

**H.E.J. RESEARCH INSTITUTE OF CHEMISTRY  
INTERNATIONAL CENTER FOR CHEMICAL AND BIOLOGICAL SCIENCES  
UNIVERSITY OF KARACHI  
KARACHI-75270**

**Contact Person:**

**Dr. M. Iqbal Bhangar**

*Lab. No. Halal Lab, Intercom No. 190-254*

*H.E.J. Research Institute of Chemistry*

*University of Karachi, Karachi-75270.*

| S. No. | Item                                    | Specification  | Qty    | Estimated Cost       |
|--------|---|--|--------|----------------------|
| 1.     | UV TRANSILLUMATOR                       |  | 01 No. | Rs. 250,000.00       |
| 2.     | Horizontal Gel Electrophoresis Assembly | 7.10 Horizontal Gel Box<br>16 Well comb for use with 7cm gel system 1.5mm thick<br>12 well MC comb for use with 7cm gel system 1.5mm thick | 01 No. | Rs. 210,000.00       |
| 3.     | Power Supply                            | 200 Volt   | 01 No. | Rs. 25,000.00        |
| 4.     | Dry Bath Incubator                      | Dual Block<br>(1.5 or 2.0 ml tubes, 50 ml tubes)   | 01 No. | Rs. 50,000.00        |
|        |   | <b>TOTAL</b>   |        | <b>Rs. 535,000/-</b> |

## **Instructions to bidders**

### **Preparation of Bids**

- 1. Scope of Work** The H.E.J. Research Institute of Chemistry, I.C.C.B.S., plans to develop / acquire a comprehensive integrated solution for all the functional needs and requirements of UV Transilluminator with other items as described in later pages.
  
- 2. Method and procedure of Procurement** National Competitive Bidding *Single Stage Single Envelope* Procedure as per SPP Rules 2010 (updated 2013)
  
- 2. Language of Bid** The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Procuring agency , shall be written in the English language
  
- 3. Documents Comprising the Bid** The bid prepared by the Bidder shall comprise the following components:
  - (a) Price Schedule completed in accordance with ITB Clauses 4, 5 and 6.
  - (b) Bid security furnished in accordance with ITB Clause 9.
  
- 4. Bid Prices**
  - 4.1 The Bidder shall indicate on the appropriate Price Schedule the unit prices (where applicable) and total bid price of chemicals and consumables it proposes to supply under the contract.
  - 4.2 the prices shall be quoted on delivery to consignee's end inclusive of all taxes, stamps, duties, levies, fees and installation and integration charges imposed till the delivery location specified in the Schedule of Requirements. No separate payment shall be made for the incidental services.
  - 4.3 Prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation on any account, unless otherwise specified in the Bid Data Sheet.
  - 4.4 Prices shall be quoted in Pak Rupees unless otherwise specified in the Bid Data Sheet.

## **Opening and Evaluation of Bids**

### **16. Opening of Bids by the Procuring agency**

- 16.1 The Procuring agency shall open all bids in the presence of bidders' representatives who choose to attend, at the time, on the date, and at the place specified in the Bid Data Sheet. The bidders' representatives who are present shall sign a register/attendance sheet evidencing their attendance.
- 16.2 The bidders' names, bid modifications or withdrawals, bid prices, discounts, and the presence or absence of requisite bid security and such other details as the Procuring agency may consider appropriate, will be announced at the opening.

### **17. Clarification of Bids**

During evaluation of the bids, the Procuring agency may ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the prices or substance of the bid shall be sought, offered, or permitted.

### **18. Preliminary Examination**

- 18.1 The Procuring agency shall examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.
- 18.2 Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the Supplier does not accept the correction of the errors, its bid will be rejected, and its bid security may be forfeited. If there is a discrepancy between words and figures, the amount in words will prevail.
- 18.3 Prior to the detailed evaluation, the Procuring agency will determine the substantial responsiveness of each bid to the bidding documents. A substantially responsive bid is one which conforms to all the terms and conditions of the bidding documents without material deviations. Procuring agency's determination of a bid's responsiveness is to be based on the contents of the bid itself.
- 18.4 If a bid is not substantially responsive, it will be rejected by the Procuring agency and may not subsequently be made responsive by the Bidder by correction of the nonconformity.

### **19. Evaluation and**

- 19.1 The Procuring agency will evaluate and compare the bids which have

**Comparison of Bids**

been determined to be substantially responsive.

19.2 The Procuring agency's evaluation of a bid will be on delivery to consignee's end inclusive of all taxes, stamps, duties, levies, fees and installation and integration charges imposed till the delivery location.

**20. Contacting the Procuring agency**

20.1 No Bidder shall contact the Procuring agency on any matter relating to its bid, from the time of the bid opening to the time of announcement of Bid Evaluation Report. If the Bidder wishes to bring additional information to the notice of the Procuring agency, it should do so in writing.

