



BUSINESS INCUBATION CENTER (BIC)
University of Engineering and Technology, Lahore

REQUEST FOR PROPOSALS

PROCUREMENT OF EQUIPMENT &

PROCUREMENT OF FURNITURE

(FOR Basis)

TENDER PRICE - Rs. 200/-

Late date of submission: February 28th, 2022 till 10:00 AM

FOR OFFICE USE ONLY

Serial No. _____

Sold to:- M/S _____

Date of Sale _____ **Bank Challan No.** _____ **Date** _____



BUSINESS INCUBATION CENTER (BIC)

University of Engineering and Technology, Lahore

TERMS AND CONDITIONS

OVERVIEW

BIC, UET, Lahore intends to purchase equipment and furniture. The supplier will be responsible for delivery, installation and commissioning wherever required in BIC, UET, LAHORE.

1. Proposal instructions (for BOQs in FOR)

- 1.1 Single stage two envelope bidding procedure shall be applied in response to the RFP (Request for proposal). Each bid envelop shall comprise one envelope containing, separately, financial proposal and technical proposal (if any) plus “legible documents”. The financials of bids found technically non responsive shall be returned unopened to the respective bidders.
- 1.2 Responding organizations shall deliver two sealed copies “one original and one photo copy” of the “FINANCIAL & TECHNICAL PROPOSAL” till February 28th, 2022 up till 10:00 am, each copy being physically separate, bound, sealed and labeled. Proposals will not be accepted after the due time & date. Proposal shall be delivered at the address given below before time.

DIRECTOR BIC,
UNIVERSITY OF ENGINEERING AND TECHNOLOGY (UET),
LAHORE. PHONE: (042)-99250247

- 1.3 Proposals received after the submission deadline will not be entertained under any circumstances and will be returned unopened to the submitting vendor. It is the sole responsibility of the participating vendor to ensure that the proposals are delivered before the deadline.
Any queries regarding this proposal should be directed to the designated contact person listed below:



BUSINESS INCUBATION CENTER (BIC)

University of Engineering and Technology, Lahore

For General Details:

Aqeel Muhammad Babar

Manager Procurement & Admin

Contact Number # 042 99250247

Email: aqeel.babar@kics.edu.pk

- 1.4 Price should be mentioned on FOR basis.
- 1.5 The prices must be quoted item wise, in the same sequence given in the specification part of the tender document.
- 1.6 The bidders are not allowed to bid partially within a LOT. The equipment must be brand new and complete in all respects with original packing of manufacturer and strictly confirming to the given specifications.
- 1.7 The original Request for Proposal documents 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 Bidding shall not be entertained.
- 1.8 Any overwriting/crossing, etc. appearing in the offer may be properly signed by the person signing the Bidding. All pages of the Bidding must be properly signed. Offer with any overwriting and discrepancy shall not be accepted in any circumstances.
- 1.9 Warranty for all equipment's, as approved by the manufacturers/suppliers, should not be less than one year.
- 1.10 A call deposit equal to 2% of the estimated bid price **(Separately for each LOT Estimated price is mentioned in Tender Document) mentioned in the tender** should accompanying the bidding document as **Earnest Money** drawn in favor of **Treasurer UET, Lahore**. The bidding document shall not be considered without Earnest Money. Bank guarantee will not be accepted. The earnest money will be released after signing the Agreement.
- 1.11 The Successful Bidder's bill will deposit a total of 10% of the contract amount as **Performance Guarantee / Security Deposit**. The **Performance Guarantee / Security Deposit** will be returned after successful completion of Defect Liability/



BUSINESS INCUBATION CENTER (BIC)

University of Engineering and Technology, Lahore

Warranty Period, after repairing the defects in the equipment/ replacement found during the warranty period for FOR.

- 1.12 The Successful Bidder will deposit a blank stamp paper of value of 0.25% of the total offer/contract amount, purchased in the name of Director BIC (UET), Lahore.
- 1.13 Central Procurement Cell reserves the right to accept or reject all proposals by assigning any reason thereof.
- 1.14 The quantity of an order may vary depending on the quoted prices and the allocated funds.
- 1.15 The decision of the committee will be a binding on all concerned and can be appealed in the grievance committee.
- 1.16 BIC, UET, Lahore reserves the right to modify the conditions / specifications of the Bidding Document with written intimation to all the participants those who have purchased the Bidding Documents.
- 1.17 Delivery period will be (60) days from the date of issuance of purchase order/supply order.
- 1.18 Delivery, Installation and Training (where mentioned) be completed according to the agreed upon schedule of works.
- 1.19 In case the Bidders fails to execute the contract strictly in accordance with the terms and conditions laid down in the contract, the Security Deposit shall be forfeited and the equipment will be purchased at his own risk and expenses.
- 1.20 The equipment will be inspected at BIC, UET, LAHORE, and may get rejected if not found in accordance to the stated specifications.
- 1.21 BIC, UET, Lahore reserves the right to claim compensation for the losses caused by delay in the delivery of equipment i.e., 1% of contract amount on weekly basis maximum up to 10%.
- 1.22 It is the sole responsibility of the vendor to comply with local, national and international laws.



