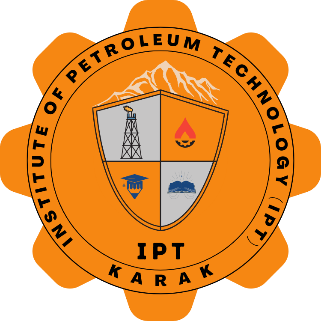
****

**INSTITUTE OF PETROLEUM TECHONLOGY**

**IPT KARAK**

**BID SOLICITATION DOCUMENTS**

**For**

**The Following IT Equipment**

|  |  |  |
| --- | --- | --- |
| **S. NO** | **NAME OF ITEMS** | **QUANTITY** |
|  | **Desktop Computers** | 20 |
|  | **Printer Toner** | 10 |
|  | **Photocopier Toner** | 02 |

The prospective bidder is expected to examine the Bidding Documents carefully, includingall Instructions, Terms & Conditions, and Specifications etc. Failure to furnish all information required by the Bidding documents or submission of a Bid not substantially responsive to the Bidding Documents in every respect would result in the rejection of the Bid.

**Procurement Officer Network Administrator**

**IPT Karak IPT Karak**

**Admin Officer Director Finance & Accounts IPT Karak IPT Karak**

**Project Director**

**IPT Karak**

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**Section I**

**Invitation to Bids**

**PURCHASE OF IT EQUIPMENT AND NEW TONNER FOR THE PROJECT “INSTITUTE OF PETROLEUM TECHNOLOGY, KARAK”**

**TENDER NOTICE 2022-23**

Sealed Bids are invited for the supply of following items for PSDP Funded Project “Institute of Petroleum Technology (IPT), Karak”. Tender should reach to the office of the undersigned on or before **07/11/2022 at 11:00 AM** which will be opened on the same day at **11:30 AM** in presence of bidders or their representatives. The Bid security shall be submitted from the account of the firm/bidder who submits the bid in favor of Project Director, Institute of Petroleum Technology (IPT) Karak.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S. No.** | **Item Description** | **Quantity** | **Bid Security/CDR** | **Procurement Method** |
| 1. | Desktop Computer | 20 | 02% | Single Stage Two Envelope  **Single Stage Two Envelope** |
| 2. | Printer Toner | 10 |
| 3. | Photocopier Toner | 02 |

**TERMS AND CONDITIONS: -**

1. Procurement will be made as per KPPRA Rules 2014.
2. All the Bidders are informed that no additional document will be entertained after tender opening.
3. The Envelopes shall be marked as **“TECHNICAL BID”** and **“FINANCIAL BID”** bold and legible Letters to avoid confusion. Similarly, the bidder shall seal both bids in separate Envelopes. The said two envelopes shall then be sealed in an outer envelope.
4. Pre-bid Meeting will be held on  **28/10/2022 at 11:00 AM** in the Committee Room of (IPT) Karak.
5. A detailed list of specification of required items/Bidding Documents can be obtained from our website : [www.ipt.edu.pk](http://www.ipt.edu.pk)/download or from the office of the Procurement Officer Institute of Petroleum Technology (IPT) Karak, Inside Govt. Polytechnic Institute Near Industrial Estate Main Indus Highway Karak during working hours **(Saturday is not working day)**.
6. The tender should according to the Institute Bid Solitiction Documents (BSD’s).
7. Only typed tender on original prescribing letter pad, sealed & signed should be submitted, Double rates for one item will not be accepted.
8. No conditional tender will be acceptable.
9. The bid security in the shape of Pay order (PO) will not be accepted.
10. The competent Authority have rights to increase or decrease in quantity or reject all bids under Rule 47 of the Khyber Pakhtunkhwa Public Procurement Regulatory Authority (KPPRA) Procurement Rules 2014.

**Project Director**

Institute of Petroleum Technology (IPT) Karak.

Inside Govt. Polytechnic Institute Near Industrial Estate Main Indus Highway Karak

**Section II**

**Instructions to Bidders**

#### Bidders are advised to read the contents of the Instruction to Bidders (ITB) carefully

|  |  |  |
| --- | --- | --- |
| 1. | **Scope of Bid** | 1.1 Under the development project titled ‘Establishment of Institute of Petroleum Technology, Karak, Energy & Power Department Khyber Pakhtunkhwa invites sealed bids for Supply of Goods, Hardware’s and electronic equipment etc., Equipment as specified in detail in the Schedule of Requirements along with Technical Specifications. |
| 2. | **Source of Funds** | 2.1 Public Fund-PSDP Funded Project |
| 3. | **Eligible Bidders** | 3.1 This Invitation for Bids is open to all original manufacturers/ their **authorized** agents/ suppliers and in case of imported goods their **authorized** agents/ importers/ suppliers in Pakistan for supply of Goods who must be registered (NTN, GST, on Active Taxpayers List of FBR etc.). The eligibility conditions are more specifically described in the Schedule of Requirements. |
|  |  | * 1. Bidders under a declaration of ineligibility for corrupt and fraudulent practices issued by any Government (Federal, Provincial or Local) or a public sector organization are **NOT ELIGIBLE**. Bidders blacklisted by any Government (Federal, Provincial or Local) or a public sector organization are also **NOT ELIGIBLE**.   2. Further requirements for determining eligibility of bidders are specified in **Section-III.** |

