

SHIFA TAMEER E MILLAT UNIVERSITY
ISLAMABAD



TENDER DOCUMENT

Elevator Lift

Walk Through Gate

Window Fibber Shade

Fibber Shade

Tender Terms and Conditions

1. GENERAL

- i. Any bid without 2% earnest money of the total amount will not be entertained.
- ii. Conditional/incomplete/overwritten bid will not be entertained.
- iii. The prices quoted must be valid for at least 30 days from the date of tender opening for the evaluation of tender.
- iv. The successful bidders will be required to supply the items up-to the end of financial year 2021-2022. The bid can be extended for further period as per STMU rules, if both the parties agree.
- v. Telephonic/telexed/faxed/telegraphic quotations will not be entertained.
- vi. The bid must accompany the following:
 - a. CNIC or National Tax Number or GST Number
 - b. Certificate to the effect that they have never been blacklisted by any Government/ Semi Government Organization.
 - c. Authorized Dealership Certificate from original manufacturer for Pakistan (where required)
 - d. All bids must be properly sealed and delivered through mail/by hand.
 - e. After opening the tender bids the provision of quoted rate in soft form is also required.

2. SCOPE OF SUPPLY

The bidder shall supply the items according to the prescribed specifications. Any deviation in quantity specification and scope of work shall be approved by committee.

3. BID PRICE

The bidder shall indicate in his offer, list of items with prescribed specifications, the unit price and total bid prices of the items. Taxes levied by the Government, if any, shall be recoverable from the bidder as per rules.

4. CURRENCY OF BID

The Price should be quoted in Pakistani Rupees.

5. BID VALIDITY

The bid should remain valid and open for acceptance 30 Days from the date of opening of bids and it should be extendable with mutual understanding of both parties.

6. BIDS PROPOSAL

The bid should comprise a single envelopes. Envelop should contain separately the financial proposal and technical proposal. The envelopes shall be marked as “FINANCIAL PROPOSAL” and “TECHNICAL PROPOSAL” in bold letters. Initially the technical proposal will be opened whereas the financial proposal will be retained in the custody without being opened.

7. The committee will evaluate the technical proposals. The Technical proposal not confirming to the requirements of the university will be rejected, the financial proposal of bids found technically non-responsive will be returned un-opened to the respective bidders. Tender proposals of the technically responsive bids will be opened publicly at the time, date and venue which will be communicated well in time to the respective bidders.

The above stated standard evaluation criteria will be binding upon the bidders and will have no liability, on the University.

8. DEADLINE FOR SUBMISSION OF BIDS

All bids must reach and be received by the purchase office (STMU) till 14th Feb, 2022. The bids will be opened in the presence of the bidders or their authorized representatives on 21st Feb, 2022, who wish to be present.

9. LATE BIDS

Any bid received in the university after the prescribed deadline shall not be entertained.

10. UNIVERSITY’S RIGHT TO ACCEPT OR REJECT ANY OR ALL BIDS

The University reserves the right to accept or reject any or all tenders fully or partially without assigning any reason whatsoever and this will not be challengeable in any court.

11. CANVASSING

Unsolicited advice / clarifications and any personal approached at any stage of evaluations of bids are strictly prohibited and may lead to the disqualification.

12. DELIVERY

The bidders shall make delivery of the items within 07 days from date of issuance of supply order. A penalty of 2% of the item price per day subject to the maximum of 10% may be charged after expiry of the delivery time till the supply of the items. The delivery of items, their installation, testing and commissioning, shall be made at STMU by the suppliers, at their own expense, and transportation arrangements. .

13. MODE OF PAYMENT

Payment should be made according to the contract.

14. PRICE

The price of items will be inclusive of transportation and all taxes etc. No separate payment will be made by the University on this account.

15. TAXES

All Government taxes shall be deducted at source according to the relevant rules.

16. ARBITRATION

The decision of the University in all relevant matters will be final and unchallengeable

In any court of law anywhere.

SPECIAL CONDITIONS OF THE CONTRACT

1. Inspection of All Types of Works, Equipment and Materials.

Inspection of All Types of Works, Equipment and Materials shall be subject to inspection and shall be approved by STMU Purchase committee/Technical Committee before the same are fabricated or installed in position. The committee may reject such materials as are considered by him to be below standard specifications, size or quality. The Contractor shall provide all labor at his own Expense for handling during inspection. Any materials rejected by the committee shall not be used and shall be removed from site by the Contractor.

2. Work to be opened for inspection.

All supply/works under or during the course of execution in pursuance of the Contractor, whether at site or at Contractor's workshop shall, all times, be opened for inspection and supervision of the Shifa Tameer e Milliati University Purchase committee/Technical Committee at all times during the usual working hours, the contractor should either himself be present to receive the instructions or any responsible agent duly accredited in writing, present for this purpose. Instructions given to the Contractor's agent should be considered to have the same force as if these had been given to the Contractor himself.

3. Responsibility against damages

Before and up to the whole of the Supply/works are completed and have been finally handed over to the University and a proper completion certificate thereof obtained by the Contractor, the Contractor shall be responsible for all and any damage caused to the materials or installed works/equipment's thorough accident, improper handling, transport or any other cause whatsoever and shall repair, remove or replace the same and compensate the University against all such losses.

4. **Specifications**

The work shall comply to the requirement/ specification laid down in the B.O.Q of the tender.

5. **Quality**

Quality of each item should be supreme quality.

6. **Laboratory Test**

The STMU Purchase committee/Technical Committee has the power to order for conducting Equipment/material quality assurance test which he deems necessary and cost of such tests will be borne by the contractor. No claim in this regard will be entertained for payment.

7. For supply, installation, testing and commissioning of SERVER and UPS for server Genuine Principal's Authorization letter will be provided by the bidder regarding sole / official partner for sales and support services in Pakistan, which may be verified by the committee.

8. Smuggled, grey channel, refurbished and non-warranty UPS will not be accepted in any case.

9. Warranty period for UPS / Batteries is one year, preference will be given to the bidder offering extended warranty.

10. A complete data sheet showing operating voltage range etc must be attached in the technical bid for comparison of technical data.

11. Total number of batteries with each option having rating in AH must be mentioned with each option. Preference will be given to the bidder offering maximum batteries.

This information must be kept in Proposal Envelop

To be filled by the bidders.

1. Name of bidders: -----

2. Address: -----

3. Phone: ----- Mobile -----

4. Fax No. ----- E-mail: -----

5. NTN. ----- Sales Tax No.: -----

6. Branches (if any):

i. -----

ii. -----

iii. -----

7. Type of Business And Details:

i. -----

ii. -----

iii. -----

8. Authorization of distribution / dealership

9. Any other: -----

10. Previous Experience (name of organization where said or like equipment supplied/installed/
commissioned):

i. ----- ii. -----

iii. ----- iv. -----

Please enclose any supporting document

Note: - I had read and agree above mention terms and conditions.

Name and signature: - ----- Date: -----

Seal of Company:

Tender Items

Sr. No.	Description	Units	Qty
1	Elevator Lift for 6 Person, 6 Floors (Complete Job, provision, installation till Operational)	No	1
2	Walk Through Gate (Complete Job, provision, installation till Operational)	No	1
3	Window Fibber Shades (Complete Job, provision, installation till work done)	Size per window as per actual on site	Total number of windows As per actual on site
4	Fibber Shades	Size per shades as per actual on site	Total number of shades As per actual on site

OFFICE OF THE PROCUREMENT STMU

Phone No. 051-8902065-112

