowned Company	550 Meters
5	UPS System 24V 1500~2000 Watts	Should be A Category Warranted of a renowned Company	11 Nos.
6	Stabilizer 6000 Watts with 50V input facility 100 % Copper	Should be A Category Warranted of a renowned Company	11 Nos.

