

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



Tender Document Frame Work

Tender No. Misc-061

**Supply of Consumable Items Regarding Maintenance of
Vehicles**

at

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

TENDER DOCUMENT
Frame Work

TENDER No. Misc-061

Supply of Consumable Items Regarding Maintenance of Vehicles

at

Khwaja Fareed University of Engineering and Information Technology

TENDER PRICE Rs. 1000/-

Last date of submission: _____

FOR OFFICE USE ONLY

Serial No. _____

Sold to: M/S _____

Date of Sale _____

Bank Challan No. _____

Date _____

1. Overview

Khwaja Fareed University of Engineering & Information Technology, Rahim Yar Khan intends to purchase “**Supply of Consumable Items Regarding Maintenance of Vehicles**” as provided at **Annex ‘A’**. The supplier will be responsible for Supply, delivery, installation and commissioning of all specified items, wherever required, at the Khwaja Fareed University of Engineering & Information Technology, Rahim Yar Khan. This document provides complete instructions for bidders intending to participate in this Tender.

2. Instructions for Bidders

2.1. Response to the Tender (Bid) should be submitted in one part which shall include two separately sealed envelopes of Technical **Proposal and** Financial **Proposal** before **12:30 PM** on **04-12-2017**. Technical Proposals will be opened on same day at **01:00 PM** in the presence of representatives of responding bidders, if any, and Financial Proposals will be opened after completion of technical evaluation. The exact time and place for opening of financial proposals will be informed to technically qualified bidders.

2.2. Responding bidder shall deliver two sealed copies of the bid. Each copy being physically separate, bound, sealed and labeled. Proposals shall be delivered at the address given below.

Director Procurement

**Khwaja Fareed University of Engineering & Information Technology
Abu Dhabi Road, Rahim Yar Khan.**

Tel. # 068-5882420

2.3. Any queries regarding this proposal should be directed to the designated Technical Contact Person listed below.

Engr. Yasir Yasin, Transport Officer,

Tel. # 068-5882423

2.4. All bids must be submitted by filling the **Annex ‘B’**. Same should be enclosed in the financial proposal. Bidder must use the same numbers and labels used in this

Request for Proposal.

2.5. The original Tender Document duly signed and officially sealed by the bidder must be submitted in whole with the proposals. Any conditional, ambiguous, incomplete, supplementary or revised offer after the opening of tender shall not be entertained.

3. Technical Proposal Format

Bidders are required to include the following documents/information in their technical proposals in the order given below:

- i. The Name and Address
- ii. Profile of company (Including Financial Profile)
- iii. List of Previous/Current customers of related designing, composing and printing of prospectus, with contact person and telephone/fax numbers.
- iv. Detailed product design information
- v. Copy of National Tax Registration Certificate
- vi. Copy of Sales Tax Registration Certificate
- vii. Bank letter of financial standing
- viii. 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.
- ix. Any additional information the bidder may like to furnish e.g. repair/maintenance other concerned facility
- x. Detailed item specifications matched corresponding to the BOQ as given at **Annex 'A'**
- xi. Detailed project implementation schedule/Completion Schedule which includes the delivery of items mentioned in the BOQ
- xii. Signed and stamped Tender document
- xiii. Bank Draft of the Earnest Money

4. Financial Proposal Format

Financial Proposal must include the following in the order given below:

- i. Equipment prices duly entered on the form in the attached BOQ
- ii. Validity period of the quoted price
- iii. Any other Terms and Conditions