|  |  |  |
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| 4. | **Corruption and Fraud** | 4.1The Government of Pakistan defines Corrupt and Fraudulent Practices as “corrupt and fraudulent practices” which includes the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official or the supplier or contractor in the procurement process or in contract execution to the detriment of the procuring agencies; or misrepresentation of facts in order to influence a procurement process or the execution of a contract, collusive practices among bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the procuring agencies of the benefits of free and open competition and any request for, or solicitation of anything of value by any public official in the course of the exercise of his duty”. |
|  |  | 4.2Indulgence in corrupt and fraudulent practices is liable to result in rejection of bids, cancellation of contracts, debarring and blacklisting of the bidder, for a stated or indefinite period of time. |
| 5. | **Eligible Goods and Services** | 5.1 All goods and related services to be supplied under the contract shall conform to the policies of the Government of Pakistan in vogue. All expenditures made under the contract shall be limited to such goods and services.  For purposes of this clause, (a) the term “Goods” includes any goods that are the subject of this Invitation for Bids and (b) the term “Services” includes related ancillary services such as transportation, insurance, installation, after sale service /support and trainings etc. |
| 6. | **Cost of Bidding** | 6.1 The Bidder shall bear all the costs associated with the preparation and submission of its bid, and the Procuring Agency shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process. |
|  |  |  |
| **The Bidding Procedure** | | |
| 7. | **The Governing Rules** | 7.1 The Bidding procedure shall be governed by the Khyber Pakhtunkhwa Public Procurement Rules-2014 issued and amended time to time, by the Khyber Pakhtunkhwa Public Procurement and an any other prevailing regulatory authorities. |

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| --- | --- | --- |
| 8. | **Applicable Bidding Procedure** | * 1. The bidding procedure is governed by Khyber Pakhtunkhwa Public Procurement Rule 36 “Procedures of Open Competitive Bidding” sub-rule (b) “Single stage – Two Envelop procedure Bidders are advised also to refer to the Invitation for Bids at **Page 3** to confirm the Bidding procedure applicable in the present bidding process.   2. The bidding procedure prescribed in the Invitation for Bids is explained here in below:   **Single Stage: Two Envelope Procedure** |
|  |  | i) The bid shall comprise a single package containing two separate sealed envelopes. Each envelope shall contain separately the **Financial Bid** and the **Technical Bid**; |
|  |  | ii) The envelopes shall be marked as **“FINANCIAL BID”** and  **“TECHNICAL BID”** in bold and legible letters to avoid confusion; |
|  |  | iii) Initially, only the envelope marked as **“TECHNICAL BID”** shall be opened in the office of Khyber Pakhtunkhwa Oil and Gas Company limited, for the project “Institute of Petroleum Technology (IPT) on the date and time prefixed in the Invitation for Bids (IFB)/ Notice for receipt/submission of bids in the presence of the bidders or their authorized representatives, who may choose to be present. |
|  |  | iv)The envelope marked as **“FINANCIAL BID”** shall be retained in the custody of Procuring Agency without being opened; |
|  |  | v) The Procuring Agency shall first establish the “Eligibility” and then evaluate the technical Bid conforming the compliance of the offered item’s technical specifications with the demanded ones and other terms & conditions, without reference to the price and reject any Bid which shall not conform to the specified requirements; |
|  |  | vi) During the technical evaluation no amendments in the technical Bid shall be permitted, however, if required, any clarification(s) which shall not constitute any material deviation of bid, may be asked. 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. |
|  |  | vi)The **“ FINANCIAL BIDS”** of eligible and technically qualified Bidders shall be opened publicly at a time, date, and venue to be announced and communicated to the Bidders in advance within the bid validity period; |

|  |  |  |
| --- | --- | --- |
|  |  | vii)The Financial Bid of ineligible and/or technically non- responsive bidders shall be returned un-opened to the respective Bidders after the announcement of “Bid Evaluation Report” (BER); and |
|  |  | viii) The bid found to be the lowest evaluated & responsive shall be accepted. In case, two bidders submit equal financial bid, the bidder with more experience shall be awarded contract. |
| **The Bidding Documents** | | |
| 9. | **Contents of the Bidding Documents** | * 1. The goods required, applicable bidding procedures and Contract Terms are prescribed in this Bidding Documents. In addition to the Invitation for Bids, this Bidding Documents include:      1. Instructions to Bidders (ITB)      2. Schedule of Requirements      3. Technical Specifications      4. Evaluation Criteria      5. Bid Forms (including technical forms and financial forms) |
|  |  | f) Draft Standard Contract including Special Conditions of Contract (with Annexure) and General Conditions of the Contract, and Integrity pact. |
|  |  | 9.2The **“Invitation forbids” (IFB)Notice** is not a formal part of the Bidding Documents and is included as a reference only. In case of discrepancies between the IFB Notice and the Bidding Documents listed in 10.1 above, the Bidding Documents shall take precedence. |
|  |  | 9.3 The Bidder is expected to examine all instructions, forms, terms, and specifications in the Bidding Documents. Failure to furnish all information required by the Bidding Documents or to submit a bid not substantially responsive to the Bidding Documents in every respect shall be at the Bidder’s risk and may result in the rejection of its bid. |
| 10. | **Clarification(s) on Bidding Documents.** | 10.1 A prospective Bidder requiring any clarification(s) on the Bidding Documents may notify the Procuring Agency in writing at the Procuring Agency’s address indicated in the Invitation for Bids. The Procuring Agency shall respond in writing to any request for clarification(s) of the bidding documents, which it receives not later than ten (10) days prior to the deadline for the submission of bids prescribed in the Invitation for Bids. Written copies of the Procuring Agency’s response (including an explanation of the query but without identifying the source of inquiry) shall be sent to all prospective Bidders that have received the Bidding Documents. |

