



Institute of Space
Technology, Islamabad
Procurement Department
RFQ-2223-00089
07-MAY-23

To: _____

Subject: **Invitation of Tender for Sanitary 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-2223-00089
Due Date : 22-MAY-2023
Tender For : Procurement of Sanitary 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 45,000/- 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 **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-2223-00089-L

Date: -2023

Due On: -2023

S/No.	Description	Qty	Yes	No	Alternative Offer
1	MUSLIM SHOWER, NA 1)MAKE MASTER/BAIG/ASIA OR EQUIVALENT	230			
2	PUSH BUTTON, STD 1)PLASTIC FOR COMMODE FLUSH TANK	100			
3	COMMODE THIMBLE Commode Thimble, For Commode Seat	50			
4	SPENDLE, 1/2" 1)BRASS	60			
5	Vavle Ball Valve, Size: 1"	100			
6	FLEXIBLE CONNECTION, 1/2X18 INCH 1)PVC	8			
7	FLEXIBLE CONNECTION, 1/2X24 INCH 1)PVC	8			
8	FLEXIBLE CONNECTION, 1/2X12 INCH 1)PVC	8			
9	FLEXIBLE CONNECTION, 1/2X36 INCH 1)PVC	6			
10	TAPE, WIDTH 1/2 INCH 1)TEFLON	250			
11	SHOWER ROSE, STD 1)STEEL 2)WITHOUT ROD	40			
12	GREASE, N/A 1)MULTI PURPOSE (MP)	5			
13	GATE VALVE Gate Valve, Size: 32 mm	5			
14	FLOAT VALVE, STD 1)PVC 2) FOR IFO TYPE CERAMIC FLUSH TANK	10			
15	WASTE JALI, 1-1/2INCH 1)CHROME PLATED	20			
16	WASTE JALI, 1-1/4INCH 1)CHROME PLATED	10			
17	MIXTURE, NA 1)SINK MAKE MASTER/BAIG/ASIA	5			
18	WASTE PIPE, 1-1/2INCH 1)PVC	50			
19	FLUSH TANK WASHER, STD 1)RUBBER 2)FOR PREGATE TYPE CERAMIC FLUSH TANK	100			
20	FLUSH TANK WASHER, STD 1)RUBBER 2) FOR IFO TYPE CERAMIC FLUSH TANK	100			
21	FLUSH TANK WASHER, STD 1)RUBBER 2) FOR BOOCH TYPE CERAMIC FLUSH TANK	100			
22	JUBLEE CLAMP, STD 1)STAINLESS STEEL 1/2"	50			
23	CLAMP, 3/4 " 1)GI	50			
24	U BOLT CLAMP, 1 INCH 1)MS	50			
25	FLOOR WASTE, N/A 1)STEEL	20			

S/No.	Description	Qty	Yes	No	Alternative Offer
26	GATE VALVE Gate Valve, Size: 25 mm	5			
27	FLOAT VALVE ASSEMBLY, STD 1)FOR CERAMIC FLUSH TANK	10			
28	UNION MADE OF POLYPROPYLENE RANDOM CO-POLYMER (PPRC), MASTER OR EQU. 32mm	10			
29	PIPE, OUTER DIA:25 MM 1) MADE OF POLYPROPYLENE RANDOM CO-POLYMER (PPRC) 2) WALL THICKNESS: 5.4 MM 3) AVERAGE WT: 0.5(KG/M) 4) MASTER OR EQUIVALENT	100			
30	PIPE, 32MM 1)PIPE POLYETHYLENE SDR-09 BAR 2)HP 32.00 3.00 ORANGE PE-100 3)MADE OF POLYETHYLENE 4)FOR SUI GAS SUPPLY USE ONLY	100			
31	ELBOW, 32MM 1) 90° 2)MADE OF POLYPROPYLENE RANDOM CO-POLYMER (PPRC) 3) MASTER OR EQUIVALENT	30			
32	TEE FEMALE, 25X1/2" 1)MADE OF POLYPROPYLENE RANDOM CO-POLYMER (PPRC) 2) MASTER OR EQUIVALENT	30			
33	SOCKET, 25MM 1)MADE OF POLYPROPYLENE RANDOM CO-POLYMER (PPRC) 2) MASTER OR EQUIVALENT	30			
34	UNION, 1 INCH 1)G.I HE	15			
35	ELBOW BUSH MADE OF POLYPROPYLENE RANDOM CO-POLYMER (PPRC), MASTER OR EQU. 32mm	18			
36	TEE BUSH MADE OF POLYPROPYLENE RANDOM CO-POLYMER (PPRC), MASTER OR EQU. 32mm	18			
37	SOCKET MADE OF POLYPROPYLENE RANDOM CO-POLYMER (PPRC), MASTER OR EQU. 32mm	18			
38	TEE MADE OF POLYPROPYLENE RANDOM CO-POLYMER (PPRC), MASTER OR EQU. 32mm	18			
39	ELBOW MADE OF POLYPROPYLENE RANDOM CO-POLYMER (PPRC), MASTER OR EQU. 32mm	18			
40	SOCKET BUSH MADE OF POLYPROPYLENE RANDOM CO-POLYMER (PPRC), MASTER OR EQUIVALENT, 25mm	18			
41	FLOAT VALVE Float Valve for Flush Tank, Grohre Made	10			
42	SPENDLE CATCHER Spendle Catcher, For Water Tap, chrome material	18			
43	MIXTURE Mixture for Wadu area, Make Master/ Baig/ Asia Or Equivalent	18			
44	BOLT KIT	5			
45	TEE BUSH MADE OF POLYPROPYLENE RANDOM CO-POLYMER (PPRC), MASTER OR EQUIVALENT, 25mm	5			
46	FLOAT VALVE, STD 1)PVC 2) FOR BOOCH TYPE CERAMIC FLUSH TANK.	50			
47	FLOAT VALVE, 1/2" 1)PVC FOR FLUSH TANK	25			
48	ELBOW BUSH MADE OF POLYPROPYLENE RANDOM CO-POLYMER (PPRC), MASTER OR EQUIVALENT, 25mm	10			
49	VALVE, 1/2 INCH 1)FLOAT BRASS 2)KITZ JAPAN OR EQUIVALENT	30			
50	VALVE, 1 INCH 1)BALL CROME PLATED FULL BORE 2)KITZ JAPAN OR EQUIVALENT	15			
51	VALVE, 3/4 INCH 1)FLOAT BRASS 2)KITZ JAPAN OR EQUIVALENT	20			

S/No.	Description	Qty	Yes	No	Alternative Offer
52	FLUSH TANK ASSEMBLY, STD 1)IFO TYPE 2)MAKE ICL OR EQUIVALENT	15			
53	FLUSH TANK ASSEMBLY, STD 1)FOR GOLDEN FLUSH TANK OR EQUIVALENT	15			

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: