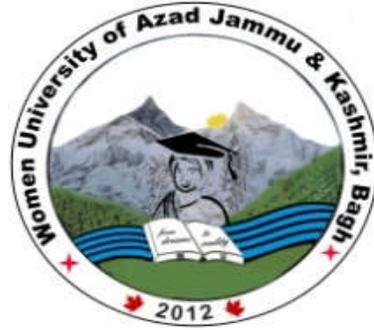


WOMEN UNVIERSITY OF AZAD JAMMU & KASHMIR, BAGH



TENDER/BID DOCUMENT

For

Procurement of
Chemicals/ Glassware/Consumables

Tender No.: WUAJ&K/Project Wing/05/2020
Venue: Office of the Director P&D, Women University of Azad
Jammu & Kashmir, Bagh
Phone No: 05823-960032
Mobile No: 0300-9779030
Email: zaheerajk2009@gmail.com
Website: www.wuajk.edu.pk
Document Price: 2000/-

Bidder's Signature & Stamp

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Inviting Bids for Procurement of Laboratory Consumables, Chemicals and Glassware

Women University of Azad Jammu & Kashmir, Bagh invites sealed Bids from the original Suppliers/Authorized Dealers registered with Income Tax and Sales Tax Departments and who are on Active Taxpayers list for supply of Laboratory Chemicals/ Glassware/ Consumables under a development project sponsored by Higher Education Commission, Govt. of Pakistan for the following labs:

- 1. Bio-Technology**
 - 2. Botany**
 - 3. Chemistry**
 - 4. Physics**
 - 5. Zoology**
2. Interested Firms/Suppliers (registered) can obtain bid document containing specifications and other terms and conditions from the office of Director Planning & Development, Women University of AJ&K, Bagh. Bid document can also be downloaded from university website (www.wuajk.edu.pk). Bank Draft/Pay order of Rs. 2,000/- in favor of the Treasurer, Women University of AJ&K, Bagh must be enclosed with proposal as document fee (non-refundable).
 3. The Bids should reach to the Office of the Director Planning & Development on March 10, 2020 by 11:00AM and will be opened on the same day at 11:30AM.
 4. Incomplete and bids received after due date/time shall not be entertained. The Employer reserves the right to increase/decrease the quantity and cancel any bid or all bids without assigning reasons thereof. This advertisement is also available on university website and AJK PPRA website at <http://ppra.ajk.gov.pk>.

(Muhammad Sardar Khan)

Director Planning & Development

Ph#: 05823-960032

Cell#: 03009779030

1. INVITATION TO THE BID

- 1.1. Bids/Tenders are invited for Laboratory Chemicals/ Glassware/ Consumables from Sales Tax and Income Tax Registered firms and who are on Active Taxpayers List.

2. INSTRUCTIONS TO THE BIDDERS

- 2.1. Procurement will be made under AJK PPRA Rules 2017.
- 2.2. It will be clearly understood that the Terms and Conditions mentioned in this document are intended to be strictly enforced.
- 2.3. Bidders must ensure that they submit all the required documents indicated in the Tender / Bid Documents at the time of opening of Technical Bids and no request for submission of missing documents will be entertained after opening of the Technical Bids.
- 2.4. Bids without supporting documents, undertaking, valid documentary evidence, and bids not conforming to terms and conditions given in the Tender Document will be liable for rejection. Bids received after due time and date and bids without Bid Security in shape of CDR or CDR less than required amount or Bid Security in shape of Cheque or Cross Cheque shall be rejected.
- 2.5. The bidder must quote rates of all items in a lot/package (Bio-Technology Lot-1, Botany Lot-2, Chemistry Lot 3, Physics Lot-4 and Zoology Lot-5), partial bidding in a lot is not allowed.
- 2.6. Mode of Advertisement:
As per Rule 12(1) the advertisement is being placed on the website of AJK PPRA (<http://ppra.ajk.gov.pk>), on two Newspapers and on the website of Women University of AJ&K Bagh (www.wuajk.edu.pk).
- 2.7. Type of Open Competitive Bidding
As per Rule No. 36(b), Single stage two envelope procedure shall be followed with details given below:
 - 2.7.1. The bid shall comprise of a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal;
 - 2.7.2. The envelopes shall be marked as **“FINANCIAL PROPOSAL”** and **“TECHNICAL PROPOSAL”** in bold and legible letters to avoid confusion;
 - 2.7.3. Initially, only the envelope marked **“TECHNICAL PROPOSAL”** shall be opened; the envelope marked as **“FINANCIAL PROPOSAL”** shall be retained in the custody of procuring agency without being opened;

- 2.7.4. The Purchaser shall evaluate the technical proposal under **AJK PPRA Rule 30** and in a manner prescribed in this document, without reference to the price and reject any proposal which does not conform to the specified requirements as listed in said Sections. During the technical evaluation no amendments in the technical proposal shall be permitted;
- 2.7.5. The financial proposals of technically qualified bidders shall be opened publicly at a time, and venue announced and communicated to the bidders in advance;
- 2.7.6. After the evaluation and approval of the technical proposal the procuring agency, shall at a time within the bid validity period, publicly open the financial proposals of the technically accepted and qualified bids only. The financial proposal of bids found technically non-responsive shall be returned un-opened to the respective bidders.

2.8. BID DATA SHEET (Information for the Bidders)

1	Procuring Agency	Women University of Azad Jammu and Kashmir Bagh
2	Tender Number	WUAJ&K/Project Wing/05/2020
3	Name of Tender	Procurement of Chemicals/ Glassware/ Consumables
4	Tender Document available place	Office of the Director P&D, Women University of AJ&K, Bagh and at University website www.wuajk.edu.pk .
5	Cost of Tender Document	Rs.2000/- payable in shape of pay order/demand draft in favor of the” Treasurer Women University of Azad Jammu and Kashmir Bagh and must be attached with Technical Proposal.
6	Bid Security	Amount mentioned in Clause No. 9 of the Tender Document in shape of CDR i.e, Pay Order etc, in favor of “Treasurer Women University of AJ&K Bagh”
7	Performance Guarantee	10% of Contract Value after issuance of Letter of Acceptance
8	Tender Addressed to	Director P&D, Women University of AJ&K, Bagh.
9	Contact Number	05823-960032, Mob. 0300-9779030.
10	Due Date, Time and place of submission of Tender Document	10-03-2020 till 11:00AM Office of Director P&D, Women University of AJ&K, Bagh.
11	Date, Time and Place of Technical Bid Opening	10-03-2020 at 11:30AM At Office of Director P&D, Women University of AJ&K, Bagh.

12	Date, Time and Place of the Financial Proposals Opening	Shall be intimated subsequently to technically qualified firms.
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TERMS AND CONDITIONS OF THE TENDER

3. Definitions

- 3.1. "University" means Women University of Azad Jammu and Kashmir Bagh.
- 3.2. "Purchaser" means Women University of Azad Jammu and Kashmir Bagh.
- 3.3. "Bidder/Tenderer" means the Firm/Company/Supplier that may provide or provides the Goods and related services to any of the public sector organization under the contract and have registered for the relevant business thereof.
- 3.4. "Contract" means the agreement entered into between the Purchaser and the Contractor, in form of Supply Order or as recorded in the Contract Form signed by the parties, including all Schedules and Attachments thereto and all documents incorporated by reference therein.
- 3.5. "Contractor/The Successful Bidder" means the person whose Tender has been accepted and awarded letter of Acceptance followed by the Supply Order or Contract by the Purchaser.
- 3.6. "Contract Value" means that portion of the Contract Price adjusted to give effect to such additions or deductions as are provided for in the Contract which is properly apportion-able to the Goods or Services in question.
- 3.7. "Goods" means equipment, machinery, and/or other materials which the Contractor is required to supply to the Purchaser under the Contract.
- 3.8. "Services" means supply and commissioning of materials to the concerned Lab.
- 3.9. "PPRA" means AJK PPRA.

4. TENDER ELIGIBILITY

Eligible Bidder/Tenderer is one who:

- 4.1. has valid registration certificates for Income Tax and Sales Tax;
- 4.2. is an active Income Tax Payer & Sales tax Payer;
- 4.3. is and authorized partner/dealer of quoted Brand;
- 4.4. conforms to the clause of "Responsiveness of Bid" given in this tender document;
- 4.5. has not been blacklisted.

5. EXAMINATION OF THE TENDER DOCUMENT

The bidder/Tenderer is expected to go through the Tender Document, including all terms and conditions.

6. AMENDMENT OF THE TENDER DOCUMENT

- 6.1.** The Purchase Committee of Women University of AJ&K Bagh, at any time prior to the deadline for submission of the Tender/bid, at its own initiative or in response to a clarification requested by the Bidder(s), amend the Tender Document, on any account, for any reason. All amendment(s) shall be part of the Tender Document and binding on the Bidder(s).
- 6.2.** The Purchaser shall notify the amendment(s) in writing to the prospective Tenderers/Bidders.
- 6.3.** The Purchaser may, at its exclusive discretion, amend the Tender Document to extend the deadline for the submission of the Tender, in which case all rights and obligations of the Purchaser and the Tenderers previously subject to the deadline shall thereafter be subject to the deadline as extended.

