


Tenderer/ Bidders/Consulting Firms are directed to comply the following checklist along with the sealed envelope of bidding documents while participating the tender as per schedule date and time.

SR. NO	BIDDER DOCUMENTS	MENTIONED PAGE NO. (To Filled By the Tenderer)
Compulsory Required Documents to Participate in Bidding for F.Y 2023-24 are:-		
1	Written Application* on Firm's Letter Head Pad for the Work you are going to participate under this bidding document.	
2	License of Pakistan Engineering Council (Not-Required for Ex. Pre-Qualified Contractors in D and E Category and involved in repair works with ECD-M) A. Valid License Copy is mandatory from the PEC Registered contractors for the said PEC- Class	
3	Copy of Registration Certificate, (Active NTN Certificate) with Federal Board of Revenue.	
4	Copy of Registration Certificate, (Active PNTN Certificate) with Punjab Revenue Authority Punjab	
5	Registrar of Firms/SECP (not for sole proprietorship)	
6	Affidavit of Stamp Paper about No litigation and Blacklisting	
7	Bank certificate/ Bank statement (Last One Year)	
8	List of works of similar nature	
9	Work Orders of Similar Nature	
10	List of Partners/Directors	
11	Copy of Active STN, with Active NTN Certificate with Federal Board of Revenue. <i>(Desired with Purchase Items Only)</i>	
	<p>* <i>Attach Firm Covering Letter/Memo for the Downloaded Tendering Documents wherein, the name of the work (Including Sr. No. in case of multiple works under the said tender) and tender No should be mentioned clearly</i></p>	

Note: Bidders are directed to provide forth-said information with the tender to the

Office of Executive Engineer, UAF to proceed further.

Contractor

Agreement No. _____

Executive Engineer
ECD-M; UAF

Stereo I.B No. 386 (revised)
 Stereo I.B No. 389 (revised)
 Stereo I.B No. 28 (revised)
 Stereo I.B No. 29 (revised)

UNIVERSITY OF AGRICULTURE, FAISALABAD

(Item Rate/Percentage Age Rate Tender & Contract for Works)

1	Name of work:	i. Supply & Erection of Compressors and repair of Haier HPU48-C03 Floor Standing Air Conditioners of DLC-II, Main Campus, UAF.	
2	Estimated cost :	i. PKR: 533,813/-	
3	Time for completion:	i. Two Weeks	Note: - Time Extension (if any) should not be more than original completion time mentioned in the work order. In case of any contradiction, this provision will prevail. However, this can be right off with the prior approval of the Competent Authority, UAF any time during the execution of the work under specific circumstances.
4	Amount of Bid Security:	1. PKR: 10,676/-	
5	Issued to:		
6	Pre-tender conference:	N.A.	
7	Dead Line for submission of Tender:	-----09-07-2024-----	
8	Opening of Tender :	-----09-07-2024-----	
9	Issued by:	Office Of Executive Engineer, University of Agriculture, Faisalabad.	

Date: -----

Signature: -----

(OFFICE STAMP)

Note:

The officer / Tender Opening committee is competent to reject the tender, which does not bear the signature and stamp of the issuing officer in favor of the contractor/firm to whom the tender-documents was issued against prescribed fee (Non-Refundable) for the purpose/ work requested thereto. However, the tender documents can be downloaded Free of Cost from UAF or PPRA website. Tender documents in a sealed envelope along with prescribed Bid Security @ 2% in shape of CDR/DD in favour of Executive Engineer (ECD-M) /Treasure, UAF must reach to the **Office of Executive Engineer, University of Agriculture Faisalabad** up to schedule of closing.

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GENERAL DIRECTIONS FOR THE GUIDANCE OF THE TENDERERS

1. These directions are provided to assist the tenderer in preparing and submitting his tender. The tender shall contain all information and data required to be furnished and shall be prepared and submitted in accordance with the instructions set forth herein.
2. All necessary documents, such as copies of specifications (excluding standard specification books etc), contract documents, including bill of quantities, estimated rates and any other documents required in connection with the preparation of tender or execution of works, signed by the Engineer-in-charge will accompany the tender form and the cost of such annexed documents will be reflected in the cost of the tender form.
3. The tenderer will not be reimbursed for any costs of any kind, whatsoever, incurred in connection with the preparation and submission of his tender.
4. No single tender shall include more than one work. A tenderer who wishes to tender for two or more works shall submit tender for each work, separately.
5. The memorandum of work tendered for, and the schedule of materials and equipment to be supplied by the Engineer-in-charge and the rates at which they are to be charged for (annexed hereto) shall be filled in the office of the Engineer-in-charge before the tender form is issued. At this stage the tenderer should ensure that the tender form so issued is complete in all respects.
6. The tenderer shall note that the ultimate responsibility for the quality of work and its conformity with the specifications and drawings rests solely with the successful bidder whose tender is accepted.
7. The tenderer shall at his own expense, inspect and examine the site and surroundings and obtain for himself, on his own responsibility, all information that may be necessary for preparing the tender and entering into contract, and shall determine and satisfy himself by such means as he may consider necessary or desirable as to all matters pertaining to the tender. The tenderer shall also satisfy himself before submitting his tender as to the nature of grounds, hydrological and climatic conditions, the form and nature of the site, the nature and lay out of the terrain, the availability of labour, water, electric power and transportation facilities in the area. The tenderer shall specially investigate into the sources of materials to be used for the works and satisfy himself about the quality and quantities of materials available for the completion of the work and the means of access to the site, the accommodation he may require and, in general, shall himself obtain all necessary information, as to the risks, contingencies and other circumstances which may influence or affect his tender. The Engineer-in-charge shall not assume any responsibility regarding information gathered, interpretation or deduction which the tenderer may arrive at, from the data that may be furnished

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with the contract documents.

8. (a) The tenderer shall fill up the bid schedule.
(b) In case tenders are called on item rate basis, the tenderer shall quote his own unit rate in the bid schedule on which he is willing to under take each item of work.
9. (i) The tenderer shall work out the amount against each item of work in the bid schedule and will indicate the total amount of his tender on which he is willing to complete the works. The total amount worked out in the bid schedule shall be entered by the tenderer in his tender as his tender price for the work in case of discrepancy between amounts in figures and in words the amount in words shall prevail.
(ii) Should any discrepancy be found in the amount of pay items or if a column of amount is found blank after filling in a unit rate, the unit rate filled by the tenderer will be extended in working out of the amount of the tender and the total amount of the bid schedule will be adjusted accordingly.
(iii) If a unit rate is left blank, but the amount against the item is filled, the unit rate will be worked out on the basis of the amount divided by the quantity of the item shown in the bid schedule
(iv) If it is found that the tenderer has not entered any unit rate and amount against any of the pay items of the bid schedule, the Engineer-in-charge shall fill in the blanks by noting the word "Nil" in such blanks at the time of opening of the tender. Such pay items shall be deemed to be covered by the rates of other items.
(v) If the tenderer does not accept the adjusted/corrected amount of tender according to the above provision, his tender shall be rejected and the earnest money forfeited.

10 The tender which proposes any alteration in the works specified in the bid schedule or in the time allowed for carrying out the works or in any other condition mentioned by the Engineer- in-charge, will be liable to rejection. The tenderer shall sign each and every page of the tender and contract documents, without making any alteration. All enclosures issued with the contract documents, shall be attached with the tender duly signed by the tenderer. Any addition or alteration made after filling the form shall be duly attested by the tenderer. Non-compliance of this condition shall render the tender liable to rejection.

11 The tenderer shall fill in the tender documents in ink: Errors, if any, shall be scored out and corrections rewritten legibly and attested by the tenderer. Any addition or alternation made after filling the form shall be duly attested by the tenderer. Non-compliance of this condition shall render the tender liable to rejection. Any tender with unattested correction shall be attested by the tenderer in the presence of other tenderers at the time of opening of the tender except that no correction shall

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be permissible in the rate or amount of the bid schedule or in the tendered price after the opening of the tender.

12 Additional clause(s) for a particular work shall be typed on separate sheets by the Engineer-in-charge, which will be annexed to the contract documents specifying the number of sheets(s). The tenderer shall not add or delete any additional clause(s) in the additional clause(s) sheet(s), provided by the Engineer-in-charge.

13 The quantities mentioned in the bid schedule are estimated quantities, to be used for preparing tenders, and the Engineer-in-charge does not expressly nor by implication agree that the actual amount of works to be performed will correspond therewith. No payment will be made on account of anticipated profits for work covered by the contract which is not performed, nor will any adjustment in the unit rates set forth in the bid schedule be made because of an increase or decrease in the actual quantities from the estimated quantities indicated therein, except as determined in accordance with the provisions of clause 42 of the general conditions of contract.

14 No tender without earnest money shall be entertained. Earnest money, calculated @ 2% of the estimated cost of the work (rounded suitably), shall be in the form of deposit at call receipt. The earnest money of the unsuccessful tenderers shall normally be returned by the Engineer-in-charge within a week of opening of the tenders and in any case not later than thirty (30) days following the date set for opening of tenders except in cases where the tenders are to be accepted by the Chief Engineer, in those cases the earnest money of only the three lowest bidders will be retained and returned to the unsuccessful bidders not later than sixty (60) days of opening of the tenders. In the event of the tender being accepted, a receipt for the earnest money forwarded therewith, shall there upon be given to the contractor. The earnest money of the successful tenderer on execution of the contract covering work will be adjusted towards the amount of security deposit to be retained from the first amounts(s) payable to the contractor under the contract.

15 The lowest evaluated bidder will be required to furnish the performance guarantee / quality assurance security (wherever required) before entering into a contract. Should the lowest evaluated bidder refuse or fail for any reason to furnish the performance guarantee / quality assurance security, it should constitute a just cause for rejection of his tender / annulment of award and in event of such rejection / annulment, the entire earnest money shall be forfeited to Government, as compensation for such default.

16 (i) The tender shall be signed by the person(s) duly authorized to do so. In the event of a tender being submitted by a firm, it shall be signed separately by each member thereof, or in the event of the absence of any partner, it shall be signed on his behalf by a person holding a power of attorney authorizing him to do so. Such power of attorney should be produced with the tender and it

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must disclose that the firm is duly registered under the partnership Act, 1932 or any other law in force.

(ii) The tender submitted by a joint venture of two or more firms shall be accompanied by a document of formation of the joint venture, duly registered and authenticated by a competent court, in which shall be stated precisely, the conditions under which it shall function, its period of validity, the person(s) authorized to represent it and accept its obligations the participation of several firms forming the joint venture and any other information necessary to permit a full appraisal of its function.

(iii) A tender submitted by a corporation must bear the seal of the corporation and be attested by its secretary.

(iv) In all cases, the tender must be signed by an individual or individuals having powers to legally bind the firm, joint venture, corporation or companies on whose behalf they are signing.

17 Each tenderer shall be deemed to have satisfied himself before tendering as to the correctness and sufficiency of his tender and of the rates and prices stated in the bid schedule, which rates and prices shall, except in so far as it is otherwise expressly provided in the contract, cover all obligations under the contract and all matters and things necessary for the proper completion and maintenance of the work.

18 The tenderer may modify or withdraw his tender after submission, provided that the modification or notice of withdrawal is received in writing by the Engineer-in-charge prior to the prescribed deadline for submission of tenders. The tenderer's modification or notice of withdrawal shall be prepared, sealed, marked and delivered, with the inner envelopes additionally marked "MODIFICATION OR WITHDRAWAL" as appropriate. No tender may be modified subsequent to the deadline for submission of tenders. Withdrawal of a tender during the interval between the deadline for submission of tenders and the expiration of the period of tender validity i.e. sixty (60) days as specified by the tenderer in the form of tender may result in the forfeiture of the tender security.

19 The tenderer shall submit the original tender documents complete in all respect and keep a copy of the tender for his own record. The original should be sealed in an inner and an outer envelope, duly marking the envelopes as "ORIGINAL". The inner and outer envelopes shall (a) be addressed to (Executive Engineer), (b) and bear the following identifications: Tender for (Name of Contract), (Reference Number of Tender), and the words "DO NOT OPEN BEFORE (Time and Date, set for opening)". The inner envelopes shall indicate the name and address of the tenderer to enable the tender to be returned unopened in case it is declared to have been received late is otherwise unacceptable. If the outer envelope is not sealed and marked as instructed above, the Engineer-in-charge will assume no responsibility for the misplacement or premature opening of the

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tender submitted. A tender opened prematurely because of improper identification will be rejected.

20 The tenderer shall indicate in the space provided in the tender his full and proper address at which notices may be legally served on him and at which all correspondence in connection with his tender and the contract is to be sent.

21 The presentation of tender implies full acceptance on the part of the tender of these instructions and all other conditions set forth in the contract document.

22 Any tender received by the Executive Engineer (Engineer-in-charge) after the deadline for submission of tenders prescribed in the Notice Inviting Tenders will be returned unopened to the tenderer.

23 The Engineer-in-charge or his duly authorized officer (not below the rank of Assistant Engineer/Sub Divisional Officers) will open tenders in the presence of intending tenderers or their authorized agents, who may be present at the time. The officer opening the tender will announce the names of the tenderer, tender rates and the presence of requisite tender security.

24 Promptly after the opening of Tenders, the Engineer-in-charge will undertake a detailed evaluation of tenders. The Engineer-in-charge will determine whether each tender is substantially responsive to the requirements of the tender documents and conforms to all the terms, conditions and specifications of the tender documents without material deviation or reservation. If a tender is not substantially responsive to the requirements of the tender documents, it will be rejected by the Engineer-in-charge, and may not subsequently be made responsive by the tenderer having corrected or withdrawn the non-confirming deviation or reservation.

25 Except for information to be read out by the Engineer-in-charge at the time of opening tenders in accordance with para 23 above, no information relating to the examination, clarification, evaluation and comparison of tenders and recommendations concerning the award of contract shall be disclosed to tenderers or other persons not officially concerned with such process. Any effort by a tenderer to influence the process of examination, clarification, evaluation and comparison of tenders, an in decisions concerning award of contract, may result in the rejection of his tender.

26 To assist in the examination, evaluation and comparison of tenders, the Engineer-in-charge may ask tenderers individually for clarification of their tenders, including breakdowns of unit rates. The request for clarification and the response shall be in writing or by cable, but no change in the price or substance of the tender shall be sought, offered or permitted except as required to confirm the correction of arithmetical errors discovered by the Engineer-in-charge during the evaluation of the tender.

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- 26 (A) In case the total tendered amount is equal to or less than 5% of the approved estimated (DNIT) amount, the lowest bidder will have to deposit quality assurance security from the Scheduled Bank equal to the amount of difference between approved DNIT amount and the quoted bid amount as given below, within 15 days of issuance of notice or with in expiry period of bid, whichever is earlier:

TOTAL TENDERED AMOUNT BELOW CORRESPONDING ESTIMATED COST.	QUALITY ASSURANCE SECURITY
5%	5%
6%	6%
7%	7%
8%	8%
9%	9%
10% and so on....	10% and so on....

- 26 (B) Lowest evaluated bidder shall, within 15 days of receipt by him of a notice in this regard, furnish to the tender approving authority in cash, bank draft, cashier's cheque, payment order or bank guarantee (valid for three months beyond completion time/extended completion time) from any scheduled Bank of Pakistan, the amount to make up performance guarantee and / or quality assurance security (wherever required) and specified in the tender in item (h) of Memorandum of work. Should the lowest evaluated bidder refuse or fail for any reason to furnish the performance guarantee and / or quality assurance security (wherever required) within the specified time, it should constitute a just cause for rejection of his tender and in the event of such rejection the entire earnest money shall be forfeited to government as compensation for such default.

- 27 The Engineer-in-charge shall have the right of rejecting all or any of the tenders without assigning any reason thereof. The Engineer-in-charge will not be bound to award the contract to the lowest or to any other tenderer.

- 28 The unit rates and prices entered in the bid schedule will be the rates at which the contractor will be paid (Subject to the adjustment specified in Clause 55 of the annexed conditions) and shall be deemed to include all costs of performing the work, including income tax, super tax, and/or other charges, duties and taxes of the Government, autonomous, semi- autonomous and local bodies, profits and costs of accepting the general risk, liabilities and obligations set forth in or implied from the contract.

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29 Prior to the expiration of the period of tender validity (60 days) prescribed in the tender form or any extension thereof that may have been granted by the tenderer, the Engineer-in-charge will notify the successful tenderer by cable and confirm in writing by registered letter that his tender has been accepted. This letter of acceptance shall name the sum which will be paid in consideration of the execution, completion and maintenance of the works as prescribed in the contract, (hereinafter called the contract price). The notification of award will constitute the formation of the contract.

30 At the time, the Engineer-in-charge informs the lowest bidder in writing, bidder will provide performance guarantee / quality assurance security (wherever required) within fifteen (15) days from receipt of letter, failing which his bid will be rejected and bid security will be forfeited.

31 After the successful tenderer has signed the contract and furnished adequate performance guarantee and / or quality assurance security (wherever required) the Engineer-in-charge will notify to the unsuccessful tenderers that they were unsuccessful.

32 The completion period will be reckoned from the date of delivering the award or the handing over of the site to the contractor, whichever is later.

33 A copy of the contract agreement may be obtained by the contractor at his own cost.

TENDER FOR WORK

To

**The Executive Engineer,
Engineering Construction Department, (Maintenance)
University of Agriculture,
Faisalabad**

Dear Sir,

I/We.....

....

(Name of the contractor)

The undersigned tenderer, having examined the conditions of contract, specification, drawing bid schedule and addenda Nos..... thereto, for the work of

.....

Contractor

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.....
.....

(Name of the work)

and the works associated therewith, and having examined the site of the above named works, or having caused the site to be visited OR our behalf by my/our competent and reliable agent, and having satisfied myself/ourselves as to all conditions under which the above named work must be performed, hereby offer to execute, complete and maintain the whole of the above mentioned work including its ancillary works associated therewith, in accordance with the said contract documents, including the addenda indicated above, at tender price of Rs. (Rupees).....

Or such other sums as may be ascertained in accordance with the said conditions of contract and the rates, and the prices set forth in the bid schedule.

2. As security for the due performance of the undertaking and obligations of this tender, I/We submit herewith a deposit at call receipt No..... dated..... In the amount of Rs. (Rupees) From theBranch ofBank drawn in your favor or may payable to you as earnest money, the full value of which will be absolutely forfeited to Government,, without prejudice to any other rights or remedies of the said *Government*, should I/We withdraw or modify' the tender within its validity period of sixty (60) days, following the date of receipt of tender.
- 3 .I/We understand that if my/our tender is accepted, the foil value of the earnest money as attached with the tender shall be detained by *University* towards the amount of security deposit specified in clause 48 of the said conditions of contract and item (d) of the Memorandum of work.
4. Should this tender be accepted by you, I/We hereby undertake: -
 - (a) To sign ail the necessary documents for entering into a contract agreement in the form set out In the contract document within fifteen (15) days following your notification of such acceptance.
 - (b) To commence the work within the stipulated time named in item (f) of memorandum hereto annexed following the date of issuance of your order to proceed with or the handing over of the site, whichever is later and in the event of my/our failure to do so, the entire amount of earnest money deposited by me/us for which deposit at a call receipt is enclosed herewith, is to be absolutely forfeited to the University.. On the commencement of work, I/We hereby also agree to abide by and fulfill all the terms or provisions of the said conditions of the contract annexed hereto so far as applicable and in default thereof, to forfeit and pay to the University the sums of money mentioned in the said conditions.
 - (c) To complete and deliver the whole work comprised in the contract within the

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- time stipulated in item No. (g) of the Memorandum hereto annexed, subject to such extension in the time limit as may be granted under the conditions of contract.
- (d) the furnishing of performance security under item (h) of the memorandum annexed hereto, in the sum equal to 10 (ten) percent of the cost of the work in same form sum equal to 10 (ten) percent of the cost of the work in the same form and on the same condition as are prescribed by and to the satisfaction of the Engineer-in-charge.
5. I/We also agree that when materials and/or equipment for the work are provided by the t, the rates to be paid for them shall be as provided in Appendices annexed hereto.
 6. I/We agree to abide by this tender for the period of sixty (60) days following the date set for receiving of tenders and it shall remain binding upon me/us and may be accepted by you at any time before the expiration of that period.
 7. Unless and until a formal agreement is prepared and executed, this tender, together with your written acceptance thereof, shall constitute a binding contract between us, and shall be deemed for all purposes to be the contract agreement.
 8. I/We understand that you are not bound to accept the lowest or any tender you may receive, and that you will not defray any expenses incurred by me/us in tendering.

Thanking you,

Yours faithfully,
(Signature of

Tenderer)

NAME.....

*
Address

Dated thisDay of 2024

I hereby accept the above tender on behalf of the Tender Committee UAF / Government.

