



Institute of Space
Technology, Islamabad
Procurement Department
RFQ-2223-00093
07-MAY-23

To: _____

Subject: **Invitation of Tender for Fixture & Fittings.**

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-2223-00093
Due Date : 22-MAY-2023
Tender For : Procurement of Fixture & Fittings

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 73,000/- 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 within **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-2223-00093-L
Date: 07-MAY-2023
Due On: 22-MAY-2023

S/No.	Description	Qty	Yes	No	Alternative Offer
1	TUBE ROD, 36W 1)FLOURESCENT STRAIGHT	150			
2	TUBE ROD, 18W 1)FLOURESCENT STRAIGHT	300			
3	ADOPTER Adopter for LED Light, 12w	800			
4	ADOPTER Adopter for LED Light, 18w	20			
5	LED Light LED Light, 6"x6", Round 18w	20			
6	STARTER, 20W 1)FLOURESCENT TUBE GLOW TYPE	200			
7	STARTER, 40W 1)FLOURESCENT TUBE GLOW TYPE	100			
8	FAN, 6INCH 1)EXHAUST PLASTIC	15			
9	SWITCH, 300W 1)DIMMER IVORY EXCELLENCE SERIES KID (105.2.3) OFF WHITE .	150			
10	CAPACITOR, NA 1)3.5 UF 400V FOR FAN	150			
11	MULTIPLUG, 15A 1)3PIN ROUND	20			
12	CIRCUIT BREAKER, 63A 1)MINIATURE HAGER 3P MC-3 10KA 400V	2			
13	CIRCUIT BREAKER, 16A 1)MINIATURE 1P 220V	15			
14	CIRCUIT BREAKER, 20A 1)MINIATURE 1P 220V 2) 6KA 3) DX 6000 4) LEGRAND	15			
15	CIRCUIT BREAKER, 32A 1)MINIATURE 2P 220V 2) 6KA 3) DX 6000 4) LEGRAND	2			
16	CIRCUIT BREAKER, 32A 1)MINIATURE 1P 220V 2) 6KA 3) DX 6000 4) LEGRAND	2			
17	ELECTRIC BOARD, 1X3X3INCH 1)PVC 2)OPEN	50			
18	CABLE DUCT, 25X16MM 1)PVC WHITE WITH COVER - ADAMJEE	100			
19	WIRING CABLE, 2.50(7/.029) 1)PVC INSULATED 2) SHEATHED 3) SINGLE CORE	180			
20	WIRING CABLE, 1.00(3/.029) 1)PVC INSULATED 2) SHEATHED 3) SINGLE CORE	360			
21	CABLE, 110/0076 1)FLEXIBLE PVC 3CORE	90			
22	CABLE, 40/0076" (1 MM²) 1)FLEXIBLE PVC 2CORE	180			

S/No.	Description	Qty	Yes	No	Alternative Offer
23	TAPE, 3/4INCH 1)INSULATION PVC BLACK NITTO	100			
24	CAPACITOR, NA 1)60 UF 2) FUJI OR EQUIVALENT	5			
25	FIXTURE, 36W 1)1 TUBE ROD COMPLETE SURFACE MOUNTED	75			
26	CIRCUIT BREAKER, 10A 1)MINIATURE 1P 220V - 2) 6KA 3) DX 6000 4) LEGRAND	50			
27	LED Light LED Light, 5" x 5", 12w-18w	40			
28	Bulb LED Bulb, 12w Make Osaka, Tuff or Equ	40			
29	PLUG, 15A 1)3PIN ROUND TWO IN ONE	25			

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: