



University of Agriculture, Faisalabad

Bidding Documents

Tender No.70/2018

SPECIAL INSTRUCTIONS

- No cutting, erasing is allowed in the Tender bid.
- Bid offered strictly in accordance with the bid document will only be accepted.
- Only typed bid will be accepted
- Call Deposit Receipt (CDR) will be preferred. In case of any bank instrument other than CDR except Bank Guarantee, the same would be deposited in the University relevant account and in that eventuality, the release of the requisite amount would be made in shape of crossed cheque after deductions of necessary taxes and bank charges

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

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Section I.

Invitation for Bids



UNIVERSITY OF AGRICULTURE, FAISALABAD (TENDER NOTICE No.70/2018)

Sealed tenders are invited from Income Tax and Sales Tax registered firms on the basis of Single Stage (two envelop procedure) on Turnkey basis (Lot wise) for Supply, Installation, Configuration, Customization, Integration, Testing, Training Etc. of Enterprise Resource Planning (ERP), Campus Management Solution (CMS) and Hardware Infrastructure under Development Project "Establishment of I.T. and Library Infrastructure for New Disciplines of Food and Energy Engineering and Science at University of Agriculture, Faisalabad.

Date of Receiving and Opening	05.04.2018	Receiving Time	10:30 a.m.
		Opening Time	11:00 a.m.
		Bid Security	2% of the
			Estimated Cost
		Tender Fee	Rs.500/-

The bidding documents are available in the office of the undersigned 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

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Section II.

Instructions to Bidders

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Instructions to Bidders

A. Introduction

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| 1. Source of Funds | University of Agriculture, Faisalabad. |
| 2. Eligible Bidders | <p>2.1 The invitation for Bids is opened to all supplier having trade relations with Pakistan and registration for National Tax Number & Sales Tax Number with Federal Board of Revenue</p> <p>2.2 Bidders should not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Purchaser to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods to be purchased under this Invitation for Bids.</p> <p>2.3 Only Government owned enterprises may participate, only if they are legally allowed.</p> <p>2.4 bidders shall not be under a declaration of ineligibility in accordance with ITB 36.1&37 by any Government organization. The bidder shall provide affidavit to this effect.</p> |
| 3. Eligible Goods and Services | <p>3.1 All goods and related services to be supplied under the contract shall have their origin in eligible source countries, and all expenditures made under the contract will be limited to such goods and services.</p> <p>3.2 For purposes of this clause, “origin” means the place where the goods are mined, grown, or produced, or the place from which the related services are supplied. Goods are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially-recognized product results that is substantially different in basic characteristics or in purpose or utility from its components.</p> <p>3.3 The origin of goods and services is distinct from the nationality of the Bidder.</p> |
| 4. Cost of Bidding | <p>4.1 The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Purchaser named in the bid date sheet, hereinafter referred to as “the purchaser” will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.</p> |

B. The Bidding Documents

- | | |
|--|--|
| 5. Content of Bidding Documents | <p>5.1 The goods required, bidding procedures, and contract terms are prescribed in the bidding documents. In addition to the Invitation for Bids, the bidding documents include:</p> <ul style="list-style-type: none">(a) Instructions to Bidders (ITB)(b) Bid Data Sheet(c) General Conditions of Contract (GCC)(d) Special Conditions of Contract (SCC)(e) Schedule of Requirements(f) Technical Specifications(g) Bid Form and Price Schedules(h) Manufacturer's Authorization Form(i) Integrity pact.(j) Mechanism of Blacklisting and Deregistration <p>5.2 The Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or to submit a bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in the rejection of its bid.</p> |
| 6. Clarification of Bidding Documents | <p>6.1 A prospective Bidder requiring any clarification of the bidding documents may notify the Purchaser in writing at the Purchaser's address indicated in the Bid Data Sheet. The Purchaser will respond in writing to any request for clarification of the bidding documents which it receives prior to the deadline for the submission of bids prescribed in ITB Clause 19.1. Written copies of the Purchaser's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective bidders that have received the bidding documents.</p> |
| 7. Amendment of Bidding Documents | <p>7.1 At any time prior to the deadline for submission of bids, the Purchaser, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, may modify the bidding documents by amendment.</p> <p>7.2 All prospective bidders that have received the bidding documents will be notified of the amendment in writing and will be binding on them.</p> <p>7.3 In order to allow prospective bidders reasonable time in which to take the amendment into account in preparing their bids, the Purchaser, at its discretion, may extend the deadline for the</p> |

submission of bids.

C. Preparation of Bids

- 8. Language of Bid** 8.1 The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Purchaser shall be written in English. Supporting documents and printed literature furnished by the Bidder may be in another language provided they are accompanied by an accurate translation of the relevant passages in the language specified above, in which case, for purposes of interpretation of the Bid, the translation shall govern.
- 9. Documents Constituting the Bid** 9.1 The bid prepared by the Bidder shall comprise the following components:
- (a) a Bid Form and a Price Schedule completed in accordance with ITB Clauses 10, 11, and 12;
 - (b) documentary evidence established in accordance with ITB Clause 13 that the Bidder is eligible to bid and is qualified to perform the contract if its bid is accepted;
 - (c) documentary evidence established in accordance with ITB Clause 14 that the goods and ancillary services to be supplied by the Bidder are eligible goods and services and conform to the bidding documents; and
 - (d) bid security furnished in accordance with ITB Clause 15.
- 10. Bid Form** 10.1 The Bidder shall complete the Bid Form and the appropriate Price Schedule furnished in the bidding documents, indicating the goods to be supplied, a brief description of the goods, their country of origin, quantity, and prices.
- 10.2 Bidders tendering for engineering goods produced in Pakistan shall be accorded a price preference in rupees up to a specific percentage (in proportion to the value addition) of the lowest quoted landed cost of an item of foreign origin with similar specifications as mentioned in the tenders:
- (1) Provided that-
 - (a) The saving in foreign exchange is not less than the amount of price preference; and
 - (b) It is ensured that in each case of such preference, the total import requirements for producing the supplies tendered for locally manufactured items has been duly indicated by the bidders.
 - (2) Price preference shall be allowed as under:-

- (a) Having minimum of twenty percent value addition through indigenous manufacturing price preference shall fifteen percent;
 - (b) Having over twenty percent and up to thirty percent value addition through indigenous manufacturing, price preference shall be twenty percent, and
 - (c) Having over thirty percent value addition through indigenous manufacturing, price preference shall be twenty five percent.
- (3) For the purpose of granting a margin of domestic preference bids will be classified into following groups.

Group.A. Bids offering engineering goods produced in Pakistan.

Group.B. Bids offering good of foreign origin to be imported by the purchaser through the supplier's Local (Pakistan) Agent.

Group.C. Bids offering good of foreign origin to be imported by the purchaser directly.

11. Bid Prices

11.1 The Bidder shall indicate on the appropriate Price Schedule the unit prices (where applicable) and total bid price of the goods it proposes to supply under the contract.

11.2 Prices indicated on the Price Schedule shall be entered separately in the following manner or specified otherwise in the Bid Data Sheet:-

a). for goods offered from within Pakistan;

the price shall be quoted on FOR UAF basis. (FOR means the price of goods quoted by the bidder shall be inclusive of all costs, expenses, charges, duties and taxes etc. whatsoever incidental to their delivery, installation and commissioning as the case may be at UAF site).

b) for goods offered from abroad by the LOCAL AGENT:

the price shall be quoted Cost and Freight (CFR), Carriage Paid to (Duty Paid) (CPT) Karachi seaport or Lahore/Faisalabad airport Pakistan, as the case may be. The bidder shall also add all cost expenses, charges, duties and taxes etc. whatsoever expect customs, incidental to

delivery installation/commissioning of goods from the port of destination to UAF site. The bidder, in quoting the price, shall be free to use transportation in abroad except transit and means of transport through/of Israel. The LC at sight, as on Usance basis and Advance Payment will be governed as per following:-

i. **If LC at sight** then the bidder shall provide Performa Invoice from the Principal within 5 days with 100% performance guarantee of the value of the shipment in shape of CDR or any bank instrument except bank guarantee in favor of Director (DPIC) to initiate the LC with the condition that all the charges including insurance, LC and clearance charges (inside/outside Pakistan) as indicated above, will be borne by firm. CDR or any bank instrument except bank guarantee of the firm as 100% amount of the equipment will be released after satisfactory receipt installation / commissioning / inspection of the respective equipment.

ii. **If LC on usance basis** then the bidder shall provide Performa Invoice from the Principal within 5 days to initiate the LC on usance basis (payment will be made within 90 days and 60 days from the date of issuance of Bill of Lading and Airway bill respectively. However, in case of any unforeseen unavoidable circumstances it may fluctuate to the extent of 10 days at both ends with the permission of the Director, DPIC) with the condition that the insurance, LC and clearance charges (inside/outside Pakistan all charges) will be borne by firm.

iii. **If advance payment** required by Principal /Manufacturer then local bidder will provide the Performa Invoice of the Principal within 5 days with 100% performance guarantee of the value of the shipment in shape of CDR or any bank instrument except bank guarantee in favor of Director (DPIC) with the condition that all (inside/outside Pakistan charges) insurance, bank and clearance charges will be borne by firm. However, amount will be transferred to the Principal/Manufacturer as per regulations of the State Bank of Pakistan.

11.3 The terms CFR, CPT, etc., shall be governed by the rules prescribed in the current edition of *Incoterms* published by the International Chamber of Commerce, Paris or otherwise specified in the Bid Data Sheet and SCC

11.4 The Bidder's separation of price components in accordance with ITB Clause 11.2 above will be solely for the purpose of facilitating the comparison of bids by the Purchaser and will not in any way limit the Purchaser's right to contract on any of the terms offered.

11.5 Prices quoted by the Bidder shall be fixed during the Bidder's

performance of the contract and not subject to variation on any account, unless otherwise specified in the Bid Data Sheet. A bid submitted with an adjustable price quotation will be treated as non-responsive and will be rejected, pursuant to ITB Clause 24. If, however, in accordance with the Bid Data Sheet, prices quoted by the Bidder shall be subject to adjustment during the performance of the contract, a bid submitted with a fixed price quotation will not be rejected, but the price adjustment would be treated as zero.

**12. Bid
Currencies**

12.1 Prices shall be quoted in the following currencies:

- (a) For goods and services that the Bidder will supply from within the Purchaser Country, the prices shall be quoted in Pak Rupees, unless otherwise specified in the **Bid Data Sheet**.
- (b) For goods and services that the Bidder will supply from outside the Purchaser Country, the prices shall be quoted in any currency. However the payment will only be made by the purchaser in pak rupees in case of ITB clause 11.2 (b) and SCC.

**13. Documents
Establishing
Bidder's
Eligibility
and
Qualification**

13.1 Pursuant to ITB Clause 9, the Bidder shall furnish, as part of its bid, documents establishing the Bidder's eligibility to bid and its qualifications to perform the contract if its bid is accepted.

13.2 The documentary evidence of the Bidder's eligibility to bid shall establish to the Purchaser's satisfaction that the Bidder, at the time of submission of its bid, is from an eligible country as defined under ITB Clause 2.

13.3 The documentary evidence of the Bidder's qualifications to perform the contract if its bid is accepted shall establish to the Purchaser's satisfaction:

- (a) that, in the case of a Bidder offering to supply goods under the contract which the Bidder did not manufacture or otherwise produce, the Bidder has been duly authorized by the goods' Manufacturer or producer to supply the goods in the Purchaser Country;
- (b) that the Bidder has the financial, technical, and production capability necessary to perform the contract;
- (c) that, in the case of a Bidder not doing business within the Purchaser Country, the Bidder is or will be (if awarded the contract) represented by an Agent in that country equipped and able to carry out the Supplier's maintenance, repair, and spare parts-stocking obligations prescribed in the Conditions of Contract and/or Technical Specifications; and
- (d) that the Bidder meets the qualification criteria listed in the

Bid Data Sheet.

- 14. Documents Establishing Goods' Eligibility and Conformity to Bidding Documents**
- 14.1 Pursuant to ITB Clause 9, the Bidder shall furnish, as part of its bid, documents establishing the eligibility and conformity to the bidding documents of all goods and services which the Bidder proposes to supply under the contract.
- 14.2 The documentary evidence of the eligibility of the goods and services shall consist of a statement in the Price Schedule of the country of origin of the goods and services offered which shall be confirmed by a certificate of origin issued at the time of shipment.
- 14.3 The documentary evidence of conformity of the goods and services to the bidding documents may be in the form of literature, drawings, and data, and shall consist of:
- (a) a detailed description of the essential technical and performance characteristics of the goods;
 - (b) a list giving full particulars, including available sources and current prices of spare parts, special tools, etc., necessary for the proper and continuing functioning of the goods for a period to be specified in the **Bid Data Sheet**, following commencement of the use of the goods by the Purchaser; and
 - (c) an item-by-item commentary on the Purchaser's Technical Specifications demonstrating substantial responsiveness of the goods and services to those specifications, or a statement of deviations and exceptions to the provisions of the Technical Specifications.
- 14.4 For purposes of the commentary to be furnished pursuant to ITB Clause 14.3(c) above, the Bidder shall note that standards for workmanship, material, and equipment, as well as references to brand names or catalogue numbers designated by the Purchaser in its Technical Specifications, are intended to be descriptive only and not restrictive. The Bidder may substitute alternative standards, brand names, and/or catalogue numbers in its bid, provided that it demonstrates to the Purchaser's satisfaction that the substitutions ensure substantial equivalence to those designated in the Technical Specifications.
- 15. Bid Security**
- 15.1 Pursuant to ITB Clause 9, the Bidder shall furnish, as part of its bid, a bid security @ 2% of the Estimated Cost or in the amount specified otherwise in the **Bid Data Sheet**.
- 15.2 The bid security is required to protect the Purchaser against the risk of Bidder's conduct which would warrant the security's forfeiture, pursuant to ITB Clause 15.7.

15.3 The bid security shall be denominated in the currency of the bid or in another freely convertible currency, and shall be in one of the following forms:

(a) Call deposit receipt (CDR).

15.4 Any bid not secured in accordance with ITB Clauses 15.1 and 15.3 will be rejected by the Purchaser as nonresponsive, pursuant to ITB Clause 24.

15.5 Unsuccessful bidders' bid securities will be discharged or returned as promptly as possible but not later than thirty (30) days after the expiration of the period of bid validity prescribed by the Purchaser pursuant to ITB Clause 16.

15.6 The successful Bidder's bid security will be discharged upon the Bidder signing the contract, pursuant to ITB Clause 34, and furnishing the performance security, pursuant to ITB Clause 35.

15.7 The bid security may be forfeited:

(a) if a Bidder:

(i) withdraws its bid during the period of bid validity specified by the Bidder on the Bid Form, or

(ii) does not accept the correction of errors pursuant to ITB Clause 24.2; or

(b) in the case of a successful Bidder, if the Bidder fails:

(i) to sign the contract in accordance with ITB Clause 34; or

(ii) to furnish performance security in accordance with ITB Clause 35.

16. Period of Validity of Bids

16.1 Bids shall remain valid for the period specified in the **Bid Data Sheet** after the deadline date of bid submission prescribed by the Purchaser, pursuant to ITB Clause 19. A bid valid for a shorter period shall be rejected by the Purchaser as nonresponsive.

16.2 In exceptional circumstances, the Purchaser may solicit the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The bid security provided under ITB Clause 15 shall also be suitably extended. A Bidder may refuse the request without forfeiting its bid security. A Bidder granting the request will not be required nor permitted to modify its bid.

17. Format and Signing of

17.1 The Bidder shall prepare an original bid indicated in the **Bid Data Sheet**, clearly marking each "TECHNICAL BID" and

Bid “FINANCIAL BID,” as appropriate. In the event of any discrepancy between them, the original shall govern.

17.2 The original bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the contract. All pages of the bid, except for unamended printed literature, shall be initialed by the person or persons signing the bid.

17.3 Any interlineations, erasures, or overwriting shall be valid only if they are initialed by the person or persons signing the bid.

17.4 The Bidder shall furnish information as described in the Form of Bid on commissions or gratuities, if any, paid or to be paid to agents relating to this Bid, and to contract execution if the Bidder is awarded the contract.

D. Submission of Bids

18. Sealing and Marking of Bids

18.1 The Bidder shall seal the Technical and Financial Bid in separate envelopes, duly marking the envelopes as “TECHNICAL” and “FINANCIAL.” The envelopes shall then be sealed in an outer envelope.

18.2 The inner and outer envelopes shall:

- (a) be addressed to the Purchaser at the address given in the **Bid Data Sheet**; and
- (b) bear the Project name indicated in the Bid Data Sheet, the Invitation for Bids (IFB) title and number indicated in the Bid Data Sheet, and a statement: “DO NOT OPEN BEFORE,” to be completed with the time and the date specified in the **Bid Data Sheet**, pursuant to ITB Clause 22.1.

18.3 The inner 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.”

18.4 If the outer envelope is not sealed and marked as required by ITB Clause 18.2, the Purchaser will assume no responsibility for the bid’s misplacement or premature opening.

19. Deadline for Submission of Bids

19.1 Bids must be received by the Purchaser at the address specified under ITB Clause 18.2 (a) not later than the time and date specified in the **Bid Data Sheet**.

19.2 The Purchaser may, at its discretion, extend this deadline for the submission of bids by amending the bidding documents in

accordance with ITB Clause 7, in which case all rights and obligations of the Purchaser and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

- 20. Late Bids** 20.1 Any bid received by the Purchaser after the deadline for submission of bids prescribed by the Purchaser pursuant to ITB Clause 19 will be rejected and returned unopened to the Bidder.
- 21. Modification and Withdrawal of Bids** 21.1 The Bidder may modify or withdraw its bid after the bid's submission, provided that written notice of the modification, including substitution or withdrawal of the bids, is received by the Purchaser prior to the deadline prescribed for submission of bids.
- 21.2 The Bidder's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of ITB Clause 18. A withdrawal notice may also be sent by fax, but followed by a signed confirmation copy, postmarked not later than the deadline for submission of bids.
- 21.3 No bid may be modified after the deadline for submission of bids.
- 21.4 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, pursuant to the ITB Clause 15.7.

E. Opening and Evaluation of Bids

- 22. Opening of Bids by the Purchaser** 22.1 The Purchaser will open all bids in the presence of bidders' representatives who choose to attend, at the time, on the date, and at the place specified in the **Bid Data Sheet**. The bidders' representatives who are present shall sign a register evidencing their attendance.
- 22.2 The bidders' names, bid modifications or withdrawals, bid prices, discounts, and the presence or absence of requisite bid security and such other details as the Purchaser, at its discretion, may consider appropriate, will be announced at the opening. No bid shall be rejected at bid opening, except for late bids, which shall be returned unopened to the Bidder pursuant to ITB Clause 20.
- 22.3 Bids (and modifications sent pursuant to ITB Clause 21.2) that are not opened and read out at bid opening shall not be considered further for evaluation, irrespective of the circumstances.
- 22.4 The Purchaser will prepare minutes of the bid opening.

- 23. Clarification of Bids**
- 23.1 During evaluation of the bids, the Purchaser may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the prices or substance of the bid shall be sought, offered, or permitted.
- 24. Preliminary Examination**
- 24.1 The Purchaser will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.
- 24.2 Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words will prevail. If the Supplier does not accept the correction of the errors, its bid will be rejected, and its bid security may be forfeited.
- 24.3 The Purchaser may waive any minor informality, nonconformity, or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.
- 24.4 Prior to the detailed evaluation, pursuant to ITB Clause 26, the Purchaser will determine the substantial responsiveness of each bid to the bidding documents. For purposes of these Clauses, a substantially responsive bid is one which conforms to all the terms and conditions of the bidding documents without material deviations. Deviations from, or objections or reservations to critical provisions, **such as** those concerning Bid Security (ITB Clause 15), Applicable Law (GCC Clause 31), and Taxes and Duties (GCC Clause 33), will be deemed to be a material deviation. The Purchaser's determination of a bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.
- 24.5 If a bid is not substantially responsive, it will be rejected by the Purchaser and may not subsequently be made responsive by the Bidder by correction of the nonconformity.

**25. Conversion
to Single
Currency**

25.1 To facilitate evaluation and comparison, the Purchaser will convert all bid prices expressed in the amounts in various currencies in which the bid prices are payable to either:

- (a) Purchaser Country at the selling exchange rate established for similar transactions by the State Bank of Pakistan and National Bank of Pakistan or specified otherwise;

25.2 The currency selected for converting bid prices to a common base for the purpose of evaluation is Pak Rupees to be converted as per rate of the bank shown in ITB 25.1 (a) on the date of opening of the financial bid or specified otherwise in the **Bid Data Sheet**.

26. Evaluation and Comparison of Bids

26.1 The Purchaser will evaluate and compare the bids which have been determined to be substantially responsive, pursuant to ITB Clause 24.

26.2 The Purchaser's evaluation of a bid will take into account, in addition to the bid price quoted in accordance with ITB Clause 11.2, one or more of the following factors as specified in the **Bid Data Sheet**, and quantified in ITB Clause 26.3:

- (a) delivery schedule offered in the bid;
- (b) deviations in payment schedule from that specified in the Special Conditions of Contract;
- (c) the cost of components, mandatory spare parts, and service;
- (d) the availability in the Purchaser's country of spare parts and after-sales services for the equipment offered in the bid;
- (e) the projected operating and maintenance costs during the life of the equipment;
- (f) the performance and productivity of the equipment offered; and/or
- (g) other specific criteria indicated in the **Bid Data Sheet** and/or in the Technical Specifications.

26.3 For factors retained in the Bid Data Sheet pursuant to ITB 26.2, one or more of the following quantification methods will be applied, as detailed in the Bid Data Sheet:

- (a) *Delivery schedule.*
 - (i) The goods covered under this invitation are required to be delivered (shipped) within an acceptable range of weeks specified in the Schedule of Requirement. No credit will be given to earlier deliveries, and bids offering delivery beyond this range will be treated as nonresponsive. Within this acceptable range, an adjustment per week, as specified in the **Bid Data Sheet**, will be added for evaluation to the bid price of bids offering deliveries later than the earliest delivery period specified in the Schedule of Requirements.
- (b) *Deviation in payment schedule.*
 - (i) The SCC stipulates the payment schedule offered by the Purchaser. If a bid deviates from the schedule it will be considered as non-responsive bid.

(c) *Cost of spare parts.*

- (i) The list of items and quantities of major assemblies, components, and selected spare parts, likely to be required during the initial period of operation shall be specified by the bidder. The total cost of these items, at the unit prices quoted in each bid, will be added to the bid price.

or

- (ii) The bidder will draw up a list of high-usage and high-value items of components and spare parts, along with estimated quantities of usage in the initial period of operation. The total cost of these items and quantities will be computed from spare parts unit prices submitted by the Bidder and added to the bid price.
- (d) *Spare parts and after sales service facilities in the Purchaser's country.*

The cost to the Purchaser of establishing the minimum service facilities and parts inventories, if outlined in the **Bid Data Sheet** or elsewhere in the bidding documents, if quoted separately, shall be added to the bid price.

(e) *Operating and maintenance costs.*

Since the operating and maintenance costs of the goods under procurement form a major part of the life cycle cost of the equipment, these costs will be evaluated in accordance with the criteria specified in the **Bid Data Sheet** or in the Technical Specifications.

(f) *Performance and productivity of the equipment.*

- (i) Goods offered shall have a minimum productivity specified under the relevant provision in the Technical Specifications to be considered responsive. Evaluation shall be based on the cost per unit of the actual productivity of goods offered in the bid or otherwise specified in the **Bid Data Sheet** or in the Technical Specifications.

(g) *Specific additional criteria*

Other specific additional criteria to be considered in the evaluation and the evaluation method shall be detailed in the **Bid Data Sheet** and/or the Technical Specifications.

26.4. Delivery Schedule.

As mentioned in Bid Data Sheet.

27. Domestic Preference

- 27.1 If the **Bid Data Sheet** so specifies, the Purchaser will grant a margin of preference to goods manufactured in the Purchaser's country for the purpose of bid comparison, in accordance with the procedures outlined in subsequent paragraphs, provided the Bidder shall have established to the satisfaction of the Purchaser that its bid complies with the criteria specified in ITB Clause 10.2 (a):
- 27.2 The Purchaser will first review the bids to confirm the appropriateness of, and to modify as necessary, the bid group classification to which bidders assigned their bids in preparing their Bid Forms and Price Schedules, pursuant to ITB Clauses 10 and 11.
- 27.3 All evaluated bids in each group will then be compared among themselves to determine the lowest evaluated bid of each group. The lowest evaluated bid of each group will next be compared with the lowest evaluated bids of the other groups. If this comparison results in a bid from Group A or Group B being the lowest, it will be selected for contract award.
- 27.4 If, as a result of the preceding comparison, the lowest evaluated bid is from Group C, all Group C bids will then be further compared with the lowest evaluated bid from Group A, after adding to the evaluated bid price of the imported goods offered in each Group C bid, for the purpose of this further comparison only:
- (a) the amount of customs duties and other import taxes that a nonexempt importer would have to pay for the importation of goods offered in each Group C bid;

If the Group A bid in the further comparison is the lowest, it will be selected for award. If not, the lowest evaluated bid from Group C, as determined from the comparison under ITB Clause 27.3 above, will be selected for award.

28. Contacting the Purchaser

- 28.1 From the time of bid opening to the time of contract award, if any bidder wishes to contact the Purchaser on any matter related to the bid, it should do so in writing.
- 28.2 Any effort by a Bidder to influence the Purchaser in its decisions on bid evaluation, bid comparison, or contract award may result in the rejection of the Bidder's bid.

F. Award of Contract

29. Post-qualification

- 29.1 In the absence of prequalification, the Purchaser will determine to its satisfaction whether the Bidder that is selected as having submitted the lowest evaluated responsive bid is qualified to perform the contract satisfactorily, in accordance with the criteria listed in ITB Clause 13.3.
- 29.2 The determination will take into account the Bidder's financial, technical, and production capabilities. It will be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, pursuant to ITB Clause 13.3, as well as such other information as the Purchaser deems necessary and appropriate.
- 29.3 An affirmative determination will be a prerequisite for award of the contract to the Bidder. A negative determination will result in rejection of the Bidder's bid, in which event the Purchaser will proceed to the next lowest evaluated bid to make a similar determination of that Bidder's capabilities to perform satisfactorily.

30. Award Criteria

- 30.1 Subject to ITB Clause 32, the Purchaser will award the contract to the successful Bidder whose bid has been determined to be substantially responsive and has been determined to be the lowest evaluated bid, provided further that the Bidder is determined to be qualified to perform the contract satisfactorily.

31. Purchaser's Right to Vary Quantities at Time of Award

- 31.1 The Purchaser reserves the right at the time of contract award to increase or decrease, as per requirement, the quantity of goods and services originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions.

- 32. Purchaser's Right to Accept Bid and to Reject All Bids**
- 32.1 The Purchaser reserves the right to accept bid and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder or bidders.
- 33. Notification of Award**
- 33.1 Prior to the expiration of the period of bid validity, the Purchaser will notify/inform the successful and unsuccessful Bidder in writing by letter or by Fax/ e-mail, or telephonically, that its bid has been accepted and unaccepted as the case may be.
- 33.2 The notification of award will constitute the formation of the Contract.
- 33.3 Upon the successful Bidder's furnishing of the performance security pursuant to ITB Clause 35, the Purchaser will discharge bid security to each unsuccessful Bidder on his written request, pursuant to ITB Clause 15.
- 33.4 If, after notification of award, a Bidder wishes to ascertain the grounds on which its bid was not selected, it should address its request to the Purchaser. The Purchaser will promptly respond in writing to the unsuccessful Bidder.
- 34. Signing of Contract**
- 34.1 After 10 days from the announcement of evaluation report, the Purchaser will send supply order or Formal Contract as the case may be to successful bidder. In case of formal contract, the successful bidder will send back the contract to the purchaser duly signed within 7 days from the issuance date. Failing which the Purchaser reserves the right under ITB Clause 15.7.
- 35. Performance Security**
- 35.1 Within Seven (07) days from the issuance of acceptance letter from the Purchaser, the successful Bidder shall furnish the performance security in shape of CDR or any bank instrument mentioned at page # 1 of the Bidding Document. In case the amount of bid security is equal or greater than the value of the goods to be supplied then the bidder shall not require furnishing the performance security separately and the bid security will be retained to meet the requirement of performance security.
- 35.2 Failure of the successful Bidder to comply with the requirement of ITB Clause 35.1 shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event the Purchaser may make the award to the next lowest evaluated Bidder or call for new bids.
- 36. Corrupt or Fraudulent Practices**
- 36.1 The purchaser as well as Bidders/Suppliers/Contractors should observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, the PPRA Govt. of the Punjab;

- (a) the terms set forth below as follows:
 - (i) “corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and
 - (ii) “fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Purchaser, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Purchaser of the benefits of free and open competition;
- (b) The purchaser will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question;
- (c) The Purchaser will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a University Contract if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, a University Contract.

36.2 Furthermore, Bidders shall be aware of the provision stated in Clauses 5.4 and 24.1 of the General Conditions of Contract.

37.Blacklisting/37.1 the Purchaser reserves the right to blacklist or deregister (may impose Permanent or temporary bar for participation in the procurement proceedings respectively) the bidder as follows:-

- (a) **Blacklisting:** The bidder who
 - (i) Fail to perform contractual obligations or the performance under the contract is not upto the mark;
 - (ii) Found to be indulging in corrupt or fraudulent practices;
 - (iii) Commit an action causing or liable to cause loss to the University;
 - (iv) Furnish false information;
- (b) **Deregistration:** The bidder who
 - (i) Submit bid as employee of the firm, or proprietor or shareholder being an employee of the University;
 - (ii) Show non-responsive attitude in case of summoning by the University.

- (iii) Back out from their offers after opening of tender;
- (iv) Misbehave with the University employee;

37.2 The bidder shall provide affidavit that the firm was not declared blacklisted or deregistered by any of the Federal and Provincial Government institution.

Section III.

Bid Data Sheet

Bid Data Sheet

The following specific data for the goods to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

A-Introduction	
ITB 2.1	The invitation for Bids is opened to all suppliers having registration for National Tax Number & Sales Tax Number with Federal Board of Revenue.
ITB 2.3	Government owned enterprises may participate, only if they are legally allowed.
ITB 2.4	In addition to the contents of ITB 2.4 the bidder shall not be blacklisted by any organization of the Government of the Punjab as well as Federal Government. The bidder shall provide affidavit to this effect.
ITB 4.1	Name of Purchaser: Prof. Dr. Muhammad Sajjad Khan, Dean, Faculty of Animal Husbandry
B- Bidding Documents	
ITB 5.1(h)	Not applicable
ITB 6.1	<p>Purchaser's address: Prof. Dr. Muhammad Sajjad Khan, Dean, Faculty of Animal Husbandry through</p> <p style="color: red;">Directorate of Procurement & Inventory Control (DPIC) University of Agriculture, Faisalabad Phone No. 041-9200898 Fax. 041-9200898</p> <p style="color: red;"><u>FOR TECHNICAL RESPONSE:</u></p> <p>i. Prof. Dr. Muhammad Sajjad Khan, Dean, Faculty of Animal Husbandry</p> <p>ii. Dr. Imran Mumtaz, Convener/Director, IT Resource Center & Data Bank</p>
C-Preparation of Bid	
ITB 8.1	Language of the bid. “English”
ITB 11.2	Prices on F.O.R. OR CFR/CPT basis is required
ITB 11.2 (c) ITB 11.3	Not applicable
ITB 15.1	<p><u>Amount of bid security.</u></p> <p style="color: red;">2% of the Estimated Cost in shape of Call Deposit Receipt (CDR) in favour of Director (DPIC), UAF to be attached with the technical Bid. However, if attached with financial bid, please mention CDR No., Date and Bank Name</p>
ITB 16.1	Bid validity period. 90 Days
ITB 17.1	Bid: Single Stage (two envelop procedure)
D-Submission of Bid	
ITB 18.2 (a)	Address for bid submission. Directorate of Procurement & Inventory Control, University of Agriculture, Faisalabad
ITB 18.2 (b)	Tender Notice No. 70/2018
ITB 19.1	Deadline for bid submission. 05.04.2018

E-Bid Evaluation	
ITB 25.1(a)	State Bank or a Commercial Bank to be read as State Bank of Pakistan and National Bank of Pakistan
ITB 25.2	The common base currency is PAK Rupee to be converted as per rate of the bank shown in ITB 25.1(a) of the bid data sheet on the date of opening of the financial bid.
ITB 26.3 (a)(i)	The SCC stipulates the payment schedule offered by the purchaser. If a bid deviates from the schedule then it will be considered as non-responsive.
ITB 26.3 (c)	The bidder will provide the cost of spare parts required to be replaced during whole life of the goods after the expiry of warranty period.
ITB 26.3 (e)	The bidder will provide :- i) Cost of consumables ii) Unit of energy consumption per hour iii) Life cycle of the goods
ITB 26.3 (f)	Performance and productivity of Articles. As per Technical Specification
ITB 26.3 (g)	As per specification.
ITB 27	As per ITB clause 10.2 prior to the award of procurement contract
ITB 33	Subject to PPRA Rule 2014/UAF Procurement Rule 2014, the bidder with the lowest evaluated bid, if not in conflict with any other law, shall be awarded the procurement contract within the original or extended bid validity period after 10 days of announcement of the evaluation report.

Section IV.

General Conditions of Contract

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General Conditions of Contract

1. Definitions

1.1 In this Contract, the following terms shall be interpreted as indicated:

- (a) “The Contract” means the agreement entered into between the Purchaser and the Supplier, as recorded in the Contract Form signed by the parties, or the supply order issued by the purchaser to the supplier, as the case may be, including all attachments and appendices thereto and all documents incorporated by reference therein.
- (b) “The Contract Price” means the price payable to the Supplier under the Contract for the full and proper performance of its contractual obligations.
- (c) “The Goods” means all of the equipment, machinery, and/or other materials which the Supplier is required to supply to the Purchaser under the Contract.
- (d) “The Services” means those services ancillary to the supply of the Goods, such as transportation and insurance, and any other incidental services, such as installation, commissioning, provision of technical assistance, training, and other such obligations of the Supplier covered under the Contract.
- (e) “GCC” means the General Conditions of Contract contained in this section.
- (f) “SCC” means the Special Conditions of Contract.
- (g) “The Purchaser” means the organization purchasing the Goods, as mentioned in Bid Data Sheet.
- (h) “The Purchaser’s country” is **Pakistan**.
- (i) “The Supplier” means the individual or firm supplying the Goods and Services under this Contract and **named in Supply Order**.
- (j) “The University” means the **University of Agriculture, Faisalabad**.
- (k) “The Project Site,” where applicable, means the place or places **named in Bid Data Sheet and technical specifications**
- (l) “Day” means calendar day.

- 2. Application** 2.1 These General Conditions shall apply to the extent that they are not superseded by provisions of other parts of the Contract.
- 3. Country of Origin** 3.1 All Goods and Services supplied under the Contract shall have their origin in the countries as elaborated in the **Technical Specifications**.
- 3.2 For purposes of this Clause, “origin” means the place where the Goods were mined, grown, or produced, or from which the Services are supplied. Goods are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
- 3.3 The origin of Goods and Services is distinct from the nationality of the Supplier.
- 4. Standards** 4.1 The Goods supplied under this Contract shall conform to the standards mentioned in the Technical Specifications, and, when no applicable standard is mentioned, to the authoritative standards appropriate to the Goods’ country of origin. Such standards shall be the latest issued by the concerned institution.
- 5. Use of Contract Documents and Information; Inspection and Audit by Purchaser** 5.1 The Supplier shall not, without the Purchaser’s prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the Purchaser in connection therewith, to any person other than a person employed by the Supplier in the performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- 5.2 The Supplier shall not, without the Purchaser’s prior written consent, make use of any document or information enumerated in GCC Clause 5.1 except for purposes of performing the Contract.
- 5.3 Any document, other than the Contract itself, enumerated in GCC Clause 5.1 shall remain the property of the Purchaser and shall be returned (all copies) to the Purchaser on completion of the Supplier’s performance under the Contract if so required by the Purchaser.
- 5.4 The Supplier shall permit the Purchaser to inspect the Supplier’s accounts and records relating to the performance of the Supplier and to have them audited by auditors appointed by the Purchaser, if so required by the Purchaser.

- 6. Patent Rights** 6.1 The Supplier shall indemnify the Purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof in the Purchaser's country.
- 7. Performance Security** 7.1 Within Seven (07) days from the issuance of acceptance letter from the Purchaser, the successful Bidder shall furnish the performance security in shape of CDR at the discretion of the Purchaser in the amount **specified in SCC**. In case the amount of bid security is equal or greater than the value of the goods to be supplied then the bidder shall not require furnishing the performance security separately, it will be retained or deducted from the bidder's claim on bidder's choice.
- 7.2 The proceeds of the performance security shall be payable to the Purchaser as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract.
- 7.3 The performance security shall be denominated in the currency of the Contract, or in a freely convertible currency acceptable to the Purchaser and shall be in one of the following forms:
- (a) CDR or any bank instrument issued by a reputable bank located in the Purchaser's country or abroad, acceptable to the Purchaser, in the form provided in the bidding documents or another form acceptable to the Purchaser.
- 7.4 The performance security will be discharged by the Purchaser and returned to the Supplier not later than thirty (30) days following the date of completion of the Supplier's performance obligations under the Contract, including any warranty obligations, unless otherwise **specified in SCC**.
- 8. Inspections and Tests** 8.1 The Purchaser or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Contract specifications at no extra cost to the Purchaser. **SCC** and the Technical Specifications shall specify what inspections and tests the Purchaser requires and where they are to be conducted. The Purchaser shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.
- 8.2 The inspections and tests may be conducted on the premises of the Supplier or its subcontractor(s), at point of delivery, and/or at the Goods' final destination. If conducted on the premises of the Supplier or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no

charge to the Purchaser.

- 8.3 Should any inspected or tested Goods fail to conform to the Specifications, the Purchaser may reject the Goods, and the Supplier shall either replace the rejected Goods or make alterations necessary to meet specification requirements free of cost to the Purchaser.
- 8.4 The Purchaser's right to inspect, test and, where necessary, reject the Goods after the Goods' arrival in the Purchaser's country shall in no way be limited or waived by reason of the Goods having previously been inspected, tested, and passed by the Purchaser or its representative prior to the Goods' shipment from the country of origin.
- 8.5 Nothing in GCC Clause 8 shall in any way release the Supplier from any warranty or other obligations under this Contract.

9. Packing

- 9.1 The Supplier shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the Contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit.
- 9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the Purchaser.

10. Delivery and Documents

- 10.1 Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in the Schedule of Requirements. The details of shipping and/or other documents to be furnished by the Supplier are specified in SCC.
- 10.2 For purposes of the Contract, "CFR," "CPT", the terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of *Incoterms* published by the International Chamber of Commerce, Paris.
- 10.3 Documents to be submitted by the Supplier are **specified in SCC**.

11. Insurance

- 11.1 The Goods supplied under the Contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage, and delivery in the manner **specified in the SCC**.
- 11.2 Where delivery of the Goods is required by the Purchaser on a CFR or CPT basis, the Purchaser shall arrange and pay for cargo insurance, naming the supplier as beneficiary.

12. Transportation

- 12.1 Where the Supplier is required under Contract to deliver the Goods FOB, transport of the Goods, up to and including the point of putting the Goods on board the vessel at the specified port of loading, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price. Where the Supplier is required under the Contract to deliver the Goods FCA, transport of the Goods and delivery into the custody of the carrier at the place named by the Purchaser or other agreed point shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.
- 12.2 Where the Supplier is required under Contract to deliver the Goods CFR or CPT, transport of the Goods to the port of destination or such other named place of destination in the Purchaser's country, as shall be specified in the Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.
- 12.3 Where the Supplier is required under the Contract to transport the Goods to a specified place of destination within the Purchaser's country, defined as the Project Site, transport to such place of destination in the Purchaser's country, including insurance and storage, as shall be specified in the Contract, shall be arranged by the Supplier, and related costs shall be included in the Contract Price.
- 12.4 Where the Supplier is required under Contract to deliver the Goods CFR or CPT, no restriction shall be placed on the choice of carrier. Where the Supplier is required under Contract (a) to deliver the Goods FOB or FCA, and (b) to arrange on behalf and at the expense of the Purchaser for international transportation on specified carriers or on national flag carriers of the Purchaser's country, the Supplier may arrange for such transportation on alternative carriers if the specified or national flag carriers are not available to transport the Goods within the period(s) specified in the Contract.

13. Incidental Services

13.1 The Supplier may be required to provide any or all of the following services, including additional services, if any, **specified in SCC**:

- (a) performance or supervision of on-site assembly and/or start-up of the supplied Goods;
- (b) furnishing of tools required for assembly and/or maintenance of the supplied Goods;
- (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;
- (d) performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and
- (e) training of the Purchaser's personnel, at the Supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.

13.2 Prices charged by the Supplier for incidental services, if not included in the Contract Price for the Goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.

14. Spare Parts

14.1 As **specified in SCC**, the Supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:

- (a) such spare parts as the Purchaser may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under the Contract; and
- (b) in the event of termination of production of the spare parts:
 - (i) advance notification to the Purchaser of the pending termination, in sufficient time to permit the Purchaser to procure needed requirements; and
 - (ii) following such termination, furnishing at no cost to the Purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

15. Warranty

15.1 The Supplier warrants that the Goods supplied under the Contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in

design and materials unless provided otherwise in the Contract. The Supplier further warrants that all Goods supplied under this Contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the Purchaser's specifications) or from any act or omission of the Supplier, that may develop under normal use of the supplied Goods in the conditions prevailing in the country of final destination.

- 15.2 This warranty shall remain valid for twelve (12) months after the Goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the Contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless **specified otherwise in SCC.**
- 15.3 The Purchaser shall promptly notify the Supplier in writing of any claims arising under this warranty.
- 15.4 Upon receipt of such notice, the Supplier shall, within the period specified in notice or in SCC and with all reasonable speed, repair or replace the defective Goods or parts thereof, without costs to the Purchaser.
- 15.5 If the Supplier, having been notified, fails to remedy the defect(s) within the period specified in the notice or in SCC, the Purchaser may proceed to take such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Purchaser may have against the Supplier under the Contract.