5. Terms & Conditions

- 5.1. This invitation for bids is open to all national original Manufacturers/ Distributors/Agents in Pakistan for Supply of Tools, Carpentering, Plumbing and Electric Material.
- 5.2. All prices should be quoted in Pak Rupees and inclusive of all Government Taxes & Levies.
- 5.3. A bank draft equal to 2% of the estimated cost should accompany the Tender as **Earnest Money** drawn in favor of **KFUEIT Rahim Yar Khan**. The Tender shall not be considered without Earnest Money. Bank guarantee will not be accepted. Bank draft for Earnest Money should be placed with the Technical proposal.
- 5.4. Earnest Money for bidders not selected will be returned a minimum of two weeks after announcement of award and returned to successful bidder after signing the contract. If the selected bidder fails to sign the contract within stipulated time, Earnest Money will be forfeited.
- 5.5. A Bank draft of 5% of the total amount as **Performance Guarantee** will be provided by the supplier in favor of KFUEIT, Rahim Yar Khan within 10 days after signing of the contract on judicial stamp paper of the value PKR. 1200/-which shall remain valid for 12 months beyond delivery period. This performance guarantee will be released after the completion of warranty/guarantee period, along with the satisfactory completion report which will be intimated to the Seller and the Director Procurement KFUEIT, Rahim Yar Khan for their onward issuance of No Objection Certificate (NOC) for the release of performance guarantee.
- 5.6. KFUEIT Rahim Yar Khan reserves the right to accept / reject any or all proposals without assigning any reason thereof.
- 5.7. The quantity of an order may vary depending on the quoted prices and the allocated funds.
- 5.8. The decision of the KFUEIT procurement committee will be binding on all concerned and will in no case be challenged in any forum.
- 5.9. KFUEIT Rahim Yar Khan reserves the right to modify the conditions / specifications of the Tender Document with written intimation to all the participants who have purchased the Tender Document.
- 5.10. Delivery period will be 45 days from the date of issuance of purchase order/supply order.

- 5.11.** Delivery shall be completed according to the agreed upon schedule.
- 5.12.** In case the selected bidder fails to execute the contract strictly in accordance with the terms and conditions laid down in the contract, the Performance Guarantee shall be forfeited.
- 5.13.** The University will get the item inspected at KFUEIT Rahim Yar Khan and reject the item, if not found according to the stated specifications.
- 5.14.** The University reserves the right to claim compensation for the losses caused by delay in the delivery of equipment.
- 5.15.** It is the sole responsibility of the bidder to comply with local, national and international laws.
- 5.16.** In case any supplies/material are found not in conformity with the specifications provided in the tender, either on account of inferior quality, defective workmanship, faulty design, faulty packing or is short supplied, or wrongly supplied, the supplier will replace the same free of charges or pay the full cost of replacement.
- 5.17.** All the proposals submitted will become the property of the University.
- 5.18.** All prices should be valid for at least 60 days. Withdrawal or any modification of the original offer within the validity period shall entitle the KFUEIT Rahim Yar Khan to forfeit the Earnest Money in favor of the KFUEIT Rahim Yar Khan and/or putting a ban on the future inquires or taking any other suitable action against the bidder.
- 5.19.** Delivery of the items will be free of charge at Khawaja Fareed University of Engineering & Information Technology, Rahim Yar Khan during the office hours with a copy of Delivery Challan.
- 5.20.** Items being ordered should be brand-new and according to order specification from the current production and covered under normal warranty/guarantee etc. as mentioned in the quote. Brochures mentioned and product details must be attached.

6. Tender Evaluation Criteria

All bids shall be evaluated on technical and financial merit. The Company Evaluation Criteria is attached at **Annex 'C'** for reference. Technical evaluation process may include, but not limited to the consideration of the following with respect to the functional requirements given ahead:

- a. Technical specifications of proposed item

b. Company Profile

- I. Age of the company
- II. Financial strength of the bidder

Financial Evaluation process will be based on the consideration of the quoted price.

7. Undertaking

On behalf of the company it is certified that we agree to the all the Instructions and Terms & Conditions given in this Tender Document

Name of bidder.....

Authorized person.....

Authorized signature.....

Stamp.....

Office Address.....