(Signature of Executive

Engineer)

*
In case the above address is changed, the contractor will immediately notify in writing to the *Executive*

Engineer, his new address.

Contractor

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MEMORANDUM OF WORK

a)	General Description:	i. Supply & Erection of Compressors and repair of Haier HPU48-C03 Floor Standing Air Conditioners of DLC-II, Main Campus, UAF.
	Estimated Cost:	i. PKR: 533,813/-
i.	Amount of earnest money to accompany the tender (to be furnished by the tenderer in the shape of "deposit at call" from a scheduled Bank of Pakistan)	1. PKR: 10,676/-
2.	Percentage of security deposit to be retained from the bills.	
	i) On the amount of work done up to Rs.5.0 million	Ten (10) percent
	ii) On the amount of work done beyond Rs.5.0 million.	Five (5) percent
3.	Minimum amount of interim running bills	Rupees five million (Rs.----- only
4.	Mobilization period	Fifteen (-) calendar days
5.	Time allowed for completing the work after the expiry of mobilization period	-----NA-----calendar months
6.	Amount of performance security in the form of Bank Guarantee (see contract conditions clause 7 and General direction 26 (a)	Five (05) percent of the accepted tender price in the case of tenders with cost of exceeding Rs.50.00 million and as per general condition 26(a) for all tenders.
7.	Period of maintenance (after the date of issuance of certificate of completion)	Twelve (06) calendar months.

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BID SCHEDULE

1. Schedule of item (MRS & Input Rates)
Name of work: _____

(To be filled in by the tenderer)

Sr. No.	Items in schedule of rates		Description	Estimated quantity	Unit of Rates	Schedule of rates		Amount (Rs....)
	Page No.	Serial No.				Labour	Composite	
1	2	3	4	5	6	7	8	9

Mandatory to Write in Words: (Urdu/English)

Total cost of MRS & Input - item rates Rs. _____

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BID SCHEDULE

1. Schedule of item (Non-Schedule (NS) Items)

Name of work _____

(To be filled in by the tenderer)

Sr. No	Pay item No. of reference to special specification supplied	Description of item	Estimated quantity	Unit of Rates	Unit rate To be filled in the contractors where not already filled by the Executive Engineer		Amount (To be filled in by the contractor when not already filled in by the project director for items against which the unit rate have already been filled in by him)
					In figure	In Words	
1	2	3	4	5	6	7	8

Mandatory to Write in Words: (Urdu/English)

Total cost of NS- item rates Rs. _____

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BID SCHEDULE

Name of Work _____

(To be filled in by the tenderer)

Total tendered amount of the work:
(To be filled in by the tenderer)

1. Total Cost. (MRS & In-Put Rates)

Rs. _____

2. Total Cost of NS Item Rates

Rs. _____

Grand Total (1 +2) Rs. _____

Rupees (In words) _____

Mandatory to Write in Words: (Urdu/English)

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DETAILED NOTICE INVITING TENDER (DNIT) Tender No. 18/2024					
Name of Work:		Supply & Erection of Compressors and repair of Haier HPU48-C03 Floor Standing Air Conditioners of DLC-II, Main Campus, UAF.			
Sr. No	Item Details/ Description of works	Qty	Unit	To be filled by the Bidder	
				Rate Quoted	Amount (PKR)
1	S/E of PCB Controller (Inverter/ Remote Kit) Complete in all Respect	2	No		
2	Labor Charges for Leakage testing, Nitrogen Gas Pressure, maintenance up to 24 Hr, Retreatment, soldering, and brazing to control leakage, and reengagement of GAS pressure up to 24 till satisfaction of Engineer charge, for indoor units and DX coils of the following Haier 48CH03 Model 2 Units.	2	No		
3	Providing and filling of Refrigerant R22a Honey well Genitron USA of equivalent subjected to compatibility with HVAC units after satisfactory Leakage Control, Circuit washing with CTC without wasting of Refregrent Complete in All Respect.	11	Kg		
4	Supply and Erection of rotary type Compressor For HAIER HPU-48CH03 and Labour /installation charges of Compressor including the removal of the old compressor, soldering, brazing pressure testing with Nitrogen GAS in all respects with pre-evacuated DX lines and condensers , complete in all respect.	2	No		
Total					
Add 5% PST :					
G. Total:					
<u>Mandatory to Write in Words: (Urdu/English)</u>					

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