7. BID CURRENCY

Bidder should quote price in Pak Rupees only and payments shall also be made in Pakistan Rupees only.

8. VALIDITY PERIOD OF THE BID

- 8.1. Validity period of the bids shall be 90 days
- 8.2. In exceptional circumstances, the Purchase Committee of University may ask the Bidders for an extension of the period of validity. The request and the responses shall be made in writing. A bidder accepting the request will not be required nor permitted to modify its tender.

9. BID SECURITY

- 9.1. Bidder will submit 02% Bid Security in shape of Pay Order/Demand Draft in favor of the Treasurer Women University of Azad Jammu and Kashmir Bagh.
- 9.2. Cheque or Cross Cheque shall not be accepted at all.
- 9.3. The amount submitted as Bid Security shall be refunded to the unsuccessful bidders after the decision for the award of the said tender.
- 9.4. The Bid Security of Successful Bidder(s) may be converted as part of the Performance Guarantee for successful execution of the work.
- 9.5. Subject to the award of contract, the Bid Security in form of CDR shall be returned to successful bidder against submission of Performance Guarantee.
- 9.6. If the Bid Security is found less than the required amount then the bid will be rejected irrespective of the rates and the stage of the bid process.
- 9.7. The Bid Security may be forfeited if a Bidder:
 - a. Refuses to accept Letter of Acceptance of the Bid; or
 - b. Fails to furnish Performance Security.

10. BID PREPARATION AND SUBMISSION

- 10.1.** The Tender shall be filed in / accompanied by the prescribed Forms, Annexes, Schedules, Brochures, Literature, etc. which shall be completely filled in, stamped and signed by the Tenderer or his Authorized Representative.
- 10.2.** The Bids/Tenders should be submitted in two parts (1) Technical Proposal and (2) Financial Proposal. The Technical Proposal and Financial Proposal shall be submitted in separate covers.

10.3. TECHNICAL PROPOSAL

The Technical Proposal will enable the Purchase Committee to evaluate whether the bidder is technically competent and capable of executing the order and the specifications offered by the bidder meet the ones given in the Tender/Bid Documents. Only those bids which qualify in the technical stage will be eligible for the Financial Proposal opening. The Financial Proposals of bidders who failed in the Technical stage will not be opened.

- 10.4.** The Technical Proposal form as given in the Bid/Tender Document shall be filled, signed and stamped in all pages. The Purchase Committee will not be responsible for the errors committed in the bids by the bidders.
- 10.5.** The Technical Proposal should not strictly contain any Price/Cost indications as such otherwise the bids will be summarily rejected.
- 10.6.** The Bidder should quote only one brand/model/make of each item.
- 10.7.** The Bidder must quote all items in a lot, partial bidding is not allowed
- 10.8. Detail and Order of Documents to be furnished with the Technical proposal (Envelope A):**

The documents attached with the Technical Bid must be signed and stamped by the Authorized Representative of the Bidder. The documents attached must be numbered and attached in the following order:

- 10.8.1.** Covering letter (*Annexure-A*) duly signed and stamped by authorized representative.
- 10.8.2.** Copy of Income Tax Registration Certificate.
- 10.8.3.** Copy of Sales Tax Registration Certificate
- 10.8.4.** Detailed specification of items
- 10.8.5.** Affidavit/Undertaking Covering Letter on Stamp Paper (*Annexure-D*).
- 10.8.6.** Authorization Certificate of Quoted brand

10.9. FINANCIAL PROPOSAL

10.10. The Financial Proposal of the bidder shall include the price break up of taxes/duties.

All taxes/duties as applicable shall be responsibility of the bidders

10.11. The cost quoted by the bidder shall be kept firm and unchanged for a period specified in the Bid/Tender Documents from the date of opening of the bids. The bidder shall keep the price firm/unchanged during the period of Contract including during the period of extension of time if any.

10.12. The quoted price will be inclusive of all taxes, duties, levies, insurance, freight (transportation charges), etc.

10.13. The Bid is liable for rejection if Financial Proposal contains conditional offer

10.14. The Bidder must quote rates of all the items in a lot/package and quoting the partial items in a lot/package is not allowed. If the bidder does not quote for all items in a lot, its bid for that lot will not be accepted.

