



Institute of Space
Technology, Islamabad
Procurement Department
RFQ-2223-00090
07-MAY-23

To: _____

Subject: **Invitation of Tender for Carpentry items.**

Dear Sir,

The terms and conditions of this tender are as under:-

1. Sealed tenders/ Bids are invited from firms/ suppliers/ authorized agents of repute, registered with Sales Tax department and having NTN.
2. The bids under single envelope are required to be delivered at IST-Islamabad latest by **11:30** hours on **22-MAY-2023**. Tenders will be opened on same date at **12:00** hours in the presence of bidders who desire to attend. The quotations received late (after opening the tender) will not be considered. Cutting/over writing is not allowed, unless/until authenticated under proper signature of the authorized person. In case of arithmetic / typing error unit price will prevail.
3. Sealed tenders addressed to the Deputy Director (Procurement), Institute of Space Technology, Near Rawat Toll Plaza, Islamabad Highway, Islamabad may be dropped in the tender box or mailed through courier, registered post; but it must be ensured that the same reaches our office well in time as late offers will not be considered. The envelopes should be marked clearly with the following information.

Tender No : RFQ-2223-00090
Due Date : 22-MAY-2023
Tender For : Procurement of Carpentry Items

4. **Rates:** The bidder should quote their rates for:-
 - i. DDP/ Free Delivery IST inclusive of all Govt. taxes. Details of such taxes to be provided.
 - ii. The bidder should indicate their NTN NO. & Sales Tax registration number.
 - iii. Items must be quoted as per user requirements/sample available at IST - Store. Before submitting any offer, bidder must consult the concerned user regarding any query/specifications or checking of sample. No change in the offer will be accepted later on.
 - iv. Offer shall be made as per our demanded specs or equivalent.

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5. **Earnest Money:** Quotations should be accompanied with PKR 35,000/- as bid security in the form of pay order/ call deposit/ Demand draft in favor of IST-Islamabad. No offer will be entertained without bid security. The bid security will finally be adjusted/ refunded on completion of the contract. At any stage if the purchaser feels that the bidder has provided wrong information or the samples are not provided as per the specifications mentioned in their offer, the bid security will be forfeited.
6. **Delivery:** Items are required to be delivered by **JUNE 15, 2023**. Delivery of the ordered items at the **Purchaser's** premises will be **Supplier's** responsibility.
7. **Validity:** The offer shall remain valid for our acceptance for **20 Days** from the date of opening of tender.
8. **IST FTN #:** 9010613-0.
9. **Inspection:** The inspection shall be carried out at IST by IST inspection Committee and the inspection report (findings) will be binding on you.
10. **Taxes:**
 - i. GST/CED will be paid by the **PURCHASER** to the **SUPPLIER'S** on production of a separately numbered 'Tax Invoice' showing the amount of sales tax and other details under section 23 of Sales Tax Act-1990.
 - ii. As per in vogue GST SRO, 20% of the 18% GST amount will be retained by the Purchaser and later on submitted in the CBR / Government Treasury, where as 80% of the 18% GST will be paid to the Supplier for onward deposition in CBR/Government Treasury.
 - iii. Income tax will be deducted as per rule.
 - iv. Any change in taxes/ duties levied by Govt. after opening of bids will be on account of bidder. No change in offer will be accepted later on.
11. **Payment:** All payments will be made through crossed cheque in favor of the **SUPPLIER** in Pak Rupees. The payment mode will be "100 % Payment after Delivery" after satisfactory performance in every aspect and inspection.
Note: Any representation for the delay of payment will not be accepted, until complete required documents have not been received. (Countdown starts when Store receives complete documents). Advance Payment can only be made against submission of equivalent amount of Bank Guarantee.
12. **Late Offers:** The quotations received late (after opening the tender) will not be considered. Cutting/over writing is not allowed, unless/until authenticated under proper signature of the authorized person.
13. **Performance Bond:** IST may ask to provide Performance Bank Guarantee equivalent to 10% of total order value. The Performance Bond shall be valid till the Guarantee/Warranty period of particular supply.
14. IST reserves the right to increase/decrease the quantity as per requirements.
15. Supplier shall ensure to supply the stores of high quality and give warranty of its satisfactory function, good workmen-ship and as per required specifications. Supplier will be required to provide **Standard Warranty/ Guarantee** for the supplied stores.

16. Offered items must be new and genuine.
17. Bids will be evaluated in a manner that the items will bring “value for money” to the organization. Offers with lower specifications than demanded specs will be liable for rejection.
18. **Supplier must quote rates as per samples available at IST.**
19. If IST deemed necessary, the lowest bidder may be asked to **provide samples before awarding** of any contract/order. In case the sample of lowest bidder is rejected, samples from other bidders will be called and contract will be awarded to technically qualified lowest bidder.
20. Conditional bids may be liable for rejection.
21. IST may ask the lowest bidder to provide a “Certificate” that firm has never been black listed which will be submitted on stamp paper of valuing Rs. 20/-.
22. Those firms are not eligible to participate in the tender whose deliveries of stores are pending/ delayed for the five months or more or their previous performance is not satisfactory, against any IST purchase order.
23. A being lowest in financial bid does not mean that the contract/ purchase order will be awarded. Following factors may also be taken into account before award of purchase order.
 - i. Previous performance of supplier against any IST order.
 - ii. Reliability.
 - iii. Technical/ Financial capabilities.
 - iv. Acceptance of terms & conditions of tender.
24. **Failure & Termination:** Incase the supplier / contractor failed to deliver the stores within specified delivery period, IST shall have the following options:-
 - i. To recover liquidated damages @ 2% of total purchase order value per month or part thereof will be imposed. The maximum limit of liquidated damages will not exceed 10% of contract value. Such damages shall be recovered from the bills, earnest money and or by withholding any amount due to be paid against this or any other purchase order.
 - ii. To purchase from elsewhere, without notice to you but at your risk and cost, the stores not delivered within the stipulated period and to recover excess value so paid by us from your bills or from your security and or to cancel the contract at your risk and cost.
25. **Blacklisting:** If the bidder/supplier offered wrong/fake information in bid or failed to execute order as per laid down terms and conditions in the tender/order or the performance is not satisfactory or are found to be indulging in corrupt or fraudulent practices, the action for blacklisting of firm/ supplier/ contractor will be taken as per PPRA rule 19. In case of any dispute, the case will be referred to Vice Chancellor (IST), whose decision will be final.

26. IST reserves the rights to accept or reject any or all tenders as a whole or in part as per PPRA Rule 33 (1). The decision in this regard will be firm, final and binding on all bidders.

(Maliha Zahid)
Dy Director (Procurement)
Institute of Space Technology, Islamabad

Undertaking:

I/ we, agree with the terms/ conditions of tender inquiry. All items quoted are as per IST required specifications. We have carefully read the terms and conditions mentioned in tender documents. We accept all these conditions.

Signature: _____

Name: _____

Designation: _____

Stamp: _____

Office/Mob No: _____

Technical Offer

RFQ-2223-00090-L

Date: -2023

Due On: -2023

S/No.	Description	Qty	Yes	No	Alternative Offer
1	DOOR LOCK, N/A 1)CYLINDERICAL TYPE	25			
2	DOOR LOCK, 4" 1)HANDLE TYPE	50			
3	DOOR LOCK, N/A 1)CYLINDERICAL TYPE	10			
4	LOCK, 2" 1)DRAWER LOCK	50			
5	CHANNEL, 14" 1)SLIDING 2) MS 3) BALL TYPE	30			
6	HANDLE, 6" 1)DOOR HANDLE	30			
7	HANDLE, 4" 1)DRAWER HANDLE 2) SLIDING 3) WOODEN	30			
8	HYDRAULIC DOOR CLOSER, STANDARD 1)MAKE: KGI / SMC OR EQUIVALENT	20			
9	GLUE, N/A 1)GERMAN WHITE GLUE	20			
10	WOOD BEADING, 3"X1/4" 1)DEODAR	150			
11	PLY BOARD, 8'X4'X4 MM 1)COMMERCIAL 2) SHESHAM LAYER	20			
12	LAMINATION BOARD, 8'X4'X3/4" 1)WOOD CHIPS	10			
13	HARD BOARD, 8'X4'X3/4" 1)LASANI	10			
14	SCREW, 3/4 INCH NO.4 1)WOODSCREW MS CROSS COUNTERSUNK HEAD	80			
15	SCREW, 1 INCH NO.6 1)SELF TAPPING SCREW STEEL SLOTTED COUNTERSUNK HEAD	500			
16	SCREW, 1/2 INCH NO.8 1)SELF TAPPING SCREW MS SLOTTED COUNTERSUNK HEAD	40			
17	MESH, 3' WIDTH 1)ALUMINIUM	50			
18	MESH , 4' WIDTH 1)ALUMINIUM	50			
19	FALSE CEILING SHEET, 2' X 2' X 1/2" 1)THERMOPORE	30			
20	CATCHER, N/A 1)MAGNETIC 2) SINGLE DOOR 3) PLASTIC	75			
21	HINGE, 2-1/2" 1)DOOR HINGE 2) MS	20			
22	TOWER BOLT, 8" 1)ALUMINIUM	30			

S/No.	Description	Qty	Yes	No	Alternative Offer
23	LOCK, N/A 1) DOOR LOCK 2) HANDLE TYPE 3) TWO PARTS 4) FOR GLASS DOOR 5) MAKE: KGI/SMC OR EQUIVALENT	10			
24	ELFY 1) LIQUID GLUE 2) FOR JOINING BROKEN ITEM 3) USEABLE FOR PLASTIC, WOOD, RUBBER ITEMS.	20			
25	HARD BOARD, 8'X4'X1/2" 1) LASANI	15			
26	NAIL, 1 INCH NO. 20 1) MS COMMON NAIL 2) THUMB BRAND OR EQUIVALENT	2			
27	HANDLE, N/A 1) DOOR HANDLE 2) STEEL CHROME	30			
28	LATCH, STANDARD 1) FOR ALUMINUM WINDOW 2) MAKE KHAS OR EQUIVALENT	30			
29	HANDLE, 12" 1) HANDLE STAINLESS STEEL DIA 1" FOR GLASS DOOR	5			

Undertaking: We accept all these terms & conditions. I/We, agree with the terms/conditions of tender inquiry. Items quoted are as per IST required specifications or samples. We have carefully read the terms and conditions mentioned in tender documents. We accept all these conditions.

Signature:
Name:
Designation:
Stamp: