

HEAVY INDUSTRIES TAXILA

TAXILA CANTT

ADVANCE SYSTEM REBUILD FACTORY

TENDER DOCUMENT



Method of Tender

FOR

Procurement of Digital Oscilloscope

Tender Inquiry No.5976/9/IT-17/Digital Oscilloscope/FOR/EM/ASRF

Dated 16 Sep 2024

Opening Date 08 October 2024 Opening Time 1130 Hours

Forward your bids on or before 08 Oct 2024 but not later than closing time 1100 hour otherwise bid/quotation will be not entertained as per PPRA Rule no.28.

The tender will be opened at 1130 hours on the same date 08 Oct 2024.

Tel: +92-51- 9315577 Extn: 63125

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TENDER NOTICE

HIT Taxila Cantt

Advance System Rebuild Factory (ASRF)

1. Sealed tenders are invited from reputed firms possessing NTN Certificates for supply of under mentioned item. Procurement will be carried out in the light of MoDP and PPRA rules: -

| Ser | TenderNo | Nomenclature | A/U | Qty | Delivery Period | Date and time of Tender | | Remarks |
|-----|---|---|-----|-----|--|-------------------------|----------------------|--|
| | | | | | | Submission | Opening | |
| 1 | Tender Inquiry No.5976/9/IT-17/Digital Oscilloscope/FOR/EM/ASRF Dated 16 Sep 2024 | Digital Oscilloscope UNI-T 1204 "or equivalent" | Nos | 03 | Within 03 x Months after signing of contract | 08 Oct 2024 by 11 Hrs | 08 Oct 2024 1130 Hrs | Technical Specification attached at Anx 'D' |

For further Information

Tel: +92-51- 9315577 Extn: 63125

HIT Taxila Cantt
Advance System Rebuild Factory
INVITATION TO BIDS

Date: 16 Sep 2024

1. This Invitation to Tender (IT) follows the Procurement Notice (PN) or Procurement Advertisement (PA) Tender Inquiry No.5976/9/IT-17/Digital Oscilloscope/FOR/EM/ASRF Dated 16 Sep 2024 for the Procurement as per clause no.1 of said tender notice.
2. The Advance System Rebuild Factory (ASRF) HIT now invites sealed bids from eligible Suppliers for the provision of Digital Oscilloscope. The original bid along with 2x set of copies, properly filled in, and enclosed in sealed envelope(s) must be delivered as under: -

| Ser | Activity | Response | Remarks |
|------------|-------------------------|----------------------|--|
| a. | Bid submission | 1100 Hrs 08 Oct 2024 | |
| b. | Bid opening (Technical) | 1130 Hrs 08 Oct 2024 | A gap of minimum 30 mins will be ensured between the bid submission and bid opening time as per PPRA rule no.28. |

3. Representative, on the firm's letter head, with authority to conduct all business for and on behalf of the firms during the bidding process, and in case of award of contract, during the execution of contract.

Deputy Assistant Director (EM Branch)
ASRF
Heavy Industries Taxila, Taxila Cantt
Phone No.051-9315577

GENERAL INSTRUCTIONS

Eligibility of Firms

1. The bidding shall be conducted in line with the procedure as elaborated in the Government Rules and any Regulations, Regulatory Guides, Procurement Guidelines or Instructions issued by the PPRA/MoDP (from time to time) and is open to all the potential bidders. Eligibility criteria laid down in the above mentioned rules will be followed strictly. Key points are as under: -

- a. **Ineligible Countries:** India and Israel
- b. **Ineligible Firms:** A firm will be ineligible if: -
 - (1) Declared bankrupt / insolvent.
 - (2) Payments in favor of the firm are suspended in accordance with the judgment of a court of law.
 - (3) Legal proceedings are instituted against a firm involving an order suspending payments and which may result in declaration of bankruptcy or in any other situation entailing the total or partial loss of the right to administer and dispose of the property.
 - (4) The firm or its management/administration is convicted, by a final judgment, of any offence involving professional conduct.
 - (5) Firm is blacklisted and debarred due to corrupt and fraudulent practices, or performance failure or breach of bid securing declaration.
 - (6) A firm which has defaulted on two or more contracts, until the satisfactory conclusions of the contract.
 - (7) Firm(s) involved in any corrupt and fraudulent practices.