10.15. Details to be furnished with financial proposal (Envelope B)

10.15.1. Financial Proposal Covering Letter (**Annexure E**).

10.15.2. Financial Proposal Form duly filled, signed and stamped by the Bidder (**Annexure F**).

10.15.3. Bid Security of amount (total amount of the relevant lot) mentioned in Clause No. 9 of the Tender Document.

10.16. Sealing the Bid

10.16.1. The Technical Proposal shall be placed in a separate cover (Envelope-A) and sealed appropriately. The Technical Proposal cover shall be marked as “Technical Proposal for SUPPLY OF CHEMICALS/GLASSWARE/CONSUMABLES” – Bid Ref.: due on The “FROM” address and “TO” address shall be written without fail.

10.16.2. The Financial Proposal (Envelope-B) shall contain rates of item quoted by the bidder. The Financial Proposal cover shall be marked as “Financial Proposal for SUPPLY OF CHEMICALS/GLASSWARE/CONSUMABLES” – Bid Ref.: due on: The “FROM” address and “TO” address shall be written without fail.

10.16.3. Out Cover: The Technical Proposal cover (Envelope-A) and Financial Proposal cover (Envelope B) shall then be put in a single outer envelope and sealed. The outer cover shall be marked as “**Bid for SUPPLY OF**”

CHEMICALS/GLASSWARE/CONSUMABLES” –Bid Ref.: due on_____. The “FROM” address and “TO” address shall be written without fail.

10.17. Mode of Submission of Bids

10.17.1. The Bid should be addressed to “Director P&D, Women University of Azad Jammu and Kashmir Bagh”.

10.17.2. The Bids received after Due Date and Time or Unsealed or incomplete or submitted by Fax or Email will be summarily rejected.

11. MODIFICATION/WITHDRAWAL OF THE TENDER

11.1. The Bidder may, by written notice served on the Purchaser, modify or withdraw the Tender after submission of the Tender, prior to the deadline for submission of the Tender.

11.2. The Tender, withdrawn after the deadline for submission of the Tender and prior to the expiration of the period of the Tender validity, shall result in forfeiture of the Tender Security.

12. BID OPENING

12.1. Technical Proposal Opening

The bid's outer cover and Technical Proposal cover will be opened by P&D department in presence of Purchase Committee members of the University on the date and time as specified in the Tender Notice /Bid Data Sheet. The bids will be opened in the presence of the bidders who choose to be present. A maximum of two representatives for each bidder would be allowed to attend the Bid Opening.

12.2. Suppression of facts and misleading information

12.2.1. During the bid evaluation, if any suppression or misrepresentation of information is brought to the notice of the Purchase Committee, the Committee shall have the right to reject the Bid and if it happens so after selection of the Bidder, the Purchase Committee may terminate the Contract or award of the Contract or further processing of the Bid as the case may be and that will be without any compensation to the Bidder and the Bid Security/Performance Guarantee, as the case may be, shall be forfeited.

12.2.2. It is the Bidder's responsibility to prove the Bidder's requisite qualification, experience and capacity to undertake the project to the entire satisfaction of the Purchase Committee failing which the Bid may be rejected.

13. PRELIMINARY EXAMINATION

13.1. The Procuring Agency shall examine the bids to determine whether they are complete, whether the required documents have been furnished and properly signed, and whether the bids are generally in order.

13.2. In the financial bids (at the time of opening the financial proposal) the arithmetical errors shall be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the Bidders/Suppliers do not accept the correction of the errors, its bid shall be rejected. If there is a discrepancy between words and figures, the amount in words shall prevail.

14. DETERMINATION OF RESPONSIVENESS OF THE BID

14.1. The Purchaser shall determine the substantial responsiveness of the Tender to the Tender Document, prior to the Tender evaluation, on the basis of the contents of

the Tender itself without recourse to extrinsic evidence. A substantially responsive Bid is one which:

- 14.1.1. meets all the mandatory requirements of the evaluation criteria.;
 - 14.1.2. meets the Technical Specifications for the Goods / the Services;
 - 14.1.3. meets the delivery period / point for the Goods / the Services;
 - 14.1.4. is accompanied by the required Bid Security;
 - 14.1.5. is otherwise complete and generally in order;
 - 14.1.6. conforms to all terms and conditions of the Tender Document, without material deviation or reservation which offers one Brand/Model/Make for each item (which does not contain any option)
- 14.2. A material deviation or reservation is one which affects the scope, quality or performance of the Goods or limits the Purchaser's rights or the Bidder's obligations under the Contract.
- 14.3. The Tender determined as not substantially responsive shall not subsequently be made responsive by the Tenderer by correction or withdrawal of the material deviation or reservation. However, the Purchaser may waive off any minor non-conformity or inconsistency or informality or irregularity in the Tender.