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| 11. | **Amendment(s) to the Bidding Documents.** | * 1. At any time prior to the deadline for submission of bids, the Procuring Agency, for any reason, whether at its own initiative or in response to a clarification(s) requested by a prospective Bidder, may modify the Bidding Documents by amendment(s).   2. All prospective Bidders that have received the Bidding Documents shall be notified of the amendment(s) in writing through Post, e-mail, or fax, and shall be binding on them.   3. To allow prospective Bidders reasonable time for taking the amendment(s) into account in preparing their bids, the Procuring Agency, at its discretion, may extend the deadline for the submission of bids. |
| **Preparation of Bids** | | |
| 12. | **Documents comprising the Bids.** | 12.1 The Bid shall comprise the Bid Forms of this Bidding Document and all those ancillary documentations that are prescribed for the eligibility of the bidders and goods and ancillary services that are found necessary and highlighted in the Bid Forms in **Section-V**. |
|  |  | 12.2 The Bidder shall complete the Bid Forms and an appropriate Price Schedule furnished in the bidding documents, indicating the goods to be supplied, a brief description of the goods, their general and specific characteristics, ancillary services that the bidder is willing or required to provide along with the proposed price. |
| 13. | **Bid Price** | 13.1 The Bidder shall indicate on the appropriate form prescribed in this Bidding Document the unit prices and total bid price of the goods; he proposes to supply under the Contract. |
|  |  | 13.2 Form prescribed for quoting of prices, should be typed and printed on the bidder’s letterhead. Any alteration/correction must be initialed. Every page of the bid is to be signed and stamped at the bottom. |
|  |  | 13.3 The Bidder should quote the prices of goods according to the technical specifications as provided in **Section-III** of this document. The technical specifications of goods, different from the required specifications, shall straightway be rejected. |

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|  |  | 13.4 The Bidder is required to offer a competitive price. All prices must include all the taxes and duties, where applicable. If there is no mention of taxes, the offered/ quoted price shall be considered as inclusive of all prevailing taxes/ duties. The bidder shall be responsible for all new taxes, if any, levied by the Government until completion of the contract. |
|  |  | 13.5 The benefit of exemption from or reduction in the taxes and duties shall be passed on to the Procuring Agency. |
|  |  | 13.6 Prices offered should be for the entire quantity of an item demanded in the Schedule of Requirement; partial quantity offers shall straightaway be rejected. Conditional offer shall also be considered as non-responsive Bid. |
|  |  | 13.7 While making a price quote, trend/ inflation in the rate of goods and services in the market should be kept mind. No request for increase in price due to market fluctuation in the cost of goods and services shall be entertained. |
| 14. | **Bid Currencies** | 14.1 Prices shall be quoted in Pak Rupees. |
| 15. | **Supporting Documents to judge specification** | 15.1 The bidder shall provide the leaflets/brochures/catalogs of quoted products with the bid. |
| 16. | **Documentation on Eligibility of Bidders** | * 1. Bidder shall furnish, as part of its bid (along with Bid Form & Price Schedule) the documentary evidence mentioned in the eligibility criteria **Section-IV** for the Bidder’s eligibility and its qualifications to perform the Contract if his bid is accepted: -      1. Minimum three (03) years of experience in supplying of quoted items having proper Outlet/Office,      2. Duly authorized by the Manufacturer/ Principal of Leading Brands(Authorization Letter shall be provided),      3. Registered with Income & Sales Tax Departments and on the Active Taxpayers List of FBR,      4. Affidavit duly attested by the Oath Commissioner/ Notary Public to the effect that the respective bidder is not black listed by any Government (Federal, Provincial or Local) or a public sector organization.      5. Manufacturer’s warranty (One year).   Details are covered in the **Section-IV** containing Eligibility criteria. |