Preparation and Delivery of Bid.

2. **Validity of Bid:** Bids shall be valid for 120 days from the date of opening of the Financial Proposal. This must be indicated in the Technical as well as the Financial Proposals.
3. **Late Submission:** Bids received after the appointed time will **NOT** be entertained.
4. **Delivery of Bids:** The firms shall submit offer in three separate envelopes i.e. Technical Proposal envelope, Financial Proposal envelope, and Bid Security/Earnest Money envelope.

5. **Technical Proposal:** The offer should contain all the relevant specifications without prices. Mention Technical Proposal, Tender Number and date of opening should be clearly marked on the face of the envelope. Soft copy of the Technical Proposal will also be provided inside the Technical Proposal envelope.
6. **Bid Security / Earnest Money Envelope:** The copy of the bid security/EM in shape of CDR addressing to MD (ASRF) hiding the actual amount will be placed inside the Technical Proposal envelope, whereas the actual bid security/EM showing the amount will be placed inside the envelope of the Financial Proposal and copy of the same will be placed inside envelope mention Bid security /EM envelope. Moreover Bank cheque will be not acceptable; otherwise Technical quotation will be disqualified.
7. **Financial Proposal:** Only one copy of the offer (in original) indicating prices quoted in figures as well as in words as per itemized cost for format at Schedule to Price **Anx 'C'** be provided. Financial Proposal, Tender Number and date of opening should be clearly marked on the face of the envelope.
8. **Postal Orders:** The Technical Proposal must be accompanied by valid postal orders (of Oct 2024) of Rs.2,000/-(Two Thousand), otherwise Technical Proposal will be rejected.
9. **Participation in Bid Opening:** Technical proposal will be opened in the presence of the firm's representative on the assigned time, date and place. Firm should follow the following instructions:-
- a. Firms should send a representative with the knowledge of the content of the Bid who shall verify the information read out from submitted documents.
 - b. Representative should be a responsible authority and permitted signatory, competent to negotiate and sign the contract on the behalf of the supplier/firm, if required.
 - c. The firm's representatives shall sign attendance sheet as proof of their attendance.
 - d. Firm's representatives may have to travel/stay in Pakistan for the duration of negotiations at his own expense.
10. **Opening of Tender:** Tender will be opened as per the procedures laid down as per Government Rule and at least thirty (30) minutes after the time specified for the submission of tender. In case of closed/forced holidays, tender opening time will be considered the same on the next working day.
- a. Technical Proposal i.e. without prices will be opened on the day of tender opening

and will be sent for the Technical Scrutiny.

- b. The Financial Proposal will be opened, when the Technical Proposal is accepted by the technical authorities based on Quality and Cost Based Selection (40% for the Technical Parameters as per **Anx 'E'** and 60% Financial Aspect) The date of opening for Financial Proposal will be intimated to the firm in advance.
- c. The Financial Proposal will be returned to the firm un-opened along with the Bid Security/EM, if the Technical Proposal is not technically accepted.

11. **Withdrawal of Offer:** Bidder cannot withdraw the offer before signing of the contract and within the validity period of offers. Any firm withdrawing its offer within the validity period can be placed under embargo for up to three year and the Bid Security/EM will be forfeited.

12. **Return of IT:** Firms/suppliers NOT quoting will return the bid enquiry stating the reasons for NOT quoting. In case of a firm failing to return the IT, either quoted or not- quoted, consecutively on three occasions, authority concerned will consider excluding the name of that firm from its distribution list to stop further issuing the IT.

13. **Acceptance of Bids:** Technically approved by the Technical Scrutiny Committee will be accepted.

14. **Bid Security/EM:** The Bid Security/EM will be in the form of a CDR amounting to **Rs. 75,000** in the favor of MD ASRF- HIT. Bid Security in the form of a crossed cheque / cheque shall be liable for rejection.

15. The muted Bid Security/EM envelop will be opened with the Technical Proposal. Technical Proposals received without Bid Security/EM or not as per the stipulated amount shall be liable to rejection.

16. **Return of Bid Security/EM:** In case a firm not qualifying during the technical scrutiny, it's Financial Proposal (unopened) along with the Bid Security/EM will be returned within 30 working days on receipt of the Technical Scrutiny Report.

17. **Disqualification:** Firms will be disqualified due to following clauses:-

- a. Offer is made through Fax/Email/Cable/Telex.
- b. Received later than appointed/fixed date and time or contradicting to binding terms.
- c. Not agreeing to specifications of required item.
- d. Offers are found conditional or incomplete in any respect.

- e. Postal orders as per clause no.8 are NOT attached with the technical offer.
- f. Bid Security in shape of CDR NOT provided with the Technical Proposal.
- g. If validity of offer is NOT quoted as per said Tender Inquiry.
- h. Tender specifications/requirements not conforming in all respect.
- i. There is any deviation from General/Special/Technical Instructions provided.
- j. Offers (Financial/Technical) containing non-initialed/unauthenticated amendments/ corrections/ overwriting.
- k. Taxes are NOT indicated separately as per required price breakdown mentioned at Annex C.
- l. Multiple rates are quoted against one item.

18. **Official Secret Act/Non-Disclosure Agreement:** All matters connected with this enquiry and subsequent actions arising there from come within the scope of the Official Secret Act, 1923. The firms are requested to ensure complete secrecy regarding the documents and the stores concerned with the enquiry and to limit the number of employees having access to this information. Non-Disclosure Agreement will be signed in contract with firm whose bid will MOST Advantageous/Quality Cost based.

19. **Stamp Duty:** As per Stamp Duty Act 1889, firm is liable to pay stamp duty taxes @ 0.25% (25 paisa per Rs. 100) amounting to **Rs. 4,425**. Firm will deposit the amount on account of stamp duty on TR/Challan to Bank of Punjab and submit the deposit copy along with bill/invoice to procurement agency and consignee.

20. **Advance Sample:** Sample will be supplied by the firm for Technical Scrutiny (If required)

PART – I

BID DATA SHEET (BDS)

(FIRMS WILL SUBMIT BDS DULY SIGNED AND STAMPED WITH TECHNICAL PROPOSAL)

IT No : _____
Procuring Agency : _____
Description of Stores : _____

| <u>General</u> | | | <u>Firm's Response</u> (Yes / No) |
|-----------------------|-------------------------------------|---|---|
| 1. | Description and quantity of stores: | As per Schedule of Requirement at Annex 'A' . | |
| 2. | Delivery Period: | The store is required to be delivered within 03 x months after signing of contract. | |
| 3. | Destination (consignee): | ASRF HIT | |
| 4. | Ineligible country (ies) | India and Israel | |
| 5. | Eligibility of bidders | Bidder will render a certificate as per format at Annex B that the firm is neither defaulter/blacklisted by any Government Organization directly or indirectly nor any investigation/interrogation was ever carried out against the firm by any Pakistani or overseas intelligence/investigation agency; and the firm is fully eligible as per Government/PPRA Rules to offer bid in this IT. | |
| 6. | Criteria for price quotation | Price Schedule (Financial Proposal) at Annex 'C' . | |

| Status of Registrations | | | |
|--------------------------------|--|--|--|
| 7. | Registered Firms | Bidders will attach attested a copy of Registration Letter with HIT. | |
| Bidding Documents | | | |
| 8. | Bid validity period | 120 days | |
| 9. | Copies of IT documents to be submitted | One original and one certified copies of original | |
| 10. | Submission of offer | Firms shall submit offers in 3 x separate envelopes i.e. Technical Proposal envelop, Commercial Proposal envelop and Bid Security / EM envelope duly sealed in One large size envelope. | |
| 11. | Technical proposal | The Technical Proposal shall include bid security/EM in form of CDR hiding he amount. Complete documents as per Tender Notice Part-I and Part-II duly signed and stamped on each page, complete technical data, literature, ATP, sketches, brochure, proposal including specification as per subject IT. | |
| 12. | Changes in bidding documents | After opening of technical offer, no request for change of OEM, principal, address, model, conditions, specifications, deletion of items, part no, nomenclature, quantity, A/U, etc. | |