16. Payment

- 16.1 The method and conditions of payment to be made to the Supplier under this Contract shall be **specified in SCC.**
- 16.2 The Supplier's request(s) for payment shall be made to the Purchaser in writing, accompanied by an invoice describing, as appropriate, the Goods delivered and Services performed, and by documents submitted pursuant to GCC Clause 10, and upon fulfillment of other obligations stipulated in the Contract.
- 16.3 Payments shall be made promptly by the Purchaser, **but in no case later than thirty (30) days** after submission of an invoice or claim by the Supplier.
- 16.4 The currency or currencies in which payment is made to the Supplier under this Contract shall be **specified in SCC** subject to the following general principle: payment will be made in the currency or currencies in which the payment has been requested in the Supplier's bid.
- 16.5 All payments shall be made in the currency or currencies

specified in the SCC pursuant to GCC 16.4.

17. Prices

17.1 Prices charged by the Supplier for Goods delivered and Services performed under the Contract shall not vary from the prices quoted by the Supplier in its bid, with the exception of any price adjustments **authorized in SCC** or in the Purchaser's request for bid validity extension, as the case may be.

18. Change Orders

18.1 The Purchaser may at any time, by a written order given to the Supplier pursuant to GCC Clause 32, make changes within the general scope of the Contract in any one or more of the following:

- (a) drawings, designs, or specifications, where Goods to be furnished under the Contract are to be specifically manufactured for the Purchaser;
- (b) the method of shipment or packing;
- (c) the place of delivery; and/or
- (d) the Services to be provided by the Supplier.

18.2 If any such change causes an increase or decrease in the cost of, or the time required for, the Supplier's performance of any provisions under the Contract, an equitable adjustment shall be made in the Contract Price or delivery schedule, or both, and the Contract shall accordingly be amended. Any claims by the Supplier for adjustment under this clause must be asserted within thirty (30) days from the date of the Supplier's receipt of the Purchaser's change order.

19. Contract Amendments

19.1 Subject to GCC Clause 18, no variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties.

20. Assignment

20.1 The Supplier shall not assign, in whole or in part, its obligations to perform under this Contract, except with the Purchaser's prior written consent.

21. Subcontracts

21.1 The Supplier shall notify the Purchaser in writing of all subcontracts awarded under this Contract if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the Supplier from any liability or obligation under the Contract.

21.2 Subcontracts must comply with the provisions of GCC Clause 3.

22. Delays in the Supplier's Performance

- 22.1 Delivery of the Goods and performance of Services shall be made by the Supplier in accordance with the time schedule prescribed by the Purchaser in the Schedule of Requirements.
- 22.2 If at any time during performance of the Contract, the Supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the Goods and performance of Services, the Supplier shall promptly notify the Director (DPIC) in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Supplier's notice, the Director (DPIC) shall evaluate the situation and may at its discretion extend the Supplier's time for performance, with or without liquidated damages, in which case the extension shall be ratified by the parties by amendment of Contract.
- 22.3 Except as provided under GCC Clause 25, a delay by the Supplier in the performance of its delivery obligations shall render the Supplier liable to the imposition of liquidated damages pursuant to GCC Clause 23, unless an extension of time is agreed upon pursuant to GCC Clause 22.2 without the application of liquidated damages.

23. Liquidated Damages

- 23.1 Subject to GCC Clause 25, if the Supplier fails to deliver any or all of the Goods or to perform the Services within the period(s) specified in the Contract, the Purchaser shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the percentage specified in SCC of the delivered price of the delayed Goods or unperformed Services for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of the percentage **specified in SCC**. Once the maximum is reached, the Purchaser may consider termination of the Contract pursuant to GCC Clause 24.

24. Termination for Default

- 24.1 The Purchaser, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Supplier, may terminate this Contract in whole or in part:
- (a) if the Supplier fails to deliver any or all of the Goods within the period(s) specified in the Contract, or within any extension thereof granted by the Purchaser pursuant to GCC Clause 22; or
 - (b) if the Supplier fails to perform any other obligation(s) under the Contract.
 - (c) if the Supplier, in the judgment of the Purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

For the purpose of this clause:

“corrupt practice” means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.

“fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Borrower, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Purchaser of the benefits of free and open competition.

24.2 In the event the Purchaser terminates the Contract in whole or in part, pursuant to GCC Clause 24.1, the Purchaser may procure, upon such terms and in such manner as it deems appropriate, Goods or Services similar to those undelivered, and the Supplier shall be liable to the Purchaser for any excess costs for such similar Goods or Services. However, the Supplier shall continue performance of the Contract to the extent not terminated.

25. Force Majeure

25.1 Notwithstanding the provisions of GCC Clauses 22, 23, and 24, the Supplier shall not be liable for forfeiture of its performance security, liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

25.2 For purposes of this clause, “Force Majeure” means an event beyond the control of the Supplier and not involving the Supplier’s fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

25.3 If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

26. Termination for Insolvency

26.1 The Purchaser may at any time terminate the Contract by giving written notice to the Supplier if the Supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of

action or remedy which has accrued or will accrue thereafter to the Purchaser.

**27. Termination
for
Convenience**

27.1 The Purchaser, by written notice sent to the Supplier, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Purchaser's convenience, the extent to which performance of the Supplier under the Contract is terminated, and the date upon which such termination becomes effective.

27.2 The Goods that are complete and ready for shipment within thirty (30) days after the Supplier's receipt of notice of termination shall be accepted by the Purchaser at the Contract terms and prices. For the remaining Goods, the Purchaser may elect:

- (a) to have any portion completed and delivered at the Contract terms and prices; and/or
- (b) to cancel the remainder and pay to the Supplier an agreed amount for partially completed Goods and Services and for materials and parts previously procured by the Supplier.

**28. Settlement of
Disputes**

28.1 If any dispute or difference of any kind whatsoever shall arise between the Purchaser and the Supplier in connection with or arising out of the Contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.

28.2 If the parties have failed to resolve their dispute or difference by such mutual consultation, then either the Purchaser or the Supplier may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given.

28.2.1 Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this Clause shall be finally settled by arbitration. Arbitration may be commenced prior to or after delivery of the Goods under the Contract.

28.2.2 Arbitration proceedings shall be conducted in accordance with the rules of procedure **specified in the SCC**.

28.3 Notwithstanding any reference to arbitration herein,

- (a) the parties shall continue to perform their respective obligations under the Contract unless they otherwise

agree; and

- (b) the Purchaser shall pay the Supplier any monies due the Supplier.

29. Limitation of Liability

29.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6,

- (a) the Supplier shall not be liable to the Purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the Supplier to pay liquidated damages to the Purchaser and
- (b) the aggregate liability of the Supplier to the Purchaser, whether under the Contract, in tort or otherwise, shall not exceed the total Contract Price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

30. Governing Language

30.1 The Contract shall be written in the language **specified in SCC**. Subject to GCC Clause 31, the version of the Contract written in the specified language shall govern its interpretation. All correspondence and other documents pertaining to the Contract which are exchanged by the parties shall be written in the same language.

31. Applicable Law

31.1 The Contract shall be interpreted in accordance with the laws of the Purchaser's country, unless otherwise **specified in SCC**.

32. Notices

32.1 Any notice given by one party to the other pursuant to this Contract shall be sent to the other party in writing or facsimile and confirmed in writing to the other party's address **specified in SCC**.

32.2 A notice shall be effective when delivered or on the notice's effective date, whichever is later.

33. Taxes and Duties

33.1 A foreign Supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the Purchaser's country and purchaser's country as **specified in SCC**.

33.2 A local Supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Goods to the Purchaser.

Section V.

Special Conditions of Contract

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SPECIAL CONDITIONS OF CONTRACT

The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the General Conditions of Contract. The corresponding clause number of the GCC is indicated in parentheses.

1. **Performance Security (GCC Clause 7)**

GCC 7.1—

A. For goods offered from within Pakistan and abroad by the local agent by Pakistan:
the successful Bidder shall furnish the performance security @ 10% of the value of Supply Order or Contract in shape of CDR or any bank instrument except bank guarantee in favour of Director (DPIC), UAF within Seven (07) days from the issuance of acceptance and 10% performance security letters from the Purchaser. In case the amount of bid security is equal or greater than the value of the performance security, then the bidder shall not require to furnish the performance security separately.

B. 2% CDR or any bank instrument except bank guarantee in favour of Director (DPIC) already received in lieu of earnest money in case of general type good(s) will be retained by the office for 3 month from the day of supply of the respective good(s) or fully consumed whichever is earlier.

2. **Inspection and Tests (GCC Clause 8)**

GCC 8.1- By the concerned purchaser in accordance with the specifications or samples or both as required.

3. The representative of the firm(s) shall present the Authority Letter from the respective firm in the tender opening meetings with them, failing which he will not allowed to sit in the said meeting

4. **Warranty (GCC Clause 15)**

GCC15.2&15.4: One year free of cost labour and material etc. at site from the date of commissioning of goods.

5. **Bid Prices (11.2 ITB)**

a). for goods offered from within Pakistan;

the price shall be quoted on FOR UAF basis. (FOR means the price of goods quoted by the bidder shall be inclusive of all costs, expenses, charges, duties and taxes etc. whatsoever incidental to their delivery, installation and commissioning as the case may be at UAF site).

b) for goods offered from abroad by the LOCAL AGENT:

the price shall be quoted Cost and Freight (CFR), Carriage Paid to (Duty Paid) (CPT) Karachi seaport or Lahore/Faisalabad airport Pakistan, as the case may be. The bidder shall also add all cost expenses, charges, duties and taxes etc. whatsoever expect customs, incidental to delivery installation/commissioning of goods from the port of destination to UAF site. The bidder, in quoting the price, shall be free to use transportation in abroad except transit and means of

transport through/of Israel. The LC at sight, as on Usance basis and Advance Payment will be governed as per following:-

i. **If LC at sight** then the bidder shall provide Performa Invoice from the Principal within 5 days with 100% performance guarantee of the value of the shipment in shape of CDR or any bank instrument except bank guarantee in favor of Director (DPIC) to initiate the LC with the condition that all the charges including insurance, LC and clearance charges (inside/outside Pakistan) as indicated above, will be borne by firm. CDR or any bank instrument except bank guarantee of the firm as 100% amount of the equipment will be released after satisfactory receipt installation / commissioning / inspection of the respective equipment.

ii. **If LC on usance basis** then the bidder shall provide Performa Invoice from the Principal within 5 days to initiate the LC on usance basis (payment will be made within 90 days and 60 days from the date of issuance of Bill of Lading and Airway bill respectively. However, in case of any unforeseen unavoidable circumstances it may fluctuate to the extent of 10 days at both ends with the permission of the Director, DPIC) with the condition that the insurance, LC and clearance charges (inside/outside Pakistan all charges) will be borne by firm.

iii. **If advance payment** required by Principal /Manufacturer then local bidder will provide the Performa Invoice of the Principal within 5 days with 100% performance guarantee of the value of the shipment in shape of CDR or any bank instrument except bank guarantee in favor of Director (DPIC) with the condition that all (inside/outside Pakistan charges) insurance, bank and clearance charges will be borne by firm. However, amount will be transferred to the Principal/Manufacturer as per regulations of the State Bank of Pakistan.

6. **Payment (GCC Clause 16)**

7. **Prices (GCC Clause 17)**
GCC17.1: No Price adjustment is allowed.

8. **Change Orders (GCC Clause 18)**
Not applicable

9. **Liquidated Damages (GCC Clause 23)**

GCC 23.1—Applicable rate:

The liquidated damages, if imposed, will be recovered at the rate of upto 0.67% of the value of goods supplied/installed/commission late per day or a part of a period exceeding the original delivery period, subject to the provision that the total liquidated damages thus imposed will not exceed 10% of the total value of the goods delivered/installed/commission late.

10. **Settlement of Disputes (GCC Clause 28)**

The settlement of dispute will be settled in accordance with mechanism for redressal of grievances and settlement of dispute as specified below:-

Complaints of bidder/contractor shall be disposed/settled by a committee and arbitration prior to the entry into force and after into force of procurement contract respectively. Accordingly, grievances committee with powers and terms of reference and method of arbitration are as under:-

A. Grievances Committee:

The committee comprises the following to address the complaints of the bidders prior to entry into force of the procurement contract:-

- | | | |
|------|--|-------------|
| i. | The Treasurer | (Convener) |
| ii. | Prof. Dr. Muhammad Sajjad Khan
Dean, Faculty of Animal Husbandry | (Member) |
| iii. | Resident Auditor or the Technical Expert(s) not
below the rank of Assistant Professor | (Member) |
| iv. | The Director (DPIC) | (Secretary) |

Any bidder feeling aggrieved by any act of the procuring agency after the submission of his bid may lodge a written complaint concerning his grievances not later than 10 days after the announcement of the bid evaluation report under rule 37 of the UAF Procurement Rules 2014.

The committee shall address the complaints of bidders that may occur prior to the entry into force of the procurement contract. The committee shall investigate and decide upon the complaint within fifteen days of the receipt of the complaint. Mere fact of lodging of a complaint shall not warrant suspension of the procurement process.

Any bidder not satisfied with the decision of the committee may lodge an appeal in the relevant court of jurisdiction.

B. Arbitration:

After coming into force of the procurement contract, all matters of dispute or difference except regarding rejection of goods by the Inspector under GCC clause 8 (Standard Bidding Document) or cancellation of the contract by the Purchaser, under GCC Clause 24 and 27 (Standard Bidding Document) arising out of the agreement between the parties thereto, the settlement of which is not otherwise specially provided for in contract agreement, shall be referred to arbitration as under:-

(a) Foreign Currency Contracts (CFR/CPT, etc.) made directly with Foreign Principal / Manufacturer

- i. The dispute shall be referred for adjudication to two arbitrators one to be nominated by each party, who before entering upon the reference shall appoint an umpire by mutual agreement, and if they do not agree, a judge of the Superior Court will be requested to appoint the umpire. The arbitration proceedings shall be held in Pakistan and under Pakistan Law.
- ii. The venue of arbitration shall be the place from which the contract is issued or such other places as the Purchaser at his discretion may determine.
- iii. Arbitration award so given will be firm and final.

(b) Indigenous (FOR) contracts

The settlement of dispute, if not otherwise especially provided for in the contract shall be referred for the decision of Vice Chancellor, University of Agriculture, Faisalabad. His decision shall be final and binding on both the parties. The work under the contract shall if reasonably possible continue, under the proceedings before the Vice Chancellor and no account of such proceeding unless they are subject of the dispute.

Note:

- The arbitration award shall be recorded in writing.
- CFR/CPT, etc., contracts made through local agents would be dealt under sub para-B (b) above.

(c) Prior Notice for arbitration:

If the supplier intends to go for arbitration, he shall have to give 30 days notice in writing informing the purchaser of his intention to refer to the points of differences or dispute of arbitration. He shall have to define clearly the point of difference and or dispute in his notice.

C. Court Jurisdiction

Only the Courts at Faisalabad shall have exclusive jurisdiction to adjudicate upon any “lis” brought by either of the parties in relation to the contract.’

11. Applicable Law (GCC Clause 31)

GCC 31.1—UAF Procurement Rules 2014 and Laws governing in Pakistan

12. Notices (GCC Clause 32)

GCC 32.1: The Supplier shall provide address for notice purposes:

13. Taxes and Duties (GCC Clause 33)

14. Stamp Act

In accordance with the Stamp Act 1899 amended from time to time, the contractor shall require to affix stamp duty @ 25 paisa per hundred rupees on the value of the contract.

Section VI.

Schedule of Requirements

Schedule of Requirements

Number **Description** **Quantity** **Delivery schedule: 8 Weeks**

Lot#.	Lot Description	Estimated Price
<u>01</u>	1. Campus Management System (CMS) 2. Hardware compatible with Campus Management System	PKR 69,625,000/-
<u>02</u>	1. Enterprise Resource Planning (ERP) 2. Hardware compatible with ERP	PKR 17,295,000/-
<u>03</u>	UPS System	PKR 4,000,000/-

Section VII.

Technical Specifications

TECHNICAL SPECIFICATIONS

The bidder shall quote the goods along with the serial number mentioned below against each and also provide soft copy in Excel Sheet without price. The quoted goods shall have point to point commentary.

**SUPPLY, INSTALLATION, CONFIGURATION, CUSTOMIZATION, INTEGRATION,
TESTING, TRAINING ETC OF ENTERPRISE RESOURCE PLANNING (ERP), CAMPUS
MANAGEMENT SOLUTION (CMS) AND HARDWARE INFRASTRUCTURE**

AT

UNIVERSITY OF AGRICULTURE (UAF), FAISALABAD

SCOPE OF WORK (SOW):

University of Agriculture (Faisalabad) intends to have Enterprise Resource Planning (ERP), Campus Management Solution (CMS) along-with hardware at Data Center of its Main Campus (Faisalabad). Users of Main Campus will access these centralized web based services through intranet platform, however remote side users of sub campuses will access these services through PERN (high speed network of HEC) that is being used for inter-site connectivity.

Following are details about University Campuses:

- | | |
|---|----------------|
| 1. University of Agriculture (Main Campus, including Community College) | Faisalabad |
| 2. University of Agriculture (Sub Campus) | Depalpur |
| 3. University of Agriculture (Sub Campus) | Toba Tek Singh |
| 4. University of Agriculture (Sub Campus) | Burewala |

Prospective bidder shall quote complete with all respect including ancillary works lot wise for Supply, Installation, Configuration, Customization, Integration, Testing, Training etc as per followings:

S#	Required Modules	Required Licenses	Required Modules	Required Licenses
CAMPUS MANAGEMENT SYSTEM (CMS)			ENTERPRISE RESOURCE PLANNING (ERP)	
1	Online Admission system	for 50,000 students	Financial Management System	Thirty initiator users Fifteen approval users. Single development user. Payrollusers: 3,000 active employees, 2,000 non-active employees (pensioners)
02	Library Management System		Tender Management, Procurement Management and Inventory Control Management System	
03	Attendance Management System		Human Resource Management, Payroll Management System, Pensioner Management System	
04	Hostel Management System		Research Grants Management System	
05	Learning Management System (LMS)		Vehicle Management System.	
06	Fee Management System		Benevolent Fund Management System	
07	Examination Management System		e-Document Management / e-Filing system	
08	Student Complaint Management System			
09	Student Record Branch			
10	Student web portals, Mobile APPs, Parents web portal, SMS & Email integration			

Note: Details have been provided in respective lot (s).

Lot No.	Lot Description	Estimated Price
<u>01</u>	a) Campus Management System (CMS) b) Hardware compatible with Campus Management System	PKR 73,630,000/-
<u>02</u>	a) Enterprise Resource Planning (ERP) b) Hardware compatible with ERP	
<u>03</u>	UPS System	

LOT NO. 01**CAMPUS MANAGEMENT SYSTEM (CMS)**
TECHNICAL SPECIFICATIONS

S#	Component details	High Level Requirement	Required Qty
01	General requirements	<p>The offered solution be able to support but not limited to functions & features mentioned under each caption and capable :</p> <p><u>Support true web-based architecture (not client-server system)</u> <u>Platform independent for the end user (Accessible from Internet Explorer, Firefox, Safari or Chrome web browsers)</u> <u>Mobile compliant interface to some major tablet devices</u> <u>Support graphical user interface-based with comprehensive utility and “help” screen capabilities</u> <u>Support simultaneous users to access records</u> <u>Capable to integrate with corporate directory</u> <u>Support comprehensive security features to ensure integrity and confidentiality of data on need to know basis.</u></p>	01
02	Campuses and Policies System	<p>The offered solution be able to support but not limited to functions & features mentioned under each caption:</p> <p><u>Cross group functionalities:</u> <u>Unlimited / multiple campuses creation & access setup</u> <u>Unlimited faculties creation</u> <u>Unlimited schools’ creation.</u> <u>Unlimited programmes / courses creation.</u> <u>Unlimited semester creation</u></p> <p><u>Academic policies:</u> <u>Setting of study intake and academic semester with subject auto enrollment.</u> <u>Assessment setting as per program /intake /semester /subject.</u> <u>Grade scheme setting as per program /intake /semester /subject.</u> <u>Repeat and re-sit grading scheme setting.</u></p> <p><u>Finance policies:</u> <u>Fee configuration for mandatory, by semester, by subject, by annual or mix any of these.</u> <u>Fee setting by package for hostel, study package etc.</u> <u>Refund policies setting for program / course and subject.</u> <u>Late payment fine setting by program / course</u> <u>Pre-requisite screening template setting for admission entry and progression.</u></p>	01
03	Online Student Admission System	<p>The offered solution be able to provide interface for Students Admission System to apply programme / courses online but not limited to functions & features below:</p> <p><u>Front-end Web interface functionalities for Students:</u> <u>Create own id / account to register as applicant.</u></p>	01

		<p>Provide search functions to search programme / course by type, category, fees range etc.</p> <p>Apply programme online with a guided process.</p> <p>Submit application supporting document online including such as photographs, CNIC, transcript, certificates etc.</p> <p>Support pre-requisite application questionnaire.</p> <p>Support image or photo upload.</p> <p>Allow collaboration / communication between University and student.</p> <p>Allow download and print the Admission letter from the portal.</p> <p><u>Web interface functionalities for University Administration:</u></p> <p>Support viewing / monitoring of application progress.</p> <p>Support configuration of pre-requisite requirement.</p> <p>Support evaluation of application.</p> <p>Support document sharing between applicant and admission department.</p> <p>Support monitoring of progress.</p> <p>Provide estimation / forecast number of student enrollment for next academic session.</p> <p>Produce admission letter.</p> <p>Support & provide applicant statistic online.</p> <p>Support up-dation of applicant information and status.</p> <p>Track number of applications successfully converted to student.</p> <p><u>Web interface for back-end operations:</u></p> <p>Create programme / courses for online advertisement.</p> <p>Create / update profile and access rights.</p> <p>Upload login page graphics and banner.</p> <p>Upload applicant portals banner and announcements.</p> <p>Monitor progress</p> <p>Creation of Announcement for application portal.</p>	
04	Student Registration System	<p>The offered solution be able to provide interface for registration of students but not limited to functions & features below:</p> <p>Support student profile creation.</p> <p>Support student profile loading from online application portal.</p> <p>Support both manual and auto programmed / course registration.</p> <p>Support auto subject registration upon selection of the programme / semester.</p> <p>Support auto generate invoice by student profile, programme enrolled and subject enrolled.</p> <p>Support termination of current programme and register to new program.</p> <p>Add, drop, withdrawn, defer programme / course.</p> <p>Add, drop, withdrawn, defer subjects</p> <p>Support next semester auto enrollment upon current semester completed.</p> <p>Support credit transfer monitoring</p> <p>Support status changing by user due to various reasons, option for user to adjust fees.</p>	01

		<p>Allow exceptional scenario, example: transfer from programme A to B and from B to C and from C back to A.</p> <p>Support system auto advice on overpayment / excess for next semester enrollment.</p>	
05	Student Financial System	<p>The offered solution be able to provide interface for Financial System but not limited to functions & features below:</p> <p>Perform collection by various user defined Mode of Payment.</p> <p>Support Accounting standards in all adjustment and reversal.</p> <p>Support credit / debit note and credit / debit note reversal</p> <p>Support discount and discount reversal</p> <p>Support special bank draft handling for currently differences, bank charges, bounced draft and etc.</p> <p>Support auto adjustment for actual amount received vs. original amount on the bank draft, due to currency and bank charges etc.</p> <p>Support refund processes with policies.</p> <p>Support miscellaneous invoice for any item/invoice to be charge, at any time.</p> <p>Support and assign Installment with flexible period and numbers allowed.</p> <p>Support late payment fine option</p> <p>Support repayment reports with general ledger transaction repayments.</p> <p>Support credit control / ageing reports</p> <p>Support financial statements delivery via email and display in student's & parent's portal.</p>	01
06	Student Examination System	<p>The offered solution be able to provide interface for Examination System but not limited to functions & features below:</p> <p>Capable to generate exams.</p> <p>Support exam time table setup.</p> <p>Support assessment setup for each subject, each semester / study intake.</p> <p>Support grading setup for each subject, each semester / study intake.</p> <p>Support exam marks entry by lecturer.</p> <p>Support 2 level (mid / final term) of assessment setting.</p> <p>Support auto calculation from both levels.</p> <p>Support auto grading based on subject final marks.</p> <p>Support auto calculation of GPA / CGPA from the subject final marks.</p> <p>Capable to generate exam reports.</p> <p>Support audit log of all marks change with history.</p> <p>Support marks locking control before printing of transcripts and posting to student portals</p> <p>Capable to generate transcripts.</p> <p>Capable to accumulate and capture (Graduation class / information, Courses taken, student averages (by semester or academic year), student progression, resits and re-assessment, drop/transfer information etc)</p> <p>Support capability to move modules and fees information if a transfer to another course occurs.</p>	01

		Capability of capturing test, course work, mid-terms and final results separately and calculating the final mark for the module	
07	Hostel Management System	<p>The offered solution be able to provide interface for Hostel Management System but not limited to functions & features below:</p> <ul style="list-style-type: none"> Capable to support hostel block, floor, rooms and bed setup. Support room / bed charges setup, daily / monthly rates setup, female / male floor / rooms setup, hostel booking / reservation process, check in and check out process, room transfer process Capable to generate invoice for room/bed charges Support fee collection / refund process, hostel allotment process by Hostel Warden, support interface to discipline module, support inventory and maintenance of hostel. 	01
08	Attendance Manager	<p>The offered solution be able to provide interface for Attendance but not limited to functions & features below:</p> <ul style="list-style-type: none"> Capable to support attendance entry by class code. Support attendance entry by lecturer from lecturer portal. Support change of date / time by lecturer during attendance entry. Support viewing of attendance by class. Capable to generate absenteeism reports. Support interface for auto broadcast SMS to parents for student who missed classes. 	01
09	Auto Time Table Manager	<p>The offered solution be able to provide interface to automate Time Table but not limited to functions & features below:</p> <ul style="list-style-type: none"> Number of class per/subject, per/study intake Number of rooms and their usage (lecturing, tutorial, Lab etc.) Lecturer assignment by subject Allowed more than one lecturer per/subject Class number of times per/week Class prefer on day (Monday, Tuesday, etc.) Class prefer time (Morning, afternoon, night etc.) Common subject combination into a single class Lecturer day preference (Monday, Tuesday, etc.) Lecturer time preference (Morning, afternoon, night etc.) Combine multiple class setting for some session. Support cancelation, replacement and relocation of classes Support auto generation of time table with clash checking for Class, Room, Lecturer and Student. Support common subject grouping for multiple classes. Capable to generate time table reports. 	01
10	Student Portal	<p>The offered solution be able to provide interface for student portal but not limited to functions & features below:</p> <ul style="list-style-type: none"> Support viewing & update of information (email / tel. number / contact details), viewing of programme / subjects registered, viewing of exam results, retrieval of fees information, viewing of payment information such as invoice. Support request for transfer of programme, request for hostel transfer, homework and assignment download, submission of homework and assignment to lecturer. Support 'learning management system (LMS)' within the same portals. Support loss and found posting and searching Support buy and sales with posting and search for item. 	01

		Support submission of complains to the respective department, message auto routing to the person in charged.	
11	Lecturer Portal	<p>The offered solution be able to provide interface for Lecturer portal but not limited to functions & features below:</p> <p>Support attendance entry by classes</p> <p>Support Exam marks entry control by classes</p> <p>Support system auto lock of lecturer exam screen after marks entry expired.</p> <p>Support student report printing</p> <p>Support viewing of complete student profile</p> <p>Support e-learning courses creation.</p> <p>Support e-learning subject, quiz and online exam creation.</p> <p>Support uploading of multimedia e-learning contents</p> <p>Support e-learning content assignment to students.</p> <p>Support quiz statistic monitoring.</p> <p>Support uploading of homework and assignment.</p> <p>Support monitoring of student download of homework and assignment, track by time.</p> <p>Capable to send message and chat with student and University administration.</p> <p>Support loss and found posting and searching</p> <p>Support buy and sales with posting and search for item.</p>	01
12	Library Management System	<p>The offered solution be able to provide interface for Library Management System but not limited to functions & features below:</p> <p>Support patron master, Book bank run by university, Book searching from the university's library, Book catalogue, Borrowing, Book reservation, Book returning, Book renewal, Fine payment for late/lost/damaged books.</p> <p>Support excel and pdf reports for payments, reserve list etc</p> <p>Support module user creation/profiles, Book type settings, Book categories settings, Book status and book tags settings, Supplier profiles / categories, Patron groupings, Academic database settings, Inventory of books etc</p> <p>Capable to integrate with devices involved to automate complete library management system</p>	01

