



Institute of Space
Technology Islamabad
Procurement Department
RFQ-2223-00087
07-MAY-2023

To: _____

Subject: **Invitation of Tender for Examination Copy**

Dear Sir,

We invite you to quote for supply of the items as detailed in Annex-A & B enclosed. Offers must be submitted on company's letterhead with complete specifications of offered equipment/items and undertaking given at the end of Annex-A & B along with format for bid (Annex-C & D) to be duly filled and signed.

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

1. The bids comprise a single package containing **two separate sealed envelopes** 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. Each envelope shall contain separately the financial proposal and the technical proposal. The envelopes shall be marked as "FINANCIAL PROPOSAL" and "TECHNICAL PROPOSAL" in bold and legible letters to avoid confusion. Initially, only the envelope marked "TECHNICAL PROPOSAL" shall be opened. The envelope marked as "FINANCIAL PROPOSAL" shall be retained in the custody of the procuring agency without being opened. The financial proposals of bids shall be opened publicly at a time, date and venue announced and communicated to the bidders in advance.
2. 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-2223-00087**
Due Date : **22-MAY-2023**
Offer : **Technical/Financial**
Tender for : **Procurement of Examination Copy**

3. **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.



4. **Bid Security:** Technical offer must be accompanied with PKR 192,000/-of total bid value 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, fake document or the sample is not provided as per the specifications mentioned in their offer, the earnest money will be forfeited. (Bid Security must be enclosed in separate sealed envelope clearly marked “Bid Security”).
5. **IST FTN #:** 9010613-0.
6. **Delivery:** Items are required to be delivered **by Jun 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. **Inspection:** The inspection shall be carried out at IST by IST technical committee and the inspection report (findings) will be binding on you.
9. **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.
10. **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.
11. **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.
12. **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.
13. IST reserves the right to increase/decrease the quantity as per requirements.
14. 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.
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 at least **Standard Warranty/ Guarantee** for the supplied stores.

16. Conditional bids may be liable for rejection. Offers with incomplete documentation will be rejected.
17. 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/-.
18. **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.
19. Both technical and financial offers must be submitted in two separate sealed envelopes. Each envelope should contain the documents as under:

<u>Technical offer:</u>	<u>Financial offer:</u>
<ol style="list-style-type: none">i. Technical quotation on letter head without prices.ii. Format of bid as per Annexure-C (attached).iii. PKR 192,000/-Bid Security original.	<ol style="list-style-type: none">i. Quotation on letter head with prices.ii. Format of bid as per Annexure-D(attached)

20. **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.
21. 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)
Deputy Director (Procurement)
Institute of Space Technology, Islamabad

Technical Offer

RFQ-2223-00087
Date: 07-MAY-2023
Due On: 22-MAY-2023

S/No	Description	Qty	Yes	No	Alternative Offer
1	EXAMINATION COPY, 8.5" X 11" 1)EXAMINATIONS COPY 2)OFFSET PAPER RULED 3)) 80 GMS 4)COPY OF 6 SHEETS (12 PAGES) 5)SIZE : 8.5" X 11" AS PER SAMPLE AVAILABLE AT IST	55000 EACH			
2	EXAMINATION COPY., 8.5" X 11" 1)OFFSET PAPER RULED 2)80 GMS 3)COPY OF 12 SHEETS (24 PAGES). AS PER SAMPLE AVAILABLE AT IST	25000 EACH			

Undertaking:

I/We, agree with the terms/conditions of tender inquiry. All items quoted are as per IST required specifications and samples. Samples have been duly checked at IST-Store and rates are quoted accordingly. We have carefully read the terms and conditions mentioned in tender documents. We accept all these conditions.

(To be Printed On Company's Letterhead)

Financial Offer

RFQ-2223-00087
Date: 07-MAY-2023
Due On: 22-MAY-2023

S. No	Description/Specifications	QTY	Unit Price (to be quoted excluding GST)	Total Value
1	EXAMINATION COPY, 8.5" X 11" 1)EXAMINATIONS COPY 2)OFFSET PAPER RULED 3) 80 GMS 4)COPY OF 6 SHEETS (12 PAGES) 5)SIZE : 8.5" X 11" AS PER SAMPLE AVAILABLE AT IST	55000 EACH		
2	EXAMINATION COPY., 8.5" X 11" 1)OFFSET PAPER RULED 2)80 GMS 3)COPY OF 12 SHEETS (24 PAGES). AS PER SAMPLE AVAILABLE AT IST	25000 EACH		
Total Value:				
GST Amount:				
Net Total Amount:				

Undertaking:

I/We, agree with the terms/conditions of tender inquiry. All items quoted are as per IST required specifications and samples. Samples have been duly checked at IST-Store and rates are quoted accordingly. We have carefully read the terms and conditions mentioned in tender documents. We accept all these conditions.

(To be Printed On Company's Letterhead)



(To be Printed and typed On Company's Letterhead)

(Annex-C)

RFQ-2223-00087

Date: 07-MAY-2023

Due On: 22-MAY-2023

Format for Bid

1. Bid Bond PO/DD No. : _____
2. Bid Bond PO/DD dated : _____
3. Bid Bond PO/DD issued by
(Bank Name) : _____
4. Single Offer Quoted
(Options are not allowed) : _____ YES NO
5. Delivery Schedule : _____
6. Validity of Acceptance : _____
7. Performance Bond to be provided : _____ YES NO
8. Guarantee/ Warranty : _____ YES NO
9. Guarantee/ Warranty contact details : _____
E-mail : _____
Ptcl # : _____
Cell # : _____
10. Company full address : _____
Contact Person : _____
E-mail : _____
Cell # : _____
11. Acceptance of terms & conditions
of tender without any condition : _____ YES NO

Sign & Seal



(To be Printed and typed On Company's Letterhead)

(Annex-D)

RFQ-2223-00087

Date: 07-MAY-2023

Due On: 22-MAY-2023

Format for Bid

1. Total Quoted Price : _____
2. GST Amount (If applicable) : _____
3. Bid Bond PO/DD No. : _____
4. Bid Bond PO/DD dated : _____
5. Bid Bond PO/DD issued by
(Bank Name) : _____
6. Single Offer Quoted
(Options are not allowed) : _____ YES NO
7. Delivery Schedule : _____
8. Validity of Acceptance : _____
9. Performance Bond to be provided : _____ YES NO
10. Guarantee/ Warranty : _____ YES NO
11. Guarantee/ Warranty contact details : _____
E-mail : _____
Ptel # : _____
Cell # : _____
12. Company full address : _____
Contact Person : _____
E-mail : _____
Cell # : _____
13. Acceptance of terms & conditions
of tender without any condition : _____ YES NO

Sign & Seal