

BIDDING DOCUMENTS



FOR SERVICES LEVEL AGREEMENT FOR R.O. PLANTS INSTALLED UNIVERSITY HOSTELS IN MAIN CAMPUS AT FAISALABAD

SPECIAL INSTRUCTIONS

1. No cutting, erasing is allowed in the Tender bid.
2. Bid offered strictly in accordance with the bid document will only be accepted.
3. Only typed bid will be accepted
4. Bid must be submitted with tape binding.
5. Call Deposit Receipt (CDR) will be preferred. However, any other bank instrument may also be accepted except Bank Guarantee.

**THIS IS FOR STRICT COMPLIANCE, FAILING WHICH THE RESPECTIVE BID
SHALL STAND CANCELLED**



INVITATION TO BID

UNIVERSITY OF AGRICULTURE, FAISALABAD **(TENDER NOTICE No.49/2020)**

Sealed tenders are invited from Income Tax and Sales Tax registered firms with Federal and Provincial Revenue Authority on the basis of Single Stage (two envelop procedure) for Service Level Agreement for R.O. plants installed in Hostels at University of Agriculture, Faisalabad.

Date of Receiving and Opening	02.04.2020	Receiving Time	10:30 a.m.
		Opening Time	11:00 a.m.
		Bid Security	2% of the Estimated Cost
		Tender Fee	Rs.500/- *
			(Free, if Downloading)
* Link for free Downloading: http://uaf.edu.pk/directorates/dpiv/dpiv_tenders.html			

1. The bidding documents are available in the office of the Treasurer (Tender Cell) and the same may be obtained subject to the payment of the cost of the printing and provision of the document (tender Fee) as mentioned above to be deposited in the University Income Account (No.11-9/NBP, UAF Branch). The bidding documents can also be down loaded free of cost from the UAF website http://uaf.edu.pk/directorates /dpiv/dpiv_tenders.html
2. The all interested bidders will submit the bids in the Tender Cell, 1st Floor Admn. Block Treasurer's Office, University of Agriculture, Faisalabad (UAF) as per scheduled mentioned above.

UMAR SAEED
DIRECTOR (DPIC)
(For & On behalf of the Committee)
Phone#041-9200898, 9200161 Extn.3505
Email: dpic@uaf.edu.pk
store_officer@uaf.edu.pk

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1. OBJECTIVES

University of Agriculture, Faisalabad (UAF) intends to have services for maintenance of R.O. Plants from well reputed companies (on annual basis) for Service Level Agreement of installed 30 R.O. Plants for a period of 01 year, 2 years and 3 years separately.

2. SCOPE OF WORK

The selected bidder will be responsible to provide services to maintained R.O. Plants installed in Hostels at UAF. The bidder will ensure the provision of following:

Depending on the contract, the service engineer will be on site round the clock. The service engineer along with his team will check the RO plants closely, hence their main job is to ensure that the RO plants run trouble free and deliver quality water for drinking round the clock.

- Daily maintenance check of all the components of RO plants to ensure the drinking water quality round the clock.
- Biocide chemical treatment of each RO plant for removing all types of bacteria in membrane to ensure bacterial/fungal free water.
- Weekly treatment of each RO plant with antiscalant (flocon 260) for cleanliness of both the membranes.
- Weekly backwash of carbon filter and sand media filters.
- Monthly replacement of sediment filters, 2 Jambo filters (20 inch, 5 to 10 Micron) and 1 small filter (10 inch, 5 to 10 Micron) (this replacement can also be done as and when needed)
- Following of the operation closely for preparation of log sheets as required and routing check of the process parameters on-site to ensure smooth operation
- Periodic Calibration of system instruments to ensure proper functioning of the RP plants and its components.
- The prices shall be valid for the period of contract. The bidder may be asked to replace any of such part, if the university found it necessary to replace the same for proper functioning of machine.
- Any complaint shall be entertained within one working day (for minor) and two working day (for major) period from the time of reporting the complaint.
- Ensure all health & safety regulations are followed and inform the client immediately about any irregularities.
- Replacement of any component of RO plant will be made by the company at its expiration or malfunctioning.
- The contract will be offered for a period of 1 year, 2 year and 3 years separately. However, renewal will be made with the consent of both parties.
- The company will be responsible for every component of RO plant from bore holes to the final output product and University will have to ensure the stable electric supply only at each RO plant.
- Daily monitoring/maintenance of Total Dissolved Solids (TDS) of the drinking water and water samples will be tested for Physico-Chemical and Microbiological parameters. Submission of the monthly water testing reports of each RO plant to the Office of the Chief Hall Warden.

3. PROPOSED DOCUMENT FORMAT

The objective of bid submission requirement is to provide bidders the information to submit their bid in response of this Bidding Documents according to the requirements and in order / sequence as set forth. Bidders must pursue following requirements for their proposals / bids.

- ❖ For this tender '**Single stage - Two Envelopes**' procedure of open competitive bidding shall be adopted.
- ❖ Bids shall comprise of single envelope containing two separate envelopes, i.e. **Technical and Financial Proposals**, and clearly marked Technical and Financial proposals on the respective envelopes. Envelopes must also be labeled with the name, address and contact number of the bidding company, and also the Title of the Tender for which the bid is being submitted.

The proposal will be evaluated on the basis of criteria already indicated in Annex-D. The technical proposal will be evaluated first and financial bids of the technically qualified firms will be opened in second stage.

3.1 TECHNICAL PROPOSAL

In preparing the technical proposal, the vendors are expected to examine the documents comprising this TOR in detail. Material deficiencies in providing the information in the proposal may result in rejection of a Proposal. The vendors will attached the document in sequence as mentioned in annexure-D and mentioned below. Besides of annexure-D, the vendor will offer the services as mentioned in annexure-F as technical deliverables. Therefore, interested Company/ Companies may attach following documents along with their proposals:

- a) Name of firm/Company with location of Head Office, Branch Offices, its status, address, telephone numbers, fax number and email etc.
- b) Detailed Company Profile.
- c) Year of Establishment of company /firm with documentary proof.
- d) NTN and Sales Tax/Provincial Revenue Authority Registration Certificates.
- e) Affidavit to the effect that the firm has not been blacklisted and is not in litigation with any organization/department private or public etc.

3.2 FINANCIAL PROPOSAL

- i. Bidders are required to fill the Annex-G while following the format given, and submit it as Financial Proposal. Financial Proposals not according to the given format may lead to the rejection of bid.
- ii. All the Government taxes including GST and any perspective Taxes imposed by Government of Pakistan must be included in the quoted rates. Separate claim in this regard will not be entertained from the Supplier.
- iii. Bidders are required to submit their proposals in PAK Rupees (PKR). A bank draft/pay order amounting 2% of the Estimated Cost worth Rs.5,000,000/- should accompany the

financial proposal as earnest money/bid security drawn in favor of Director, Procurement & Inventory Control, UAF. The bid shall not be considered without earnest money. The amount deposited as earnest money by the supplier will be refunded on signing of agreement and submission of performance security.

- iv. The successful bidders shall have to submit 10% of the total bid value as performance security at the time of signing the agreement, which will be returned after successful completion of contract.
- v. The Financial Proposal must be enclosed separately in sealed envelope marked “FINANCIAL PROPOSAL”. The financial proposals of technically qualified short listed firms will be opened in the presence of the representatives of the firms that may choose to attend. The time and date of the financial bid opening will be communicated at a later time. All the costs must include all applicable taxes.
- vi. Bid Validity period will be 0 days from the opening date of financial bids.

4. SELECTION PROCEDURE

- i. Evaluation of the firms shall be based on information provided in Proposals.
- ii. On the basis of technical evaluation, the financial proposal of only technically responsive bid of qualified bidders (minimum 70 marks in evaluation of firm) will be opened in the presence of their representatives who may choose to attend.
- iii. For qualifying in Technical responsiveness, bidders shall fulfill all the requirements as laid out in Part A “Mandatory Requirements” of Technical Evaluation Criteria at Annex-D. If any of the mandatory requirements is not met by the bidder, the bid will be cancelled straightaway and no further consideration will be given.
- iv. Financial proposals of bids found technically non-responsive or non-qualify bidder will be returned un-opened.
- v. The Technical Evaluation committee will be fully authorized to verify the authenticity of the information provided by the bidders as and when required.
- vi. After the approval of contract award, contract / agreement on the stamp paper worth Rs. 500/- shall be executed by the firm with selected bidder within 7 working days from the date of issuance of Letter of Intent on standard terms and conditions.
- vii. If the selected bidder fails to sign the contract within 7 working days then the contract will be awarded to second lowest bidder and the amount deposited as security will be forfeited.

5. SUBMISSION, RECEIPT AND OPENING OF PROPOSALS

5.1 The bidders will be required to submit technical proposal placed in a sealed envelope clearly marked “Technical Proposal,” and financial proposal in a separate sealed envelope clearly marked “Financial Proposal” and warning: “Do Not Open with the Technical Proposal.” Both envelopes shall be placed into an outer sealed envelope bearing the submission address and other information indicated in the Data Sheet.

5.2 The completed technical and financial proposals must be delivered at the submission address on or before date & time as stated in the data sheet (Annex-A). Any Proposal received after the closing time shall be returned unopened.

5.3 The technical proposals shall be opened by the Committee at Directorate of procurement and inventory control, UAF on the same day. The financial proposal shall remain sealed and will be kept in the custody of the client.

6. PROPOSAL EVALUATION

6.1 TECHNICAL PROPOSAL

The committee will carry out the evaluation of proposals on the basis of their responsiveness to the TOR, applying the evaluation criteria and point system specified in the Data Sheet. The Client will notify firms of the rejection of their technical proposal indicating that their financial proposals if any will be returned unopened after completing the selection process.

6.2 FINANCIAL PROPOSAL

The Client will notify in writing the technically qualified firms the date, time and address indicated in the Data Sheet, for opening the financial proposals. The opening date shall not be sooner than 5 calendar days after the notification date. The notification may be sent by registered letter, cable telex, facsimile, or electronic mail.

On opening the financial proposals in the presence of the representative of the firms who may choose to attend, the Client will announce the names of the firm, the technical scores, and the amounts of their financial proposals in respective meetings. The Client will keep a register of representatives attending the meeting.

7. MODE OF PAYMENT

Recurring charges will be paid on monthly basis after completion of each month upon submission of bill/invoice by the firm and endorsed by the contract administrator.

8. TERMS & CONDITIONS

- a. The successful bidder shall be responsible for the delivery of all services provided for within the contract on the basis of fixed price agreement set at the beginning of the contract. The contract would be for one, two or three years period from the date of commencement of the contract subject to satisfactory performance, it may be extended for further period with the consent of both parties on same terms, depending upon performance, quality of work, price and level of service. Price in the tender cannot be increased during the currency of the tender. Similarly, terms and conditions cannot be altered.
- b. The bid money (which will be called with Financial bid) of unsuccessful tenderers will be returned as promptly as possible.

- c. An affidavit by the vender will be required to the effect that neither the tenderer has been disqualified, blacklisted by any relevant authority nor are there any proceedings pending that may result in such disqualification or blacklisting.
- d. UAF will enter into an agreement with the successful bidder on the terms and conditions of tender documents.
- e. The successful bidder shall not let, sublet, assign or sub-contract of otherwise, his interests in the contract to any other person or company providing such services.
- f. Any act of the bidder in contravention of these terms and condition would be treated as breach of contract.
- g. The information provided by the tenderers will be treated as contractual binding. However, the UAF reserve the right to seek clarification or verification of any such information.
- h. The successful bidder shall not do anything which may adversely affect or impair the reputation or interests of the UAF otherwise his contract will be liable to be cancelled and his security deposited with UAF will be forfeited and firm will be blacklisted.
- i. The Client (UAF) reserves the right to accept or reject any tender or to annul the tendering process and reject all the tenders at any time prior to acceptance/ contract award, without thereby incurring any liability to the tenderers.
- j. The UAF Committee may physically verify the information provided by the bidder in accordance to the Annex-D.
- k. The successful bidder shall not share any information of the UAF with any unauthorized person and shall ensure the security of the information.
- l. If the services of successful company is not upto satisfaction of UAF reserves the right to cancel the Contract / agreement, forfeit the bid money and have contract with 2nd lowest party at the risk and the cost of the (1st lowest) company.
- m. In case of sudden public holiday the bids will be open on next working day.
- n. In case of dispute the matter will be referred to Vice Chancellor, UAF whose decision will be binding on both parties.
- o. In case of delay in provision of services within given time in the work order, UAF reserves the right to impose penalty @1% of contract value for each day of delay, not exceeding the 10% of contract value.

The above-mentioned terms & conditions have been carefully read & are hereby unconditionally accepted.

9. CLARIFICATION (REFERENCES)

Queries regarding this RFP shall be submitted in writing to:

1. Umar Saeed
Director Procurement & Inventory Control
University of Agriculture,

Faisalabad

Phone: +92-41-9200898

Email: dpic@uaf.edu.pk
kadri@uaf.edu.pk

ANNEX- A

Data Sheet Information to Vendors

- (1) The name of the Client is: **UNIVERSITY OF AGRICULTURE, FAISALABAD.**
- (2) A separate technical and a financial proposal is requested: Yes
- (3) The name of the Assignment is: **FOR SERVICES LEVEL AGREEMENT FOR R.O. PLANTS INSTALLED AT UNIVERSITY HOSTELS IN MAIN CAMPUS AT FAISALABAD.**
- (4) pre-proposal conference will be held: No
- (5) The name, address and telephone/numbers of the Client's Official is:
UMAR SAEED
Director Procurement & Inventory Control
University of Agriculture,
Faisalabad
Phone: +92-41-9200898
Email: dpic@uaf.edu.pk
kadri@uaf.edu.pk
- (6) The address for requesting clarifications is: As above in (5)
- (7) Proposals must remain valid for 90 days after the opening of Financial Bid.
- (8) The evaluation criteria is:
 - a) Technical Proposal = Minimum 70% marks are required to participate in Financial Bids if offered as per requirement mentioned in scope of work.
 - b) Financial Proposal = Bidder having lowest evaluated cost
- (9) The criteria for evaluation of Technical Proposal as defined in Annexure "D"

Technical Score:

- | | |
|------------------------------|------------------|
| • Technical Evaluation Marks | Total 100 Points |
| • Qualification Threshold | 70% |

Note:

- Contract will be awarded on least cost basis.

ANNEX-B

TECHNICAL PROPOSAL SUBMISSION FORM

Director Procurement & Inventory Control
University of Agriculture,
Faisalabad
Phone: +92-41-9200898
Email: dpic@uaf.edu.pk

Sir,

We, the undersigned, offer to provide the **FOR SERVICES LEVEL AGREEMENT FOR R.O. PLANTS INSTALLED AT UNIVERSITY HOSTELS IN MAIN CAMPUS AT FAISALABAD**. We are hereby submitting our Technical Document along with Financial bid, sealed in envelope.

2. 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.

3. 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:

ANNEX-C

COMPANY PROFILE

Name of Firm/ Company	
Name of bidder	
Office Address of Firm/Agent	
Email address of firm/ agent	
NIC No of Bidder	
Telephone No. /Cell No.	
Fax No.	
NTN /Sales Tax/PST Number	
Name of Authorized Person/Contact No.	

Signature of the bidder

Authorized Representative

Stamp

ANNEX-D

Basic Criteria (Mandatory Requirements)

Sr. No.	Attributes	Reference Page#
1.	Firms Income Tax Certificate / GST/PRA Certificate.	
2.	Affidavit (that the firm has not been blacklisted by private, Govt., Semi Govt. and Autonomous Body)	
3.	Locations of offices at Faisalabad, etc.	
4.	Income Tax Return for the year 2018 and 2019.	
5.		
6.		

Technical Evaluation Criteria for Tracking Services

S. #	Attributes	Max. Score	Weightage	Criteria	Reference Page# Documentary Proof										
1.	Complete name of firm/company with location of Head Office, Branch Offices. Correspondence address, telephone number, fax number email.	5	0-5	One No. for each branch over to that maximum will 5 marks.	Printed brochure with branches or mentioned at website of company										
2.	Company in Operations (No. of years) Documentary proof and references required	20	0-20	Five marks will be awarded for each year of experience.	Certificate of incorporation										
3.	No of employees (Present Strength) Less than 10= Zero Marks	10	0-10	<table><tr><td>No. of employees</td><td>10 - 20</td><td>21 - 50</td><td>51 - 80</td><td>81 - 100</td></tr><tr><td>Marks Allocated</td><td>2</td><td>4</td><td>6</td><td>8</td></tr></table>	No. of employees	10 - 20	21 - 50	51 - 80	81 - 100	Marks Allocated	2	4	6	8	Company website data alongwith employee directory or list alongwith qualification and complete contact no.
No. of employees	10 - 20	21 - 50	51 - 80	81 - 100											
Marks Allocated	2	4	6	8											
4.	ISO Certification	10	0-10	If certified will get 10 marks otherwise zero											
5.	Similar Work of experience with documentary proof.	15	0-15	Marks will be distributed as per following details. <table><tr><td>No. of Clients</td><td>1-3</td><td>4-6</td><td>7-10</td></tr><tr><td>Marks Allocated</td><td>5</td><td>10</td><td>15</td></tr></table>	No. of Clients	1-3	4-6	7-10	Marks Allocated	5	10	15	Order/contract copy along with address and contact No. of client.		
No. of Clients	1-3	4-6	7-10												
Marks Allocated	5	10	15												

6.	Technical Work Force	20	0-20	Electric Engineer =5 Mechanical Engineer=5 Technician (one for each technician=5)	CV,s of the staff. (The staff should have minimum 5 years experience in his/her field then shall be considered for Score)
	R&D Setup R&D based on feedback from Users/clients and necessary changes in system	5	0-5	If the company has its own R&D Setup then 5 marks otherwise zero	
7.	Financial soundness	15	0-15	Sound financial position of the bidder (cash available equal to 50% of the quoted value as per bank statement) not earlier than the last week of the closing date of receipt of the tender or 5 time sales volume of quoted value as per Income tax returns of last financial year.	Bank Statement/ income tax return for previous year
Total Marks		100			

ANNEX- E

FINANCIAL PROPOSAL SUBMISSION FORM

Director Procurement & Inventory Control
University of Agriculture,
Faisalabad
Phone: +92-41-9200898
Email: dpic@uaf.edu.pk

Sir,

We, the undersigned, offer to provide the **FOR SERVICES LEVEL AGREEMENT FOR R.O. PLANTS INSTALLED AT UNIVERSITY HOSTELS IN MAIN CAMPUS AT FAISALABAD.** Rates mentioned in our attached financial proposal are inclusive of all applicable local taxes.

2. 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:

Deliverables

Sr.#	Description	Offer	Qty
1	<p><u>FOR SERVICES LEVEL AGREEMENT FOR R.O. PLANTS INSTALLED AT UNIVERSITY HOSTELS IN MAIN CAMPUS AT FAISALABAD:</u></p> <p>Depending on the contract, the service engineer will be on site round the clock. The service engineer along with his team will check the RO plants closely, hence their main job is to ensure that the RO plants run trouble free and deliver quality water for drinking round the clock.</p> <ul style="list-style-type: none"> • Daily maintenance check of all the components of RO plants to ensure the drinking water quality round the clock. • Biocide chemical treatment of each RO plant for removing all types of bacteria in membrane to ensure bacterial/fungal free water. • Weekly treatment of each RO plant with antiscalant (flocon 260) for cleanliness of both the membranes. • Weekly backwash of carbon filter and sand media filters. • Monthly replacement of sediment filters, 2 Jambo filters (20 inch, 5 to 0 Micron) and 1 small filter (10 inch, 5 to 10 Micron) (this replacement can also be done as and when needed) • Following of the operation closely for preparation of log sheets as required and routing check of the process parameters on-site to ensure smooth operation • Periodic Calibration of system instruments to ensure proper functioning of the RP plants and its components. • The prices shall be valid for the period of contract. The bidder may be asked to replace any of such part, if the university found it necessary to replace the same for proper functioning of machine. • Any complaint shall be entertained within one working day (for minor) and two working day (for major) period from the time of reporting the complaint. • Ensure all health & safety regulations are followed and inform the client immediately about any irregularities. • Replacement of any component of RO plant will be made by the company at its expiration or malfunctioning. • The contract will be offered for a period of 1 year, 2 year and 3 years separately. However, renewal will be made with the consent of both parties. • The company will be responsible for every component of RO plant from bore holes to the final output product and University will have to ensure the stable electric supply only at each RO plant. 		30

	<ul style="list-style-type: none"> Daily monitoring/maintenance of Total Dissolved Solids (TDS) of the drinking water and water samples will be tested for Physico-Chemical and Microbiological parameters. Submission of the monthly water testing reports of each RO plant to the Office of the Chief Hall Warden. 		
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ANNEX- G

S.No	No. of R.O. Plants	Monthly cost per R.O. Plant	Total cost for 1st year,, 2nd year & 3 rd year
1.	30		
2.	30		
3.	30		

Total Bid Value:

Total Bid Value: (in words)

Note. The bid value must be inclusive of GST and all other taxes.