

**Khwaja Fareed University of Engineering &
Information Technology, Rahim Yar Khan**



Tender Document

Tender No. Misc-078

**Hiring the services of experienced contractor/agent
for the Clearance of Laboratory Equipment shipments**

at

**Khwaja Fareed University of Engineering
& Information Technology
Rahim Yar Khan**

TENDER DOCUMENT

TENDER No. MISC-078

Hiring the services of experienced contractor/agent for the Clearance of Laboratory
Equipment shipments

at

Khwaja Fareed University of Engineering and Information Technology

TENDER PRICE Rs. 2000/-

Last date of submission: _____

FOR OFFICE USE ONLY

Serial No _____

Sold to: M/S _____

Date of Sale _____

Bank Challan No. _____

Date _____

Clearance of KFUEIT Lab Equipment Shipments

KFUEIT seeks to hire the services of experienced contractor/agent for the Clearance of KFUEIT Lab Equipment shipments

TERMS & CONDITIONS:

- Tenders proceedings shall be convened on '**Single Stage Two Envelopes**' basis.
- Interested bidders are requested to send their bids in sealed envelope latest by **05-March-2018 till 11:30 Hrs (PST)** at the address given below technical proposal will be opened on same day at 12:00 Hrs.
- Bidders are required to submit Tender Fee of Rs. 2000 (non-refundable) in shape of Bank Draft/Pay order in favor of KFUEIT, Rahim Yar Khan.
- Offer must be valid for 90 days.
- Tender documents can be downloaded from KFUEIT/PPRA websites.
- For any query, please feel free to contact undersigned.

Director Procurement

Procurement Department,
Khwaja Fareed University of Engineering & IT, Rahim Yar Khan.
Ph: 068 – 5882420
Email: dp@kfueit.edu.pk

Company Evaluation Criteria

Basic Evaluation

- i. Profile of company
- ii. Detail of Previous/Current customers of related Supplies, Purchase Orders, with contact person and telephone/cell numbers.
- iii. Detailed product information
- iv. Copy of National Tax Registration Certificate
- v. Copy of Sales Tax Registration Certificate
- vi. Bank letter/Certificate of Account Information/financial standing
- vii. An affidavit on Rs. 100/- Stamp Paper that currently they are not black listed or debarred by any Government/Semi-Government Department to participate in bidding and to supply equipment. Failure to submit such affidavit may lead to disqualification.
- viii. Detailed item specifications matched corresponding to the BOQ as given at **Annex 'A'**
- ix. Detailed project implementation schedule/Completion Schedule which includes the delivery of items mentioned in the BOQ
- x. Signed and stamped Tender document

Total marks - 100

Detailed Evaluation Criteria

Clearing & Forwarding

1. PARTICULARS OF THE FIRM/COMPANY

(30 Marks)

a	Branches (name regions, addresses, contacts etc.) Mandatory requirement for the company to have NOC /License from FBR/Custom/Seaport/Airport authority	10
---	--	----

b	Year of establishment of the Firm as Clearing & Forwarding	
i)	12 Years and above	10
ii)	08-12 Years	08
iii)	07 Years and below	05

c	Number of personnel on company roster (strength/deployment year wise last 3 years)	
i)	Over 20	10
ii)	10 to 19	08
iii)	5 to 9	05

2. Special Requirement/conditions (Freight Forwarders)**(15 Marks)**

a	Registration with Customs/FBR as Clearing Forwarding.	2.5
b	License / Registration No and validity Date.	2.5
c	Membership with trade body (KCCI, FPCCI).	02
d	Membership with All Pakistan/Karachi Clearing Forwarding Group.	02
e	Details of specialized Staff/Manpower that has the proficiency to acquire the efficient/economic clearance of KFUEIT goods.	02
f	Expertise and relevant experience in the field/business/services specific to aviation Industry.	02
g	Customs Innovative consultancy, understanding custom Innovative concepts that will yield cost and time savings.	02

(35 Marks)

a. Annual Turnover (past year)

- i. Over 09 Million 20 marks
- ii. 05-08 Million 15 marks
- iii. 02-04 Million 10 marks

b. Annual Income Tax (past year)

- i. Over 0.5 Million 15 marks
- ii. Less than 0.5 Million 10 marks

3. LITIGATION HISTORY OF THE FIRM (Last 10 Years) (20 Marks)

1) One Litigation - decided/subjudice - Favour/Against 20 Marks
20 Marks

Two Litigation - decided/subjudice - Favour/Against 15 Marks

Three Litigation - decided/subjudice - Favour/Against 10 Marks

Four and above Litigation - decided/subjudice - Favour/Against 05 Marks

Important:

- i. To qualify Minimum Qualifying Marks = 60
- ii. Companies having less than 60% are not qualified.