Tel No

Fax No

Supply of Consumable Items Regarding Maintenance of Vehicles

Sr. No	Item Name	Specifications/Minimum Requirements	Qty.
LUBRICANTS			
1	Toyota Gli	Patron SAE 20W50 or equivalent/better	320 Ltr.
2	Toyota HiAce	Patron SAE 20W50 or equivalent/better	110 Ltr.
3	Toyota HiAce (Ambulance)	Dezon SAE 20W50 or equivalent/better	125 Ltr.
4	Toyota Hilux	Dezon SAE 20W50 or equivalent/better	125 Ltr.
5	Toyota Coaster	Dezon SAE 20W50 or equivalent/better	170 Ltr.
6	Toyota Fortuner	Taglon 5W50 or equivalent/better	110 Ltr.
7	Suzuki Mehran	Havoline 20W50 or equivalent/better	110 Ltr.
8	Suzuki Bolan	Havoline 20W50 or equivalent/better	55 Ltr.
9	Honda CG-125	Havoline 01 Ltr. Pack or equivalent/better	100 Pack
10	Honda CD-70	Havoline 0.7 Ltr. Pack or equivalent/better	85 Pack
11	Hino Bus	PSO DEO 6000 20W40 or equivalent/better	2100 Ltr.
12	Tractor-375	PSO DEO 6000 20W40 or equivalent/better	150 Ltr.
13	Tractor-260	Millat 20W50 or equivalent/better	150 Ltr.
14	Transmission Oil	PSO DEO 8000 or equivalent/better	275 Ltr.
MOBIL OIL FILTERS			
15	Toyota Gli	Guard GDO-199 or equivalent/better	90 Nos.
16	Toyota HiAce	Guard GDO-198 or equivalent/better	20 Nos.
17	Toyota Fortuner	Guard GDO-198 or equivalent/better	20 Nos.
18	Toyota HiAce (Ambulance)	Guard GDO-135 or equivalent/better	20 Nos.

19	Toyota Hilux	Guard or equivalent/better (as per requirement)	20 Nos.
20	Toyota Coaster	Guard or equivalent/better (as per requirement)	20 Nos.
21	Suzuki Mehran	Guard GDO-158 or equivalent/better	35 Nos.
22	Suzuki Bolan	Guard GDO-133 or equivalent/better	20 Nos.
23	Hino Bus	Guard GDO-352 or equivalent/better	110 Nos.
24	Massey Ferguson Tractor-375	Guard GDO-506 or equivalent/better	20 Nos.
25	Massey Ferguson Tractor-360	Guard GDO-501 or equivalent/better	20 Nos.
AIR FILTERS			
26	Toyota Gli	Guard GDA-1050 or equivalent/better	30 Nos.
27	Toyota HiAce	Guard GDA-865 or equivalent/better	06 Nos.
28	Toyota HiAce (Ambulance)	Guard or equivalent/better (as per requirement)	06 Nos.
29	Toyota Hilux	Guard or equivalent/better (as per requirement)	06 Nos.
30	Toyota Fortuner	Guard or equivalent/better (as per requirement)	06 Nos.
31	Toyota Coaster	Guard or equivalent/better (as per requirement)	06 Nos.
32	Suzuki Mehran	Guard GDA-2028 or equivalent/better	12 Nos.
33	Suzuki Bolan	Guard GDA-449 or equivalent/better	06 Nos.
34	Honda CG-125	Honda or equivalent/better	50 Nos.
35	Honda CD-70	Honda or equivalent/better	25 Nos.
36	Hino Bus	Guard GDA-2460 or equivalent/better	10 Nos.
37	Hino Bus	Guard GDA-2480 or equivalent/better	10 Nos.
FUEL (DIESEL) FILTERS			
38	Toyota HiAce (Ambulance)	Guard or equivalent/better (as per requirement)	06 Nos.
39	Toyota Hilux	Guard or equivalent/better (as per requirement)	06 Nos.

40	Toyota Coaster	Guard or equivalent/better (as per requirement)	06 Nos.
41	Hino Bus	Guard GDF-433 or equivalent/better	35 Nos.
42	Hino Bus	Guard GDF-456 or equivalent/better	35 Nos.
43	Tractor-375	Guard GDF-426 or equivalent/better	06 Nos.
44	Tractor-375	Guard GDF-402 or equivalent/better	06 Nos.
45	Tractor-260	Guard GDF-402 or equivalent/better	12 Nos.
MISCELLANEOUS ITEMS			
46	Grease	Sinaplus or equivalent/better 10 KG Pack	25 Pack
47	Detergent Powder	Bonus, Areal or equivalent/better 110gm Pack	250 Pack
48	Luster	Klink Protectant or equivalent/better 10 Sachet Pack	25 Pack/250 Sachet
49	Dusting Clothes	Cotton Rags, Soft Fabric, Size: 12-inch x 12-inch minimum.	100 Kg.

