

RESTD

IMMEDIATE

College of Electrical &
Mechanical Engineering
Rawalpindi
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No. 02/2024-25/EME
April 2025

To: Public Procurement Regulatory Authority
Federal Bank for Co-operative,
Building 1st Floor, Near SBP,
Sector G-5/2, Islamabad.

Subject: **Uploading of Tender Notice Inquiry Number-02/ 2024/25 on PPRA Website**

College of E&ME Rawalpindi intends to purchase miscellaneous items of ***A-in-U***.
Moreover, terms and conditions of the tender are attached at **Annexure A**, to this letter
please.

Major
For Commandant
(Muhammad Waqar Mahmood)

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TERMS AND CONDITIONS OF THE TENDER

1. **Rate**

- a. CST will remain valid till **30 Jun 2025** (Bid Validity).
- b. Quoted rates must be inclusive of all the Government taxes i.e. **GST, INCOME TAX, CUSTOM DUTY AND OTHERS.**
- c. Rates will be quoted for brand new stores and repair of eqpt.
- d. Rates will be quoted in Pak Rupees only.

2. **Quotations**

- a. As per PPRA Rule 36 (d), double stage two envelope bidding procedure will be followed.
- b. Technical and commercial offers will be submitted in separate envelopes. The envelope containing Technical offer will be marked as "**Technical Offer Invitation Tender-02/ 2024-25**". The envelope containing Commercial offer will be marked as "**Commercial Offer Invitation Tender-02/ 2024-25**".
- c. No column should be left blank in quotation, however, NQ should be written in the rate column for **ITEMS NOT BEING QUOTED.**
- d. Firms to clearly mention **TOTAL NUMBER OF ITEMS QUOTED.**
- e. Rates to be quoted on the format provided (Soft and hard copy) otherwise quotation will not be considered, especially serial number of IT be strictly followed.
- f. No rate will be accepted through fax or any other electronic device / medium.
- g. No quotation will be accepted after prescribe time under any circumstance.

3. **Technical and Commercial Offers.** Technical and Commercial Offers must contain following:-

- a. Brand to be mentioned for eqpt of all countries of origin including Genuine/ OEM and supporting documents/ agency agreement to be provided.
- b. In case of brands other than OEM/ OPM, local/ foreign sources of supplies must be mentioned with proof.
- c. Proof of source of procurement for Genuine/ OEM/ OPM/ other brand items will be provided with the Technical Offer and with delivery of stores including original invoice/ shipping documents/ bill of lading/ contents of consignments etc.
- d. Advance samples will be provided whenever asked, but prior to bulk.

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4. Restrictions

- a. **CUTTING OR OVERWRITING** in the quotation may make it liable to rejection, therefore may be avoided.
- b. The purchaser retains the authority to **REJECT** any or all the quotations as per PPRA Rules.

5. Supply (Requirements)

- a. Item(s) should be exactly in accordance with part numbers, nomenclature, specifications/ samples.
- b. In case of machinery/ equipment, the bid should include installation, training and all literature including part catalogues, owner/ user manual and repair manuals.

6. Tender Opening

- a. Quotations must be dropped in the tender box before 1100 hours on **21 April 2025**.
- b. **Technical Offers** will be opened at 1130 hours on **21 April 2025**.
- c. Financial offer of only those contractors will be opened for whom technical will be accepted by the board and rest would be returned unopened.

7. Important Notes

- a. Only GHQ security wise cleared firms which are registered with this installation can participate in this tender inquiry.
- b. The firm has to deposit IT fee of **Rs. 3,000/-** for receiving the documents at the time of submission of the quotations or pay order may be sent with the quotations. Tender will not be entertained/ rejected for which IT fee has not been provided.
- c. Bid Security and performance guarantee as per PPRA regulations will be claimed if deemed necessary.
- d. The acceptance of the said eqpt will be subject to form, fitness and functional test from competent inspection authorities.
- e. Delivery period to be mentioned while quoting the rates, however, it shall not exceed 1 x months after issue of purchase order.
- f. ***Detailed tender documents to be obtained on CD from this institution during office hours.***

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- g. Qualifying firms will be issued repeat orders, throughout the validity period of this IT. Firms will be required to supply the ordered stores within the delivery period mentioned on the purchase order.
- h. We retain the right to reject a "Bid". Any "Redressal of Grievance by Contractor" shall be submitted with 15 x days as per PPRA Rule 48.

8. **Warning**

- a. All firms must study the specifications of item(s) of this Tender Inquiry carefully before submission quote, otherwise College of E&ME will not be responsible.
- b. All firms must read all clauses carefully before preparing the quotations.
- c. In case of any discrepancy against any clause(s) in quotation, the bid is liable to be rejected.
- d. Quotations to be deposited duly signed/ stamped on each page along with covering letter, on letter pad of the firm before time of submission as mentioned in para 7a and 7b.
- e. Quotations will not be accepted without soft copy.