PART-II

TERMS AND CONDITIONS GOVERNING THE CONTRACT

Firms should fill the following with respect to clause no. 17 (**Disqualification**) of said IT:-

| Ser | Clause | Firm's Reply (Yes / No) | Remarks |
|------------|--|-------------------------------------|----------------|
| 1. | <u>Delivery Schedule.</u> The store is required to be delivered within 03 x months after signing of contract. | | |
| 2. | <u>Terms of Payment.</u> 100% on CRV / inspection note from user. | | |
| 3. | <u>Performance Bank Guarantee (PBG).</u> 5% PBG will be provided from the Bank of the State Bank of Pakistan on judicial stamped paper / e-stamp paper or CDR in favour of CMA (HIT). The same will remain valid for 12 x months from the date of issuance of last CRV/ Inspection. | | |
| 4. | <u>Warranty/ Guarantee:</u> Warranty period will be 12 x months from the date of issuance of last CRV/ Inspection Note. | | |

| | | | |
|----|--|--|--|
| 5. | <p><u>Failure/ Termination</u></p> <p>a. If at any time during the currency of the contract, the Purchaser decides to terminate the contract for any reason whatsoever, he shall have the right to do so by giving the Supplier a written notice to that effect. In that event, the Purchaser will accept delivery at the contract price and terms, of such stores/goods which are in actual process of manufacture that is completed and ready for delivery within thirty days after receipt by Supplier of such notice.</p> <p>b. In the case of remaining undelivered stores/ goods/ materials, the Purchaser may elect either: -</p> <p>(1) To have any part there of completed and take the delivery there of at the contract price, or</p> <p>(2) To cancel the remaining quantity.</p> <p>c. Should the Supplier default i.e. fail to deliver subject device in time or as per quality, the terms of the contract or fail to render Bank Guarantee within the stipulated time period or commit any breach of the contract, the Purchaser reserves the right to terminate/cancel the contract fully or any part thereof and the Supplier will be liable to return all the payments of undelivered stores at the rate of 1% above.</p> | | |
|----|--|--|--|

| | | | |
|-----|--|--|--|
| 6. | <p><u>Late Delivery (LD):</u> If the “SUPPLIER” fails to deliver the contracted items according to the agreed schedule as specified in the contract, grace period of 21 days will be allowed. After the expiry of this grace period “Liquidated Damages “ at the rate of up to 2% per month of the value of the remaining deliverable may be levied but the total damages should not exceed 10% of the total cost of undelivered store/items.</p> | | |
| 7. | <p><u>Effective Date of Contract (EDC)</u> EDC will be established from the date on which contract signed.</p> | | |
| 8. | <p><u>Risk and Expense.</u> In the event of failure on the part of the Supplier to comply with the contractual obligation, the contract shall be cancelled at the risk and expenses of Supplier as per Government Rules and Regulations.</p> | | |
| 9. | <p><u>Technical Assistance.</u> The Supplier shall be responsible for successful Setting-to-Work, commissioning and installation. The technical assistance by the Supplier during warranty period shall be free of cost and on request basis to the satisfaction of Purchaser.</p> | | |
| 10. | <p><u>Arbitration.</u> Disputes (if any) shall be subject to ultimately settled in compliance with the laws of Pakistan and Chairman HITB will be the sole arbitrator in such situations.</p> | | |
| 11. | <p><u>Purchaser’s Right.</u> The purchaser reserves the right of deletion, addition, and cancellation of the contract in part or full without assigning any reason whatsoever and without financial repercussion after signing of the contract. Such information will be passed to the supplier on his legal address by the Purchaser through the fastest possible means i.e. Telephone, Fax, Telex, Cable and Telegram etc.</p> | | |

| | | | |
|-----|--|--|--|
| 12. | <p><u>Secrecy</u>. The Supplier(s) shall undertake that any information about the sale/purchase of stores under this contract shall not be communicated to any person, other than the manufacturer of the stores, or to any press or agency not authorized by this Directorate General, to receive it. Any breach on this account will be punishable under the Administrative Actions (Official Secret Act 1923) as per the Government of Pakistan in addition to termination of the contract with imposition of penalty upto 100% of the contract value on the supplier.</p> | | |
|-----|--|--|--|