BUSINESS INCUBATION CENTER (BIC)

University of Engineering and Technology, Lahore

- 1.23 Successful bidders may be asked to bring their supplies for demonstration and specification test in the BIC, UET, LAHORE, at their own expenses and risk.
- 1.24 Where reference is made to any specific national or international standards, equal or higher quality will also be acceptable. In case, your offer conforms to standards other than quoted in the Bidding inquiry you are required to submit the followings along with your bid.
- One copy of those standards in English
 - Evidence that the standards used is recognized and authoritative to ensure equal or higher quality.

In case the bidder does not submit the required evidence and a copy of each of the standards, its Bid may not be considered.

- 1.25 In case any supplies/material is found not in conformity with the specifications provided in the Bidding, 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.
- 1.26 The all proposals submitted will become the property of the University.
- 1.27 Possessing/Providing Dealership Certificate.

2. Evaluation Criteria

All bids shall be evaluated on technical and financial responsiveness.

Technical evaluation process may include, but not limited to the consideration of the following with respect to the functional requirements given ahead:

- 2.1. Technical specifications of proposed equipment's
- 2.2. Best warranty of the equipment

Financial Evaluation process may include, but not limited to the consideration of the following:

- 2.3 Quoted price
- 2.4 CDR (2% of estimated price mentioned in the tender)



BUSINESS INCUBATION CENTER (BIC)

University of Engineering and Technology, Lahore

3 Required Information

Bidders are required to include the following documents/information in their technical proposals (all documents should be duly signed and stamped)

- i. The Name and Address
- ii. Profile of company (Including Financial Profile)
- iii. List of Pervious/Current customer of related equipment's, with contact person and telephone/fax#
- iv. Detailed product information/brochures
- v. Detailed product warranty/guarantee information
- vi. Attested copy of National Tax Registration Certificate
- vii. Attested copy of Sales Tax Registration Certificate
- viii. Detailed backup support plan
- ix. Bank letter of financial standing
- x. 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.
- xi. Any additional information the bidder may like to furnish e.g. repair/maintenance workshop owned by supplier and other concerned facility
- xii. Dealership Certificate.

In addition to the above, the proposal must include the following in the order given below:

- i. Detailed equipment specifications, proposed quantities duly filled on the Performa attached with this document
- ii. Detailed project implementation schedule which includes the delivery of equipment
- iii. Terms and Conditions
- iv. Equipment prices (FOR) duly entered.
- v. Validity period of the quoted price, i.e. 60 days
- vi. Educational discounts if available/applied to the quoted price

4 Terms and Conditions (FOR Basis)



BUSINESS INCUBATION CENTER (BIC)

University of Engineering and Technology, Lahore

- 4.1 All prices should be in PAK rupees exclusive of Taxes. GST and /or other Tax amount where applicable should be mentioned in separate column(s) and the total given in a separate column.
- 4.2 All prices should be valid for at least 90 days. Withdrawal or any modification of the original offer within the validity period shall entitle BIC, UET, LAHORE to forfeit the earnest money in favor of the BIC, UET, LAHORE and/or putting a ban on the future inquires or taking any other suitable action against the bidder.
- 4.3 Delivery of the items will be free of charge at the BIC, UET, LAHORE during the office hours with a copy of delivery challan.
- 4.4 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 proposal. Brochures of the product details must be attached.

Name of Vendor.....

Authorized person.....

Authorized Signature.....

Stamp.....

Office address.....

Tel No.....

Fax No.....

(The filled in Bidding Document should be forwarded to BIC, UET, Lahore with covering letter).



BUSINESS INCUBATION CENTER (BIC)
University of Engineering and Technology, Lahore

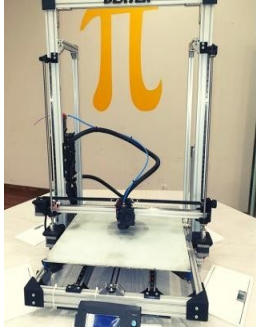
Details of Equipment (FOR BASIS)
Equivalent OR Higher

LOT	Equipment Name	Estimated Prices PKR
LOT # 1	Prototype Development (3D Printer)	Rs. 350,000/-
LOT # 2	Furniture	Rs. 754,720/-

LOT # 1 Prototyping Development (3D Printer)



BUSINESS INCUBATION CENTER (BIC)
University of Engineering and Technology, Lahore

