TERMS & CONDITIONS
TENDER NO: 15/2019
FOR THE YEAR 2019-2020 & 2020-2021
FOR SUPPLY OF LUBE OIL (GAS ENGINE OIL)

i) Cost of Tender is Rs. 1000/- (Rupees One Thousand only) [Not refundable].
ii) Tender Selling Date from 13-01-2020 to 28-01-2020.
iii) Tender Submission Date 03-02-2020 before 11:30 a.m (in Procurement Department)
iv) Tender will be opened on 03-02-2020 at 12:00 Noon in Conference Hall / Nursing Hostel Building of NICVD, Karachi.

NOTE:
Read the Terms & Conditions carefully.
Tenderers are required to comply all the clauses mentioned in the Terms and Conditions of the tender and any deviation will forbid them in competing the tender.

1. In this tender TWO Envelopes procedure of SPPRA-2010 46(2, a) will be followed i.e. (i) The bid shall comprise two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal (ii) The envelopes shall be marked as “Financial Proposal” and “Technical Proposal” in bold and legible letters to avoid confusion each envelope should be dropped in separate box (iii) initially, only the envelope marked “Technical Proposal” shall be opened (iv) The financial proposals of bids will opened publicly, time date and venue will be announced later.

   a) In Technical Bid, the bidder must provide copy of pay order of Bid Security with hiding of amount shall be attached, original data sheet and technical brochure and all other documents; otherwise, the bid will be ignored. The technical evaluation will be done on the basis of data sheet provided by the vendor as per technical bid.

   b) In Financial Bid, the vendor should mention financial offer along with a Bank Draft/Pay Order of 1% value of the quoted item, in the name of Executive Director, NICVD, Karachi, as Bid security and it will not be released till complete supply of items of the tender. In case the tender is accepted by competent authority and the supplies are not made according to samples/specification within stipulated time (i.e. 20days) the bid security for the tender would be forfeited to the NICVD account.

2. It is very important that tender will be accompanied samples of all quoted item.

3. It is also very important that a soft copy (CD) of the quoted typed item in M.S. word or M.S. Excel format must be provided for urgent processing of the tender.

4. The bidder will assure us for the policy of replacing the item if any issue.

5. Two SAMPLE TENDER PROFORMAS are being supplied with the list. Any items have to be quoted ON THIS PROFORMA OR TYPED ON SAME PATTERN. No other proforma for the tender would be accepted only those items may be typed on the proforma for which the rates to be quoted.

6. The disclosure of firm’s price at the time of opening of technical bid will result in the rejection of the bid.

7. No tender will be entertained without bid security, The bid security will be forfeited to Government Accounts in case of non-submission of security money within seven (7) days of receipt of the other letter.

8. No tender will be entertained without bid security. Conditional Tender (s) will not be accepted.

9. The previous bid security or security money will not be carried forward. If any tenderer encloses a cheque with the tender their tender will be rejected out rightly. In case it is found at tender opening or at later stage that pay order is fake tender/contract will be cancelled and firm will be black listed from future participation in tender security money will be forfeited and their name will also be circulated in other Fed. Govt./Semi Govt. Autonomous/Semi Autonomous Deptt. For severe action.
10. In case any tenderer after the tender is awarded, failed to deposit security money or refuses to execute the contract after tender awarding within the given period not only his bid security (pay order) or security money will be forfeited but the differences between the 1st & 2nd lowest will also be recovered from the 1st lowest tenderer by cancellation of his tender, failing which he will be black listed in future participation in tender. His name will also be circulated in Govt./Semi Govt. Autonomous/Semi Autonomous etc. for similar action.

11. Only well reputed contractors, firms, suppliers, manufacturers, distributors, sole agents can participate in the tender.

12. The rates once mentioned in tender will be final and no change therein will be accepted after the tender opening. Rates should be inclusive with sales tax on taxable articles. In case of any inconvenience the Executive Director NICVD Karachi reserves the right not to announce the tender rates or otherwise. If any scheme regarding discount in price or given any product free with the items whatever which benefit will go to this Institute.