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| 17. | **Bid Security** | * 1. The Bidder shall furnish, as part of its bid, a Bid Security @ 2% of the total Quoted Bid Value for a Lot in Pak Rs. in the shape of call deposit in the name of Project Director, Institute of Petroleum Technology, Karak. For the Unsuccessful bidder’s Bid Security shall be discharged or returned soon after announcement of the successful bids.   2. The Bid Security (in the shape of call deposit,(CDR) shall be enclosed with in the ‘Financial Bid’ sealed envelope. |
|  |  | 17.3 The successful Bidder’s Bid Security shall be discharged upon signing of contract, successful delivery of goods, furnishing of the performance/bank guarantee and confirmation of the performance/bank guarantee by the Khyber Pakhtunkhwa Oil and Gas Company Limited, for the project of Institute of Petroleum Technology (IPT) with the Bank of the successful bidder. |
|  |  | 17.4 The bid Security may be forfeited:   1. If a Bidder withdraws its bid during the period of bid validity; or 2. In the case of a successful Bidder, if the Bidder fails to sign the Contract or fails to provide a performance security (if any). |
| 18. | **Bid Validity** | 18.1 Bids shall remain valid for 90 days after the date of opening of technical bid prescribed by the Procuring Agency. A bid having validity for a shorter period shall be rejected by the Procuring Agency as non-responsive. |
|  |  | 18.2 The Procuring Agency shall ordinarily be under an obligation to process and evaluate the bid within the stipulated bid validity period. However, under exceptional circumstances and for reason to be recorded in writing, if an extension is considered necessary, all those who have submitted their bids shall be asked to extend their respective bid validity period. Such extension shall be for not more than the period equal to the period of the original bid validity. |

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|  |  | 18.3 Bidders who;   1. agree to the Procuring Agency’s request for extension of bid validity period shall not be permitted to change the substance of their bids; and 2. do not agree to an extension of the bid validity period shall be allowed to withdraw their bids without forfeiture of their bid securities. |
| **Submission of Bids** | | |
| 19. | **Sealing and Marking of Bids** | 19.1 The envelopes shall be marked as “FINANCIAL BID” and “TECHNICAL BID” in bold and legible letters to avoid confusion. Similarly, the Bidder shall seal the bid/ bids in separate envelopes. The envelopes shall then be sealed in an outer envelope. |
|  |  | * 1. The inner and outer envelopes shall:      1. be addressed to the Procuring Agency at the address given in the Invitation for Bids; and      2. Bid Reference No. indicated in the Invitation for Bids, and a statement: **“DO NOT OPEN BEFORE,”** the time and the date specified in the Invitation for Bids for opening of Bids. |
|  |  | 19.3 The inner envelopes shall also indicate the name and address of the Bidder to enable the bid to be returned unopened in case it is declared as “non-responsive” or “late”. |
|  |  | * 1. If the outer as well as inner envelope is not sealed and marked as required by 21.1 to 21.3 above the Procuring Agency shall assume no responsibility for the bid’s misplacement or pre-mature opening.   2. The sealed bids must be delivered by courier or by hand to the office of Project Director (IPT project), Khyber Pakhtunkhwa Oil and Gas Company Limited flate # 22 Ali tower University road Peshawar on the date and time prefixed in the Invitation for Bids (IFB). Bids submitted through telegraph, telex, fax, or email shall not be entertained. |
| 20. | **Deadline for Submission of Bids** | 20.1 Bids must be submitted by the Bidder and received by the Procuring Agency on / or before **11:00 AM by 07h Nov. 2022 Bids received later than the time and date specified will stand summarily rejected.** |

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|  |  | 20.2 The Procuring Agency may, in its discretion, extend the prescribed deadline for the submission of bids by amending the bidding documents in accordance with ITB Clause 12 above, in which case all rights and obligations of the Procuring Agency and Bidders previously subject to the deadline shall thereafter be subject to the deadline as extended. |
| 21. | **Late Bids** | 21.1 Any bid received by the Procuring Agency after the deadline for submission of bids prescribed by the Procuring Agency pursuant to ITB Clause 22 shall be rejected and returned unopened to the Bidder. |
| 22. | **Withdrawal of Bids** | 22.1 The Bidder may withdraw its bid after the bid’s submission and prior to the deadline/closing time & date prescribed for submission of bids. |
|  |  | 22.2 No bid may be withdrawn in the period between deadline for submission of bids and the expiration of the period of bid validity. Withdrawal of a bid during this period may result in forfeiture of the Bid Security submitted by the Bidder, pursuant to the ITB Clause 19 above. |

