



MIRPUR UNIVERSITY OF SCIENCE & TECHNOLOGY (MUST)

TENDER DOCUMENT

FOR

Purchase of Lab Equipment for Zoology Department

Tender Notice No. AT/P/640/2021 Tender Fee Rs. 1000/-

Tender Submission Date 04-06-2021(Friday) up to 10:00 AM

Tender Opening Date 04-06-2021(Friday) at 10:30 AM

Prepared and Issued By:

Secretary Central Purchase Committee

Websites: www.must.edu.pk

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NOTICE INVITING TENDERS

“DEFINITIONS”

1. MUST: Mirpur University of Science & Technology.
2. SLA: Service Level Agreement. The level of service which MUST purchases from vendor in respect of the service
3. RFP: Request for Proposals.
4. BOQ: Bill of Quantities.
5. Warranty/Services of items/parts: On Site Warranty of hardware, support, repair, replacement, backups, preventive maintenance, onsite service monthly, quarterly, yearly basis and necessary requirement to bring the supplied equipment in working condition etc. Services of all software including its installation, configuration, updates, upgrades & principal online support etc of supplied /installed item.
6. Total Bid Value: Cost of Equipment (including optional equipment) Cost of Extended Warranty and Cost of services as per tender document including all AJK Govt. Taxes.
7. Total Contract Value: Cost of Equipment, Warranty and Services as per the supply order by MUST at the time of Contract / Agreement / supply order.
8. Prospective bidder: Bidder who intend to participate in the tender process
9. Bidder: Bidder who submit the proposal.
10. Selected Bidder: Lowest Evaluated cost/high ranked Bidder selected for the award of tender / contract.

1. INTRODUCTION:

Mirpur University of Science and Technology (MUST), Mirpur is chartered with Government of Azad Jammu and Kashmir through Ordinance XVIII of 2008 on 15th day of August 2008. The objective laid down in Ordinance is “To enhance facilities for higher education and research in the State of Azad Jammu & Kashmir”. MUST is committed to the development of human resource by imparting quality education to masses as well as inculcating in them human values of the highest level to promote a peaceful and harmonious society for a global fraternity capable of facing the future challenges. MUST

aims at producing human resource capable of transforming the society into a technologically advanced nation.

- To nurture talent and create the environment conducive to higher learning.
- To produce hardworking, committed, dedicated and national professionals.
- To develop collaboration with other renowned local and foreign institutions/ research organizations.
- Mono of the University is Wisdom and Virtue.

2. Documents Required with bids:

- i. Income Tax and GST Registration certificates,
- ii. Active tax payer certifications with Kashmir Council and FBR.
- iii. Attested Authorized certificate of Manufacturer/ relation with Manufacturer
- iv. Company Registration certificate if claim as company under Company Ordinance 1984.
- v. Details of Bona fide clients of last three years with contact numbers and addresses
- vi. Certificate of factory setup under working from last five years (for furniture only) detail of factory setup be provided.
- vii. Detail of skilled staff.

3. PRICE /RATE:

Please quote unit price for each item on F.O.R basis MUST MIRPUR with all taxes and other cost designing / placement / installation to bring the supplied equipment in working condition.

4. DELIVERY PERIOD:

Please mention the delivery with installation time after placing the Purchase Order for each item.

5. EXTENSION IN DELIVERY PERIOD:

MUST shall not provide extension in delivery period in any case, unless any emergency occurs. Suppliers are advised to provide delivery period considering time required for custom clearance or any other factors. We may only provide extension on deduction of 2% of Purchase order as fine, on Applying well in time

6. WARRANTY:

Please indicate the warranty period, terms & conditions of the warranty for each item clearly. We only accept onsite warranty.

- Bidders are required to **fill and sign all pages of submitted proposal**, and submit it as Financial Proposal.
- Rates quoted in the Bid should be containing all the applicable taxes.
- University reserves the right to reject any or all tenders with recorded reasons.
- University also reserves the right not to accept the lowest rates quoted by the tenders, university will evaluate and award contract or place purchase order at “whole life cost” and quality basis.

7. Bid Evaluation Criteria:

- All bids shall be evaluated on following criteria; 30% bids evaluate financially while 70% bids shall be evaluated on technical grounds. 70% weight will be given to technical specifications of each product / quality and whole life of the item as criteria defined in technical qualification form attached.