HARDWARE (HP / DELL / FUJITSU OR EQUIVALENT) COMPATIBLE WITH CAMPUS MANAGEMENT SYSTEM
TECHNICAL SPECIFICATIONS

S#	Requirement Description	Required Qty
01	SERVER (Rack Mountable): Processor: 4 x Intel Xeon E5-4610 v4 1.8 GHz, 25M Cache, 6.4 GT/s QPI, No Turbo, HT, 10C/20T (105W) Max Mem 1866 MHz. Memory: Minimum 128GB or Higher. Hard Disk Drive: 4 x 300GB 15K RPM SAS 12Gbps. RAID: RAID Controller 1GB NV Cache. Network Adapter: 1 x 1Gb QP Network Daughter Card, 1 x 10Gb DP Network Adapter. HBA: 2 x Single Port HBA (8Gb). Power Supply: Dual, Hot-plug, Redundant Power Supply. OS: No OS. Warranty: 3-Years.	02
02	STORAGE AREA NETWORK (SAN): Form Factor: 16G Fibre Channel, 2U-24 drive. Controllers: SAN (Dual controller Active-Active Fiber Controller SAN, 16G Fiber	01

	Channel), Scalability: upto 192 hard drives or higher. Cache: 4GB Cache per Controller. Drives: 30 Terabyte usable Storage (35 x 1.2TB 10K RPM SAS 2.5in Hot-plug Hard Drive HDDs) on RAID - 5. Standard Features: DDP, thin provisioning, VAAI, vCenter Plug-in, VASA, SRA, SEDs. OS Supported: Microsoft Windows, VMware, Microsoft Hyper-V, Citrix XenServer, Red Hat and SuSE. RAID level support: RAID levels 0, 1, 10, 5, 6. Power Supply: Redundant & Hot swappable power modules.	
03	SAN SWITCHES: 24 port rack mountable SAN switch with all active ports. Capable of auto-sensing 4, 8, and 16 Gbit/sec. Capable for web based management and support CLI. Support USB port for firmware download, support save, and configuration upload/download. Switches shall include 16Gbps FC transceivers and LC Cables against active ports.	02
04	LAPTOP: Intel Core i7-7820HQ 3.90GHz 7th Gen, Intel HD Graphics 630, NVIDIA GeForce 940MX 2GB GDDR5, 720p HD webcam with dual array microphones, RAM: 16GB DDR4 2400 MHz, HDD: 1TB, 14" WQHD (2560 x 1440) IPS Anti-Glare Non-Touch, Intel Dual Band Wireless, Bluetooth, HDMI, 4-in-1 media card reader (SD, MMC, SDHC, SDXC), Smart card reader, RJ45, Headphone & microphone combo jack, 3 x USB 3.0, Battery with carrying case	03
05	SECURITY GATE (for Library Management Module): Support highest level of electromagnetic accuracy and detection. Data: Ethernet. Performance requirement: (Optimized for detection of tattle-tape markers. Optimal coverage within 35 inches / 1,000 mm of separation). Support Variable alarm pattern with adjustable volume, visible integrated digital display to monitor alarm counts, ingoing and outgoing patron traffic, and diagnostics. Capable to support up to 6 panels to provide total coverage upto 6.0m. Capable to trigger external devices such as CCTV, voice alarms and entry gates. Support bio-directional people counter to count number of people entering and leaving the library.	01
06	HYBRID CHECK IN AND CHECK OUT WORKSTATION (for Library Management Module): Support both RFID item identification and electromagnetic tape security into one operation. Capable to performs check-in or checkout in one step. Capable to reduce handling. Support visible indication if workstation is down. Support verifier light to confirm presence of sensitized Security Strip. Capable to perform barcode-to-RFID conversions.	04
07	SECURITY STRIPS & APPLICATORS (for Library Management Module): Ultra-thin, double-sided tattle tape strips. Capable to be applied between pages of books and periodicals. Capable to be inserted deeply into the gutter, making it virtually undetectable.	150,000
08	RFID TAGS (for Library Management Module): Tags shall be compliant with ISO Standards (15693-3 and 18000-3). All data on a tag, including the item identifier field can be fully rewriteable and shall be non-contact programmable. reprogrammable. Support memory size of 1024 to 2048 bits or higher. Operating frequency of 13.56 MHz. Life of tag: long-life. Adhesive-backed and one piece. Tag's adhesive material shall be low acid, or neutral pH, adhesive.	150,000

09	<p>DESKTOP BASED SELF CHECK (for Library Management Module): Capable to handle books returns and issuance without librarian support. Capable to provide users facility to pay fines and fees without staff handling cash. Support scanning facility of physical and digital barcodes for self-service transaction. Scanner shall be capable to scan barcode and RFID items. 10/100 base Ethernet.</p> <p>Build-in touchscreen size: 22" portrait oriented touchscreen with 16:9 Aspect Ratio or higher. Minimum brightness: 225 nits or higher. Full HD, 1920 x 1080, 2.1 megapixel or higher. Projective capacitive touchscreen technology. Integrated speakers. PC equipped with Windows 7 embedded with minimum 4GB RAM and 128GB SSD.</p> <p>Internal RFID Specification: Operating frequency: 13,56 MHz or higher. Supported tag types: ISO 15693, ISO 18000-3-A. RFID Items capacity: Approximately 15 items at any one time. Supported login type: Barcode (full range of barcode types), smartcard and manual screen entry.</p>	01
10	<p>MOBILE CORDLESS TOUCH SCREEN BASED DIGITAL LIBRARY ASSISTANT (for Library Management Module):</p> <p>Capable to reads RFID Tags on library materials, turning shelf-reading, shelving, sorting, searching, weeding and exception-finding.</p> <p>Capable to simultaneously performs shelf-reading, searching and inventory scans.</p> <p>Capable to Increases productivity and creates a more orderly library. Shelf order checking, Data collection (sorting, shelving, searching, capable of user-defined search lists, (e.2. Missing, Claimed, Returned items).</p> <p>Capable to identify items not properly checked out or in.</p> <p>Capable to integrate with and manages data transfer from most integrated library systems.</p> <p>Minimum battery life: 4 hours read time between recharges - typically 5 - 6 hours of use.</p> <p>Search capability shall be active during order checking, data collection, sorting, pulling, and finding functions, with option to turn it off if desired To assist the user with finding items on hold (reserve) or weed lists, or other user-defined lists available from the circulation system.</p>	01
11	VMWare vSphere 6.5 Enterprise Plus Edition	08
12	VMWare VCenter 6.5 Enterprise Plus Edition	01
13	Basic Support / Subscription for VMware platform including vSphere & vCenter enterprise plus edition (for 1 year)	01

LOT NO. 02**ENTERPRISE RESOURCE PLANNING (ERP)**
TECHNICAL SPECIFICATIONS

S#	Required module	High Level Scope of Work	Required Qty
01	Financial Management System	<p>The offered solution be able to configure all but not limited to under each caption mentioned below:</p> <p>a). <u>General Ledger System:</u> Chart of accounts, Budgeting (Development / Non-Development, Research and Others), Multi-Currency, Bank Payment / Receipt Vouchers, Cash Payment / Receipt Vouchers, Cash Book, Journal Vouchers, Voucher Listing, Trial Balance, Project Wise Trial Balance, General Ledger, Schedules of Accounts, Profit & Loss Account, Balance Sheet, Notes to the Accounts, Account Wise Analysis, Asset wise Analysis, Supplier wise Analysis, Customer wise Analysis, Reconciliations etc.</p> <p>b). <u>Fixed Assets Management System:</u> Land and Buildings, Machinery & Equipment, Furniture & Fixture, Computer Equipment, Vehicles, Tools, Others, Asset Movement History, reports of disposed / Written Off / Transferred Assets, other detailed reports etc.</p>	01
02	Human Resource Management, Payroll Management System, Pensioner Management System	<p>The offered solution be able to configure all but not limited to under each caption mentioned below:</p> <p>a). <u>HR Management System:</u> Recruitments (Approval, Advertisement, Applications, Short Listing, Test, Interviews, Selection, Job Offer). Joining, Appointment Notification, Attendance, Performance, Employee Talent Profile, Department wise Head Count, Service Performa, Leave Balances, Leave Ledger, Leave Management System, Correspondence / Personal File, Disciplinary Actions, Medical Treatment and others, Resignation, Contract Expiry, Retirement, Final Clearance) etc</p> <p>b). <u>Payroll Management System:</u> Salaries, Pay Slips, Monthly Payroll Registers, Allowances, Deductions (utilities, loans and advances, tax and others), Bank Advice, Cash Disbursements, EOBI, Social Security, Salary Certificates, Gratuity List etc.</p> <p>c). <u>Pensioners Management System:</u></p> <p>d). <u>Voluntarily Provident Fund Management System:</u></p> <p>e). <u>Provident Fund Management</u></p>	01

		f). <u>Endowment Fund</u>	
03	Tender, Procurement & Inventory Management	<p>The offered solution be able to configure all but not limited to under each caption mentioned below:</p> <p>a). <u>Tender Management</u>: Complete automation of Tender process as per PPRA and University rules (Tender / pre-qualification committee, requisition, EOIs / Tender invitation, RFPs, Evaluation, Comparative Statement etc).</p> <p>b). <u>Procurement Management</u> (Goods, Services and Works): Supply / Work order (local / import), Pre-Shipment inspection (local / foreign), customs clearance, delivery, inspections, installation etc.</p> <p>c). <u>Inventory Management</u> (Goods, Services and Works): Delivery, Onsite inspection, store management system etc.</p>	01
04	Vehicle Management System	The offered solution be able to automate entire vehicle management system.	01
05	Benevolent Funds Management System	The offered solution able to automate process involved in Benevolent Funds Management System.	01
06	e-Document Management / e-Filing System.	The offered solution be able to automate file management system and introduce fully automated paper-less environment at University.	01
07	Research & Grant Management System	The offered solution able to automate process involved in Research projects.	01

HARDWARE (HP / DELL / FUJITSU OR EQUIVALENT) COMPATIBLE WITH ERP
TECHNICAL SPECIFICATIONS

S#	Requirement Description	Required Qty
01	<p>SERVER (Rack Mountable): Processor: 4 x Intel Xeon E5-4610 v4 1.8 GHz, 25M Cache, 6.4 GT/s QPI, No Turbo, HT, 10C/20T (105W) Max Mem 1866 MHz. Memory: Minimum 128GB or Higher. Hard Disk Drive: 4 x 300GB 15K RPM SAS 12Gbps. RAID: RAID Controller 1GB NV Cache. Network Adapter: 1 x 1Gb QP Network Daughter Card, 1 x 10Gb DP Network Adapter. HBA: 2 x Single Port HBA (8Gb). Power Supply: Dual, Hot-plug, Redundant Power Supply. OS: No OS. Warranty: 3-Years.</p>	02

02	STORAGE AREA NETWORK (SAN): Form Factor: 16G Fibre Channel, 2U-24 drive. Controllers: SAN (Dual controller Active-Active Fiber Controller SAN, 16G Fiber Channel), Scalability: upto 192 hard drives or higher. Cache: 4GB Cache per Controller. Drives: 30 Terabyte usable Storage (35 x 1.2TB 10K RPM SAS 2.5in Hot-plug Hard Drive HDDs) on RAID - 5. Standard Features: DDP, thin provisioning, VAAI, vCenter Plug-in, VASA, SRA, SEDs. OS Supported: Microsoft Windows, VMware, Microsoft Hyper-V, Citrix XenServer, Red Hat and SuSE. RAID level support: RAID levels 0, 1, 10, 5, 6. Power Supply: Redundant & Hot swappable power modules.	01
03	SAN SWITCHES: 24 port rack mountable SAN switch with all active ports. Capable of auto-sensing 4, 8, and 16 Gbit/sec. Capable for web based management and support CLI. Support USB port for firmware download, support save, and configuration upload/download. Switches shall include 16Gbps FC transceivers and LC Cables against active ports.	02
04	Laptop: Intel Core i7-7820HQ 3.90GHz 7th Gen, Intel HD Graphics 630, NVIDIA GeForce 940MX 2GB GDDR5, 720p HD webcam with dual array microphones, RAM: 16GB DDR4 2400 MHz, HDD: 1TB, 14" WQHD (2560 x 1440) IPS Anti-Glare Non-Touch, Intel Dual Band Wireless, Bluetooth, HDMI, 4-in-1 media card reader (SD, MMC, SDHC, SDXC), Smart card reader, RJ45, Headphone & microphone combo jack, 3 x USB 3.0, Battery with carrying case	03
05	VMWare vSphere 6.5 Enterprise Plus Edition	08
06	VMWare VCenter 6.5 Enterprise Plus Edition	01
07	Basic Support / Subscription for VMware platform including vSphere & vCenter enterprise plus edition (for 1 year)	01

LOT NO. 03**UPS SYSTEM (APC / EMERSON OR EQUIVALENT)**
TECHNICAL SPECIFICATIONS

S#	Requirement Description	Required Qty
01	32KW MODULAR UPS SYSTEM. 3x16Kva (400V) or higher power modules. Power capacity: 32.0 KWatts / 32.0 kVA. System scalability: up-to 90kW 400V or higher with modular power distribution. Nominal Output Voltage: 230V. Topology: Double Conversion Online. Waveform type: Sine wave. Nominal Input Voltage: 400V 3PH. Support delivery of higher availability through redundant batteries. Enables fast battery replacement, LCD display. Compatible with different input frequencies. SmartSlot. Configurable for N+1 internal redundancy.	01
02	Battery modules of 400V (for 32Kva Modular UPS). Capable to provide at-least one hour backup.	09
03	Installation Charges	01