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| **Opening and Evaluation of Bids** | | |
| 23. | **Opening & Evaluation of Technical & Financial Bid by the Procuring Agency** | 23.1 The “Technical Bids” received, shall be opened by the Procuring Agency publically in the presence of the Bidders or their representatives who may choose to be present at Khyber Pakhtunkhwa Oil and Gas Company Limited, for the project Institute of Petroleum Technology (IPT) **on 07th Nov, 2022 at 11:30 AM**. No Technical Bid shall be rejected at opening, except for late bids, which shall be returned unopened to the Bidder. |
|  |  | 23.2 All Bidders in attendance shall sign an attendance sheet. |
|  |  | 23.3 Prior to the detailed evaluation, the Procuring Agency shall determine the substantial responsiveness of Technical Evaluation bid to the bidding documents. For purposes of this clause, a substantially responsive bid is one, which conforms to all the terms and conditions of the bidding documents without material deviations, specifically Clauses: 14, 19, 20, 21 & 22. Deviations from, or objections or reservations to critical provisions, such as those concerning Applicable Laws, delivery schedule, taxes & duties etc. shall be deemed to be a material deviation for technical Bids and Bid Security for Financial Bids. The Procuring Agency’s determination of a bid’s responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence. |
|  |  | 23.4 The Technical Bids shall then be evaluated conforming compliance of the offered item’s technical specifications with the demanded ones. |
|  |  | 23.5 The Financial Bids of technically qualified (i.e. compliant to technical specifications and other terms & conditions) bidders shall be opened publically on a specified date, time and venue which shall be communicated to the bidders **at the time of opening of technical bids.** |
|  |  | 23.6 The Procuring Agency shall open one Financial Bid at a time and read out aloud its contents which may include name of the Bidder, items bided for and unit prices and total amount of the Bid (if applicable). The Procuring Agency may choose to announce any other details which it deems appropriate if not in conflict with the Khyber Pakhtunkhwa Public Procurement Rules-2014, specifically Rule 37 (Opening of Bids). |

|  |  |  |
| --- | --- | --- |
|  |  | * 1. In the Financial Bids the arithmetical errors shall be rectified on the following basis: -      1. 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.      2. If the Bidder does not accept the correction of the errors, its bid shall be rejected, and its Bid Security may be forfeited.   If there is a discrepancy between words and figures, the amount in words shall prevail. |
| 24. | **Rejection of Bids** | * 1. The Procuring Agency may reject any or all bids at any time prior to the acceptance of a bid under Khyber Pakhtunkhwa Public Procurement Rules (PPR) 2014. The Procuring Agency may upon request communicate to any Bidder who submitted a bid, the grounds for its rejection of any or all bids but is not required to justify those grounds.   2. Bidder must not indicate directly or indirectly their financial bid anywhere in the technical bid. Any such disclosure shall result in summary rejection of entire bid of the concerned bidder.   3. Conditional or incomplete bid/bids shall be rejected.   4. The bid/bids received with over-writing, cutting and doubtful figure shall be rejected. |
|  |  | 24.5 The Procuring Agency incurs no liability, solely by virtue of its invoking Rule 47 of KPPRA 2014, towards Bidders who have submitted bids. |
|  |  | 24.6 Notice of the rejection of any or all bids shall be given promptly to the concerned Bidders that submitted bids. |
| 25. | **Re-Bidding** | 25.1 If the Procuring Agency rejected all bids in pursuant to ITB Clause 26, it may call for a re-bidding. |
|  |  | 25.2 The Procuring Agency before invitation for re-bidding shall assess the reasons for rejection and may revise specifications, evaluation criteria or any other condition for Bidders, as it may deem necessary. |
| 26. | **Announcement of Evaluation Report** | 26.1 Announcement of Evaluation Report will be as per KPPRA 2014. |

|  |  |  |
| --- | --- | --- |
| 27. | **Contacting the Procuring Agency** | 27.1 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 Evaluation Report. If a Bidder wishes to bring additional information to the notice of the Procuring Agency, it should do so in writing. |
|  |  | 27.2 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. Canvassing by any Bidder at any stage of the bid evaluation is strictly prohibited. Any infringement shall lead to disqualification. |
| **Award of Contract** | | |
| 28. | **Acceptance of Bid and Award Criteria** | 28.1 The Bidder whose bid is found to be most closely conforming to the Evaluation Criteria prescribed in Section**-IV** and having the lowest evaluated bid, if not in conflict with any other law, rules, regulations, or policy of the Government of Pakistan, shall be awarded the Contract, within the original or extended period of bid validity. |
| 29. | **Procuring Agency’s Right to vary quantities at the time of Award** | 29.1The Procuring Agency reserves the right at/after the time of award of Contract to increase or decrease, the quantity of goods up to 15% as originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions. |
| 30. | **Notification of Award** | 30.1 Prior to the expiration of the period of bid validity, the Procuring Agency shall notify to the successful Bidder in writing that his bid has been accepted. |
|  |  | 30.2The notification of award shall constitute the formation of the Contract between the Procuring Agency and the successful Bidder. |
|  |  | 30.3The enforcement of the Contract shall be governed by Rule 50 of the KPPRA-2014. |

**SECTION-III**

**SCHEDULE OF REQUIREMENTS & TECHNICAL SPECIFICATIONS**

**Schedule of Requirements:**

The equipment shall be delivered and installed in accordance with the following schedule of requirements: -

|  |  |  |
| --- | --- | --- |
| **S. No** | **Milestone** | **Time Period** |
| 1 (a) | Supply of equipment | Within 30 days from date of issuance of purchase order |

**Penalties for Late deliveries of supplies**: The all supplies shall be delivered in accordance with the Purchase Orders to be issued by the Institute of Petroleum Technology, Karak. In case of late deliveries, penalties at the following rates will be applied:

Payment will be done after commissioning of goods.

|  |  |  |
| --- | --- | --- |
| **Mode of Penalty** | **100% Quantity as per Purchase Order** | **Total delivery period** |
| Without penalty | 30 Days | 30 Days |
| With penalty @ 1% per day after 30 days of issuance of Purchase Order up to maximum of 10% of the total contract value. | 10 Days | 40 Days |
| After 40 Days Penalty @ 5% per day will be charged till 60 days | 20 Days | 60 Days |

* After 60 Days Purchase Order will be Consider as Cancelled & Legal Action will be initiated against the Firm i.e., which may lead to debarment & blacklistment.

