

Punjab Tianjin University of Technology, Lahore



Bidding Documents

for SUPPLY OF PETROL / DIESEL & LUBRICANTS (FILTER ETC.) FOR VEHICLES & GENERATORS

Bid Reference No:	PTUT/PC/09/2021-22
Package Name:	FRAME WORK CONTRACT FOR SUPPLY OF PETROL / DIESEL & LUBRICANTS (FILTER ETC.) FOR VEHICLES & GENERATORS
Procurement Procedure & Method:	Single Stage Single Envelope
Bid Opening Venue:	Conference Room PTUT
Last date and time for obtaining of bid documents	28 Oct 2021, 10:00 am
Last date and time for submission of bid documents	28 Oct 2021, 11:00 am
Opening of Bid Documents	28 Oct 2021, 11:30 am

TENDER DOCUMENT

Procurement Notice

SUPPLY OF PETROL / DIESEL & LUBRICANTS (FILTER ETC.) FOR VEHICLES & GENERATORS OF PUNJAB TIANJIN UNIVERSITY OF TECHNOLOGY, LAHORE.

The Punjab Tianjin University of Technology (PTUT), Lahore intends to hire a well reputed and well-equipped company to supply of petrol / diesel & lubricants (filter etc.) for vehicles & generator of University for a period of one year (Extendable up to two more years on yearly basis) on item rate on frame work contract.

Interested firms may obtain The Bidding Documents from the office of Project Director (Building & Works), Punjab Tianjin University of Technology, Lahore before 10:00 AM, 28-10-2021 from 09am to 04pm (Monday to Friday) after depositing the Tender Fee of Rs. 1000/- (non-refundable) at BOP, Township (College Road) Branch, Lahore A/c No. 6580064981000010. The Bidding Document will be available on websites www.ptut.edu.pk and www.ppra.punjab.gov.pk

The sealed bids complete in all respect as detailed in bidding documents must reach in the office of the Director (Building & Works) on or before 28-10-2021 until 11:00 A.M. The proposal will be opened on the same day at 11:30 AM in the presence of the bidders or their representatives.

Project Director (Building & Works)
Punjab Tianjin University of Technology, Lahore
Ph. 042-99332570
E-mail: Planninganddevelopmentptut@gmail.com

AFFIDAVIT (Stamp paper of Rs: 100/-)

We do hereby confirm that we have carefully read the requirements and instructions of this bidding document and all the terms and conditions of supply and service and also do hereby confirm as follows:

1. That, M/s _____ shall abide by all the instructions/conditions of the bidding documents and in addition the other conditions and PTUT rules and regulations, all other special instructions given time to time and enforced PPRA Rules.
2. That, M/s _____ is not blacklisted by any Govt. Department/Authority in Pakistan.
3. That the information given in the application form and bidding documents is correct. In case any of this information is proved incorrect, PTUT reserve, the right to reject the bid beside forfeiting the Bid Security and may initiate suitable legal action which may include blacklisting of the Bidder.

Name: _____

Signature: _____

Designation: _____

Instructions for the Bidders / TOR's

1. The Punjab Tianjin University of Technology (PTUT), Lahore invites sealed bids from Company/ Organization registered. Income Tax, NTN/Sales Tax/PSTN etc Registration Certificates must be provided and should have proven record of providing services to large government / semi government and other organizations etc. (to be verified by the clients). Company/ Organization should attach valid copies of certificates issued by relevant departments. Bids must be submitted in a sealed envelope clearly marked "Supply of Petrol / Diesel & Lubricants (Filter Etc.) For Vehicles & Generators for The Punjab Tianjin University of Technology" Lahore" latest by 28-10-2021 on or before 11:00 AM in the office of Project Director (Building and works), Punjab Tianjin University of Technology, Lahore.
2. Bidding shall be conducted through Open Competitive Bidding **Single Stage single Envelope** procedures specified in the PPRA rules 2014, and is open to all eligible bidders as defined in the bidding document.
3. The bidding procedure shall be Single Stage Single Envelopes as per PPRA Rules, 2014. The Bidder shall seal the bid in an envelope, duly marking the envelopes " Bid for supply of petrol / diesel & lubricants (filter etc.) for vehicles & generators for The Punjab Tianjin University of Technology" Lahore.
The envelopes shall also indicate the name and address of the Bidder to enable the bid to be returned unopened in case it is declared "late". No bid may be modified after the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the Bidder on the Bid Form. Withdrawal of a bid during this interval may result in the Bidder's forfeiture of its bid security.
4. The bidders are requested to give their best and final prices as no negotiations are permissible as per PPRA Rules and regulations
5. Proposal submitted must contain company profile, detail of offices operating in Pakistan with addresses & telephone numbers, total no. of employees, number of years in the business, list of present /past clients, proof of company as legal entity. affidavit indicating that the company has never been blacklisted by any government/semi government or other organizations etc.
6. Price quoted shall remain valid for a period of 90 days from the closing date of bid submitted. However, bidders are encouraged to extend the validity of their bid. The rates quoted should be in Pak rupee (PKR) and inclusive of all applicable government taxes.
7. The Bid submitted must be accompanied by Bid Security 2% (Rs. 20,000/-) of the total estimated amount (Rs. 1,000,000/-) (Refundable) in shape of CDR/ Pay Order/ Demand Draft from a Scheduled Bank in favor of Project Director (Buildings and works), Punjab Tianjin University of Technology, Lahore. Bids submitted without CDR / Pay Order, Demand Draft will not be considered and rejected straight away.
8. Bid Security of unsuccessful bidders shall be refunded on the finalization of the contract / tender.

9. The extension in contract will be the sole discretion of university subject to the satisfactory performance of the service provider that can be up to two more years (total three years) on yearly basis.
10. The bid should be properly page numbered along with Index, Separators should be used for differentiation of various documents.
11. Bidders are also required to state, in the name, title, contact number (landline, Mobile) and email address of the authorized representative through whom all communications shall be made until the process has been completed
12. The procuring agency will not be responsible for any costs or expenses incurred by bidders in connecting with the preparation or delivery of bids.
13. PTUT shall not pay any security deposit or advance payment. Company will be bound to start providing the requisite within 7 days after issuance of work order.
14. Company will be fully responsible in case of misconduct caused by the company personnel.
15. If two or more bidders quoted equal rate in bid, then the contract will be awarded to one gained higher experience in providing services to government, semi government and other departments.
16. The frame work contract will be made between PTUT Lahore and company on judicial paper of 0.25% of Contract value that will be provided by the successful bidder as per Government rules.
17. The bid of all bidders will be opened publicly at a time, date and venue specified in tender/advertisement) observing SOPs of COVID 19.
18. The lowest responsive/evaluated bid shall be accepted.
19. Violations like offensive behavior that involves scuffling etc. will lead to a penalty of up to 10% of the contract value. All fines and penalties will be deducted by PTUT from the monthly payments of the Company. In addition, penalties / actions would be initiated in case of unsatisfactory performances.
20. Company/Supplier shall be responsible for all the taxes/duties/transportation charges required to be paid under relevant law
21. University reserves the right to terminate the contract on one-month advance notice.
22. The company will be fully responsible to provide satisfactory services at PTUT.
23. Grievance (if any) against the tendering process shall be entertained up to 10 days after announcement of lowest bidder on PPRA website. Any grievance received after this duration shall not stand valid/entertained

24. Joint venture / consortium is not eligible for this tender

Mandatory Requirements

Bidder must furnish following information:

1. NTN, PST (Provincial Sales Tax), Active Taxpayer (ATL) Certificates
2. Annual Audit Report / Financial Report must be attached.
3. Original CDR @ 2% of estimated bid value
4. Affidavit that the firm has not been blacklisted by any Government /Semi Government or other Organizations.
5. Bank account soundness certificate
6. Performance certificates by the major clients (minimum 3) where the company has been providing services along with their work order.
7. Undertaking on company letterhead that if any information / document found false / forged, shall be disqualified straightway at any stage by the Procuring Agency.

It is mandatory to fulfill above stated requirements for all bidders. Any bidder not fulfilling above criteria will be considered as non- responsive bidder and will not be taken into consideration for Financial Evaluation. However, the bidder with lowest rates will be awarded the contract (subject to fulfillment of all required conditions of bidding document & PPRA Rules, 2014).

Rejection / Acceptance of the Tender

The Client shall have the right, at its exclusive discretion to reject any or all tender(s), cancel the Tendering process at any time prior to award of formal Contract, without assigning any reason or any obligation to inform the Bidder of the grounds for the Client's action, and without thereby incurring any liability to the Bidder and the decision of the Client shall be final.

The Tender shall be rejected if any of the following occurs:

- i. It is substantially non-responsive
- ii. Received without earnest money
- iii. Received after the time and date fixed for its receipt
- iv. Not signed by authorized person on each page of tender document
- v. The offer is ambiguous
- vi. The offer is received by fax or e-mail
- vii. Offer received with shorter validity than required
- viii. Any conditional offer
- ix. It is submitted in other than prescribed forms, documents / by other than specified mode; or It is incomplete, un-sealed, un-signed, partial, conditional, alternative, late; or It is subjected to interlineations / cuttings / corrections / erasures / overwriting.
- x. The Bidder submits more than one Tenders;
- xi. The Bidder refuses to accept the corrected Total Tender Price; or The Bidder has a conflict of interest with the Client;
- xii. The Bidder tries to influence the Tender evaluation / Contract award.
- xiii. The bidder engages in corrupt or fraudulent practices in competing for the Contract Award
- xiv. There is any discrepancy between issued bidding documents and bidder's proposal i.e. any non-conformity or inconsistency or informality or irregularity in the submitted bid; or The Bidder submits any financial conditions as part of its bid which are not in conformity with the Tender Document
- xv. The Bidder fails to submit the required bid security
- xvi. The bidder intends to delay or mislead the tendering process by any means
- xvii. Bid Received without Copy of Tender fee deposit slip.

- xviii. The bid is from a bidder who is blacklisted, by any Government/ Semi-Government Department/ Autonomous Bodies in any part of Pakistan.
- xix. Offering partial scope of work/ incomplete bids.
- xx. The client has the right to forfeit the CDR in case the bidder is found guilty in above specified item.no x, xi, xii, xiii, and xvi.
- xxi. The bid security will be forfeited, in case of withdrawal of bid after opening of bids
- xxii. In case of non-acceptance/non-responsiveness of bidder after issuance of work order, three letters with an interval of 7 days will be written to the bidder to become responsive and in case of failure the CRD of bidder will be forfeited and necessary action will be taken as per law, additionally second lowest bidder will be contacted to proceed in tendering process.
- xxiii. In case of non-responsiveness of bidder after signing of agreement, three letters with an interval of 7 days will be written to the bidder to become responsive and in case of failure the contract will be terminated including forfeit of CDR.

BIDDING FORMS

BID SUBMISSION FORM

Date: _____
No: _____

To [Client Address]

Having examined the bidding documents including, the receipt of which is hereby duly acknowledged, we, the undersigned, offer for, “supply of petrol / diesel & lubricants (filter etc.) for vehicles & generators for The Punjab Tianjin University of Technology” in conformity with the said bidding documents.

We undertake, if our Bid is accepted, to deliver the services in accordance with the deliver schedule specified.

We agree to abide by this Bid for a period up to 90 days fixed for Bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any bid you may receive.

Dated this _____ day of _____ 20_____.

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of Company

Price Schedule / Financial Bid Form

Sr No.	Description	Unit	Quantity (Approximate)	Unit Price	Total Amount
1.	Petrol	Liter	3000	(OGRA PRICE +/- fixed amount)	
2.	Diesel	Liter	2000	(OGRA PRICE +/- fixed amount)	
3.	Corolla Yaris car Air filter	No	06		
4.	Engine oil 10w40 of Zic /Toyota/equivalent for Toyota Yaris car	Liter	24		
5.	Corolla Yaris car fuel filter	No	06		
6.	Hino Bus Air filter	No	04		
7.	Hino Bus Oil filter	No	04		
8.	Hino Bus Engine Oil 20w40 of Zic/Shell/Caltex or Equivalent	Liter	80		
9.	Oil filter of 200 KVA Perkin Generator	No	04		
10.	Air filter of 200 KVA Perkin Generator	No	04		
11.	engine fuel separator filter of 200 KVA Perkin Generator	No	04		
12.	fuel filter for 200kva Perkins generator	No	08		
13.	engine oil 20w40 Delo gold/Equivalent for Perkins generator	Liter	72		
14.	Service of Generator	Job	04		
<u>Sub Total</u>					<u>A</u>
<u>GST</u>					<u>B</u>
<u>PST</u>					<u>C</u>
<u>GRAND TOTAL (Inclusive of all types of applicable taxes) in figures</u>					<u>X=A+B+C</u>

GRAND TOTAL (Inclusive of all types of applicable taxes) in Words

NOTE: Please read carefully before filling of above-mentioned columns.

- Rates quoted should be with reference to OGRA rates e.g.
- (Petrol/Diesel per liter price =OGRA NOTIFIED PRICE (Plus OR Minus price)).
- Any fresh tax / charges imposed or exempted (both conditions) by any federal / provincial governments, will be adjusted / accepted by both the parties as per rules / laws.
- Missing or Incomplete filling of all the subject columns of this Financial Proposal will not be considered and should result in disqualification.
- Financial Proposal evaluation will be conducted under the Punjab Procurement Rules. The Price evaluation will include all duties, taxes and expenses etc. In case of any exemption of duties and taxes made by the Government in favor of the Purchaser, the contractor shall be bound to adjust the same in the Financial Proposal
- The quantity of items can be increased / decreased and the cost of increase / decrease will be adjusted accordingly.
- Prices quoted by the bidder shall remain fixed and valid until completion of the Contract performance and will not be

subject to variation on account of escalation

- Unit Price will govern for arithmetic check and corresponding Grand Total "X" after arithmetic check will determine lowest bidder.
- Quantity and time of supply will be informed by the project director (Building and Works) and company will abide by the instructions
- Quality and quantity of petrol/diesel/lubricants etc. will be ensured by third party test on cost of bidder as and when asked by the client.
- Payment will made on actual consumption and corresponding bill amount on monthly basis.
- If there is discrepancy between words and figures the lesser amount will prevail.

(Seal & Signature of Company)

GENERAL PARTICULARS OF APPLYING FIRM

Firms' Information	
Name of Firm/Company	
License Number	
Complete Postal Address	
Phone	
Contact Person/ Designation	
Mobile Number	
E-Mail	
Fax Number	
Type of Organization	
Place of Incorporation/ Registration	
Year of Incorporation /Registration	
Validity	
National Tax Number	

General Terms and Conditions

1. Inspection of Items

The procuring agency may reject the delivered items which fail to conform to the technical specification, in any tests or inspection and the contractor shall replace the rejected goods/ items within three working days, free of cost.

The inspection or tests shall be conducted at the premises of the contractor OR at the destination (or at both place). Where conducted at the premises of the contractor, the contractor shall provide all-reasonable facilities and assistance, which may include access to drawing, production data and online verification from official web site of the manufacturer, to the inspectors, at no charge to the procuring agency.

The purchaser's post-delivery right to inspect, test and, where necessary, reject the goods shall in no way be limited or waived by reason of pre-delivery inspection, testing, or passing of the goods

2. Currency:

Firm and final rates should be in Pak Rupees.

3. Delivery, Installation & Commissioning

The contractor is responsible for delivery, installation & commission (if applicable) as per procurement order within the premises of PTUT. In case of poor response/ coordination from the field formations regarding delivery, installation & commissioning (if applicable), the contractor is required to inform to B&W office of Punjab Tianjin University, Lahore in writing for the solution of the same

4. Arbitration

In case arising of any dispute between the procuring agency and the contractor after the procurement contract, the dispute should be resolved through the representators of both parties otherwise the decision of Vice Chancellor will prevail over the version of both parties.

5. Blacklisting

The procuring agency may, for a specified period, debar or prohibit the contractor from participating in any public procurement process of the procuring agency, if the bidder or contractor has:

- (a) Acted in a manner detrimental to the public interest or good practices.
- (b) Consistently failed to perform his obligation under the contract.
- (c) Not performed the contract up to the mark; or
- (d) Indulged in any sort of corrupt practice.

Blacklisting mechanism will be followed as per Punjab Procurement Rules 2014.

6. Miscellaneous

Any point which is not mentioned in the term and conditions contain in the bidding documents. shall be decided in the light of the provisions laid down in PPRA rule 2014 (amended till date).

7. Termination for Default:

The Procurement Committee without prejudice to any other remedy for breach of Contract, by written notice of default sent to the bidder, may terminate this Contract in whole or in part if:

The bidder fails to provide services within the period(s) specified in the Contract, or within any extension thereof granted by the Procuring entity.

1. The successful bidder fails to deliver books and services as per specifications mentioned in the bid.
2. The successful bidder fails to perform any other obligation(s) under the Contract.
3. The bidder, in the judgment of the Procurement Committee has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

8. Force Majeure:

Majeure means an act of nature or an event beyond the control of the Supplier and not involving the Supplier's fault or negligence directly or indirectly purporting to mis-planning, mismanagement and/or lack of foresight to handle the situation. Such events may include but are not restricted to acts of the Procuring Agency in its sovereign capacity, wars or revolutions, fires, floods, earthquakes, strikes, epidemics, quarantine restrictions and freight embargoes. If a Force Majeure situation arises, the Supplier shall promptly notify the Procuring Agency in writing with enough and valid evidence of such condition and the cause thereof. The Grievances Committee shall examine the pros and cons of the case and all reasonable alternative means for completion of purchase order under the Contract and shall submit its recommendations to the competent authority. However, unless otherwise directed by the Procuring Agency in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical and shall seek reasonable alternative means for performance not prevented by the Force Majeure event.

9. Termination for Insolvency:

The Procuring Agency may at any time terminate the Contract by giving written notice of 30 days' time to the Supplier if the Supplier becomes bankrupt or otherwise insolvent. In this event, termination shall be without compensation to the Supplier, provided that such termination shall not prejudice or affect any right of action or remedy which has accrued or shall accrue thereafter to the Parties.

(CONTRACT AGREEMENT)

DRAFT FORM FOR AWARD OF CONTRACT

Package No. _____

This agreement is made in the presence of the witnesses named below on this _____ day and _____ month of 2021 at _____ between Punjab Tianjin University of Technology, Lahore (hereinafter called “the Purchaser”) and M/s. _____ (here in after called “the Supplier”). Whereas the Purchaser invited bids for supply of _____ and has accepted a bid by the Supplier for the supply of _____ in the sum of Rs: (Rupees _____ only) [contract price in words and figures] (hereinafter called “the Contract Price”).

Now this agreement witnesses as follow:

1. In this agreement words and expressions shall have the same meanings as are respectively assigned to them in the bid document referred to.
2. The following documents shall be deemed to form and be read and construed as part of this agreement, viz., the:
 - (a) Invitation to bid as publicized/ advertised by the Purchaser.
 - (b) Bidding document as bought from the Purchaser.
 - (c) Specifications of items
 - (d) Form of Bid
 - (e) Undertaking submitted by the bidders along with the bid papers.
 - (f) Supply order for supplying the selected items etc.
 - (g) General conditions regarding procurement as given in the bidding documents and
 - (h) This contract agreement as executed between the Purchaser and the Supplier.
 - (i) The Bid Security
3. Supplier is responsible for supplying and installing all ordered items at the University.
4. Supplier is responsible for replacement of defective items (if any) at his cost.
5. All disputes or differences between the parties in connections with or arising out of this agreement shall be settled through arbitration in accordance with the provisions of Punjab Procurement Rules 2014 through the representators of both parties otherwise the decision of Vice Chancellor will prevail over the version of both parties.

In witness whereof, the parties have hereinto set their respective hands and seals the day and the year hereinto before set forth.

Purchaser/ PTUT:

1. Name: _____ Designation: _____ Signatory: _____
2. Name: _____ Designation: _____ Signatory: _____
3. Name: _____ Designation: _____ Signatory: _____

4. Name: _____ Designation: _____ Signatory: _____

Supplier/ PTUT:

1 Name: _____ Designation: _____ Signatory: _____

2 Name: _____ Designation: _____ Signatory: _____

WITNESS:

1. Name: _____ Designation: _____ Signatory: _____

2. Name: _____ Designation: _____ Signatory: _____