

**Tender # Proc/226**



Tender Document

Auto Stuffing Machine

November 2020

Last Date for Submission

Dec 10, 2020 @ 1:00 pm

Tender Opening Date

Dec 10, 2020 @ 1:30 pm

**Sukkur IBA University**

Airport Road Sukkur

Email: [hari@iba-suk.edu.pk](mailto:hari@iba-suk.edu.pk)

Web: [www.iba-suk.edu.pk](http://www.iba-suk.edu.pk)

Telephone No. 111-785-422

Please see the attachment for technical specifications and quantity.

Technical Information of Equipment:

S. No	Items	Product name	Model	Make of Equipment	Part No	Relationship with principle
01						
02						
03						
04						
05						

Cost Estimation of the Equipment:

S. No	Items	Qty	Product name	Model	Make of Equipment	Part No	Unit Price	Total Cost
01								
02								
03								
04								
05								

## **1. GENERAL TERMS AND CONDITIONS**

The following General Terms and Conditions apply to all the equipment/works under this tender.

The last date of receipt of Bids is as mentioned on face sheet of this document.

### Documents/Details Required.

- 1.1 Documents should be properly signed and stamped by competent authority.
- 1.2. Detail of repair & maintenance facilities
- 1.3. Structure/Organizational Chart.
- 1.4. Affidavit to the effect that the firm has not been blacklisted by any Government/Semi Government Organization.
- 1.5. The Bidder indemnify Sukkur IBA against all third-party claims of infringement of patent, trademark industrial design rights arising from use of the goods or any part thereof in Pakistan.
- 1.6. Sukkur IBA or its representative shall have the right to inspect and/or to test the equipment to confirm their conformity to the contract specifications.  
The Technical Specifications shall specify what inspections and tests Sukkur IBA requires and where they are to be conducted. Sukkur IBA shall notify the contractor, in writing, of the identity of any representatives entrusted for this purpose.
- 1.7. It is mandatory that the Bidders provide the following documents and information with respect to its relationship with Principal.
  - 1.7.1. Name and contact details of Principal/Manufacturer representative who is authorized to verify Vendor's local partnership
  - 1.7.2. Duration and scope of association in the current capacity with the Principal
  - 1.7.3. Copy of the Principal's Certification (along with its validity period), authorizing the Vendor as local partner/representative in Pakistan to Offer/Bid Principal's equipment and services
- 1.8. The Bidder/Vendor shall provide the following information with respect to its set up in Pakistan.

- 1.8.1. Number of Vendors offices and addresses, thereof, phone and fax numbers and e-mail address as well as names and designations of responsible persons.
- 1.8.2. Number of engineers and technical staff in Vendor's office
- 1.8.3. Profile of technical staff with relevant experience, resume and number of Customers and sites looked after /supported by each.
- 1.8.4. Problem reporting procedure and fault response time in hours for fault rectification, escalation procedures with respect to response or turnaround time in hours.
- 1.9. The Bidder shall provide following information with respect to its Company Profile
  - 1.9.1. Registered Name of the Organization.
  - 1.9.2. National Tax Number, Sales Tax Number and GST number
  - 1.9.3. Head Office address.
  - 1.9.4. Management structure & Organization Chart
  - 1.9.5. Name, Address with Telephone/Telex and Fax numbers of the contact Person
- 1.10. Financial status of the Vendor's/Bidder's Organization with supporting documents and last two years annual reports.
- 1.11. Provide a certificate from your bank certifying your sound financial position and credit limit from the bank.
- 1.12. List of clients and their Acceptance of deliverables, showing separately the items provided and value thereof
- 1.13. Sukkur IBA reserves the right to reject any or all Bids/Offer without assigning any reason or cancel the process at anytime.
- 1.14. Sukkur IBA reserves the right to increase/decrease the quantity of items/scope of the work. Bidder has no right to challenge the decision in Court.
- 1.15 Documentary evidence of claims made in proposal regarding experience, relationship with principal etc.

## **2. PROPOSAL SUBMISSION REQUIREMENTS**

2.1. A bidder can submit bid for single, two or all equipment, however bid in each item will be treated and evaluated separately.

2.2. Sealed Bid clearly marked as "**ORIGINAL**" should consist of following two separate and independent parts i.e. **1) Technical Proposal 2) Financial Proposal** and should be clearly marked as Technical Proposal/Financial Proposal in bold and affixed to each envelope at a clearly visible location.

### **2.2.1. TECHNICAL PROPOSAL**

2.2.1.1. Technical Proposal must include the complete solution proposed by the Vendor with filled-in specification sheets.

2.2.1.2. After review of the Technical Proposal, promising Vendors will be selected and will be asked to give a demonstration/presentation on their solution.

2.2.1.3. Based on the Technical Proposal and the presentations, Vendors will be selected in order of preference and their Technical Solution will be rated on a scale of 100. The criteria considered will be compliance with equipment specifications, capability of integration, references, after sales support etc.

