

BIDDING DOCUMENTS

Purchase of 15 KVA UPS (Indent # 055)

ITB ¹ Clause Reference	A –General
ITB A.1	The Purchaser is: National Centre for Physics Shahdara Valley Road, Near NIPS Islamabad Description of the Items for which bids are invited: To provide “15 KVA UPS, Indent # 055” for NCP. (Detail is attached at Annex-A)
ITB A.2	The name of the bid is: Bidding documents for Procurement of “15 KVA UPS, Indent # 055”. Identification number of bid: NCP/Tender/UPS/322-21/003
	B - Terms and Conditions for Bids
ITB B.1	Delivery of Items at NCP Stores shall be responsibility of the supplier
ITB B.2	Bids are required to be submitted as per annexes A along with 2% bid security in the shape of Demand Draft / Pay Order for each bid. In case of bid without Bid Security it will be rejected.
ITB B.3	Bid Security of successful bidder will alone be retained and that of the rest will be returned.
ITB B.4	If the bid is withdrawn before the expiry of its validity or the supply/services are not made/provided with due date, the Bid Security will be forfeited in favor of the NCP.
ITB B.5	Delivered Items will be physically inspected by the Inspection Committee as well for acceptance.
ITB B.6	Conditional/Partial bids/proposals will not be considered and rejected.
ITB B.7	Items provided by the supplier to NCP must not be refurbished. The delivered items should be up to the required standards.
ITB B.8	Delivered Item will be checked physically.
ITB B.11	Mentioning of NTN & GST No on quotation is mandatory requirement.
ITB B.12	Items must be according to the specifications.
ITB B.13	Supplier will provide NCP the standard warranty given by the manufacturer if warranty is not specifically requested by NCP. Supplier will replace the items if any problem/defect arises.
ITB B.14	Information given, if found to be incomplete/false at any stage, will result in immediate rejection of bid.



ITB B.15	Payment will be made through cross cheque within 30x Days after clear Inspection Report from End User. However, Advance payment will not be made in any case.
ITB B.16	Prices should remain valid till 90 x Days which will be considered after opening of bids.
ITB B.17	NCP reserve the right to reject bids at any stage of procurement proceeding (Prior to award of the contract).
ITB B.18	Those bidders, who have been blacklisted from NCP or any other organization, shall not be eligible to participate in the bidding process.
ITB B.19	Bids will be evaluated on least cost method having overall lowest.
ITB B.20	Clarification if any on the technical requirement may be obtained from: Mr. Imdad Ali (SE EHEP). Ph:051-2077300, Ext-446
ITB B.21	Bids received after the due date and time will not be entertained.
ITB B.22	Only registered suppliers who are on Active taxpayers List (ATL) of FBR are eligible to supply goods/services to the NCP.
ITB B.23	If any supplier is not in ATL then his payment shall be stopped till he files his mandatory returns and appears on ATL of FBR.
ITB B.24	Detail of applicable taxes and whether taxes included or not in the quoted price and breakup of quoted price shall be clearly mentioned.
ITB B.25	In case applicable taxes have neither been included in the quoted price nor mentioned whether quoted amount is inclusive of such taxes, then quoted amount will be considered inclusive of all taxes.
ITB B.26	All suppliers are requested to quote support price separately to ascertain support value and to evaluate financial impact.
ITB B.27	All suppliers must provide technical details / brochures for technical evaluation of given brand and model.
C - Preparation of Bids	
ITB C.1	The language of the bid is: English
ITB C.2	Alternative bids shall not be considered.
ITB C.3	Place of Destination is: National Centre for Physics Shahdara Valley Road Near NIPS Islamabad Tel: 051-2077365 / 051-2077343 Fax: 051-2077394



ITB C.4	The wording "Quotation for 15 KVA UPS, Indent # 055 "and Do Not Open Before 08 February 2021" to be written on Top Right Corner of Envelop. Firm Name: National Centre for Physics Attention: Manager Procurement & Stores Shahdara Valley Road Near NIPS, Islamabad
TB C.5	The deadline for the submission of bids is: Date: 08 February 2021 Time: 1430hrs
ITB C.6	The bid opening shall take place at: National Centre for Physics Shahdara Valley Road Near NIPS Islamabad Date: 08 February 2021 Time: 1500 hrs
ITB C.7	Bids received after the due date and time will be rejected. Date & reference number should be mentioned.
D - Delivery of Items & Payment	
ITB D.1	The stores are required within two to Four weeks from the date of award of Contract/Purchase Order, but in case it is not possible the firm must specify its own definite delivery period, which may or may not be entertained by NCP authorities.
ITB D.2	Payment will be made after complete delivery and after submission of Satisfactory Inspection Report by NCP Inspection Committee. The decision of NCP Inspection Committee regarding the quality of items supplied shall be considered final and no objection in this regard shall be entertained.
ITB D.3	Supplier will deposit an amount of refundable money of 10% of the total value of Purchase Order as Performance Guarantee in shape of Bank Guarantee to ensure that the supply will be completed satisfactorily. The same shall be released after expiry of warranty period.
ITB D.4	In case of delivery beyond the delivery time period 1% LD charges will be levied on weekly basis.
ITB D.5	Payment will be made on provision of Delivery Challan, Commercial Invoice/Bills, Sales Tax Invoice ,NTN & GST Certificate and all other allied documents

NOTE: If the above Terms & Conditions are acceptable the Bids must be submitted well in time and according to the requirements tabulated above.

Manager Proc/Stores

Quotation must be submitted on following format

Quotation for 15 KVA UPS

Sr. #	Item Description	Specifications	A/U	QTY	Unit Price	Total Price
Total Amount Without GST						
17% GST						
Total Amount With GST						