Supply of Consumable Items Regarding Maintenance of Vehicles (Bid Form)

Sr. No.	Item Name	Qty.	Unit Rate	Total Price (inclusive of all taxes, and Shipment charges)
01	Toyota Gli	320 Ltr.		
02	Toyota HiAce	110 Ltr.		
03	Toyota HiAce (Ambulance)	125 Ltr.		
04	Toyota Hilux	125 Ltr.		
05	Toyota Coaster	170 Ltr.		
06	Toyota Fortuner	110 Ltr.		
07	Suzuki Mehran	110 Ltr.		
08	Suzuki Bolan	55 Ltr.		
09	Honda CG-125	100 Pack		
10	Honda CD-70	85 Pack		
11	Hino Bus	2100 Ltr.		
12	Tractor-375	150 Ltr.		
13	Tractor-260	150 Ltr.		
14	Transmission Oil	275 Ltr.		
15	Toyota Gli	90 Nos.		
16	Toyota HiAce	20 Nos.		

Sr. No.	Item Name	Qty.	Unit Rate	Total Price (inclusive of all taxes, and Shipment charges)
17	Toyota Fortuner	20 Nos.		
18	Toyota HiAce (Ambulance)	20 Nos.		
19	Toyota Hilux	20 Nos.		
20	Toyota Coaster	20 Nos.		
21	Suzuki Mehran	35 Nos.		
22	Suzuki Bolan	20 Nos.		
23	Hino Bus	110 Nos.		
24	Massey Ferguson Tractor-375	20 Nos.		
25	Massey Ferguson Tractor-360	20 Nos.		
26	Toyota Gli	30 Nos.		
27	Toyota HiAce	06 Nos.		
28	Toyota HiAce (Ambulance)	06 Nos.		
29	Toyota Hilux	06 Nos.		
30	Toyota Fortuner	06 Nos.		
31	Toyota Coaster	06 Nos.		
32	Suzuki Mehran	12 Nos.		
33	Suzuki Bolan	06 Nos.		
34	Honda CG-125	50 Nos.		
35	Honda CD-70	25 Nos.		

Sr. No.	Item Name	Qty.	Unit Rate	Total Price (inclusive of all taxes, and Shipment charges)
36	Hino Bus	10 Nos.		
37	Hino Bus	10 Nos.		
38	Toyota HiAce (Ambulance)	06 Nos.		
39	Toyota Hilux	06 Nos.		
40	Toyota Coaster	06 Nos.		
41	Hino Bus	35 Nos.		
42	Hino Bus	35 Nos.		
43	Tractor-375	06 Nos.		
44	Tractor-375	06 Nos.		
45	Tractor-260	12 Nos.		
46	Grease	25 Pack		
47	Detergent Powder	250 Pack		
48	Luster	25 Pack/250 Sachet		
49	Dusting Clothes	100 Kg.		
TOTAL: _____				
Total in Words: _____				

Company Evaluation Criteria

1. 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

2. Detailed Evaluation

(Minimum Passing Score Required is 65 Points)

TECHNICAL EVALUATION CRITERIA FOR TENDER			
Specifications are available at Annex-A			
Sr. No	Item Name and Description	Marks	Max Marks
1	Past Performance/Experience of the Bidder (Reg. with GST/NTN)	--	10
1.1	1 – 3 year experience	2	--
1.2	4 – 8 year experience	4	--
1.3	9 – 15 years' experience	6	--
1.4	Above 15	10	--
2	Relevant Experience	--	10
2.1	1 – 5 years' experience	3	--
2.2	6 – 10 years' experience	6	--
2.3	11 and above year experience	10	--
3	Financial Position/ Status	--	10
3.1	Last sales tax paid Form	4	--
3.2	Bank Certificate (satisfactory)	2	--
3.3	Statement Worth (Min 2 m)	4	--
4	After Sale Services Available	--	10
5	Technical Evaluation of quoted items	--	60
5.1	Specification matched as provided in Annex-A	30	
5.2	Literature in printed shape attached	2.5	
5.3	Reliability	2.5	
5.4	Delivery schedule as per need	5	
5.5	List of clients / where this equipment delivered	5	
5.6	Satisfactory letter from clients in favour of such equipment	5	
5.7	Guarantee / Warranty (as the case may be)	5	
5.8	Provision of Training to concerned user	2.5	
5.9	Free Installation (if required) as per requirement	2.5	
Total		--	100