2.2.1.4. Financial Proposal of only those Vendors will be considered whose Technical Proposal qualify.

### **2.2.2. FINANCIAL PROPOSAL**

2.2.2.1. Financial Proposal will include the prices quoted on individual item/Equipment basis

2.2.2.2. For each category the quoted prices must include all taxes, customs and freight charges for delivery at the required locations at own risk and cost.

2.2.2.3. This Equipment is required for educational institution. Sukkur IBA, therefore, expects significant educational and volume discounts.

2.2.2.4 the Bidder/Vendor shall furnish **separate earnest money** equivalent to **2%** of the total value of Bid in the form of Bank Draft issued by a scheduled bank of Pakistan in favor of "**Sukkur IBA**", valid for **at-least one year** and enclosed along with financial proposal.

2.3. **No Bid shall be entertained without earnest money.** Earnest money of the successful bidder will be released at the time of submission of Ten percent (10%) Performance Guarantee of the total contract value

2.4. Bid security is required to compensate Sukkur IBA against the consequences of:

2.4.1. Subsequent unauthorized variations and/or modifications of the terms of bid.

2.4.2. Pre-mature withdrawal of the bid before the completion of the bid evaluation

2.4.3. Failure of the bidder to sign the resultant Contract, in the event of such Contract being awarded to it.

2.5. Successful bidder is required to deposit **Ten percent 10%** of total contract value as **Performance Guarantee** in the form of **Bank Draft** issued by a scheduled bank of Pakistan in favor of "**Sukkur IBA**" at the time of signing of contract agreement and will be released at the time of delivery of equipment at site.

2.6. Proposals sent to Sukkur IBA by fax or email will not be accepted.

2.7. An effort by a Bidder to influence Sukkur IBA, directly or indirectly THROUGH UNFAIR MEANS may result in the rejection of Bidder's Proposal and blacklisting for any future tender of Sukkur IBA.

2.8. Prices quoted will be firm for the entire period of Contract. All prices to be quoted in **Pak Rupees**, and must clearly state all applicable taxes which must be included in quoted price.

### **3. HARDWARE AND SERVICE REQUIREMENTS**

Following are the minimum requirements which the bidder/vendor for the equipment:

3.1 The Vendor must install all equipment and components and must ensure that the proposed equipment is fully operational and function properly at all variables.

3.2 Vendor must furnish components, wires, connectors, materials and parts, equipment for the complete installation of the system, in accordance with

recommendations of the equipment manufacturer. Installation shall follow standard broadcast wiring and installation practice and shall meet or exceed industry standards for such work.

3.3 Vendor must ensure that all systems are in first class working condition and free of short circuits, ground loops, video noise and excessive system noise or any fault affecting its efficiency/quality/life.

3.4 At time of installation, Vendor must provide owner's manuals, manufacturer's data sheets, and a complete equipment list.

3.5 At the time of installation, Vendor must provide comprehensive system schematics, labeling and showing detailed connections to all equipment.

### **1. SELECTION PROCEDURE**

Sukkur IBA intent in issuing this RFP is to award a contract to the lowest and best responsive Vendor/Bidder who meets required standard of specifications and other factors. The Vendor's past performance, cooperation, and ability to provide service and training are general factors that will be weighed in the selection process.

All Vendors will provide demo (proof of concept) to verify the claims in the Technical Specifications of the Brochures. This would also determine the quality and specifications of the equipment.

Bids will be evaluated as per evaluation criteria mentioned below.

**EVALUATION CRITERIA**

**(1) Technical Evaluation Criteria - Weight age 70 %**

S. No	Bidder Name	Max Score	Bidder Name	Remarks
1	Meeting Specifications	40		
2	Relevant Experience (Years)	5		
3	Experience with Academic Institutions	5		
4	Relationship with Principal	10		
5	Quoted Products Origin	5		
6	International Quality Certifications	5		
7	Warranty/ Guarantee	5		
8	Complains Response Time	5		
9	After Sale Service (Local Expertise)	5		
10	Lead Time (Order to Delivery Time)	5		
11	Company Profile	5		
12	Cliental Served Profile	5		
	<b>Total</b>	<b>100</b>		

Note: Please attach documentary evidence in support of your claims in technical proposal.

**(2) Financial Evaluation Criteria- Weight age 30 %**



## **2. DELIVERY & INSTALLATION**

Delivery and Installation should be at the Sites/Locations at the risk and cost of successful bidder.

## **3. WARRANTY**

Following Warranty clauses are applicable:

The successful Bidders shall warrant the equipment and its components to be free from any sort of defects in material and workmanship for a minimum period of 1 year from date of completed installation and shall repair or replace on a timely basis any defective component, assembly or portion free of cost. Technical support should be available on call basis. Competent staff of the bidder will attend each and every call within 3-4 hours of its notification either on phone or in writing during business hours (9am -5pm). Delay in attending the call and delay in rectification of fault will lead to consequential financial damages to the Vendor/Bidder.