Note. Please provide Documentary evidence in support of your answers. Without Documentary evidence section will be marked as Zero.

DRAFT AGREEMENT

This agreement is made on this day of _____ between Khwaja Fareed University of Engineering & IT, (hereinafter called KFUEIT) of the one part owned by _____ (hereinafter called contractor) executing this agreement through _____ Of the other part.

M/s-----hereafter called clearing& Forwarding agents of the other part. Whereas KFUEIT is desirous of securing the services of clearing agent for the clearance of its consignments and

Whereas the agent has offered for provisioning of the desired required clearing on / the terms and conditions set herein below.

NOW THIS DEED WITNESSES ARE AS UNDER:

ARTICLE – 1

SCOPE.

The agreement is limited to the clearance of shipment only as detailed below:

1. To collect import shipping documents on daily basis from the Procurement Department/Finance Department of KFUEIT.
2. To fill and get bill of entry/GD complete from custom authorities.
3. To apply and arrange survey of consignments from concerned custom official agencies where required.
4. To get consignments released from the customs and to take delivery from Sea/Airport or other custodians.
5. To carry and hand over consignments against gate passes duly executed and contents checked with endorsement of custom duty and sales Tax paid along with one copy of shipment invoice and a copy of bill of lading of KFUEIT at their store office at Rahim Yar Khan on applicable transportation rates.
6. To lodge and purse all claims with custom, sea insurance, surveyors, shipping companies and other concerned agencies till materialization.

ARTICLE – 2

TERM OF THE AGREEMENT

This agreement shall remain valid for one year (Extendable on same rates, terms, and conditions for another terms) commencing from _____ to _____ unless sooner terminated under the provisions of this agreement and / or elsewhere. The same is extendable by KFUEIT for further period as deem appropriate in its discretion or any term less than it at least 30 days before its expiry on same terms & conditions.

ARTICLE – 3

TERMINATION OF THE AGREEMENT

- a. Without prejudice to any other available rights / remedies KFUEIT shall have the right to terminate this agreement at its option for any reason specifically provided hereunder or otherwise in case of any breach of this agreement by contractor.
- b. The performance of services by the contractor under this agreement shall remain under observation during the whole period of the agreement, in case the services are found non satisfactory, or non-performance due to any reason, this contract shall be terminated by KFUEIT at any time with immediate effect without giving any notice and in such events the contractor shall be BLACK LISTED and entire security deposit will be confiscated and declared disqualified for further prequalification and award of any contract by KFUEIT.
- c. Notwithstanding anything contained in this agreement each party shall have the right to terminate this agreement due to any reason or cause thereof upon 30 days written notice.
- d. KFUEIT shall be entitled to terminate this agreement forthwith at any time upon serving notice in the event of misconduct either on the part of the contractor or its employees or non-performance of responsibilities and services by the contractor under Article – 7 & 7a and other provisions of this agreement.
- e. The termination shall be without prejudice to the acquired rights and liabilities of either party prior to termination.

ARTICLE – 4

PRICES

In consideration of services provided hereunder, KFUEIT agrees to pay to the contractor service charges in words (_____) per bill of lading Rs. in words () on monthly basis during the period of validity _____ of this agreement.

ARTICLE – 5

PAYMENTS

Payments in respect of supply / services shall be made by Finance Manager or any authorized officer of KFUEIT, within 30 days of the submission of the certified bills, which are to be strictly in conformity with the agreed services. The payments on shall be made to the agent after deduction of all required Government Taxes and fee levied by any Federal / Provincial Government or its authorities. Payments shall be made to present employees/ daily attendance basis.