# **Technical Specifications**

Note: All the quoted equipment should be recognized/renowned brands.

##### Specifications of IT Equipment and New Tonner.

|  |  |
| --- | --- |
| **Name** | **Specification** |
| **Desktop Computer (20)** | **Processor:** Core i5 11th Generation or Above  **Chipset:** Intel  **Processor**: 2.9 GHz or higher, turbo up to 4.8 GHz  **RAM:** 8 GB or higher  **Hard Disk:** 512 GB  **Connectivity:** Wi-Fi Lan Card  **DVD:** Internal (Optional)  **Monitor:** Up to 19 inch or above, Integrated Speakers (OR CPU Built-In), HD Display  **Keyboard:** USB Cable/Wireless  **Mouse:** USB Cable/Wireless  **Warranty:** one year parts warranty |
| **Printer Cartridge (10)** | **Printer Model:** HP Laser Jet Pro MFP 428fdw  **Toner Model:** HP **CF259A** 59A (Genuine)  **Product subgroup:** Standard Capacity Toner Cartridges  **Color(s) of printing supplies:** Black  **Page yield (black and white):** ~3,000 pages  **Select ability:** 59A  **Print technology:** Laser  **Print Resolution Technologies:** Jet Intelligence |
| **Photocopier Toner**  **(2)** | **Model:** Toshiba e-STUDIO3518A  **Toner:** Black Toner Cartridge **T-5018U** (Genuine)  **Manufacturer:** Toshiba  **Color/Type:** Black  **Yield:** Approx. 43,900 page yield |

**SECTION-IV**

**EVALUATION CRITERIA**

**Evaluation Criteria:**

**Technical evaluation** will be done on the basis of following parameters for eligibility of the Bidder: -

* 1. NTN Certificate.
  2. GST Certificate.
  3. On Active Taxpayers List of FBR.
  4. Complete Company profile.
  5. The bidder should be a company/firm having operational office in Khyber Pakhtunkhwa.
  6. Bid Validity period of 90 days.
  7. Affidavit to the effect that not blacklisted and rendered ineligible for corrupt and fraudulent practices by any Government (Federal, Provincial or Local) or a public sector organization/ Division/Ministry.
  8. Compliance with schedule of requirements (Yes/No)
  9. Submission of required amount of bid security with Financial Bid (A confirmation to this effect in Technical Bid is must)
  10. Manufacturer’s standard warranty: One (01) year warranty including parts and labor.
  11. Compliance with Technical Specifications (Yes/No).
  12. Technical brochures/Datasheets for the hardware and Licensed software to be provided.
  13. Original Bidding Documents duly signed/stamped.
  14. Official bid acceptance on letter head.

|  |  |  |
| --- | --- | --- |
| S.no | Description | Maximum Marks |
| 1 | Compliance with specifications as mentioned in the bidding documents (Up to maximum of three minor deviations may be accommodated subject to the condition that main function and performance of the equipment in any aspect would not be adversely affected, however four marks will be deducted for each deviation, maximum 12 marks ) | 30 |
| 2 | Additional features of the product | 2 |
| 3 | Years of experience (Supply Order/ Purchase Order or Relevant Document) with Satisfactory report for the supply of quoted equipment’s from at least 5 different departments.  (2 marks for each satisfactory report against the Supply order/Purchase Order or relevant Document Submitted) | 10 |
| 4 | Registration of firm with Income Tax/FBR  01 Mark per year (Max 04 Marks) | 4 |
| 5 | Registration/ authorized dealers/authorized reseller for procurement of the specified equipment. | 6 |
| 6 | HR Capabilities, i,e (Degree/Certificate must be provided)  Technicians 01  Associate Engineers 01  Graduate Engineers 01 | 3 |
| 7 | Annual turnover of last three years up to 60 million  (Less than 60 million will be allotted 1 marks) relevant documents are to be attached. | 2 |
| 8 | Audit Reports for last two years | 2 |
| 9 | Availability of Workshop for after sales service support in different cities of Khyber Pakhtunkhwa. Clearly mention the office /branch address along with contact numbers. | 3 |
| 10 | Affidavit for Free after sales service for 5 years  1 mark for each year. Maximum 5 years | 5 |
| 11 | Office in KPK | 3 |
|  | Total | 70 |

**NOTE: ALL THE DOCUMENTS ARE TO BE SUBMITTED IN ORDER OF THE SERIAL NUMBER.**

* The bids / proposals will be evaluated on the basis of bid solicitation documents and the point system as specified above.
* A proposal shall be rejected during the technical evaluation if the bid does not fulfill the minimum specified requirements OR if it fails to achieve the minimum score i.e. 49 out of 70 (Technical marks) (Relevant certificates / documents must be attached).
* Bids having items not fulfilling/in compliance with the required specifications shall be treated as non- responsive bids.
* The equipment’s must be offered with required warranty explicitly mentioned in our specification for each product.
* No documents / Certificates (affecting the marks) shall be entertained once technical bids opened
* Technical Score shall be given 70% Weight age
* Financial Score shall be given 30% weight age.