## **4. SERVICES**

8.1. Sukkur IBA shall promptly notify the supplier in writing of any claims arising under this warranty and the Vendor/Supplier will repair/replace the defective stores at reasonable speed but within the specified period and time & without any additional cost, specifications, and/or other Contract commitments

## 5. LIQUIDATED DAMAGES

Liquidated damages shall be applicable as under:

- a) Delay of one week to handover the Equipment  
As per specifications = 0.5% of the total cost
  
- b) Delay of two weeks to handover the equipment  
As per specifications = 1.0% of the total cost
  
- c) Delay of three weeks to handover the  
Equipment as per specifications = 2.0% of the total cost
  
- d) Delay of four weeks to handover the equipment  
As per specifications =4.0% of the total cost

Note: In case of delay beyond four weeks, Sukkur IBA reserves the right to cancel the order and impose penalty up to 10% of ordered value.

## **6. TERMS OF PAYMENT**

Payment shall be made in the following manner:

Sukkur IBA, being an educational institute, is exempted from GST and whole of custom duty as per S.R.O. 362(I)/2000 in case of imports therefore prefers to open LC directly in favor of principal to avail GST and Custom duties exemption but sometimes if the equipment is required urgently and import time wait is not operationally feasible then Sukkur IBA opt to buy on availability basis.

1. Please quote the rates on C&F (Cost & Freight) till Karachi port in US \$ or Euro, for in case Sukkur IBA open LC. Please clearly mention mode by Air or By Sea.
2. Please also quote rates in Pak Rupees in case Sukkur IBA opts to buy on availability basis, payment will be Within 30 days after satisfactory delivery of items for this case (if opted)

Note: Please quote rates for above both cases, it will be entirely Sukkur IBA discretion to opt whatever option (Open LC or buy on availability basis) as per requirement and situation.

### ***OTHER TERMS AND CONDITIONS***

- Note:
1. Warranty/Guarantee and Product Origin must be mentioned clearly
  2. Sukkur IBA reserves the right to increase or decrease the Quantities at the time of order placement or purchase these in two Phases
  3. Installation and transportation must be mentioned clearly.

**TECHNICAL SPECIFICATIONS & QUANTITY**

**Auto Stuffing Machine**

Auto Stuffing Machine    Quantity 1

For putting A4 papers in envelope

Number of Question Booklets to put in envelope minimum 50

Number of pages in one booklet 12

**Important Note:**

- Wherever in above list, brand name is mentioned, please read with “or equivalent “after brand name.
- Sukkur IBA reserves the right to increase or decrease the quantity of items.

**7. CLARIFICATION AND AMENDMENT IN RFP DOCUMENT**

A bidder requiring any clarification of the RFP Document may so notify to contacts given below in writing or via email.

Hari Lal Nathani


Manager Procurement

Sukkur IBA University

Airport Road Sukkur

Email : [hari@iba-suk.edu.pk](mailto:hari@iba-suk.edu.pk)

MERIT-QUALITY-EXCELLENCE MERIT-QUALITY-EXCELLENCE MERIT-QUALITY-EXCELLENCE



**Sukkur IBA University**  
Airport Road, Sukkur.

**TENDER NOTICE**  
Tender # PROC/226

Sealed bids are invited from manufacturer/authorized distributors/authorized dealers on “**Single stage two envelope basis**” having vast experience in respective fields for following items.

S.#	ITEMS
1	CCTV Cameras
2	Multimedia Projectors
3	Networking Items
4	Biometric Verification And Attendance Solution
5	Furniture & Fixture
6	Fire Detection and Suppression System
7	UPS 30KVA
8	Servers
9	RO Plant and Mineral Injection Systems
10	Photocopiers with Print Flow Software (Finisher, Booklet Maker)
11	Auto Stuffing Machine
12	License Symantec & KasperSky for Endpoint Protection
13	Desktop Computers & Accessories
14	Water Chillers, Manhole Covers & Vinyl Tile

Details of specifications and quantity are mentioned in the tender documents, which can be obtained on provision of demand draft/pay order for each item **Rs. 500/=** (Non-refundable) in favor of **Sukkur IBA University**, from the office of the Manager Procurement Sukkur IBA University on any working day from **21<sup>st</sup> November 2020** to **09<sup>th</sup> December 2020**. The Last date for the submission of bids is **10<sup>th</sup> December 2020**, 2020 up to 1300 Hours. The technical bids will be opened on the same day at 1330 Hours in the presence of bidders or their authorized representatives (who may choose to be present). The Financial proposals of only technically eligible firms will be accepted/Opened. Bid security i.e. 2% of the tender amount (Refundable) in the shape of bank draft/pay order in the name of Sukkur IBA University must be attached with the bid documents. The Procuring Agency may reject any bid subject to relevant provisions of SPP Rules 2010 and may cancel the bidding process at any time prior to acceptance of bid or proposal as per Rule-25(1) of said rules and as per PPRA rules.

**Please send your queries: [hari@iba-suk.edu.pk](mailto:hari@iba-suk.edu.pk)**

**REGISTRAR**  
**SUKKUR IBA UNIVERSITY**  
Airport Road, Sukkur. Ph: 071-5644141, 5644140

MERIT-QUALITY-EXCELLENCE MERIT-QUALITY-EXCELLENCE MERIT-QUALITY-EXCELLENCE

Published in Daily Business Recorder, Express, Kawish November 23,2020