

Invitation to bid

Title of Tender: Equipment for Human-Centered robotics lab in UCP Lahore

SINGLE-STAGE TWO ENVELOPE procedure

TERMS AND CONDITIONS

1. All the pages of the bidding documents are mandatory to be signed and stamped, meaning that the bidder agrees to the terms and conditions mentioned below.
2. Any addition, removal or modification of any clause of the terms and conditions or details of the components by the vendor will not be acceptable and will lead to rejection of bid.
3. Only registered suppliers, who are on the Active taxpayer list (ATL) by FBR are eligible to participate.
4. Documents alongwith pay order/ demand draft amounting PKR. 1000/- as tender document fee (non-refundable) shall be submitted in favor of **“Establishment of National Center of Robotics and Automation, NCRA-University of Central Punjab”** to the address given below, in shape of pay order/ demand draft.
5. The exact delivery time from the date of purchase/work order will be **90 days**.
6. If the vendor fails to deliver goods/services in time, the penalty will be charged as under:
 - i. 1% per day of the invoice price for 5 working days or less
 - ii. 2% per day of the invoice price for further 5 working days
 - iii. Further delay would result in tender cancellation and the forfeiture of the earnest money.
7. Bid proposal should be inclusive of freight and all applicable taxes delivered at the University of Central Punjab Lahore premises.
8. The bid should be submitted in a sealed envelope up to the date and time communicated in the advertisement.
9. Bids will be opened on the **same date at 14:30hrs** in the presence of available bidders.
- 10. PPRA rules of SINGLE-STAGE TWO-ENVELOPE procedure will be followed. Please consult the relevant documentation for the rules and regulations.**
- 11. The envelope should be marked as under:**

**Faculty of Engineering, Dean office, (Attn. Dr. Zohaib Aftab),
University of Central Punjab, 1 Khayaban e Jinnah, Johar Town
Lahore Pakistan, Tel. 042-35880007, ext. 594.**

It should bear the word **“CONFIDENTIAL”** and the following identification statement:
“Equipment for Human-Centered robotics lab in UCP Lahore”

12. If the delivered goods are not according to the required quality standards/ specifications, the same shall be liable to be rejected. The vendor would be required to supply as per

requirements mentioned, otherwise purchase order shall be cancelled with confiscation of earnest money.

13. Payment will be made after submission of invoice with a copy of delivery challan and after complete order has been supplied, thorough inspected and accepted by the authorized officer.
14. All prices should be quoted in PKR. inclusive of all taxes.
15. Deduction of Income Tax and any other tax will be done at source according to prevailing rules.
16. All prices should be at least valid for **90 days**.
17. The bidder shall entertain repeat orders of certain items at the same quoted prices within one year of the delivery of goods.
18. Bidder is required to furnish a pay order/demand draft of equivalent of **2% of the total bid price as Earnest money** crossed in favor of **“Establishment of National Center of Robotics and Automation, NCRA-University of Central Punjab”**
19. **5% of the total value of the invoice will be retained as security** by the University and will be released after warranty period i.e. One Year counted from the date of delivery.
20. The university reserves the right to reject the bid if it is:
 - i. Received without earnest money
 - ii. Received without tender document fee
 - iii. Received later than the data and time fixed for tender submission
 - iv. Unstamped / unsigned
 - v. Ambiguous
 - vi. Conditional
 - vii. From a firm blacklisted by the Govt. of Pakistan
 - viii. Contains erasing, cutting or overwriting
21. For any queries, drop an email to dr.zohaib@ucp.edu.pk or contact 042-35880007, ext. 594
22. The bidder should furnish a certificate as worded below in token of acceptance of all terms and conditions of the tender.

The undersigned affirms that the terms and conditions as contained in this document have been read and accepted. In event of selection of my bid, the agreement will be entered into.

Company/Vendor name: _____

Contact Person: _____

Postal Address: _____

Tel. Mobile no. _____

Email: _____

NTN no. _____

GST no. _____

Signature: _____

TECHNICAL PORTION

Please mention quoted model/brand in technical portion with no mention of price otherwise the bid will be rejected.

No change in the specifications and quantity as detailed below is allowed. Any additional information must be provided in the corresponding blank column.

| | | | Please mention quoted brand/model with all specifications mentioned |
|----------------|---|-----------------|--|
| Sr. No. | Name | Quantity | |
| 1. | Electric motors with embedded absolute encoders, R88M-K40030H-BS2 or equivalent Type: AC servo, 400-500W, 3000 rpm, 200-240 VAC, Along with necessary connection cables (power, encoder, brake, USB etc.) | 02 | |
| 2. | Compatible motor drivers, R88D-KN04H or equivalent, 200 VAC input Along with necessary connection cables | 02 | |

FINANCIAL PORTION

(Price and quoted model/brand should be mentioned only in the Financial Proposal in a separate sealed envelope)

Notes:

1. Please provide both unit and total price of each item with careful calculation. In case the total price does not match the unit price and quantity due to calculation error, the bid may be rejected OR unit price will be considered as final and total price of the respective item will be calculated after multiplying it with the quantity.
2. No change in the specifications and quantity as detailed below is allowed. Any additional information must be provided in the corresponding blank column.

| No change in the specifications and quantity as detailed below is allowed. | | | Price to be quoted inclusive of all taxes | | |
|---|--|-----------------|--|--------------------------|---------------------------|
| Sr. No. | Name | Quantity | Quoted model/brand | Unit price (PKR.) | Total price (PKR.) |
| 1. | Electric motors with embedded absolute encoders, Omron R88M-K40030H-BS2 or equivalent Type: AC servo, 400-500W, 3000 rpm, 200-240 VAC, Along with necessary connection cables (power, encoder, brake, USB etc.) | 02 | | | |
| 2. | Compatible motor drivers, R88D-KN04H or equivalent, 200 VAC input Along with necessary connection cables | 02 | | | |