SPECIAL TERM & CONDITIONS**(LOT 01, 02, 03)**

S#	EVALUATION PARAMETER	MANDATORY REQUIREMENTS
<u>1</u>	Bidders Relevant experience	<p>At-least one Enterprise Resource Planning (ERP) project (with at-least five modules) successfully deployed in Higher Educational Sector (HEI) of Pakistan.</p> <p>As regards, Campus Management Solution (CMS); three projects successfully deployed in Educational sector around the World.</p> <p>As regards, Hardware and UPS Systems; at-least three similar projects deployed in Public sector organizations of Pakistan.</p> <p>Support projects completion certificate / satisfactory report by the Client.</p> <p>Certified in Quality Management (ISO 9001) and Information Security standards ISO 27001 or equivalent.</p>
<u>2</u>	Bidders partnership level	<p>Prospective bidder shall have status of Principal or direct partnership with Principal / Manufacturer.</p> <p>Incase of direct partnership; Undertaking / Authority letter from Principal / Manufacturer to participate in Tender will be required from prospective bidder.</p>
<u>3</u>	Age of bidder	<p>At-least five years of Company / Firm / Registration / Incorporation under the laws of Pakistan on the date of bid (s) opening. Registration with FBR regarding Sales Tax / Income Tax and PST with respective Provincial Revenue Authority.</p> <p>If the bidder is a Joint Venture of two or more firms/persons, all firms shall be jointly and severally bound to the University for the fulfillment of the terms of the Contract and shall designate one of such firm/person to act as leader with authority to bind the Joint Venture. The composition or the constitution of the joint venture shall not be altered without the prior consent of the University.</p>
<u>4</u>	HR Strength	<p>Trained staff on ERP or CMS on the relevant modules as well as hardware technologies.</p> <p>Certified staff from Principal on Hardware and UPS technologies.</p>
<u>5</u>		<p>At-least one certified expert / specialist having 5 year of post qualification experience. Provide list of these experts to be dedicatedly deployed at UAF during execution of project (from 'initiation phase' to successful 'role-out').</p>

<u>6</u>	Bidders presence status	Lahore / Islamabad / Karachi
<u>7</u>	Financial Strength	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.
<u>8</u>		Audit report of last two financial years
SPECIAL CONDITIONS		
<u>9</u>	Bidders responsibility	Prospective bidder shall be responsible for supply, installation, configuration, customization, integration with existing systems including data migration, testing and training complete in all respect including ancillary work etc of the software / hardware in accordance with University requirements.
<u>10</u>		As regards CMS / ERP; Prospective bidder shall complete Business process re-engineering and AS-IS Analysis of requisite ERP or CMS modules within 60 days of acceptance of bid; provided commencement of this activity takes place within 10 days from acceptance. The firm shall submit "System Requirement Specification (SRS)" document accordingly. University will align respective departments to share process flow relevant with their departments. Since, high level requirements have been given in Technical Specifications of ERP and CMS, but firm shall manage additional requirements / process flows within given modules in accordance with SRS document within given cost of Financial proposal. SRS document will be signed by both parties (UAF and selected vendor) and software customized will be made accordingly.
<u>11</u>	Inspection	Arrange inspection for University staff (not less three members) against the followings: In case of hardware / UPS system, inspection will be carried out at Manufacturing facilities of quoted solution. In case of software, Prospective bidder shall arrange inspection / verification of quoted product successfully deployed / running at client-side within / outside the Pakistan at discretion of UAF.
<u>12</u>	Warranty	03 years onsite free parts and labor warranty against hardware / UPS (response time shall not exceed more than 06 hours). However, sufficient quantities of consumable material shall be available all the time on project site.

		<p>At-least 3 years support / maintenance against software, hardware and UPS solution.</p> <p>Prospective bidder shall deploy relevant engineer on project site to ensure smooth provision of software applications for a period of 3 years.</p> <p>In the event of disruption, bidder shall be responsible to restore services within period of maximum 06 hours.</p>
<u>13</u>	Training	Provide onsite advanced administrator level training (for back-end operations), user level training of quoted solution and training for the trainers.
<u>14</u>	Price mechanism	<p>Prices on F.O.R. OR CFR/CPT basis is required:</p> <p>Separately for each module within ERP / CMS and each hardware component as per given financial breakup.</p> <p>Combined package of ERP / CMS and showing each component of hardware as per given financial breakup.</p> <p>Combined package of UPS System as per given financial breakup.</p> <p>NOTE:</p> <p><u>1. Bidder shall submit separate and independent "Technical as well as Financial" proposal against each Lot (on turnkey basis). Partial bidding within Lot is not allowed.</u></p> <p><u>2. Bid (s) shall be page marked with total numbers and be hard bounded.</u></p>
<u>15</u>	Payment	<p>Payment will be On Account in accordance with milestones mentioned in project implementation and payment plan (not later than 30 days) subject to successful supply, installation, configuration, customization, testing and training etc; however project implementation and payment plan can be revised with mutual consent of both parties (i.e. UAF and Prospective bidder) on agreed terms.</p> <p>Advance payment can be made on provision of equal amount of guarantee in shape of the instrument at the discretion of the University.</p>
<u>16</u>	Part wise evaluation	Evaluation shall be within the respective lot (Whole) only (not across lots).
<u>17</u>	Bid validity	120 days
<u>18</u>	Service level agreement	Bidder shall provide price of one year Service level agreement (SLA) of quoted solution that will be applicable after expiry of initial warranty period (i.e. after 3 years).

FINANCIAL BREAKUP AGAINST LOT NO. 01

CAMPUS MANAGEMENT SYSTEM (CMS)

S #	Required Modules	Licens e Requir ements	Software cost (In Mil. with taxes)	License cost (In Mil. with taxes)	Implementati on cost (In Mil. with taxes)	Annual support charges (In Mil. with taxes)	Cost of pre- shipment inspection (in Mil.)	Price without Tax (in Millions)	Tax (in Millions)	Total Price including taxes (in Millions)		Price of SLA (applicable after warranty period)
			(A)	(B)	(C)	(D)	(E)	(F=A+B+C+D+E)	(G)	(H=F+G)		
01	Online Admission system	For 50,000 student s										
02	Library Management System											
03	Attendance Management System											
04	Hostel Management System											
05	Learning ManagementSystem (LMS)											
06	Fee Management System											
07	Examination Management System											
08	Student Complaint Management System											
09	Student Record Branch											
10	Web portals, Mobile APPs, SMS & Email integration											
GRAND TOTAL (in Millions)												

HARDWARE (DELL / HP / FUJITSU OR EQUIVALENT) COMPATIBLE WITH CAMPUS MANAGEMENT SYSTEM

S#	Requirement Description					Required Qty	Price excluding taxes (in Millions)	Cost of pre-shipment inspection (in Mil.)	Tax (in Millions)	Price including taxes (in Millions)
							(A)	(B)	(C)	D=A+B+C

01	SERVER (Rack Mountable): Processor: 4 x Intel Xeon E5-4610 v4 1.8 GHz, 10C/20T (105W) Memory: Minimum 128GB or Higher. Hard Disk Drive: 4 x 300GB, RAID Controller, 1 x 1Gb QP Network Daughter Card, 1 x 10Gb DP Network Adapter, 2 x Single Port HBA (8Gb). Dual Power Supply.	02				
02	STORAGE AREA NETWORK: 16G Fibre Channel, Dual controller, Cache: 4GB Cache per Controller. Drives: 30 Terabyte usable Storage on RAID - 5. RAID levels 0, 1, 10, 5, 6. Redundant Power Supply.	01				
03	SAN SWITCHES: 24 port rack mountable SAN switch with all active ports include 16Gbps FC transceivers and LC Cables against active ports.	02				
04	Laptop: Intel Core i7-7820HQ 3.90GHz 7th Gen, RAM: 16GB, HDD: 1TB, 14" WQHD	03				
05	Security Gate for Library (<i>for Library Management Module</i>).	01				
06	Hybrid Check In and Check Out Workstation (<i>for Library Management Module</i>).	04				
07	Security Strips & Applicators (<i>for Library Management Module</i>).	150,000				
08	RFID Tags (<i>for Library Management Module</i>).	150,000				
09	Desktop Based Self Check (<i>for Library Management Module</i>).	01				
10	Mobile Cordless Touch Screen based Digital Library Assistant - DLA (<i>for Library Management Module</i>).	01				
11	VMWare vSphere 6.5 Enterprise Plus Edition	08				
12	VMWare VCenter 6.5 Enterprise Plus Edition	01				
13	Basic Support / Subscription for VMware platform including vSphere & vCenter enterprise plus edition (for 1 year)	01				
14	Implementation / Installation Charges	01				
GRAND TOTAL (in Millions)						

7	e-Document Management / e-Filing system											
GRAND TOTAL (in Millions)												

HARDWARE (DELL / HP / FUJITSU OR EQUIVALENT) COMPATIBLE WITH ERP

S#	Requirement Description	Required Qty	Price excluding taxes (in Millions)	Cost of pre-shipment inspection (in Mil.)	Tax (in Millions)	Price including taxes (in Millions)
			(A)	(B)	(C)	D=A+B+C
01	SERVER (Rack Mountable): Processor: 4 x Intel Xeon E5-4610 v4 1.8 GHz, 10C/20T (105W) Memory: Minimum 128GB or Higher. Hard Disk Drive: 4 x 300GB, RAID Controller, 1 x 1Gb QP Network Daughter Card, 1 x 10Gb DP Network Adapter, 2 x Single Port HBA (8Gb). Dual Power Supply.	02				
02	STORAGE AREA NETWORK: 16G Fibre Channel, Dual controller, Cache: 4GB Cache per Controller. Drives: 30 Terabyte usable Storage on RAID - 5. RAID levels 0, 1, 10, 5, 6. Redundant Power Supply.	01				
03	SAN SWITCHES: 24 port rack mountable SAN switch with all active ports include 16Gbps FC transceivers and LC Cables against active ports.	02				
04	Laptop: Intel Core i7-7820HQ 3.90GHz 7th Gen, RAM: 16GB, HDD: 1TB, 14" WQHD	03				
05	VMWare vSphere 6.5 Enterprise Plus Edition	08				
06	VMWare VCenter 6.5 Enterprise Plus Edition	01				
07	Basic Support / Subscription for VMware platform including vSphere & vCenter enterprise plus edition (for 1 year)	01				
08	Implementation / Installation Charges	01				

GRAND TOTAL (in Millions)				
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FINANCIAL BREAKUP AGAINST LOT NO. 03

UPS SYSTEM (APC / EMERSON) OR EQUIVALENT

S#	Requirement Description	Required Qty	Price without taxes (in Millions)	Cost of pre-shipment inspection (in Mil.)	Tax (in Mil.)	Price including taxes (in Millions)		Price of SLA (applicable after warranty period)
			(A)	(B)	(C)	D=A+B+C		
01	32KW MODULAR UPS SYSTEM with 3x16Kva (400V) or higher power modules	01						
02	Battery modules of 400V (for 32KVA UPS System).	09						
03	Installation Charges	01						
GRAND TOTAL (in Millions)								

PROJECT IMPLEMENTATION AND PAYMENT PLAN
DEPLOYMENT OF ERP AND CAMPUS MANAGEMENT SOLUTION

S#	ACTIVITY DESCRIPTION	TIME LINE	EXTENT / LIAISON	PAYMENT PLAN
1	ISSUANCE OF SUPPLY ORDER AGAINST ERP, CMS AND HARDWARE			
1.0	Initiation of AS-IS Analysis and Business process re-engineering.	Within 10 days after acceptance of bid	Whole University including Sub Campuses	N/A
1.1	Submission of System Requirement Specification (SRS) document	Within 60 days		
1.2	Vetting of SRS by the University	Within 30 days		
DELIVERY AND INSTALLATION OF ERP, CMS / SLCM AND HARDWARE				
2.0	Supply of hardware and software	Within 2 months	Directorate of ITRCDB	Payment against hardware.
2.1	Installation, configuration and testing of hardware (servers, storages, UPS etc)	2 Month		
2.2	Installation, configuration and testing of software (ERP, SLCM / CMS)			

CUSTOMIZATION PHASE

S#	ACTIVITY DESCRIPTION	TIME LINE	EXTENT / LIAISON	PAYMENT PLAN
3.0	CUSTOMIZATION OF ERP			
3.1	Financial Management System	6 months	Office of the Treasurer	Payment of _____ licenses of ERP (against proto-type).
3.2	Payroll Management System			
3.3	Pensioners Management System			
3.4	Human Resource Management System		Office of the Registrar	Payment of _____ licenses of CMS / SLCM (against proto-type).
3.5	Tender Management System		Directorate of Procurement & Inventory Control (DPIC)	
3.6	Procurement Management		Office of the Treasurer	
3.7	Inventory Management System		Motor Pool	
3.8	Vehicle Management System		For whole University	
3.9	e-Document Management / e-Filing system			
4.0	CUSTOMIZATION OF CMS			
4.1	Online Admission System			
	Intermediate	Community college		
	Undergraduate	Director Admission / Faculties		
	Post Graduate	Director Graduate Studies		
	Diplomas	Continuing Education		
4.2	Examination Module		Office of Controller of Examination / Student Record Branch	

4.3	Fee Management System		Office of Treasurer / Faculties	
4.4	Learning Management System (LMS) and Attendance Management System		Respective Faculties	
4.5	Library Management System		Office of the Librarian / Faculties	
4.6	Hostel Management System		Office of the Chief Hall Warden	
4.7	Student Complaint Management System		Office of the Director Student Affairs	
4.8	Customization role-out			

IMPLEMENTATION PLAN

OFFICE OF THE REGISTRAR, TREASURE, PROCUREMENT & INVENTORY CONTROL

S#	ACTIVITY DESCRIPTION	TIME LINE	EXTENT / LIAISON	PAYMENT PLAN
5.0	IMPLEMENTATION AND TRAINING OF ERP			
5.1	Financial Management System	6 months	Office of the Treasurer O/o Director Procurement	Payment of _____ licenses of ERP.
5.2	Payroll Management System			
5.3	Pensioners Management System			
5.4	Human Resource Management System		Office of the Registrar	Payment against implementation cost
5.5	Tender Management System		Directorate of Procurement & Inventory Control (DPIC)	
5.6	Procurement Management		Office of the Treasurer	
5.7	Inventory Management System		Motor Pool	
5.8	Vehicle Management System		For whole University	
5.9	e-Document Management / e-Filing system			
5.10	Successful role out			

IMPLEMENTATION PLAN

FACULTY OF AGRICULTURE

S#	ACTIVITY DESCRIPTION	TIME LINE	EXTENT / LIAISON	PAYMENT PLAN
6.1	IMPLEMENTATION AND TRAINING OF ERP			
6.1.1	Financial Management System	4 months	Office of the Treasurer O/o Director Procurement (for fixed assets)	Payment of _____ licenses of ERP.
6.1.2	Payroll Management System		Concerned Faculty	Payment against implementation cost
6.1.3	Pensioners Management System			
6.1.4	Human Resource Management System		Office of the Registrar Concerned Faculty	
6.1.5	Tender Management System		Office of the Treasurer	
6.1.6	Procurement Management			