<u>Details of Equipment (FOR BASIS)</u>					
<u>Equivalent OR Higher</u>					
Technical Specifications					
Sr#	Item	Description	Quantity		Estimated Amount PKR
1	Prototyping Development (3D Printer) (Equivalent OR Higher)	Specifications: <ul style="list-style-type: none"> • Work space volume 400x400*380mm • Accuracy 60 microns. • Aluminum frame. • Industrial components • Silent operation • PLA/PETG/ABS. • Laser cutted parts. • User friendly. • Easy to operate. (Equivalent OR Higher)	1		350000
Estimated Total Amount PKR					350000

<u>LOT # 2 Furniture (FOR BASIS)</u>					
<u>Equivalent OR Higher</u>					
Technical Specifications					
Sr #	Item	Description	Quantity	Picture / Image	Estimated Amount PKR
1	Two-seater lounge sofas	W 90" x D 34" x H 26" Solid acacia wood heavy duty structure in at least 22mm thickness.	2	N/A	192000



BUSINESS INCUBATION CENTER (BIC)

University of Engineering and Technology, Lahore

		<p>Imported flexible belts and springs premium 1 st quality (e.g Master Foam or equivalent). Imported leatherite LR:145 upholstery. (Color to be decided at the time of order)</p> <p>High quality tufted buttons on back and arms, fine stitched upholstery quality, Solid wood PU wood coated legs. ISO 9001-2005 Certified MSC (TUV Austria) Quality</p> <p>Quality standard complete in all respects. Equivalent or Higher</p>			
2	Lounge Table	<p>Length with Glass 30"</p> <p>Round 30"</p> <p>Partex sheet (or equivalent) top with 2mm edge banding Tape along with Stainless Steel Base complete finished</p> <p>Equivalent or Higher</p>	2	N/A	88000
3	Single seater sofas	<p>W 45" x D 34" x H 26"</p> <p>Solid acacia wood (or equivalent) heavy duty structure in at least 22mm thickness. Imported flexible belts and springs premium 1st quality Master Foam (or equivalent) Imported leatherite LR: 145 upholstery. (Color to be decided at the time of order)</p> <p>High quality tufted buttons on back and arms, fine</p>	2	N/A	85000



BUSINESS INCUBATION CENTER (BIC)



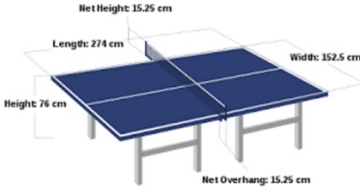

University of Engineering and Technology, Lahore

		<p>stitched upholstery quality, solid wood PU wood coated legs. ISO 9001-2005 Certified MSC (TUV Austria) Quality Quality standard complete in all respects. Equivalent or Higher</p>			
4	Stools	<p>Length 17 Inch Foam 3 Inch Round 16 Inch Upholstery with Imported Velvet as per sample LR: 223 With Master foam (or equivalent) on seat and back round wooden legs with Polish Complete in all respects. Equivalent or Higher</p>	4	N/A	25000
5	Low profile table	<p>Low Table Height. For lounge-style or low seating – with seat heights below 16 inches (40cm) – you can fit a lower dining table height of around 26 inches (66cm). Equivalent or Higher</p>	2	N/A	50000
6	Stool casual (low profile)	<p>30 inches Equivalent or Higher</p>	4	N/A	35000
7	Revolving chairs	<p>High Back Executive Chair Korean Imported Calypso (or equivalent) Adjustable lumbar support and instant seat height adjustment. Heavy duty plastic 5- prong base Height/width adjustable arms with soft, durable urethane pads. Minimum Dimensions: Overall: 30-</p>	2	N/A	70000



BUSINESS INCUBATION CENTER (BIC)

University of Engineering and Technology, Lahore

		<p>1/4"Wx28-3/4"Dx42" to 44-1/2"H. Best quality leader cushioning, Back Rest etc. Equivalent or Higher</p>			
8	Carpet	<p>10mm Carpet with Multi color patches. Imported quality size 8ft x 4ft Equivalent or Higher</p>	4		25000
9	Indoor Plants	<p>ounce (dry <i>weight</i>) of dolomitic, limestone per 4 gallons (½ bushel) of soil mix. Do not add fertilizer to the mix. After the <i>plants</i> are potted, add ¼ ounce ... with Planter Equivalent or Higher</p>	10		25000
10	Table for Table Tennis	<p>The table is 2.74 m (9.0 ft) long, 1.525 m (5.0 ft) wide, and 76 cm (2.5 ft) high with any continuous material so long as the table yields a uniform bounce of about 23 cm (9.1 in) when a standard ball is dropped onto it from a height of 30 cm (11.8 in), or about 77%. Equivalent or Higher</p>	1		80000
11	Foosball	<p>Most standard, full size foosball tables are about 2 1/2 feet wide by nearly 5 feet in length. A regulation-sized table is 29-30 inches wide, 54-56 inches in Equivalent or Higher</p>	1		79720
Estimated Total Amount PKR					754,720