



Institute of Space Technology
TENDER DOCUMENT

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To: _____

Due Date of Submission 05-MAR-10 Up to 14:30 Hrs
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Our Reference No: LIT/SRDC-L DTE/0910/255 Date: 15-FEB-10. Reg No: _____
Your Ref No: _____ Dated _____.
Tender fee of Rs. _____ has been deposited vide receipt No _____ dated _____.

Dear Sirs,

1. Please find enclosed Annexure-A containing list of store(s), we desire to procure through your firm. In case, you are interested to offer your bid, it is requested to please send the same through courier only under two separate sealed envelopes, marked clearly, "Technical Offer" and "Commercial Offer", respectively to the undersigned, latest by or before above mentioned due date. Kindly note that no any Offer/Quotation will be received by hand in Institute

2. Please also note that Technical Offer should contain Annexes-A & B duly filled in (supported with relevant technical literature/details/catalogues/leaflets etc). Commercial Offer will contain Annexure-C. Kindly ensure no space is left blank in the annexes.

3. Following are the special instructions of this IT (Invitation to Tender):

a. Tender(s) must be accompanied with a Bid Bond in agreement of faithful compliance of the conditions of Contract/Purchase Order. This amount will be equivalent to 2% of the total quoted value. In case of non-acceptance of any offer technically, the Bid Bond will be returned to the bidder by fastest possible means. The Bid Bond amount submitted by the successful bidder will however, be refunded on effective termination of Contract/ Purchase Order. (The Bid Bond will be forfeited in case of default by the bidder from his commitments made through his offer). The modes of deposition of Bid Bonds in favour of A/C # 01-151-0006-6 (ABL Canal View LHR), may be as under:

- (1) Through crossed cheque for the offer values up to Rs 100,000/-.
- (2) Through Pay Order / Demand Draft for the offer values more than Rs 100,000/- up to Rs 500,000/-.
- (3) Through Demand Draft / Pay Order/ Bank Guarantee for the offer values more than Rs 500,000/-.
- (4) Submission of Earnest Money equal to the total bid value is mandatory, other wise your offer will be rejected.

b. Rates should be quoted on Free Delivery basis at Lahore.

4. We reserve the rights to accept or reject any or all tenders as a whole or in part without assigning any reason whatsoever. The decision in this regard will be firm, final and binding on all bidders.

Yours faithfully,

Jr Exec-I (Procurement)

Muhammad Naeem Ahmed



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Annex-A

TECHNICAL OFFER

Our Reference No: LIT/SRDC-L_DTE/0910/255 Date: 03-FEB-10.

Reg No:

Technical Specifications

<i>for Office Use Only</i>										
S.#	Nomenclature	Country of Origin	A/U	Qty Req	Description	Bidder			Tech Scrutiny to be done by User	
						Yes	No	Alternate Offer	Accepted	Rejected
									Reasons of Rejection	
1	SOFTWARE	Foreign	N/A	1	1) EMC STUDIO BASIC PACKAGE 2) VIRTUAL BENCH EXTENSIONS 3) LF-SOLVER EXTENSIONS 4) TL EXTENSIONS 5) HYBRID EXTENSIONS 6) GEOMETRY EXCHANGE PACKAGE REMESH 7) PARALLEL TRIDSize: N/A					

Other Requirement

<i>for Office Use Only</i>						
Description	Bidder			Tech Scrutiny to be done by User		
	Yes	No	Alternate Offer	Accepted	Rejected	Reasons of Rejection
Installation/Assembling/Commissioning						
Foreign/Local Training will be provided/arranged						
Essential Running Spares to be provided						
Certificate of Test Data/Calibration will be provided						
Publication/Literature/Catalogue in Hard Copies/CDs will be provided						
Maintenance Contract with OEM will be done						
Offer will be finalized on package Deal, however, individual item prices shall also be furnished						
Performance Bond for 12 months worth 10% of the Contract value is mandatory						



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Annex-B

Our Reference No: LIT/SRDC-L DTE/0910/255 Date: 03-FEB-10. Reg No:

1. Please fill in the following essential parameters:

- a. Validity of Offer: _____ days. *(Should not be less than 45 days)*
- b. Delivery Period: _____ days. *(After placement of order)*
- c. Country Of Origin: _____
- d. Warranty/Gauranttee: _____ months.

2. Payment Terms:

a. General:

- (1) GST No: _____ *(Please enclose copy)*
- (2) NTN/CNIC #: _____ *(If exempted, please provide valid Exemption Certificate)*

b. Mode of Payment:

(Please select any one of the following options)

- 100% after delivery of Stores.
- 100% against delivery of Stores._
- 100% Advance against Bank Guarantee.
- ___% Advance against Bank Guarantee, remaining after delivery of Stores.
- ___% against delivery of Stores, remaining after fulfillment of contract.

3. Details of Payment Recipient:

- (1) Name/Title: _____
- (2) Address: _____

4. Provision of Training:

Yes No

(If yes, please specify responsible sponsor for Training/Traveling/Boarding/Lodging etc)

Signature: _____

Official Seal: _____



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Annex-C

FINANCIAL OFFER

Our Reference No: **LIT/SRDC-L DTE/0910/255** Date: **03-FEB-10.**

Reg No:

S/No	Nomenclature	A/U	Qty Req	Description	UnitPrice (to be quoted excluding GST)	GST (if applicable)	Total Amount
1	SOFTWARE	N/A	1	1) EMC STUDIO BASIC PACKAGE 2) VIRTUAL BENCH EXTENSIONS 3) LF-SOLVER EXTENSIONS 4) TL EXTENSIONS 5) HYBRID EXTENSIONS 6) GEOMETRY EXCHANGE PACKAGE REMESH 7) PARALLEL TRIDSize: N/A			

Total Value: _____

Discount Amount: _____

Total GST Amount: _____

Special Excise Duty: _____

Net Total Value: _____

Special Notes:

- 1) Abroad Training required for 3 Person.
- 2) Earnest Money @ 2% of total quoted value will be furnished in favour of, A/C # 01-151-0006-6.
- 3) Please submit your offer in two separate envelopes (Technical + Commercial). Enclose the Tender Fee (i.e. Rs. 500/-) with technical quotation and earnest money with Commercial quotation, without enclosing of tender fee and earnest money your offer will be rejected.
- 4) For GST Registered Suppliers: 1/5 of your GST claimed amount will be deducted and will also be deposited.
- 5) For GST Un-registered Suppliers: The total amount of GST applicable on your quoted goods will be deducted from your quoted price and will be deposited to relevant Govt. account.
- 6) Tender Fee & Earnest Money must be submitted separately for each tender.

Discount (if any): _____

Bid Bond Reference No: _____

Submission of Earnest Money equal to 2% of the bid value, in the form of Pay order/cheque or Bank Guarantee (which ever is applicable), with ref to para(3-A) of LIT page # 01, is Mandatory, otherwise your offer will be rejected.

Signature: _____

Official Seal:

Latest Phone Nos:

Fax No:

E-mail:

Date: _____