13. The rate should be quoted on FOR Basis.

14. First Scrutiny of technical bids will be performed by the technical committee. Financial Bids of those firms will be opened which qualify technically.

15. The offered price must be as per the tender specifications.

16. The successful bidder will be required to submit security money in shape of pay order/ deposit at call @ 5% of the total value of order in the name of NICVD, Karachi within Seven (7) days which will be kept with NICVD till the end of the warranty period of two years.

17. Firm must provide complete details of their financial standing, listing of similar item supplied in Pakistan, bio-data of staff.

18. The vendor has to quote only one rate for item as per tender specifications. No alternate will be accepted, only first offer will be considered. Hand written tenders or any over writing, cutting, erasing will liable to be ignored.

19. Bid validity period will remain for 90 days as per SPPRA rules 2010.

20. Price escalation will not be allowed.

21. The original tender purchase receipt issued by the NICVD should be submitted along with Technical Bid.

22. If vendor doesn’t supply items in accordance with the supply order or fails to supply according to terms and conditions or incase of any other default, it will be black listed and the bid security will be forfeited.

23. The decision once taken will be final and will not be challenged in any court of law.

24. Income tax will be deducted according to Government Rules. A Copy of income Tax and GST Registration Certificate should be submitted along with Technical Bid.

25. Conditional tender(s) and Hand written tender(s) will not be entertained.

26. The Vendor should submit a Data Sheet according to the Tender Specifications Format mentioned in the tender and highlight the tender specifications in their Technical Data Sheet.

27. The vendor should attach copy of last three year Income Tax return. Original copy should be provided on request.

28. The Executive Director NICVD reserves the right to reject or accept any / all tender(s) without assigning reason thereof and the decision of the competent Authority will be final.
29. Tender which does not fulfill the prescribed conditions in the tender is liable to be ignored.
30. The Executive Director, NICVD, Karachi, reserve the right to increase or decrease the quantity mentioned in the tender.
31. Certification that no Government servant has directly or indirectly has a share or interest with our firm.

I / We agreed above mentioned terms & conditions:

Note:
Only one representative of a firm who has been authorized will be present at the time of opening of tender.

Name of Contractor ______________________________ Signature__________________

Full Address______________________________________________________________

Contact person Name: _____________________________
CNIC #: ____________________________
Postal Address: ____________________________
E-mail Address: ____________________________
Stamp: ____________________________
Phone No.: ____________________________
Fax No.: ____________________________
Mobile No.: ____________________________

WITNESSES

1. __________________________________
2. __________________________________
## DATA SHEET

**TENDER NO: 15/2019**

**FOR THE YEAR 2019-2020 & 2020-2021**

**FOR SUPPLY OF LUBE OIL (GAS ENGINE OIL)**

<table>
<thead>
<tr>
<th>S.NO</th>
<th>A- MANDATORY</th>
<th>Tick relevant box</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Name, Address, Tel, Fax #, E-mail Address</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>National tax Number (NTN)</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Latest Income Tax Certificate or Income Tax exemption certificate.</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Latest GST/SST Certificate or exemption certificate.</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Name of Banker with Current Bank statement.</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Copy of Bid Security (1% of Bid Value of the quoted items) As per clause no 1-b. (Original with commercial bid).</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>List of litigation with clients (if any) and nature of litigations.</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Affidavit that the firm has never been black Listed.</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Detail of Registration with major organizations</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Original tender purchase receipt.</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Original terms and conditions duly signed and stamped.</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Each page should be signed and stamped by competent authority.</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Sample approval, if asked by authorities.</td>
<td></td>
</tr>
</tbody>
</table>
Bidders provide all following documents:-

