

BIDDING DOCUMENTS

ISSUED TO: _____

DATE: _____

FOR

**SUPPLY, INSTALLATION AND COMMISSIONING
OF CONFERENCE SYSTEM**

AT

**THE COMMITTEE ROOM OF MUHAMMAD NAWAZ SHAREEF
UNIVERSITY OF AGRICULTURE, MULTAN (MNS UAM)**

PHONE # 061-9201712

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PARTICULARS OF THE BIDDING FIRM

Name of the Firm: _____

Address: _____

NTN No: _____ (Please attach copy)

GST No: _____ (Please attach copy)

Landline No: _____ Mobile: _____

Name of the Authorized Person signing the bidding documents: _____

CNIC No. of Authorized Person signing the bidding documents _____
(Please attach copy of CNIC)

Amount of Bid Security Rs. _____ Name of Bank _____

City _____ CDR No: _____ Date: _____/2016.

Signature _____

Stamp _____

INVITATION TO BID

Sealed tenders are invited from the well reputed, experienced and Income Tax / Sales Tax Registered authorized distributors or dealers of the required store items (conference system) for supply, installation and commissioning in the committee room of MNS UAM on turnkey basis:-

Tender No: 28/2016-17					
Last date for Purchase of Tender Documents:			27.01.2017		
Date of Receiving and opening:			31.01.2017		
Receiving time:			2:00 pm		
Opening time			2:30pm		
Sr. #	Name of Work	Estimated Tender Cost (Rs. In million)	Bid Security (Rs.)	Tender Fee (Rs.)	Time period
1.	Conference System	1.300	26,000/-	1000/-	2 Months

Terms & Conditions:

1. Bidding documents containing detailed technical specifications and other terms and conditions can be obtained from the office of the undersigned against written request accompanied with attested copy of CNIC of the representative of the contractor/firm on payment of prescribed tender fee in favor of the **Treasure, MNS UAM** after the date of publication on the PPRA website.
2. The price of the complete conference system should be inclusive of all applicable taxes and shall be written in figure as well as in words.
3. All the pages of the tender documents should be signed as per instruction and general terms and conditions given in the bidding documents.
4. Bids received only by post or courier till 31-01-2017 by 2:00 PM will be entertained and will be opened same day at 2:30 PM in the presence of the bidders or their reps.
5. Conditional and bids not secured with Bid Security shall stand rejected.
6. Single stage two envelope process will be adopted as per PPRA Rule 38(2)(a).
7. The Muhammad Nawaz Shareef University of Agriculture Multan however, reserves the rights to reject all bids at any time prior to acceptance of a bid as per clause 35 of the Punjab Procurement Rules, 2014 and grounds of rejection will be conveyed to the bidders upon their request.

(Muhammad Rafiq Farooqi)
Treasurer MNS UAM
(For & On behalf of the Committee)
Phone No. 061-9201541(Ext. 106)

INSTRUCTIONS TO BIDDERS (ITB)

1. The eligible bidder shall submit only one bid and if any bidder submits more than one bid, all such bids shall stand rejected under the provision of PPRA Rule 36A (1).
2. Single stage two envelope bidding procedure will be followed as per PPRA rule 38 (2)(a) for separate evaluation of technical and financial proposals.
3. The bid shall be submitted in the form of a single package (outer envelope) which shall be sealed, stamped and signed by the bidder and addressed to the Treasurer, MNS-University of Agriculture, Old Shujabad Road, Multan
4. The outer envelope shall contain two separate envelopes marked as “Technical Proposal” and “Financial Proposal”.
5. The envelopes containing “Technical Proposal” and “Financial Proposal” shall also be sealed, stamped and signed by the bidder.
6. The bid, complete in all respects should reach the procuring agency (The Treasurer, MNS-University of Agriculture, Old Shujabad Road, Multan) by 2:00 PM on 31-01-17.
7. In case of unannounced holiday on the date of receiving and/or opening of bids, the next working day shall be considered as the day of receiving or opening of the bids.
8. The bids shall be sent through ordinary mail, registered AD or courier service only. Delivery of bids in person shall not be accepted.
9. The “Technical Proposals” will be opened by the tender processing committee on same day i.e. 31-01-2017 at 2:30 PM in the committee room of the MNS University of Agriculture Multan in presence of the bidders or their reps who chose to be present.
10. The brand and model of the quoted products will be announced publically at the time of opening of technical bids.
11. The technical bid must contain all the documents listed under checklist.
12. Validity of offered prices should be Min. for 30 days from the date of opening of the bid. The procuring agency may request the lowest evaluated bidder to extend validity period if required.
13. The price shall be quoted in the Bid Form-A (Price Schedule) and shall be inclusive of all applicable taxes. The quoted price shall be mentioned both in words and figures. In case of variation of prices quoted in figures and words, the one having lower value shall prevail.
14. The bidder must sign and stamp Bid Form-A (Price Schedule) as a token of having read and agreed to the contents and agrees to supply the stores against quoted price.