PART – III

TECHNICAL CONDITIONS/SPECIFICATIONS

Firms should fill the following with respect to clause no. 17 (**Disqualification**) of said IT:-

| Ser | Clause | Firm's Reply (Yes / No) | Remarks |
|------------|---|-------------------------------------|----------------|
| 1. | <p><u>Inspection/Testing of Store</u></p> <p>a. Inspection/testing will be carried out as per terms and conditions of the contract and as per technical specification and standards mentioned in operational and technical manual. The Supplier will provide the required technical specification to ascertain the said device as per Anx 'D'.</p> <p>b. The Supplier will provide detail technical specification as per time line mentioned in the contract. Buyer will forward observations (if any) within two weeks to the Supplier. The desired specification will be mutually discussed between both the parties at the Purchaser's premises. All expenditures on account of inspection/testing of stores shall be on the Supplier's account.</p> | | |
| 2. | <p><u>Change in Specification/Manufacturer/Model.</u> No alteration in make/brand and quality of stores will be entertained after opening of Bids. To the contrary, any change/improvement will require approval of the technical authority/ user.</p> | | |
| 3. | <p><u>Technical Documentation/ Manuals.</u> Following Technical documents and manuals will be supplied free of cost by the Supplier :-</p> <p>a. Technical/Testing Manual</p> <p>b. Operating Manual</p> <p>c. Repair Manual</p> | | |

| | | | |
|----|---|--|--|
| 4. | <p><u>Packing/Marking.</u> The Supplier shall be responsible for proper packing of the stores in accordance with the relevant paper particulars under the conditions laid down in the contract or other relevant instructions on the subject in standard export packing worthy of transportation by sea/air/road/rail so as to ensure their contents being free from loss or damage due to faulty packing on arrival at the ultimate destination. Packing of stores will be done at the expense of the Supplier. All packing cases, containers and other packing material shall become the property of the State of Pakistan on receipt.</p> | | |
|----|---|--|--|

SCHEDULE OF REQUIREMENT AND DELIVERY

1. Fill following the delivery schedule: -

| Ser | Description of Stores and Specification Services / Documents | A/U | Quantity | Delivery schedule (shipment) in months | Shelf Life |
|------------|---|------------|-----------------|---|-------------------|
| | | | | | |

Name of the Bidder:

**[complete name of the Bidder]*

Name and signatures

***[complete name of the person authorized to sign the Bid on behalf of the Bidder]*

Date:

CERTIFICATE OF ELIGIBILITY

(On Judicial Stamp paper Rs 100/E-Stamp Paper)

1. It is certified that our firm is neither defaulter / blacklisted by any Government Organization directly or indirectly nor any investigation / interrogation was ever carried out against us by any Pakistani or overseas intelligence/investigation agency. It is further certified that our firm is fully eligible as per Government Rules to offer bid in this IT.”
2. At any stage of bidding documents or after signing of contract, if it is established that information provide by our firm are false / contradictory so, our bid / contract should be cancelled and purchased the said store on our firm’s Risk & Expenses, forfeited our 5% PBG and debar / blacklist our firm till further order.

