



TENDER DOCUMENTS

Hiring of Auto Workshop

NUTECH / SCM / Auto Workshop-2020 / TD-119

NATIONAL UNIVERSITY OF TECHNOLOGY

National University of Technology (NUTECH)
NUTECH/SCM/Auto Workshop – 2020/TD-119 &
NUTECH/SCM/Motor Cycle Workshop – 2020/TD-120

Sealed bids are invited for tender separately from Government / FBR Registered firms for the hiring of Auto Workshop & Motor Cycle workshop for NUTECH:

- a) Auto Workshop NUTECH/SCM/Auto Workshop – 2020/TD-119
b) Motor Cycle Workshop NUTECH/SCM/Motor Cycle Workshop – 2020/TD-120

1. Tender documents containing terms, conditions and detailed compliance of items (including draft contract) can be downloaded from NUTECH website "<https://nutech.edu.pk/downloads/procurement/scm-tenders/>" w.e.f **07 Feb 2020**.
2. Quotations shall be submitted as per requirement of the tender documents.
3. Details for submission of bids and Bank Draft/CDR for each tender are as under:-

Description	Auto Workshop TD-119	Motor Cycle Workshop TD-120
Bank Draft/CDR	Rs 100,000 in favor of (NUTECH)	Rs 50,000 in favor of (NUTECH)
Submission	1000 hours on 26 Feb 2020	1130 hours on 26 Feb 2020
Tender Opening	1030 hrs on 26 Feb 20 at SCM Office	1200 hrs on 26 Feb 20 at SCM Office

4. Contract will be awarded for 1 year (extendable).
5. Submit Rs 1500/- as Tender fee in favor of NUTECH HBL Account (**NUTECH Tendering and Contracts, 5037-7000210755**). Please attach bank receipt with technical offer. Offers will not be entertained without payment of processing fee.

Deputy Director (Supply Chain Management)

NATIONAL UNIVERSITY OF TECHNOLOGY, JPROAD,I-12,ISLAMABAD

Tel: 0092-51-5476768, Ext: 227

NATIONAL UNIVERSITY OF TECHNOLOGY
SUPPLY CHAIN MANAGEMENT
INVITATION TO TENDER

Tender submission time: 1000 hours, 26 Feb 2020

1. NUTECH desires to hire the auto workshop for the maintenance of vehicles i-e Motor Cars, Vans & Other Misc Vehicles. Interested bidders are requested to send their bids through courier or deliver at NUTECH under "Single Stage – One Envelope" marked clearly as "**Offer**" to the undersigned, latest by or before above mentioned due date.

2. **Conditions Governing Contracts.** The contract made as result of this IT will be in accordance with the draft contract published on NUTECH University website and other special conditions (Mentioned in this document) that may be added to given contract for the hiring of auto workshop.

3. **Delivery of Tender.** The offer is to be submitted as under:-

a. **Technical Offer.** Technical Offer should contain only Annexure-A duly filled in (supported with relevant technical literature / details / catalogues etc) and receipt of tender processing fee. Copy of bid bond should be attached with technical offer. Only relevant technical details ie literature/brochures should be enclosed in an envelope. Following information will be clearly marked on the envelope:

- (1) Technical Offer
- (2) Tender number
- (3) Date/ time of opening

b. The tender duly sealed will be addressed to the following:-

Deputy Director (Supply Chain Management Office)
NATIONAL UNIVERSITY OF TECHNOLOGY (NUTECH)
I J P ROAD, I-12, ISLAMABAD
Tel: 0092-51-5476768, Ext: 227

4. **Date and Time for Receipt of Tender.** Sealed bids with detailed specifications should reach SCM office latest by **1000 hours on 26 Feb 2020**. Delay occurring in post shall not be accepted. Tenders received after the appointed / fixed time will NOT be entertained. The appointed time will, however, fall on next working day in case of closed / forced holiday.

5. **Tender opening.** The offers shall be opened 30 minutes after submission time. Only legitimate / registered representatives of firm will be allowed to attend tender opening.