**Financial Marks will be calculated as follow,**

* Value quoted by lowest bidder= A
* Value quoted by 2nd lowest bidder= B
* Value quoted by 3rd lowest bidder= C
* Financial score of the lowest bidder will be = 30
* Financial score of 2nd lowest bidder will be = (A/B) \*30
* Financial score of the 3rd lowest bidder will be = (A/C) \* 30 and so on
* Tender will be awarded to the responsive bidder with maximum accumulative points

(Technical + Financial score)

**Financial Evaluation** Financial bids of eligible and technically qualified firms will be opened before the bidder’s representatives who wish to attend the tender opening.

**Item wise Best evaluated bidder will be awarded the contract/ purchase order.**

**BID FORM-01**

*Bid Ref No\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Date of the Opening of Technical Bid*

**SECTION-V**

**BID FORM**

**Letter of Intention**

*Name of the Contract: {Add name}*

To: *[the project Institute of Petroleum Technology, Karak.]*

Dear Sir,

Having examined the bidding documents, including Addenda Nos. [insert numbers & Date of individual Addendum], the receipt of which is hereby acknowledged, we, the undersigned, offer to supply and deliver the Goods under the above-named Contract in full conformity with the said bidding documents and at the rates/unit prices described in the price schedule provided in Financial Bid or such other sums as may be determined in accordance with the terms and conditions of the Contract. The above amounts are in accordance with the Price Schedules attached herewith and are made part of this bid.

We undertake, if our Financial Bid is accepted, to deliver the Goods in accordance with the delivery schedule specified in the schedule of requirements.

If our Financial Bid is accepted, we undertake to provide a performance security/guarantee in the form, in the amounts, and within the times specified in the bidding documents.

We agree to abide by this bid, for the Bid Validity Period specified in the bidding documents and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period.

Until the formal final Contract is prepared and executed between us, this bid, together with your written acceptance of the bid 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 Financial Bid you may receive. We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in Pakistan.

We confirm that we comply with the eligibility requirements as per ITB clauses 18 &19 of the bidding documents and have duly provided bid security @ 2% of the total bid value, in the shape of call deposit (CDR) in the name of **Project Director (IPT) for the project Institute of Petroleum Technology, Karak** with our Financial Bid.

\*We also confirm that if our bid is accepted, that all partners of the joint venture shall be liable jointly and severely for the execution of the contract and the composition on the constitution of the joint venture shall not be altered without the prior consent of the Khyber Pakhtunkhwa Oil and Gas Company Limited for the project Institute of Petroleum Technology (IPT).

\*[This clause does not apply if bidder is a single firm]

Dated this [insert: number] day of [insert: month], [insert: year].

*Signed:*

*In the capacity of [insert: title or position] Duly authorized to sign this bid for and on behalf of [insert: name of Bidder]*

## **BID FORM-02**

#### Name of the Firm

Bid Reference No: **PRO/IPT/Oct-2022/**

Date of opening of Bid.

Documentary Evidence for Determining Eligibility of the Bidders & Evaluation of bids

|  |  |  |  |
| --- | --- | --- | --- |
| **Required Documentation** (To Be Filled by the Procuring Agency) | **Checklist**  (To be initialed by the Bidder against each document**)** | **Relevant Page** Number in the Bid (To be filled by the Bidder) | **Supporting Documents** (To be filled by the Bidder with name of the documents that are submitted to meet the requirement) |
| **Column:1** | **Column:2** | **Column:3** | **Column:4** |
| NTN Certificate |  |  |  |
| GST Certificate |  |  |  |
| On Active Tax Payers List of FBR |  |  |  |
| Complete Company profile |  |  |  |
| Operational Office in Khyber Pakhtunkhwa |  |  |  |
| Bid Validity period of 90 days |  |  |  |
| Affidavit to the effect that the respective bidder is not blacklisted and rendered ineligible for corrupt and fraudulent practices by any Government (Federal, Provincial or Local) or a public sector organization. |  |  |  |
| Compliance with schedule of requirements |  |  |  |
| Submission of required amount of bid security with Financial Bid |  |  |  |
| Manufacturer’s warranty: Minimum One year and onsite support |  |  |  |
| Compliance with Technical Specifications |  |  |  |
| Technical brochures/data sheets |  |  |  |
| Original Bidding Documents duly signed/stamped |  |  |  |
| Letter of Authorization from Original Manufacturer's |  |  |  |

Bidders should only initial against those requirements that they are attaching with the form. In case they do not have any document to attach the corresponding cell in column2 should be left blank.