15. 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 English or Urdu.
16. The bidder must sign and stamp ITB, GTC and BEC pages of the as a token of having read and agreed to the contents of these respectively.
17. The bidder must sign and stamp Bid Form-B (Technical Specifications) as a token of having read these and agrees to supply the store item strictly in accordance with those.
18. The bidder must sign and stamp Bid Form-C (Contract Agreement) as a token of having read the terms and conditions of the Contract Agreement and agrees to supply, install and commission the store items strictly in accordance with the prescribed terms and conditions.
19. The bidder must sign and stamp Bid Form-D (Specimen Signatures) in favour of the person who is authorized to sign the bidding documents and receive payment on his behalf.
20. The bidder must sign and stamp Bid Form-E (Checklist) as a token of having attached all the required documents as mentioned in the checklist.
21. Each additional page attached to the bidding documents shall be numbered and relevant page shall be indicated in the Checklist.

Signature_____

Stamp_____

GENERAL TERMS AND CONDITIONS (GTC)

1. Only firm or company who is authorized distributor or dealer of the OEM of the required store items (Conference System) shall be eligible to participate in the bidding process.
2. Complete compliance of the technical specifications is must, anyhow, products with minor variations not affecting the systems' performance can be considered, but at the sole discretion of the tender processing committee.
3. The "Technical Proposals" will be evaluated in the manner as prescribed in the "Bid Evaluation Criteria".
4. The bidder, whose "Technical Proposal" is knocked down on the basis of a) bidder being not authorized distributor/dealer of the offered product and/or b) failure to secure at least 75 marks and/or c) offered product being of obsolete production line will be rejected and not considered for further evaluation.
5. The financial bids of the bidders whose technical bids are rejected will be returned to the respective bidders along with bid security upon submission of a written request addressed to the Treasurer, MNS-University of Agriculture, Old Shujabad Road, Multan.
6. The date and time to open the financial bids of technically qualified bidders will be communicated in advance within the bid validity period.
7. The quoted product shall be of latest model and the same must be available on the current official website of the manufacturer; otherwise it shall be considered obsolete or discontinued model and shall stand rejected.
8. The bid shall be secured by furnishing bid security of Rs. 26,000/- in the form of CDR or bank guarantee in favour of the Treasurer MNS University of Agriculture, Multan.
9. The successful bidder will be required to submit performance security in the form of CDR or Bank Guarantee, in favour of the Treasurer MNS University of Agriculture, Multan for the amount of 5% of the total cost of contract which shall stay with the University for a Period of one year from the date of supply.
10. The lowest evaluated bidder will be required to sign Contract Agreement (Bid Form-C) on stamp paper valuing 0.25% of total cost of the Contract. The supplied store item will be inspected jointly by the designated officers of the University and the rep of the supplier.
11. The procuring agency however, reserves the rights to reject all bids at any time prior to acceptance of a bid under the provisions of PPRA Rule 35 and grounds of rejection will be conveyed to the bidders upon their request.
12. For the firms/companies, having less than five years of market standing, the procuring agency may visit the bidders' premises including R&M workshop facilities in connection with technical evaluation.

13. In case of any reported defect, the supplier will free of cost either rectify the reported defect through repair or shall replace the defective item within 5 working days of the report during the warranty period. Failure to undertake the repair work or replace the product within stipulated period of time, will force the procuring agency to get the repair done or purchase new product at the risk and cost of the contractor.
14. The Contractor will be bound to abide by all the Rules & Regulations / Instructions/ Directions issued by the Government/MNS UAM in addition to ones given in the ITC and GTC.
15. The contractor will be bound to supply the contracted store items within 60 days from the date of signing the contract.
16. The contractor must submit bill for payment within 10 days of completion of supplies, installation and commissioning.
17. The contractor is required to send specimen signatures in triplicate in the prescribed form (Bid Form-D) of their authorized representative who is competent to sign the bills and receive payment on their behalf. Any change of the contractor's representative should be promptly reported, failing which the entire responsibility lies on the contractor for any wrong payment.
18. The bidder shall provide Capability Statement indicating information in respect of technical personnel employed and after sale service set up.
19. Except conditions of Force Majeure, LD charges @ 2% per month or part thereof shall apply if the contract is not executed within the prescribed period of time.