<table>
<thead>
<tr>
<th>S.NO</th>
<th>Descriptions</th>
<th>Total Points</th>
<th>Yes</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Financial turnover shall be Rs. 5-Million annually.</td>
<td>20</td>
<td>20</td>
<td>00</td>
</tr>
<tr>
<td>02</td>
<td>Bidder is the authorized distributor of importer / Manufacturer of Lube Oil.</td>
<td>20</td>
<td>20</td>
<td>00</td>
</tr>
<tr>
<td>03</td>
<td>Bidder has ware-housing / production facility in its premises (Documental evidence require).</td>
<td>20</td>
<td>20</td>
<td>00</td>
</tr>
<tr>
<td>04</td>
<td>Bidder must be in business since last two years.</td>
<td>10</td>
<td>10</td>
<td>00</td>
</tr>
<tr>
<td>05</td>
<td>Bidder is supply of Lube Oil in 100+ bed hospital since last two years.</td>
<td>10</td>
<td>10</td>
<td>00</td>
</tr>
<tr>
<td>06</td>
<td>Bidder has its proper office in Karachi with staff.</td>
<td>10</td>
<td>10</td>
<td>00</td>
</tr>
<tr>
<td>07</td>
<td>Bidder must provide the following documents.</td>
<td>10</td>
<td>10</td>
<td>00</td>
</tr>
<tr>
<td></td>
<td>a. Affidavit that the firm has never been black Listed.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>b. A certificate that the firm will abide all terms and conditions of the tender infringement for consequence as recommended by the competent authority.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>c. Certificate that the prices quoted are not high or more than local/imported market.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>d. Bio Data of key personnel / staff strength with designation, education &amp; experience and details of man power.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: Qualifying marks at technical stage is 70 out of 100 (i.e. 70%)
TENDER NO: 15/2019
FOR THE YEAR 2019-2020 & 2020-2021
FOR SUPPLY OF LUBE OIL (GAS ENGINE OIL)

TENDER FOR SUPPLY OF LUBE OIL (GAS ENGINE OIL)
FOR POWER HOUSE OF N.I.C.V.D, KARACHI.

Supply of LUBE OIL (GAS ENGINE OIL)
Low Ash,

1- LUBE OIL (GAS ENGINE OIL) for Jenebacher Gen Set
Generator 1000-KVA
Approx. Qty = 3300 Liter per year.

2- LUBE OIL (DIESEL ENGINE OIL) for Cummins
1065-KVA Diesel Generator
Approx. Qty = 500 Liter per year.

Note: For further information contact Maintenance Dept.

Note:
The samples must be submitted three days earlier before submitting the Tender, otherwise it will not be accepted

- Sample of items shall be submitted prior to opening of financial bids.
- Sample should be submitted directly to Store Department. Receiving copy should be provide to Procurement department.
- Sample approval is mandatory for Bid acceptance.
- Bidder may quote individual items.
- Bidder shall give the reference of serial number as per tender list.
TENDER PROFORMA FOR COMMERCIAL BID
TENDER NO: 15/2019
FOR THE YEAR 2019-2020 & 2020-2021
FOR SUPPLY OF LUBE OIL (GAS ENGINE OIL)

<table>
<thead>
<tr>
<th>Sr.#</th>
<th>Description</th>
<th>Qty.</th>
<th>Unit</th>
<th>Brand</th>
<th>Make</th>
<th>Country of Origin.</th>
<th>Rate per Unit F.O.R. Price</th>
<th>Delivery Period</th>
<th>Warranty</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signature

Official Seal
**TENDER PROFORMA FOR TECHNICAL BID**

**TENDER NO: 15/2019**

**FOR THE YEAR 2019-2020 & 2020-2021**

**FOR SUPPLY OF LUBE OIL (GAS ENGINE OIL)**

<table>
<thead>
<tr>
<th>Sr. #</th>
<th>Description</th>
<th>Qty.</th>
<th>Unit</th>
<th>Brand</th>
<th>Make</th>
<th>Country of Origin.</th>
<th>Warranty</th>
<th>Delivery Period</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signature

Official Seal