ARTICLE – 6

SECURITY DEPOSIT

The clearing agents shall deposit 10 percent performance guarantee security deposit in the form of Bank Draft/pay order. KFUEIT shall have lien of this deposit to recover the amount in case the agent fails to company with any or all the terms of the agreement. The amount will however be returned to the agent after having satisfactorily completed the contractual obligation.

ARTICLE – 7

LIABILITIES

- (a) KFUEIT shall pay all duties and taxes through banking channel on receipt of completed bill of entry/GD from clearing agent.
- (b) Except government levies/taxes as stated above in (a), any other fee, fines/penalties levied by Customs/other agencies and demurrage charges levied by port authorities shall be packed by clearing agent. Conversely if such fines/penalties and demurrages levied due to late provision or incomplete documents by KFUEIT or for late payment of duty and taxes payable by KFUEIT or where customs have issued delay certificate of any mis declaration by KFUEIT these charges shall be reimbursed by KFUEIT subject to late documentary process the reason to be provided by Clearing Agent.
- (c) Loss on account of Theft, breakage, mishandling, and damage, detected at the time of receipt of the goods at the KFUEIT premises at any stage shall be on account of Clearing Agent and loss as assessed by KFUEIT shall be final and to be charged to Clearing Agent.
- (d) Any amount paid against wharf age, demurrage, delivery order, de stuffing, internal handling shifting, detention charges truck entry and fuel adjustment charges etc if paid by clearing and forwarding Agent on behalf of consignee and allowed by KFUEIT will be reimbursed to Clearing and forwarding Agent on presentation of receipts/voucher duly endorsed by bank.
- (e) Containers security deposit will be payable by the consignee (KFUEIT) as per demand note/bill by Shipping company, will be paid by consignee in advance to obtain delivery order and gate pass. M/S _____ will be responsible to obtain the refund of this deposit duly deducted container rent if any on return of container to shipping company yard.

- (f) The agent undertakes and agrees to indemnify and hold harmless KFUEIT its officers and employees against all damages losses liabilities and expenses of any nature whatsoever arising out of the resulting from his agreement whether due to performance/non-performance of any service under this agreement by the agent. Its employees or its agents or otherwise.
Clearing forwarding Agents will not be responsible for any delay in clearing the goods due to non-submission or late provision of shipping documents by KFUEIT.

Complete set of shipping documents include:

1. Original Bill of lading.
2. Invoice/Packing list.
3. Delivery Order.
4. Any other documents required by customs.
5. National Tax Number.
6. Sales Tax Registration.
7. Copy of shipping bill

ARTICLE – 8

INCORRECT ASSESMENT

The Clearing Agent shall make all possible efforts to complete bill/GD of entries with correct assessment so that correct / due payment is made to the government Treasury, conversely, if excess payment is made due to incorrect assessment processed by the Clearing Forwarding Agent it will be detected from the bill / Shipping Documents of the Clearing Forwarding Agent.

ARTICLE – 9

INDEMNITY

The contractor undertakes and agrees to indemnify and hold harmless KFUEIT, its officers and agents from and against all claims, Demands, liabilities, damages expenses of any nature whatsoever, arising out of or resulting from this agreement whether due to performance/non-performance of any services under this agreement by the contractor, its employees or its agent or otherwise.

ARTICLE – 10

INSOLVENCY AND BREACH OF CONTRACT

Should the contractor be adjudicated insolvent or made to enter into any agreement for composition with creditors or be wound up their compulsorily or voluntarily or commit nay breach of this agreement not herein specifically provided. KFUEIT shall have the right to declare the agreement terminated forthwith and in which case the contractor shall be liable to the confiscation of security deposit and pay KFUEIT any extra expenses which it might incur but it shall not be entitled to any gain / compensation from KFUEIT.

ARTICLE – 11

SCHEDULE

For all intents and purpose the SCHEDULES annexed herewith shall from an integral part of this agreement and contractor seal, shall bound to fulfil all the terms and conditions stipulated therein. A Deviation from the terms and conditions incorporated in the annexed SCHEDULE or other part of the agreement shall be deemed to be violation of this agreement on the part of the contractor.

ARTICLE – 12

FORCE MAEJURE

Except as provided under this agreement neither shall be liable for any failure or delay in performance their obligation due to any cause beyond its reasonable control including without limitation act of public enemy war rebellion insurrection accident act of God and act of state or of the judiciary.