Signature_____

Stamp_____

BID EVALUATION CRITERIA (BEC)

Technical evaluation criteria: For the purposes of technical evaluation of bids, the ***KNOCK DOWN APPROACH*** will be adopted as prescribed under clause 4 of GTC. The bids of the bidders who are not knocked down will be evaluated further as per following criteria.

Sr. #	Criteria of evaluation	Allocated marks
1.	Product evaluation	Max 50
	a) Compliance of specifications	Max. 20
	i) 100% compliance of specifications	20
	ii) Minor variation of specifications not affecting performance	10
	b) Country of manufacture of the main unit	Max. 10
	i) Europe/USA/Japan	10
	ii) Other than Europe/USA/Japan	05
	c) Country of manufacture of other components	Max. 10
	i) Europe/USA/Japan	10
	ii) Other than Europe/USA/Japan	05
	d) Brand of offered product	Max. 10
	i) TOA/BOSCH/SCI	10
	ii) Other than TOA/BOSCH/SCI	05
2.	Firm evaluation	Max. 40
	a) Business registration	Max. 05
	i) Company	05
	ii) Firm	02
	b) Previous performance	Max. 10
	i) Systems installed @ 1 marks per installed system	Max. 10
	ii) Market standing @ 0.5 marks/year	Max. 05
	c) After sale services (R&M)	Max. 10
	i) Replacement warranty	10
	ii) Repair warranty	05
	d) Technical capabilities (Engineering and Technical)	Max. 10
	i) Technical personnel employed @ 1 mark per employee	Max. 05
	ii) Workshop/R&M facilities (subject to verification)	Max. 05
	e) Proximity to the client premises	Max. 05
	i) With in 100 km	05
	ii) With-in 400 km	03
	ii) Beyond 400 km	01
3.	Financial soundness	Max. 10
	a) Annual turnover @ 0.5 mark per million	Max. 05
	b) Audited statement of accounts @ 1 marks per statement	Max. 05

Note: For obtaining marks under all the three categories mentioned above, relevant documents must be provided with the technical bid and mentioned in the checklist.

Determination of lowest bidder: Subject to technical qualification, the bidder who offers lowest financial bid shall be declared lowest evaluated bidder and shall be awarded the contract.

Signature_____

Stamp_____

BID FORM-A: PRICE SCHEDULE

Sr. No.	Name of store item	Price (Rs.)
1.	Supply, installation and commissioning of Conference System consisting of i) Control unit (01 No.), ii) Chairman unit (01 No.), iii) Delegate units (16 Nos.) and iv) Microphone (01 No.)	

Bid price in words:

Signature_____

Stamp_____

BID FORM-B: TECHNICAL SPECIFICATIONS

Sr. No.	Description	Required Specification	Compliance (Yes/No)
1.	Main Control Unit (01 No.)		
i)	Control System	Priority speech chime and speaker restriction with request to speak indicator	
ii)	Recording System	Built-in digital 512 MB and minimum 16 GB on SD card or USB with option of recording when selected microphones are active.	
iii)	Interfacing Provision	For external PA system and external microphones.	
iv)	Remote Delegate	Through telephone connectivity for outstation delegates and through web within conference room	
v)	Monitoring System	Built-in speaker with headphone connector and indication for possible and request to speak	
vi)	Test Mode	To indicate connectivity of all Chairman and all the Delegate units at a time	
vii)	Immunity	Mobile phone interference	
viii)	Feedback suppression	Built in Digital Acoustic Feedback Supersession when minimum number of delegate units are attached.	
2.	Chairman Unit (01 No.)		
i)	Directivity	Uni-directional	
ii)	Control	Talk button with light indicator, priority and mute button to control delegate units.	
iii)	Speaker	Built-in with volume control.	
iv)	Microphone	Flexible/gooseneck, 300-350 mm stem	
3.	Delegate Units (16 No.)		
i)	Directivity	Uni-directional with built-in speaker & volume control	
ii)	Control	Talk button with light indicator.	
iii)	Speaker	Built-in with volume control.	
iv)	Microphone	Flexible/gooseneck, 300-350 mm stem	
4.	Microphone		
i)	Cordless Mic (01 Nos.)	UHF, hand help, single channel, unidirectional	
5.	Miscellaneous requirements		
i)	Literature	Complete set of O&M manuals.	
ii)	Accessories	As per manufacturers standard.	