20.2 Any effort by a Bidder to influence the Procuring agency in its decisions on bid evaluation, bid comparison, or contract award may result in the rejection of the Bidder's bid.

**Award of Contract**

**21. Post-qualification**

21.1 In the absence of prequalification, the Procuring agency may determine to its satisfaction whether that selected Bidder having submitted the lowest evaluated responsive bid is qualified to perform the contract satisfactorily.

21.2 The determination will take into account the Bidder's financial and technical capabilities. It will be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, pursuant to ITB Clause 7 as well as such other information as the Procuring agency deems necessary and appropriate.

21.3 An affirmative determination will be a prerequisite for award of the contract to the Bidder. A negative determination will result in rejection of the Bidder's bid, in which event the Procuring agency will proceed to the next lowest evaluated bid to make a similar determination of that Bidder's capabilities to perform satisfactorily.

**22. Award Criteria**

The Procuring agency will award the contract to the successful Bidder whose bid has been determined to be substantially responsive and has been determined to be the lowest evaluated bid, provided further that the Bidder is determined to be qualified to perform the contract satisfactorily.

- 23. Procuring agency's Right to Accept any Bid and to Reject any or All Bids**
- 23.1 Subject to relevant provisions of SPP Rules 2010 (updated 2013), the Procuring agency reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award.
- 23.2. Pursuant to Rule 45 of SPP Rules 2010 (updated 2013), Procuring agency shall hoist the evaluation report on Authority's web site, and intimate to all the bidders seven days prior to notify the award of contract.
- 24. Notification of Award**
- 24.1 Prior to the expiration of the period of bid validity, the Procuring agency shall notify the successful Bidder in writing, that its bid has been accepted.
- 24.2 Upon the successful Bidder's furnishing of the performance security pursuant to ITB Clause 26, the Procuring agency will promptly notify each unsuccessful Bidder and will release their bid security.
- 25. Signing of Contract**
- 25.1 At the same time as the Procuring agency notifies the successful Bidder that its bid has been accepted, the Procuring agency will send the Bidder the Contract Form provided in the bidding documents, incorporating all agreements between the parties.
- 25.2 Within the period specified in BDS, of receipt of the Contract Form, the successful Bidder shall sign and date the contract and return it to the Procuring agency.
- 26. Performance Security**
- 26.1 Within the period specified in BDS, of the receipt of notification of award from the Procuring agency, the successful Bidder shall furnish the performance security in accordance with the Conditions of Contract, in the Performance Security Form provided in the bidding documents, or in another form acceptable to the Procuring agency.
- 26.2 Failure of the successful Bidder to comply with the requirement of ITB Clause 25 shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event the Procuring agency may make the award to the next lowest evaluated Bidder or call for new bids.
- 27. Corrupt or Fraudulent Practices**
- 27.1 The Government of Sindh requires that Procuring agency's (including beneficiaries of donor agencies' loans), as well as Bidders/Suppliers/Contractors under Government-financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, the SPPRA, in accordance with the SPP Act, 2009 and Rules made there under:

- (a) **“Corrupt and Fraudulent Practices”** means either one or any combination of the practices given below;
- (i) **“Coercive Practice”** means any impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence the actions of a party to achieve a wrongful gain or to cause a wrongful loss to another party;
- (ii) **“Collusive Practice”** means any arrangement between two or more parties to the procurement process or contract execution, designed to achieve with or without the knowledge of the procuring agency to establish prices at artificial, noncompetitive levels for any wrongful gain;
- (iii) **“Corrupt Practice”** means the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the acts of another party for wrongful gain;
- (iv) **“Fraudulent Practice”** means any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
- (b) **“Obstructive Practice”** means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a contract or deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements before investigators in order to materially impede an investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or acts intended to materially impede the exercise of inspection and audit rights provided for under the Rules.

### Bid Data Sheet

The following specific data for chemicals and consumables to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

| <b>Introduction</b>                       |  |
|---|--|
| <b>ITB 1</b>                              | <b>Name and address of Procuring Agency:</b><br><br>H.E.J. RESEARCH INSTITUTE FO CHEMISTRY<br>International Center for Chemical and Biological Sciences,<br>University of Karachi  |
| <b>ITB 1</b>                              | <b>Name of Contract.</b> <i>Import/Purchase of UV Transillumator with other items</i>  |
| <b>Bid Price and Currency</b>             |  |
| <b>ITB 4</b>                              | Prices quoted by the Bidder shall be " <i>fixed</i> " and in C&F prices" (the rates shall also be quoted in Pak rupees after conversion from foreign currency) or in Pak rupees (if the price quoted in FOR prices).   |
| <b>Preparation and Submission of Bids</b> |  |
| <b>ITSB 19</b>                            | <b>Qualification requirements:</b> <ol style="list-style-type: none"> <li>1. Complete Company profile</li> <li>2. Valid Registration with tax authorities is required</li> <li>3. relevant experience</li> <li>4. Rs. 100,000.00 turn-over of at least last three years</li> </ol> |
| <b>ITB 7</b>                              | <b>Amount of bid security.</b><br><br>2 % of Bid   |
| <b>ITB 8</b>                              | <b>Bid validity period.</b><br><br>90 days   |
| <b>ITB-9</b>                              | <b>Performance Guarantee</b><br><br>5% of the P.O. Value   |
| <b>ITB 10</b>                             | <b>Number of copies.</b> One original One copy   |