Name of MD _____

CNIC or Passport No. _____

Signature _____

Date _____

FINANCIAL PROPOSAL
SCHEDULE OF PRICE - SUMMARY

Description of Stores

| Ser | Description of Stores and Specification Services/ Documents | A/U | Qty | Unit Price (Excluding GST) | 18% GST | Total Price including 18%GST |
|------------|--|------------|------------|--|--------------------|---|
| a. | | | | | | |

SPECIFICATIONS OF DIGITAL OSCILLOSCOPE

| S/No | Nomen | A/U | Qty Req | Specification |
|-------------|--|------------|--------------------|--|
| 1 | Digital Oscilloscope UNI-T 1204 "or equivalent" | Nos | 03 | Model No: UNI-T 1204 TECH SPECS: i) Bandwidth 200MHz ii) 4 Analog Channels iii) Real - Time sample rate 2GSa/s iv) Max Memory Depth 56 M pts v) Waveform Capture Rate 500,000 wfms/s |

Eligibility Criteria

1. Past Performance and Technical Evaluation will be used as qualification criteria with 50% passing marks in each group / main head. Out of qualified bidders, best evaluated bid will be ascertained having 40% weightage in Technical Parameter and 60% weightage in Fin aspect as per quality and Cost Based Selection (QCBS) of PPRA rules.

| Cat | Mks | % Weightage | Remarks |
|---|-----|-------------|--|
| Technical with respect to technical parameters specification of project | 100 | 40 | <ul style="list-style-type: none"> • head/sub Group/head • Minimum 50% to qualify in each Group / Main head/sub Group / head |
| Price in Fin aspect | 100 | 60 | |

2. **Marks Distribution Qualification Matrix**

a. **Technical Evaluation:-**

| Ser | Description | Maximum Points |
|-------------------------------|---|----------------|
| Performance Evaluation | | |
| (1) | Past Experience / Performance | 50 |
| (2) | Project's Technical Evaluation Parameters | 50 |
| Total | | 100 |

Further details of criteria for each of the above categories are as under:-

- (1) **Past Experience / Performance:-** Credit marks for past experience/performance shall be awarded on the basis of following criteria. Firms required to attached following record for awarding technical marks otherwise no marks will be awarded for understanding of bidder following table:

| Ser | Description | Max Points | Explanation for Marks Obtained |
|--------------|--|------------|---|
| (a) | Contracted store supplied to ASRF with in DP and qualified in first go (in last 3 years) | 15 | X1 = Total value of last 3 years' contracts. X2 = Total value of last 3 years' contracts Formula: Score= $\frac{X2}{X1} * 15$ |
| (b) | Quantum of rejections of items in the last 3 years of ASRF contracts | 25 | X1 = Total no of item. X2 = Items qualified out of total no. Formula: Score= $\frac{X2}{X1} * 25$ |
| (c) | Timely provision of documents/ bank guarantees / bid security money against ASRF contracts | 10 | X1 = Total no of contracts concluded in last 3 years. X2 = Total number of timely provided bank guarantees/ bid securities against the total no of contracts in last 3 years. Formula: Score= $\frac{X2}{X1} * 10$ |
| (d) | Risk and Expense action against firm approved | - | 1 x mark will be deducted against each Risk and Expense action. |
| (e) | Response to HIT Procurement queries /problems | - | 1 x mark will be deducted for each reminder letter issued to the firm 1 x mark will be deducted for each warning letter issued to the firm. |
| Total | | 50 | |

(2) **Project Technical Evaluation Parameters /Specification (50 Marks)**

Firms are required to undertake/ accept following to get technical marks:-

| Sr | Description | Max Points | Firm's Response |
|-----------|--|-------------------|------------------------|
| a. | Free of cost training/installation/commissioning of said device. | 10 | |
| b. | 2x Years additional warranty. | 10 | |
| c. | Functional testing along with all accessories | 30 | |
| | Total | 50 | |
| | Score in Technical evaluation = $\frac{X}{100} \times 40$ | | |
| | Marks Obtain out of 100 = X | | |
| | Total numbered obtain in Technical Quotation = | | |
| | Note: i. Contract will be awarded to most advantageous bidder (40 Technical Parameter & 60% Fin aspect) as per above mentioned Evaluation/Qualification Criteria. ii. Newly participated firm or firm having no past performance record with HIT will be given 50% marks in each category. | | |