6.1.7	Inventory Management System		Office of Director Procurement Concerned Faculty	
6.1.8	Vehicle Management System		Office of the Treasurer Office of the Director Procurement Motor pool Concerned Faculty	
6.1.9	e-Document Management / e-Filing system		Concerned Faculty	
6.2	IMPLEMENTATION AND TRAINING OF CMS			
6.2.1	Online Admission System Undergraduate		Office of the Director Admission Concerned Faculty	Payment of _____ licenses of CMS / SLCM.
	Post Graduate		Office of the Graduate Study Concerned Faculty	Payment against implementation cost
6.2.2	Examination Module		Office of the Controller of Examination Student Record Branch Concerned Faculty	
6.2.3	Fee Management System		Office of Treasurer Concerned Faculty	
6.2.4	Learning Management System (LMS)		Concerned Faculty	
6.2.5	Library Management System		Office of the Librarian Concerned Faculty	
6.2.6	Attendance and Hostel Management System		Office of the Chief Hall Warden Concerned Faculty	
6.2.7	Student Complaint Management System		Office of the Director Student Affairs Concerned Faculty	
6.2.8	Successful role out			

IMPLEMENTATION PLAN

FACULTY OF VETERINARY SCIENCE, AGRICULTURE ENGINEERING AND TECHNOLOGY

S#	ACTIVITY DESCRIPTION	TIME LINE	EXTENT / LIAISON	PAYMENT PLAN
7.1	IMPLEMENTATION AND TRAINING OF ERP			
7.1.1	Financial Management System	3 months	Office of the Treasurer	Payment of _____ licenses of ERP.
7.1.2	Payroll Management System		O/o Director Procurement (for fixed assets)	
7.1.3	Pensioners Management System			

			Concerned Faculty	Payment against implementation cost
7.1.4	Human Resource Management System		Office of the Registrar Concerned Faculty	
7.1.5	Tender Management System		Office of the Treasurer	
7.1.6	Procurement Management		Office of Director Procurement Concerned Faculty	
7.1.7	Inventory Management System		Office of the Treasurer	
7.1.8	Vehicle Management System		Office of the Director Procurement Motor pool Concerned Faculty	
7.1.9	e-Document Management / e-Filing system		Concerned Faculty	
7.2	IMPLEMENTATION AND TRAINING OF CMS			
7.2.1	Online Admission System			
	Undergraduate		Office of the Director Admission Concerned Faculty	Payment of _____ licenses of CMS / SLCM.
	Post Graduate		Office of the Graduate Study Concerned Faculty	Payment against implementation cost
7.2.2	Examination Module		Office of the Controller of Examination Student Record Branch Concerned Faculty	
7.2.3	Fee Management System		Office of Treasurer Concerned Faculty	
7.2.4	Learning Management System (LMS)		Concerned Faculty	
7.2.5	Library Management System		Office of the Librarian Concerned Faculty	
7.2.6	Attendance and Hostel Management System		Office of the Chief Hall Warden Concerned Faculty	
7.2.7	Student Complaint Management System		Office of the Director Student Affairs Concerned Faculty	
7.2.8	Successful role out			

IMPLEMENTATION PLAN**FACULTY OF SOCIAL SCIENCES AND FACULTY OF SCIENCES**

S#	ACTIVITY DESCRIPTION	TIME LINE	EXTENT / LIAISON	PAYMENT PLAN
8.1	IMPLEMENTATION AND TRAINING OF ERP			

8.1.1	Financial Management System	3 months	Office of the Treasurer O/o Director Procurement (for fixed assets) Concerned Faculty	Payment of _____ licenses of ERP. Payment against implementation cost
8.1.2	Payroll Management System		Office of the Registrar Concerned Faculty	
8.1.3	Pensioners Management System		Office of the Treasurer Office of Director Procurement Concerned Faculty	
8.1.4	Human Resource Management System		Office of the Treasurer Office of the Director Procurement Motor pool Concerned Faculty	
8.1.5	Tender Management System		Concerned Faculty	
8.1.6	Procurement Management			
8.1.7	Inventory Management System			
8.1.8	Vehicle Management System			
8.1.9	e-Document Management / e-Filing system			
8.2	IMPLEMENTATION AND TRAINING OF CMS			
8.2.1	Online Admission System	3 months	Office of the Director Admission Concerned Faculty	Payment of _____ licenses of CMS / SLCM. Payment against implementation cost
	Undergraduate		Office of the Graduate Study Concerned Faculty	
	Post Graduate		Office of the Controller of Examination Student Record Branch Concerned Faculty	
8.2.2	Examination Module		Office of Treasurer Concerned Faculty	
8.2.3	Fee Management System		Concerned Faculty	
8.2.4	Learning Management System (LMS)		Office of the Librarian Concerned Faculty	
8.2.5	Library Management System		Office of the Chief Hall Warden Concerned Faculty	
8.2.6	Attendance and Hostel Management System		Office of the Director Student Affairs Concerned Faculty	
8.2.7	Student Complaint Management System			
8.2.8	Successful role out			

IMPLEMENTATION PLANFACULTY OF FOOD, NUTRITION AND HOME SCIENCES AND FACULTY OF ANIMAL HUSBANDRY

S#	ACTIVITY DESCRIPTION	TIME LINE	EXTENT / LIAISON	PAYMENT PLAN
9.1	IMPLEMENTATION AND TRAINING OF ERP			
9.1.1	Financial Management System	3 months	Office of the Treasurer	Payment of _____ licenses of ERP. Payment against implementation cost
9.1.2	Payroll Management System		O/o Director Procurement (for fixed assets)	
9.1.3	Pensioners Management System		Concerned Faculty	
9.1.4	Human Resource Management System		Office of the Registrar	
9.1.5	Tender Management System		Concerned Faculty	
9.1.6	Procurement Management		Office of the Treasurer	
9.1.7	Inventory Management System		Office of Director Procurement	
9.1.8	Vehicle Management System		Concerned Faculty	
9.1.9	e-Document Management / e-Filing system		Motor pool	
			Concerned Faculty	
9.2	IMPLEMENTATION AND TRAINING OF CMS			
9.2.1	Online Admission System			Payment of _____ licenses of CMS / SLCM. Payment against implementation cost
	Undergraduate		Office of the Director Admission	
	Post Graduate		Office of the Graduate Study	
9.2.2	Examination Module		Office of the Controller of Examination	
9.2.3	Fee Management System		Student Record Branch	
9.2.4	Learning Management System (LMS)		Office of Treasurer	
9.2.5	Library Management System		Faculty of Agriculture	
9.2.6	Attendance and Hostel Management System		Office of the Librarian	
9.2.7	Student Complaint Management System		Office of the Chief Hall Warden	
9.2.8	Successful role out		Office of the Director Student Affairs	

IMPLEMENTATION PLAN
SUB CAMPUS (BUREWALA)

S#	ACTIVITY DESCRIPTION	TIME LINE	EXTENT / LIAISON	PAYMENT PLAN
10.1	IMPLEMENTATION AND TRAINING OF ERP			
10.1.1	Financial Management System	3 months	Office of the Treasurer	
10.1.2	Payroll Management System			

10.1.3	Pensioners Management System		O/o Director Procurement (for fixed assets) Concerned Faculty	Payment of _____ licenses of ERP.
10.1.4	Human Resource Management System		Office of the Registrar Concerned Faculty	Payment against implementation cost
10.1.5	Tender Management System		Office of the Treasurer	
10.1.6	Procurement Management		Office of Director Procurement	
10.1.7	Inventory Management System		Concerned Faculty	
10.1.8	Vehicle Management System		Office of the Treasurer Office of the Director Procurement Motor pool Concerned Faculty	
10.1.9	e-Document Management / e-Filing system		Concerned Faculty	
10.2	IMPLEMENTATION AND TRAINING OF CMS			
10.2.1	Online Admission System			
	Undergraduate		Office of the Director Admission	Payment of _____ licenses of CMS / SLCM.
	Post Graduate		Office of the Graduate Study	
10.2.2	Examination Module		Office of the Controller of Examination Student Record Branch	Payment against implementation cost
10.2.3	Fee Management System		Office of Treasurer	
10.2.4	Learning Management System (LMS)		Faculty of Agriculture	
10.2.5	Library Management System		Office of the Librarian	
10.2.6	Attendance and Hostel Management System		Office of the Chief Hall Warden	
10.2.7	Student Complaint Management System		Office of the Director Student Affairs	
10.2.8	Successful role out			

IMPLEMENTATION PLAN
SUB CAMPUS (TOBA TEK SINGH)

S#	ACTIVITY DESCRIPTION	TIME LINE	EXTENT / LIAISON	PAYMENT PLAN
10.1	IMPLEMENTATION AND TRAINING OF ERP			
10.1.1	Financial Management System	3 months	Office of the Treasurer	Payment of _____ licenses of ERP.
10.1.2	Payroll Management System		O/o Director Procurement (for fixed assets)	
10.1.3	Pensioners Management System		Concerned Faculty	Payment against implementation cost
10.1.4	Human Resource Management System		Office of the Registrar	

			Concerned Faculty	
10.1.5	Tender Management System		Office of the Treasurer	
10.1.6	Procurement Management		Office of Director Procurement	
10.1.7	Inventory Management System		Concerned Faculty	
10.1.8	Vehicle Management System		Office of the Treasurer	
			Office of the Director Procurement	
			Motor pool	
			Concerned Faculty	
10.1.9	e-Document Management / e-Filing system		Concerned Faculty	
10.2	IMPLEMENTATION AND TRAINING OF CMS			
10.2.1	Online Admission System			
	Undergraduate		Office of the Director Admission	Payment of _____ licenses of CMS / SLCM.
	Post Graduate		Office of the Graduate Study	
10.2.2	Examination Module		Office of the Controller of Examination	Payment against implementation cost
			Student Record Branch	
10.2.3	Fee Management System		Office of Treasurer	
10.2.4	Learning Management System (LMS)		Faculty of Agriculture	
10.2.5	Library Management System		Office of the Librarian	
10.2.6	Attendance and Hostel Management System		Office of the Chief Hall Warden	
10.2.7	Student Complaint Management System		Office of the Director Student Affairs	
10.2.8	Successful role out			

IMPLEMENTATION PLAN
SUB CAMPUS (DEPALPUR)

S#	ACTIVITY DESCRIPTION	TIME LINE	EXTENT / LIAISON	PAYMENT PLAN
10.1	IMPLEMENTATION AND TRAINING OF ERP			
10.1.1	Financial Management System	3 months	Office of the Treasurer	Payment of _____ licenses of ERP.
10.1.2	Payroll Management System		O/o Director Procurement (for fixed assets)	
10.1.3	Pensioners Management System		Concerned Faculty	Payment against implementation cost
10.1.4	Human Resource Management System		Office of the Registrar	
			Concerned Faculty	
10.1.5	Tender Management System		Office of the Treasurer	
10.1.6	Procurement Management		Office of Director Procurement	
10.1.7	Inventory Management System		Concerned Faculty	

10.1.8	Vehicle Management System		Office of the Treasurer Office of the Director Procurement Motor pool Concerned Faculty	
10.1.9	e-Document Management / e-Filing system		Concerned Faculty	
10.2	IMPLEMENTATION AND TRAINING OF CMS			
10.2.1	Online Admission System			
	Undergraduate		Office of the Director Admission	Payment of _____ licenses of CMS / SLCM. Payment against implementation cost
	Post Graduate		Office of the Graduate Study	
10.2.2	Examination Module		Office of the Controller of Examination Student Record Branch	
10.2.3	Fee Management System		Office of Treasurer	
10.2.4	Learning Management System (LMS)		Faculty of Agriculture	
10.2.5	Library Management System		Office of the Librarian	
10.2.6	Attendance and Hostel Management System		Office of the Chief Hall Warden	
10.2.7	Student Complaint Management System		Office of the Director Student Affairs	
10.2.8	Successful role out			

Section VIII.

Sample Forms

Sample Forms

1.	Bid Form and Price Schedules	87,88
2.	Manufacturer’s/Distrbutor's/Dealer's Certificate Form	89

1. Bid Form and Price Schedules

Date: _____
Tender No. _____

To:

Prof. Dr. M. Sajjad Khan,
Dean/Convener,
Faculty of Animal Husbandry,
University of Agriculture,
Faisalabad.

Gentlemen and/or Ladies:

Having examined the bidding documents including Tender No.70/2018, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver *[description of goods and services]*in conformity with the said bidding documents for the sum of *[total bid amount in words and figures]*or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid. We understand that failure to furnish all information required by the bidding documents or to submit a bid not substantially responsive to the bidding documents in every respect will be at our risk and may result in the rejection of its bid.

If our bid is accepted, we undertake to provide a performance security in the form, in the amounts, and within the times specified in the bidding documents and to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements. Failure to which, the Purchaser reserve the right to take action as per provisions of the bidding documents.

We agree to abide by this Bid for the Bid Validity Period specified in Clause 16.1 of the Bid Data Sheet and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of agent	Amount and Currency	Purpose of Commission or gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____
(if none, state “none”)		

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.

We certify/confirm that we comply with all requirements as per ITB Clause 2 of the bidding documents.

Dated this _____ day of _____ 19_____.

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____

Price Schedule for Goods Offered from within the Purchaser's Country

Name of Bidder _____.Tender Number _____.Page _ of ____.

1	2	3	4	5
Item	Description	Country of origin	Quantity	Price including all Taxes

Signature of Bidder _____

Note: In case of discrepancy between unit price and total, the unit price shall prevail.

Manufacturer’s/Distributor’s/Dealer’s Certificate Form

[See Clause 13.3 (a) of the Instructions to Bidders.]

To: *[name of the Purchaser]*

WHEREAS *[name of the Manufacturer/Distributor/Dealer]* who are established and reputable Manufacturer/Distributor/Dealer of *[name and/or description of the goods]* having factories/Warehouse/trading house at *[address of factory]*

do hereby authorize *[name and address of Agent]* to submit a bid, and subsequently negotiate and sign the Contract with you against Tender No. *[reference of the Invitation to Bid]* for the above goods manufactured by us.

We hereby extend our full guarantee and warranty as per Clause 15 of the General Conditions of Contract for the goods offered for supply by the above firm against this Invitation for Bids.

[signature for and on behalf of Manufacturer]

Note: This letter of authority should be on the letterhead of the Manufacturer/Distributor/Dealer and should be signed by a person competent and having the power of attorney to bind the Manufacturer. It should be included by the Bidder in its bid.