|                 |  |
|-----------------|--|
|                 |  |
| <b>ITB 19.1</b> | <b>Deadline for bid submission.</b> 08-12-2015 at 2.30 p.m.  |
| <b>ITB 20</b>   | <b>Bid Evaluation:</b> Lowest evaluated bid  |
|                 | <b>Under following conditions, Bid will be rejected:</b><br><ol style="list-style-type: none"><li>1. Conditional and Telegraphic tenders/bids;</li><li>2. Bids not accompanied by bid security (Earnest Money);</li><li>3. Bids received after specified date and time</li><li>4. Bidder submitting any false information;</li><li>5. Black Listed Firms by Sindh Government or any Entity of it</li></ol> |



## Summary Sheet

RE-TENDER NOTICE NO. ICCBS-HEJ-UVT-081215 (2<sup>ND</sup> TIME)

The tencer will liable to be rejected, if this form will not accompany the tender bid / quote

| Serial No. | Make & Country of Origin | Model No. / CAT No. | Bid Value | Foreign Currency (If applicable) | Conversion Rate (If applicable) | Price in PKR |
|------------|--------------------------|---------------------|-----------|----------------------------------|---------------------------------|--------------|
|            |                          |                     |           |                                  |                                 |              |
|            |                          |                     |           |                                  |                                 |              |
|            |                          |                     |           |                                  |                                 |              |
|            |                          |                     |           |                                  |                                 |              |
|            |                          |                     |           |                                  |                                 |              |

|                              |  |       |
|------------------------------|--|-------|
| Total Bid Value in PKR       |  |       |
| Earnest Money @ ____% in PKR |  |       |
| Pay Order/Demand Draft No:   |  | Date: |

**SCHEDULE OF REQUIREMENTS**

| <b>S. No.</b> | <b>Description of service / goods</b>                    | <b>Quantity</b>        | <b>Required Delivery Schedule in Days from the Date of Contract Award</b> | <b>Location</b>     |
|---------------|--|------------------------|---|---------------------|
| 1             | Purchase/ Import of UV Transilluminator with other items | As per tender document | 5 weeks on F.O.R. orders and / or 12 weeks on C&F orders                  | I.C.C.B.S., Karachi |
| 2             |  |                        |   |                     |
| 3             |  |                        |   |                     |

## Sample Forms

Date: \_\_\_\_\_

To:

H.E.J. Research Institute of Chemistry,  
University of Karachi,  
Karachi-75270.

Dear Sir:

Having examined the bidding documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to develop and deliver the required system in conformity with the said bidding documents for the sum of *[total bid amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to develop the system in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we will obtain the guarantee of a bank in a sum equivalent to **Five (5) percent** of the Contract Price/Pay order for the due performance of the Contract, in the form prescribed by the Purchaser.

We agree to abide by this Bid for a period of 90 days from the date fixed for Bid opening under Clause 16 of the Instructions to Bidders, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any bid you may receive.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2015 \_\_\_\_\_.

\_\_\_\_\_  
[signature]

\_\_\_\_\_  
[in the capacity of]

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_

To: *[name of Procuring agency]*

WHEREAS *[name of Supplier]* (hereinafter called "the Supplier") has undertaken, in pursuance of Contract No. *[reference number of the contract]* dated \_\_\_\_\_ 2015 to deploy *[description of goods and services]* (hereinafter called "the Contract").

AND WHEREAS it has been stipulated by you in the said Contract that the Supplier shall furnish you with a bank guarantee by a reputable bank for the sum specified therein as security for compliance with the Supplier's performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Supplier a guarantee:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Supplier, up to a total of *[amount of the guarantee in words and figures]*, and we undertake to pay you, upon your first written demand declaring the Supplier to be in default under the Contract and without cavil or argument, any sum or sums within the limits of *[amount of guarantee]* as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the \_\_\_\_ day of \_\_\_\_\_ 2015 \_\_\_\_.

Signature and seal of the Guarantors

\_\_\_\_\_  
*[name of bank or financial institution]*

\_\_\_\_\_  
*[address]*

\_\_\_\_\_  
*[date]*