

Sukkur Institute of Business Administration

Tender # Proc/0097 (2)



Tender Document

General Electrical Lab Items

September 2014

Last Date for Submission:	Sep 19, 2014 1400 hrs
Tender Opening Date	Sep 19, 2014 1430 hrs
Venue for Tender Opening	Sukkur IBA Air Port Road, Sukkur

General Electrical Lab Items

Technical specifications

Please see attachment for specifications and Quantity

Note: In specifications if anywhere brand name is mentioned, please read with the words "Or Equivalent "after brand name.

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 in tender notice and 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. An affidavit to the effect that the firm has not been black listed by any Government/Semi Government Organization.

1.5. The Bidder indemnify procuring agency against all third-party claims of infringement of patent, trade mark industrial design rights arising from use of the goods or any part thereof in Pakistan.

1.6. Procuring Agency or Purchasing Committee 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 Procuring Agency/Purchase Committee requires and where they are to be conducted.

Procuring Agency/ Purchase Committee 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. Procuring Agency/ Purchase Committee, reserves the right to reject any or all Bids/Offers without assigning any reason or cancel the process at anytime.

1.14. Procuring Agency/ Purchase Committee reserves the right to increase/decrease the quantity of items/scope of the work. Bidder has no right to challenge the decision in Court.

2. PROPOSAL SUBMISSION REQUIREMENTS

2.1. A bidder can submit bid for single, two or all equipment/items, 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 may be asked to give a demonstration/presentation on their solution/products.

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, warranty/guarantee, origin, quality certifications, past experience (if any), after sales support etc.

2.2.1.4. Financial Proposal of only technically qualified bidders will be opened.

2.2.2. FINANCIAL PROPOSAL

2.2.2.1. Financial Proposal will include the prices quoted for equipment

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. Theses Equipment/ Items are for educational institutions. 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 six months** 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. The bid security is required to compensate against the consequences of:

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

2.4.2. Premature 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. The 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 by fax or email will not be accepted.

2.7. An effort by a Bidder to influence Procuring Agency/ Purchase Committee, directly or indirectly THROUGH UNFAIR MEANS may result in the rejection of Bidder's Proposal and black listing for any future tender of Procuring Agency/ Purchase Committee.

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 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. Please refer to technical specifications and BOQ for details.

3.2 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.

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

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

4. SELECTION PROCEDURE

Procuring Agency/ Purchase Committee 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, Relationship with Principal Company, Quality Standards Certifications, After Sale Service, cooperation, and ability to provide timely services and training are general factors that will be weighed in the selection process.

Bids will be evaluated against following 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	5		
5	Quoted Products Origin	10		
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		
	Total	100		

Note: Please attach documentary evidence for claims in technical proposals.

(2) Financial Evaluation Criteria- Weight age 30 %

All Vendors will provide demo (proof of concept) if required by Procuring Agency/ Purchase Committee to verify the claims in the Technical Specifications of the Brochures. This would also determine the quality and specifications of the equipment.

5. DELIVERY & INSTALLATION

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

6. 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 company standard warranty period that must not be less than 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. Each and every call will be attended by competent staff of the Bidder 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.

7. SERVICES

Procuring Agency/ Purchase Committee 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.

8. 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: After delay of four weeks, procuring agency/purchase committee has the right to cancel the purchase order or impose penalty up to 10% of the price of the item or both.

9. TERMS OF PAYMENT

Payment shall be made in the following manner:

Within 30 days after delivery and satisfactory acknowledgement

10. For Any query/ confusion please contact to :

Manager Procurement
Sukkur IBA
Air Port Road Sukkur
Email: hari@iba-suk.edu.pk
Tel: 071 111 785 422

SPECIFICATIONS & QTY			
Serial No.	Quantity	Unit	Description
1	1	Nos	Bench drill
2	5	Nos	Vice clamps
3	5	Nos	Electrician tool kit complete with AVO meter & Megger
4	2	Nos	Soldering Kit
5	2	Nos	Control and protective switchgear used in domestic electrical installations
6	3 each	Coils	Wires and cables (3/29,7/29)
7	1	Coils	Wires and cables (7/36)
8	2	Dozen	Anchor bolts
9	5	Dozen	Insulation tape
10	5	Dozen	Draw-wire/ tape etc.,
11	2	Sets	Compression tools
12	2 each	Packets	Electrical accessories
13	5	Dozen	Wiring accessories (casing and capping)
14	1	Coils	Flexible cords (three core)
15	10	Packets	Raw plugs
16	2	Packets	Cable lugs (mixed type & mixed size)
17	2	Packets	Nails, screws (mixed size)
18	2	Nos	Digital Megger 0-100
19	2	Nos	Earth Meter
20	5	Nos	Phase Tester Digital
21	2	Nos	Neutral Tester
22	1	Dozen	Electrical conduit with clips
23	3	Dozen	PVC duct
24	2	Nos	Lugs punching tools
25	1	Nos	Drawing Board Stand
26	1 each	Nos	Layout Plans (for given projects)
27	1 each	Nos	Manufacturer's Specification
28	30	Nos	Personal protective equipment (Apron & Gloves)
29	3	Dozen	Jumper wires with alligator clips
30	1	Nos	Flux Meter
31	1 each	Nos	Electric Drill (heavy/light work)
32	1	Nos	Ohms Law Verification kit
33	1	Nos	Fradays Law Verification kit
34	1	Nos	RPM Meter
35	2 each	Packets	Drill Bits (for wood, metal & Concrete)
36	3	Nos	Bench Vice