Bidders are required to mention the exact page number of relevant documents placed in the Bid.

Bidders are advised to attach all Supporting documents with this form in the order of the requirement as mentioned in column 1.

## **BID FORM-03**

#### Name of the Firm:

**Firm’s Past Performance.**

#### Bid Reference No: **PRO/IPT/OCT-2022** Date of opening of Bid:

Assessment Period: (**Minimum Five Years** as per Evaluation Criteria)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name of the Purchaser/ Institution | Purchase Order No. | Description Of Order | Value of Order | Date of Completion | Financial Statement | Purchaser’s Certificate |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

Bidders may use additional Sheets if required. All certificates are to be attached with this form.

## **FINANCIAL BID FORM-04**

**Price Schedule**

### User Note: This form is to be filled by the Bidder for each individual item and shall submit with Financial Bid.

#### Name of the Firm:

#### Bid Ref. No: **PRO/IPT/OCT-2022**

#### Date of opening of Bid.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S.#. | Name of the  Item | Unit Price  (Inclusive of all applicable taxes)\* | Qty | Final Total  Price (Inclusive of all applicable taxes) |
| 1 | Desktop Computer |  | 20 |  |
| 2 | HP Laser Jet Printer Toner |  | 10 |  |
| 3 | Toshiba Photocopier Toner |  | 02 |  |
| Total Price (Inclusive of all applicable taxes) | | | |  |

Note: The quoted price should include the delivery/installation charges.

#### FINAL TOTAL PRICE (in words):--------------------------------------------------

Signature:-------------------------------------------------

Designation:------------------------------------------------

Date:------------------------------------------------

Official Stamp:------------------------------------------

**SECTION-V**

**General & Special Conditions of Contract**

The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the General Conditions of Contract.

##### Definitions

The Purchaser is Khyber Pakhtunkhwa Oil and Gas Company Limited, project Institute of Petroleum Technology, Karak.

The Project Site is Khyber Pakhtunkhwa Oil and Gas Company Limited, project Institute of Petroleum Technology, Karak.

##### Inspection and Tests

* 1. After delivery of goods at the Purchaser’s premises, the Purchaser shall inspect the quantity, quality, specifications of goods.
  2. The Inspection Committee of Institute of Petroleum Technology Karak along with Khyber Pakhtunkhwa Oil and Gas Company Limited, will carry out detailed physical examination of stocks and can reject, any item if found not according to the approved technical specifications etc. Moreover, the Supplier will also be responsible to replace the same without any further charges.

##### Packing

**Packing & accessories:** All the items to be provided in proper company packing with brochures and CDs.

##### Transportation and delivery requirements

* 1. The bidder shall deliver the supplies at the destination in scratch-less condition with all the manufacturer supplied accessories.
  2. The Supplier shall arrange such transportation of the Goods as is required to prevent their damage or deterioration during transit to their final destination and in accordance with the terms and manner prescribed in the Schedule of Requirement.
  3. All costs associated with the transportation including loading/unloading and road taxes shall be borne by the Supplier.

##### Warranty

The warranty period of the supplied goods shall be one year from date of delivery of the supplies at the purchaser’s premises.

Onsite support services will be provided and defects will be corrected within 24 hours.

1. **Payments**

Payment to the successful bidder/Supplier will be made subject to:

* Satisfactory delivery, inspection, testing and configuration of items.
* Upon submission of required documents.
* On submission of invoice for payment after fulfilling codal formalities.
* 100% payments will be made after successful testing and commission through cross cheque.
* 10% Payments/bank guarantee/Performance guarantee will be retained of the total bid value and will be released after completion of warranty period.

##### Prices

**Prices shall be**: Fixed.

##### Liquidated Damages

**Applicable rate:** Penalties for delayed delivery of All Equipment’s shall be as under:

|  |  |  |
| --- | --- | --- |
| **Mode of Penalty** | **100% Quantity as per Purchase Order** | **Total delivery period** |
| Without penalty | 30 Days | 30 Days |
| With penalty @ 1% per day after 30 days of issuance of Purchase Order up to maximum of 10% of the total contract value. | 10 Days | 40 Days |
| After 40 Days Penalty @ 5% per day will be charged till 60 days | 20 Days | 60 Days |

* After 60 Days Purchase Order will be Consider as Cancelled & Legal Action will be initiated

against the Firm i.e., which may lead to debarment & blacklistment.

##### Resolution of Disputes

**The dispute resolution mechanism to be applied shall be as follows:**

In the case of any dispute concerning the interpretation and/or application of this contract shall be settled through arbitration. The Khyber Pakhtunkhwa Oil and Gas Company Limited, project Institute of petroleum Technology or his nominee shall act as sole arbitrator. The decisions taken and/or award made by the sole arbitrator shall be final and binding on the parties.

**10. Notices**

**Purchaser's address for notice purposes:**

Project Director (IPT), Institute of Petroleum Technology, Karak Inside Govt. Polytechnic Institute Near Industrial Estate Main Indus High Way Karak.

End of the Contract