6. **Validity of Offer.** The validity period of quotations must be indicated and should be 90 days from the date of opening of technical offer.

7. **Documents.** Following information / copy of documents must be provided / attached with offer:-
 - a. A copy of letter showing firm's financial capability.
 - b. NTN/GST number be mentioned on the offer and copy of registration Certificate issued by Sales Tax Department, attached.
 - c. Annexes A & B must be signed and stamped. **ATTACH ONLY RELEVANT DOCUMENTS.**
 - d. Complete all Annexes as per given format. Do not use your format or letter head. Offer may be rejected if given format is not followed.
 - e. Copy of CNIC of the employees in each category must be attached.

8. **Disqualification.** Offers are liable to be rejected if:-
 - a. Validity of offer is not quoted as required in IT documents.
 - b. Any deviation from the General/ Technical Instructions.
 - c. Offers are found conditional or incomplete in any respect.
 - d. Copy of EM/Bid Bond & Tender processing fee (with offer).
 - e. Relevant brochures and technical details on major equipment assemblies are not attached in support of specifications.
 - f. Offer received later than appointed / fixed date and time.

- g. If the offer is found to be based on cartel action in connivance with other sources/participants of the tender.
9. **Return of Earnest Money/Bid Bond.**
- a. Bid Bond to the unsuccessful bidders will be returned on finalization of the lowest evaluated bidder.
 - b. Bid Bond of the successful bidder/bidders will be returned on submission of Bank Guarantee/Bid bond against warranty period OR Bid bond retained for the warranty period as the case may be.
10. **Terms of Payment** 100% payment will be made on accrued Rs 100,000/- or accrued monthly basis whichever is earlier.
11. **Taxes/ Duties** Taxes will be deducted from monthly payment as per Government rules.
12. **Service Commencement:** Successful bidder will provide service immediately with commencement of contract.
13. **Type of Work Orders:** Completion of Work Orders will be done as under:-
- a. Normal - 1 to 2 days
 - b. Emergent - Same day on priority
14. **Force Majeure.** If non-compliance with the period of delivery or services can be proved to be due to Force Majeure, such as but not limited to mobilization, war, riot, strike, lockout or the occurrence of unforeseen events, the period shall be reasonably extended.
15. **Arbitration.** The dispute shall referred for adjudication to a board comprising of Pro-Rector NUTECH as Chairman and two arbitrators, one to be nominated by each party. The arbitration proceeding shall be held in Pakistan under Pakistan Law. The venue of arbitration shall be the place from which the contract is issued or such other place as the purchaser at his discretion may determine. Arbitration award so given will be firm and final.
16. **General Instructions:** Following must be noted:-
- a. The firm should provide point to point acceptance of each clause of IT.
 - b. Firm will render a certificate with technical offer that firm is neither defaulter nor blacklisted by any Government / semi Government organization directly or indirectly.
 - c. 6 Months warranty for the spare parts will be provided.
 - d. NUTECH reserves the right to cancel the Contract without assigning any reason whatsoever during its currency / execution / after placement, if the firm is found to be involved in any dubious activity,

litigation, lacking to meet contractual obligations with the purchaser or is blacklisted with any other Public procurement agency. No claims / loss /damage of whatsoever nature shall be entertained and NUTECH's decision in this regard will be final / binding on the Seller.

- e. Firms with previous pending/outstanding projects/business with NUTECH may not be considered for award of this tender.
- f. Bids will be evaluated on the basis of Auto Workshop Evaluation Criteria mentioned at clause 17 of IT documents. Contract will be awarded on the basis of evaluation criteria.