8. Bid Acceptance:

- All Bidders who submit their tenders shall also submit a letter confirming they have read all terms & conditions of the Tender Document and that they accept them in total. This letter shall be provided on the respective letter heads of the bidders along with their correct and complete address, the name of the signatory and his/ her designation in the organization.
- Bidders shall submit a signed letter with Official stamp affixed on it as per the format given in Form I as a cover letter to the Bid/Proposal. Bids/Proposals submitted without this cover letter may not be accepted and bids will likely to be rejected straightaway.

9. Bids Rejection:

Bids shall be rejected;

- If any bid not accompanied by an acceptable Bid Security as non-responsive firm.
- If firm could not submit bid in prescribed manner.
- If bids are conditional & quoted optional items.
- If firm isn't registered with Sales and Income Tax Department.

- If bids are not conforming the terms, conditions and specifications stipulated in this Tender Document.

10. Bid Validity:

Bid shall remain valid for acceptance for a period of 120 days from the last date of submission of the bid / revised bid if required. The bidder shall not be entitled to modify, vary, and revoke his bid during said period; the validity of the bid shall be extended as and when required for the period as requested by the University in writing and agreed to by the bidder under rules.

11. Cost of Bidding:

The bidder shall bear all direct and indirect cost associated with the preparation or delivery/ submission of their bid, participating in discussion etc. including costs and expenses related with visits to the site and university offices. University will in no case be responsible or liable for reimbursement of those costs and expenses regardless of the outcome of the bidding process.

12. Quantity Variation

The quantity given in document may be increased or decreased up to 15% as per PPRA Rules.

13. Repeat Purchase Order:

Repeat Supply Order may be issued up to 15% of the approved rates during the period of four month after the issuance of last supply order.

14. TERMS OF PAYMENTS

- No payment shall be made in advance to selected bidder/vendor as mobilization advance.
- 90 percent cost of items shall be payable to the Contractor within one month upon successful installation and inspection of supplied items, 10% withheld amount will be released after one year or completion of warranty period.
- Taxes will be deducted at source as per government rules at the time of payment irrespective of the date of invoicing.
- All payments in Pak Rupees (through crossed cheque); 90% after delivery / installation and checking/inspection and satisfactory report of the relevant

Technical Committee within four weeks after fulfillment of all codal formalities and 10% after expiry of warranty period/ One year after installation.

15. Documents Required Along with Bill

1. Delivery Challan, 2. Claim Bill, 3. GST Invoice, 4. Tax Return 5. Proof of active Tax filer 6. Company Registration if registered under company Ordinance 1984 and NOC / installation / inspection report duly signed by the committee designated.

16. LIQUITDATED DAMAGES

- In case of delay, the Central Purchase Committee, of MUST reserves the right to suggest to Competent Authorities for imposing a penalty not exceeding 10% of the total amount of the contract at the rate of 1% of the bill for each week (cumulative) of delay.
- If the work is not executed according to the satisfaction of the Competent Authority; He / She reserves the right to reject it altogether or impose a penalty not exceeding 50% of the contract amount.
- In case of services delay or unsatisfactory service delivery / non-complying the terms & conditions CDR will be confiscated.

17. Right to Vary Quantities

MUST reserves the right to increase or decrease quantity of goods and services specified in the Schedule of Prices without any change in the unit price or other terms and conditions up to 15% of tender quantity.

18. BIDS SUBMISSION REQUIREMENTS

- Single stage, single envelop procurement process shall be opted.

19. IMPORTANT INSTRUCTIONS:

- **Commercial Offer:** Bidders are directed to construct financial offer as per following Performa:

Serial # as per Tender Document/ BOQ	Item Name	F.O.R. Rates (with GST)	Quantity	Amount
1				

2				
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- **Optional Rates:** We shall not allow bidder to quote optional Rates for any Item.
- **Accessories or Optional Items:** If Bidder found anything or part which is important and missing in specification given in BOQ, in such case bidders are directed to add price of that part in final price. We shall not allow quoting optional accessories price separately. If anything is less important and its addition may enhance performance of equipment, such items may be quoted in technical offer with price only.