iii)	Certification	CE/TUV/UL	
6.	Special conditions		
i)	Commissioning: The bidder will be responsible installation and commissioning the system at the committee room of MNSUAM on turnkey basis.		
ii)	On-site warranty of parts and labour: 1 year free and 5 years on payment from the date of commissioning		
iii)	Repair downtime: Max of 5 working days for rectification of reported defects or replacement of defective unit with new one.		

Signature_____

Stamp_____

BID FORM-C: CONTRACT AGREEMENT

1.	Tender No. and Date		
2.	Contract No. & Date		
3.	Contractor's name & address		
4.	Procuring agency		MNS University of Agriculture, Multan
5.	Particulars of stores		As below: -
	Item	Quantity	Make and Model
		Total:	
6.	Delivery date		
7.	Place of delivery		MNS University of Agriculture, Multan
8.	Consignee name & address		Mr. Taimoor Babar, System Administrator, MNS UAM
9.	Packing and marking		To ensure safety in storage and transit
10.	Dispatch instructions		Free delivery at consignee's end
11.	Place of inspection		MNS University of Agriculture, Multan
12.	Date and No. of joint inspection report (Pl attach copy of inspection report)		
13.	<p><u>PAYMENT.</u> 100% payment will be made by the Treasurer MNS University of Agriculture Multan in favour of the contractor on production of inspection/acceptance report issued by the Inspection committee/team. Payments will be made only against prescribed sale tax invoice showing amount of sales tax.</p>		
14.	<u>SPECIAL INSTRUCTIONS.</u>		
	The contractor should abide by all the terms and conditions as mentioned in the ITB and GTC and PPRA Rules-2014 with amendments.		

Signature _____

Stamp _____

BID FORM-D: SPECIMEN SIGNATURES

1.	Name of the authorized person			
2.	Fathers' name			
3.	Designation			
4.	Contact Nos.			
5.	CNIC No.			
6.	Specimen signatures of the authorized person			

Certified that Mr./ (Mrs.) _____ S/O (D/O) _____
whose specimen signatures are given above, is authorized to sign the bidding documents, bills
and receive payment on behalf of our firm/company (M/s _____)
in respect of the store items supplied to MNS University of Agriculture, Multan against tender
No. _____ dated _____

Name of the business owner/proprietor: _____

Signatures: _____

Official stamp: _____

Attested by Oath Commissioner: _____

BID FORM-E (CHECK LIST)

The provision of all the documents/information prescribed in this check list is essentially required along with the “Technical Proposal”. The bidder must sign and stamp this check list and failure to provide anyone or more of the followings may lead to rejection of bid.

Sr. No.	Description	Yes/No	Page No.
1.	Original receipt of tender fee attached as a proof of purchasing tender documents?		
2.	Copy of CDR/Bank Receipt of Rs. 26,000/- attached as a proof of bid security?		
3.	ITB, GTC and BEC signed and stamped as a token of having read and agreed to the terms and conditions?		
4.	Bid Form-A, B, C and D signed and stamped as a token of compliance of relevant provisions?		
5.	Copy of certificate of authorized distributorship/dealership to offer store items attached?		
6.	List of technical personnel employed along with their qualifications and experience attached?		
7.	List of in-house R&M facilities/equipment attached?		
8.	Website link for verification of current line production of the offered products provided?		
9.	Copies of previous contracts executed attached?		
10.	Copies of Bank Statements attached?		
11.	Copies of Audited Accounts attached?		
12.	Copies of Sale Tax/Income Tax registration certificates with activation certificates on FBR Site attached?		
13.	Affidavit on judicial paper of Rs. 100/- stating that the firm is not black listed attached?		
14.	Price reasonability certificate on firm’s letter pad attached?		
15.	Any other documents in favor of bid attached?		

Signature _____

Stamp _____