ARTICLE – 13

CORRESPONDENCE

The contractor shall not correspond with approach any other authority person directly or indirectly whether the staff of KFUEIT or OTHERWISE EXCEPT Director Procurement concerned regarding any matter arising from this or any other agreement with KFUEIT. The contractor may carry on correspondence with designated officials of the user department.

ARTICLE – 14

NOTICE

All notices requests and demands given to or made upon the parties shall be in writing and posted through registered mail confirmatory telex at the addresses set forth below :

KFUEIT : Director Procurement

Procurement Department

Contractor : _____.

ARTICLE – 15

INTEGRITY ACT / DISCLOSURE CLAUSE

DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC PAYABLE BY THE CLEARING& FORWARDING AGENT.

The contractor hereby declares its intention not to obtain the procurement of any contract, right interest, privilege or other obligation or benefit from Government of Pakistan or any administrative sub-division or agency thereof or any other entity owned or controlled by it (GOP) through any corrupt business practice.

Without limiting the generality of the forgoing the contractor represents and warrants that it has fully declared the brokerage, commission, fees etc paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including it affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback whether described as consultation fee or otherwise, with the object of obtaining or including the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from Government of Pakistan, except that which has been expressly declared pursuant hereto.

The contractor certifies that it has made and will make full disclosure of all agreements with all persons in respect of or related to the transaction with Government of Pakistan and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

The contractor accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall without prejudice to any other right and remedies available to Government of Pakistan under any law, contract or other instrument, be void-able at the option of Government of Pakistan.

Notwithstanding any rights and remedies exercised by GoP in this regard, the contractor agrees to indemnify GoP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoP in any amount equivalent to ten time the sum of any commission, gratification, brief, finder's fee or kickback given by the contractor as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever from government of Pakistan.

ARTICLE – 16

ASSIGNMENT/SUBLETTICY

The contractor shall not sublet, transfer or assign this agreement to any party without the prior written permission of KFUEIT.

ARTICLE – 17

APPLICABLE LAW

This agreement shall be governed by the law of Islamic Republic of Pakistan.

ARTICLE – 18

WAIVER

The failure of either at any time to require the performance by the other of any of the terms and provisions hereof shall in no way effect the right of that party thereafter to enforce the same nor shall the waiver by either party or any breach of the terms or provision hereof taken or held to be waiver of any succeeding breach of any such terms or provision itself.

ARTICLE – 19

AUTHORITY OF PERSON SIGNING CONTRACT & DOCUMENT

Person signing this contract or any other document forming part of this contract on behalf of the contractor shall be deemed to warranty that he has the authority to do so from the contractor and if on enquiry, it is revealed that the person so signing had no authority to do so KFUEIT may without prejudice to other legal right/remedies cancel without notice and hold the signatory liable for all costs and damages.

ARTICLE – 20

DISPUTE RESOLUTION

It at any time any question, dispute or difference may arise between the parties under this agreement, either party may give a reasonable notice to the other party in writing at the existence at such question, dispute or difference specifying its nature and point in issue for conciliation failing which the matter may be referred to arbitrator nominated by KFUEIT in accordance with the provisions of arbitration Act. 1940 or any statutory modification or the re-enhancement thereof for the fine being enforced.

ARTICLE – 21

MISCELLANEOUS

- a. This agreement supersedes all prior agreements and understanding relating to the subject. All terms and conditions of the tender documents and the quoted rates vide attached SCHEDULES are valid to the extent they are not repugnant with the terms and conditions of this agreement.
- b. Tiles are inserted in this agreement for the purpose of reference and convenience and in no way define, limit or describe the scope or intent of agreement and / or not to deem an integral part thereof.
- c. This agreement shall not be varied, modified, altered, amended or supplemented etc except by the mutual consent, of the parties in writing.
- d. Contactor agrees that it shall from time to time do and perform such other and further acts, or things and execute and deliver any or all such other and further assignment as may be required or reasonable requested by KFUEIT to establish maintain and protect its right and remedies under this agreement.
- e. This agreement shall be binding upon and shall incur to the benefit of both parties.

IN WITNESS WHEREOF the parties hereunto set their hands on the days, month and the years mention herein above.

FOR & ON BEHALF OF

Khwaja Fareed University of Engineering & IT

NAME _____

DESIGN _____

SEAL _____

WITNESS -1

SIGN _____

NAME _____

CNIC NO _____

ADDRESS _____

WITNESS - 2

SIGN _____

NAME _____

CNIC NO _____

ADDRESS _____

FOR & ON BEHALF OF THE

CLEARING & FORWARDING AGENT

NAME _____

DESIGN _____

SEAL _____

WITNESS -1

SIGN _____

NAME _____

CNIC NO _____

ADDRESS _____

WITNESS - 2

SIGN

NAME

CNIC NO

ADDRESS

PAKISTAN INTERNATIONAL AIRLINES
CORPORATION PROCUREMENT AND LOGISTICS
DEPARTMENT KARACHI AIRPORT

TENDER FEES IS RS. 2,000/-

Tender Opening Date.

05 March 2018

TERMS AND CONDITIONS OF TENDER

SUBMISSION OF TENDER;

1). Tenders addressed to Director Procurement, KFUEIT, RYK shall be submitted by 05 March 2018. The tenders may be submitted to the Procurement Department latest by 1130 hours on the specified date. Tenders sent through Registered A/D Mail addressed to Director Procurement, KFUEIT must reach before the closing date and time mentioned above. Tenders will be opened on single stage two envelope basis at 1200 hours Technical proposal will be opened on the same day in the presence of tenderers or their representatives. Financial proposal of only technically approved vendors will be opened.

2). Tenders received after specified date and time shall not be considered. The KFUEIT will not be responsible for postal delays. The decision of Competent Authority, in this respect shall be final and binding.

EARNEST MONEY

3). The tender should be accompanied by a CDR or a Pay Order in lieu thereof in the name of KFUEIT, Rahim Yar Khan as EARNEST MONEY (Refundable). Tenders without EARNEST MONEY shall not be considered. Cheque /Bank Guarantee will not be accepted in lieu of EARNEST MONEY.

Performance Guarantee

4). The successful tenderer will be required to submit performance guarantee 10 percent of the total contract value in the form of CDR or Pay order.

PREPARATION OF TENDER

5). **PREPARATION OF TENDER**

Tenders would be called on **Single Stage Two Envelope** basis.

(i) The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal;

(ii) The envelopes shall be marked as “FINANCIAL PROPOSAL” and “TECHNICAL PROPOSAL” in bold and legible letters to avoid confusion;

(iii) Initially, only the envelope marked “TECHNICAL PROPOSAL” shall be opened;

(iv) The envelope marked as “FINANCIAL PROPOSAL” shall be retained in the custody of the procuring agency without being opened;

(v) The procuring agency shall evaluate the technical proposal in a manner prescribed in advance, without reference to the price and reject any proposal which does not conform to the specified requirements;

(vi) During the technical evaluation no amendments in the technical proposal shall be permitted;

(vii) The financial proposals of bids shall be opened publicly at a time, date and venue announced and communicated to the bidders in advance;

(viii) After the evaluation and approval of the technical proposal the procuring agency, shall at a time within the bid validity period, publicly open the financial proposals of the technically accepted bids only. The financial proposal of bids found technically non-responsive shall be returned un-opened to the respective bidders; and

(ix) The bid found to be the lowest evaluated bid shall be accepted.

6). The outer cover should bear address of the Director Procurement, Procurement Department, KFUEIt, RYK and reference number of the tender with opening date of tender.

7). These tender forms are non-transferable i.e. only those parties who are issued with these tender documents will be allowed to tender.

8). The tender will be ignored if complete information required is not given therein.

9). Authorized signatures of individual signing the tender and other documents connected with the contract must specify whether signing as :-

a) Sale Proprietor or his attorney.

b) A registered active partner of the firm or his attorney.

c) For the firm per peculation.

d) As Secretary, Manager, Partner etc. or their attorney in case of firms registered under Partnership act.

RATES:

10). a) The rates quoted must be as per accounting unit as shown in the schedule to tender Inclusive of all taxes.

- b) The rates mentioned in the tender will be treated as firm till the completion of contract Period.
- c) The rates must be quoted under each head separately both in words and figures in Pakistan Currency. Additional information, if any, must be linked with entries on the schedule to Tender.

ACCEPTANCE OF TENDER:

11). KFUEIT do not pledge themselves to accept the lowest tender and reserve the right to accept or reject any or all tender/quotations, divide business among more than one agent or extend the date of opening without assigning any reason.

FUNCTIONS AND LIABILITIES OF CLEARING AND FORWARDING AGENT For CONSIGNMENTS:

12). Rates of Agency Commission of Clearing and Forwarding Agents shall be for services in connection with the clearance and delivery, collection and forwarding of KFUEIT consignments other than these mentioned in the form excepting:-

13). Custom Duty and Sales Tax will be paid by KFUEIT through Bank and the Agent shall be responsible for submission of triplicate copies of Bill of Entry/Shipping Bill and other relevant vouchers together with signed invoices by Custom within 3 days from the date of clearance/export.

14). All dues i.e. Wharf age, demurrage charges, Municipal of Octroi dues shall be paid by the Clearing and Forwarding Agent and reimbursed by KFUEIT through Agent Bills duly supported by Original Vouchers after clearance/forwarding of consignments. No advance payment shall be made to the Clearing and Forwarding Agent, and if the Clearing and Forwarding Agents fails to clear/export the consignment/consignments and if any delay occurs due to non-recoverable from the Clearing and Forwarding Agent.

DEMURRAGE/PENALTIES:

- 15).
 - a) The Clearing and Forwarding agent shall be responsible for payment of Custom and Penalty, fine demurrage on consignments if these charges occur on account of their Inefficiency, misdeclaration and negligence of any of their employees failure to clear Forwarding the consignment within the free time allowed by the KFUEIT and Agent shall not Claim any such payment from KFUEIT.
 - b) To avoid the incidence of demurrage, KFUEIT undertakes to furnish to Clearing and Forwarding Agent complete the correct shipping documents at least 3 days before the arrival. In the event of the consignments not being available in time, the Clearing and Forwarding Agent shall proceed with the clearing of the goods on the basis of the advance shipping documents after obtaining the Bank Guarantee well in time from KFUEIT.
 - c). The free period allowed by KFUEIT shall be considered a reasonable period for clearance of goods in ordinary circumstances. In case of priority shipment clearance shall have to be arranged immediately after arrival of the vessel provided necessary documents are with the Clearing and Forwarding Agent.
 - d). If longer time than the free period allowed has been taken to clear the consignment and

demurrage occurs the Clearing and Forwarding Agent shall be responsible for the demurrage if any.

- e) Any documents occurring due to custom formalities for which delay certificate is issued by custom authorities or large supply of complete and correct documents demurrage shall be borne by KFUEIT provided justification in writing is furnished immediately to KFUEIT by the clearing & forwarding agent to the satisfaction of KFUEIT.

COMPLETE AND CORRECT DOCUMENTS AS MENTIONED ABOVE SHALL MEAN .

- 16). a) Detailed invoices in requisite numbers.
- b) Bill of lading negotiable and Non-negotiable.
- c). Import license Import permit or clearing permit.
- d). Packing List.
- e). Copy of purchase Order, if required.
- f). Copy of Letter of Credit, if required.
- g). Catalogue or illustration literature when required.
- h). Explosive or dangerous petroleum licenses when required.
- i). Any other documents if required by custom.

SURVEY

17). Clearing & Forwarding agent shall arrange survey of the defective damaged packages. The clearing & forwarding agent shall ensure that the carrier's survey of defective /damaged Packages is held within time as arrival of the vessel jointly with the insurance surveyors, under custom's supervision.

18). The Clearing & Forwarding agent shall be responsible for delivery of the surveyed goods in the same condition and quantity as found at the time of survey along with details of actual losses revealed at the time of survey.

19). For non-compliance of this and or for any further shortage found at the time of delivery of the consignment to KFUEIT, the clearing & Forwarding agent shall be responsible to pay the resultant loss to KFUEIT.

HANDLING OF CLAIMS WITH CUSTOM & CARRIER

20). Clearing & forwarding agent will undertake all work relating to short landed packages and lodging of claims for excess recovery of customs or dues on behalf of KFUEIT with the appropriate authorities to its finalization and keep KFUEIT informed of the progress. This will also include claims for refund of customs duty sales Tax charges on short landed packages. Any other charges which KFUEIT

considers as having been paid in excess of the correct amount shall be deducted from Clearing and Forwarding Agent. The Agent shall also inform the shipping agent concerned, under intimation to KFUEIT, regarding short landed packages.

21). When delivering consignment to KFUEIT, Rahim Yar Khan Clearing & Forwarding agent shall furnish to Foreign Receipt the following documents along with the consignments.

- a) The gate passes duly receipted and contents checked with the endorsements of sales Tax and customs duty paid by him to the customs.
- b) One copy of invoice.
- c) One copy of Bill of Lading
- d) In case of export original bill of lading within three days to KFUEIT.

RECOVERY OF LOSS ON ACCOUNT OF SHORTAGE AND DAMAGES DUE TO MIS-HANDLING

22). The Clearing & Forwarding Agent shall be responsible for recoupment of loss on account of shortages and damages due to mis -handling by agent at any stage and KFUEIT shall have the right to assess such losses and recover the amount from Clearing & Forwarding Agent. KFUEIT decision in this regard shall be deemed as final.

COLLECTION OF SHIPPING DOCUMENTS

23). Clearing & Forwarding Agent shall be responsible for the collection of documents etc., daily from Finance Department, KFUEIT RYK and return the same through one of their accredited employees.

24). The Clearing & Forwarding Agent shall submit their bills complete in all respects within 15 days from the date of clearance of a consignment to KFUEIT, non-supplementary bill shall be acceptable to KFUEIT.

TENDER SIGNATURE _____

STAMP: _____

(RUPEE ONE HUNDRED NON-JUDICIAL STAMP PAPER)

Director Procurement
Procurement Department
Khwaja Fareed University of Engineering & IT
Rahim Yar Khan.

Subject: **UNDERTAKING TO EXECUTE CONTRACT**

Dear Sir,

1. We / I, the undersigned tenderer do here by confirm, agree and undertake to do following in the event our / my tender for _____, is approved and accepted: -
2. That we / I will enter into and execute the formal contract, a copy of which has been supplied to us / me, receipt whereof is hereby acknowledged and which has been studied and understood by me / us without any change, amendment, revision or addition thereto, within a period of seven days when required by KFUEIT to do so.
3. That all expenses in connection with the preparation and execution of the contract including stamp duty will be borned by us / me.
4. That we / I shall deposit with KFUEIT the amount of Performance Guarantee as specified in the contract which shall continue to be held by KFUEIT until three months after expiry of the contract period.
5. That in event of our / my failure to execute the formal contract within the period of Seven days specified by KFUEIT the Earnest Money held by KFUEIT shall stand forfeited and we / I shall not question the same.

Tenderer's Signature _____

Name in Full _____

Designation _____

Address: _____

Phone / Fax # _____

N.I.C. # _____

Seal _____

Date _____

(Bid Form)

Tender Opening Date
05 March 2018

M/s _____

TENDER FOR AWARDING CONTRACT FOR CLEARANCE OF KFUEIT LAB EQUIPMENT SHIPMENT

Khwaja Fareed University of Engineering & IT (KFUEIT) invites Proposals on “Single Stage Two Envelope” basis from the approved /registered customs Clearing & Forwarding Agents for the clearance of KFUEIT Shipments/consignment from Karachi Seaport/Port Qasim/Airport to KFUEIT premises at Rahim Yar Khan inclusive of all handling charges, custom charges etc. on **DOOR to DOOR Services Basis.**

S No	Description	Rates Per Consignment including all taxes (Rs.)	Transportation Charges	Rates Per Consignment including all taxes (Rs.)
1	Handling Charges, Custom Clearance fee, Charges/Agency Commissions and other formalities Per Consignment shipments of: Lab. Equipment On consignment basis including loading/unloading (Labour Charges) from seaport/Airport to KFUEIT, RYK On DOOR TO DOOR BASIS.		Per 40 Ft container from	
			Seaport/Airport to KFUEIT	
			Per 20 Ft container from	
			Seaport/Airport to KFUEIT	
			Loose Consignments	

TENDERER'S SIGNATURE _____ DESIGNATION _____

ADDRESS _____

TEL NO: _____ FAX NO: _____ EMAIL: _____

G.S.T NO: _____ NTN NO: _____