Laboratory Equipment

1: CDC Miniature Light Trap

Specification:

- Control motor and light with optional ON/OFF photo switch.
- with collection cup or killing jar.
- Downdraft fan keeps catch in the collection bag.
- Optional Air-Actuated Gate System traps catch when the fan is off.

2: 96-Well Thermal Cycler

Specification:

Product Type: Thermal Cycler
Capacity: 96 x 0.2 ml tubes, 1 x 96-well plate
Block Configurations: 96-Well, 0.2 mL, 6-zone VeriFlex
Max. Ramp Rate: 3.9°C/Sec (Block), 3.35°C/Sec (Sample)
Thermal Uniformity: <0.5°C (20 Sec After Reaching 95°C)
Thermal Accuracy: ±0.0.25°C (35°C to 99.9°C)
Thermal Range: 0°C to 100°C
Temperature Range: -4.0-99.9 °C
Format: 0.2 ml tubes, 96-well plate
Temperature Accuracy: ±0.25°C (35°C to 99.9°C)
Temperature Uniformity: <0.5 °C (20 sec after reaching 95 °C)
High-throughput Compatibility: High-throughput Compatible
Memory: USB and On-board

3: Tissue lyser (with glass Beads), Tissue Lyser Adapter Set and Bead Dispenser

Specification:

Features	Specifications
Disruption principle	High-speed shaking of samples in 1.2 ml collection tubes or 2 ml microcentrifuge tubes with stainless steel or glass beads
Features	Convenient and secure disruption process. Adapter sets optimized for high-throughput disruption. Wide range of accessories available (e.g., grinding jar set to process large samples). Reproducible results with difficult-to-lyse tissues. Front-end solution for QIAGEN automation.
Kits compatible with instrument	All kits for purifying RNA/DNA/Protein
Protocol/main application on this instrument	Sample preparation/sample disruption
Technical data	100–120/220–240 V, 50/60Hz; variable speeds from 3 to 30 Hz (180–1800 oscillations/minute)
Technology	Bead Mill
Throughput	2 x 96 collection microtubes (1.2 ml) or 2 x 24 microcentrifuge tubes (2ml)
Typical run time	15 sec - 2 x 3 minutes at 15–30 Hz

4: Micro Tube Homogenizer System with 0.5mL Pestle and Tube, Individual Pack and 1.5mL Pestle and Tube, Individual Pack

5: Water Purification System

Specification:

Micropure UV/UF-ST

Ultra-pure polisher Cartridge, Sterile filter paper and Pressure Regulator,

UV lamp,/ultra filter,

Integrated Feed Tank

Form 1.

PROPOSAL SUBMISSION FORM

Secretary Purchase Committee

Mirpur University of Science & Technology,

Sir,

_____we, the undersigned, offer to provide the Services for "Purchase of Items for MUST Office and in accordance with your Request for Proposal (Tender Document) dated _____ and our Proposal. We are hereby submitting our Financial Proposal along with Technical compliance, sealed in envelope.

We understand you are not bound to accept any Proposal you receive and reserves the right to accept or reject any offer and to annul the bidding process and reject all proposals without assigning any reason or having to owe any explanation whatsoever.

The decision of evaluating committee shall be final and cannot be challenged on any ground at any forum and the evaluating committee will not be liable for any loss or damage to any party acting in reliance thereon.

We remain,

Yours' sincerely

Authorized Signature:

Name and Title of Signatory: Name of Firm:

Address:

FORM 2:

To be filled by the bidders

1. Name of bidders: -----
2. Address: -----
3. Phone: ----- Mobile -----
4. Fax No. ----- E-mail: -----
5. NIC Tax No. ----- Sales Tax No.: -----
6. Branches (if any): i. -----
ii. -----
iii. -----
7. Type of Business: i. -----
ii. -----
iii. -----
8. Facilities: i. List of technical staff with qualification and experience
ii. Authorization of distribution / dealership -----
iii. Any other: -----
9. Monthly Turn Over: -----
10. Previous Experience (name of organization where said or like equipment supplied/installed/
Commissioned)
i. ----- ii. -----
iii. ----- iv. -----
v. ----- vi. -----

Please enclose any supporting document

Total Bid Value (Rs): _____ Amount of CDR (Rs): _____

Name and signature: - ----- Date: -----

“THE END”