17. **Auto Workshop Evaluation Criteria:** The auto workshop evaluation for the award of contract shall be done on the following parameters:-

- NTN/GST registered Firm **(6 Marks)**
- Number of years in Auto Workshop business (Attach Proof):
 - i. 10 years or more **(20 Marks)**
 - ii. 5 years or more **(14 Marks)**
 - iii. 3 years or more **(6 Marks)**
- Technical Staff (**Attach CNIC**)
 - i. Supervisor
 - a. 2 & Above Supervisor **(5 Marks)**
 - b. 1 x Supervisor **(3 Marks)**
 - ii. Auto Mechanics
 - a. 3 & above Mechanics **(10 Marks)**
 - b. 2 Mechanics **(7 Marks)**
 - c. 1 Mechanic **(5 Marks)**
 - iii. Auto Electricians
 - a. 2 & above auto electricians **(5 Marks)**
 - b. 1 auto electrician **(3 Marks)**
 - iv. Auto Denter
 - a. 2 & above auto denter **(5 Marks)**
 - b. 1 auto denter **(3 Marks)**
 - v. Auto Painter
 - a. 2 & above auto painter **(5 Marks)**
 - b. 1 auto painter **(3 Marks)**
- Machinery, Equipment & Tools (complete sets as per No of technical staff according to the list) (Workshop Survey will be carried out by evaluation board) **(10 Marks)**

- Previous repair work related to the Government Departments (Attach work orders as proof)
 - i. Rs 1,000,000/- and Above per year **(10 Marks)**
 - ii. Rs 750,000/- and Above per year **(5 Marks)**
 - iii. Rs 500,000/- and Above per year **(3 Marks)**
 - iv. Rs 250,000/- and Above per year **(1 Mark)**
- Availability of following facilities at workshop premises:
 - i. Poshish/Seat Cover/Steering Cover etc **(4 Marks)**
 - ii. Machining **(4 Marks)**
 - iii. Transmission Repair **(4 Marks)**
 - iv. Mechanical & Electronic Lock/Door Machine **(4 Marks)**
 - v. Tyre Tube Repair **(4 Marks)**
 - vi. Tuning, Engine oil & Oil Filter **(4 Marks)**

NOTE: NUTECH may hire multiple workshops for the period of one year (extendable).

Deputy Director
Supply Chain Management Office

Annex-A

Workshop Compliance

Ser	Type of Vehicles	Services	Bidder Compliance		Tech Scrutiny to be done by user	
			Yes	No	Accepted	Rejected
					Reason of Rejection	
a.	Honda Civic	Repair and Maintenance of all nature, including provision of spare parts and labour service				
b.	Toyota GLI					
c.	Suzuki Cultus					
d.	Toyota XLI					
e.	Toyota Double Cabin					
f.	Toyota Single Cabin					
g.	Nissan Single Cabin					
h.	Truck Master Land					
i.	Toyota Hiace					
j.	Suzuki Bolan					
k.	Hino Bus/Bowzer/Fire Tender Crash					
l.	Tractor					
m.	Misc Vehicles					

Firm Name:	_____
Signature:	_____
Name:	_____
Designation:	_____

**Annex-B****TECHNICAL OFFER****Fill in following essential parameters:-**

1. Validity of Offer: _____ Days (Should not be less than **90 days**)

General

1. GST Number: _____ (Enclose Copy)
 2. NTN / CNIC: _____ (if exempted, provide valid exemption certificate)

Payment Terms 100% payment will be made on accrued Rs 100,000/- or accrued monthly basis whichever is earlier.

Details of Firm (with account details)

1. Name / Title: _____
 2. Address: _____

Firm Name:	Signature:
Firm Focal Person:	Official Seal:
Firm Phone Number:	Name:
Firm Email Id:	Designation:

CHECK LIST**(This checked list must be attached with your technical offer, duly filled and****Signed by authorized signatory)**

Tender No _____

Date _____

1	Tender Processing Fee	a. Tender processing fee ref no _____ b. Bank _____ c. Amount _____		
2	EM/ Bid Bond	a. EM/ Bid Bond ref no _____ b. Bank _____ c. Amount <u>Rs 100,000/-</u>		
3	Form Annex A and B signed by Authorized Signatory		Yes	No
4	Offering specification of items as per IT		Yes	No
5	Certified that there is no Deviation from IT conditions/ there is deviation from IT condition as per fol details		Yes	No
6	Blacklisting certificate.		Yes	No
7	Warranty Period as per IT		Yes	No

Note: Fill and/or mark Yes/No where required

Signature of Firm Auth Signatory