15. TECHNICAL EVALUATION CRITERIA

The Bidders who have duly complied with the Eligibility/Qualification and Evaluation will be eligible for further processing.

The Bids which do not conform to the Technical Specifications or Bid conditions or the Bids from the Bidders without adequate capabilities for supply and maintenance / warranty services will be rejected. The Eligible/Technically Qualified Bidders will be considered for further evaluation.

Under PPRA Rules # 30, Technical Bids will be evaluated on the basis of following criteria and Financial Bids of only those bidders will be opened who have fulfilled the criteria:

Mandatory Requirements	Documents Required	
Sales Tax Registration	Certificate of Registration	Mandatory
Income Tax Registration	Certificate of Registration	Mandatory
Conformance to the required specification of items given in Schedule of Requirement	Detailed Specifications with Brand and Model if any	Mandatory
Company Firm is not black Listed	Affidavit /Bidder's Undertaking on stamp paper	Mandatory
Tier Partnership/dealership of the Quoted Brands for Chemicals/Glassware/Consumables	Authorization Certificate of quoted brand from the Manufacturer	Mandatory
The Bidders must quote the prices of all items of a Lot and Partial quoted rates will not be accepted.	Certificate of 100% quoted items in a Lot.	Mandatory

The bidder must provide Verifiable documentary proof and sample against all the mandatory requirement along with the Technical Proposal and no document/sample will be received or considered after opening of the Technical Proposal.

16. FINANCIAL PROPOSAL EVALUATION

- 16.1.** Technically qualified/successful bidder(s)/Tenderer(s) shall be called for opening of the Financial Proposal(s). The Financial Proposals will be opened in the presence of the Bidders at the time and venue indicated by the Purchaser accordingly. The technically Eligible/Successful Bidder(s)/Tenderer(s) or their authorized representatives against each Lot shall be allowed to take part in the Financial Proposal(s) opening against their relevant Lot(s).
- 16.2.** Financial Proposal evaluation will be conducted under the AJK PPRA Rules, 2017. The Price evaluation will include all duties, taxes and expenses etc. In case of any exemption of duties and taxes made by the Government in favor of the Purchaser, the contractor shall be bound to adjust the same in the Financial Proposal

17. REJECTION AND ACCEPTANCE OF THE TENDER/BID

- 17.1.** The Purchaser shall have the right, at his exclusive discretion, to increase / decrease the quantity of any or all item(s), under AJK PPRA Rules 2017 without any change in unit prices or other terms and conditions, accept a Tender reject any or all tender(s), cancel / annul the Tendering process at any time prior to award of Contract, without assigning any reason or any obligation to inform the Tenderer of the grounds for the Purchaser's action, and without thereby incurring any liability to the Tenderer and the decision of the Purchaser shall be final.
- 17.2. The Tender / bid shall be rejected if:**
- 17.2.1.** It is substantially non-responsive; or
 - 17.2.2.** The bidder does not meet any of the mandatory criteria mentioned in Clause No. 15; or
 - 17.2.3.** It does not contain the documentary proof against any of the mandatory criteria mentioned in Clause No. 15; or
 - 17.2.4.** The bidder does not have authorization certificate from the manufacturer.
 - 17.2.5.** The bidder is not authorized partner/dealer for quoted brand of Chemicals.
 - 17.2.6.** The bid is incomplete, partial, conditional, alternative, late; or
 - 17.2.7.** the bidder does not attach Bid Security in Shape of CDR; or
 - 17.2.8.** the bid security is not attached or it is less than the required amount; or
 - 17.2.9.** the Bidder submits more than one Bids against one Tender; or
 - 17.2.10.** the Bidder tries to influence the Tender evaluation / Contract award; or

17.2.11. the Bidder engages in corrupt or fraudulent practices in competing for the Contract award; or

17.2.12. there is any discrepancy between bidding documents and bidder's proposal i.e. any non-conformity or inconsistency or informality or irregularity in the submitted bid; or

17.2.13. The Bidder submits any financial conditions as part of its bid which is not in conformity with tender document

17.2.14. The bidder quotes partial items in a lot.

17.2.15. The specification given by the bidders are of low quality and not as per specifications given in the Tender Document

18. CONTACTING THE PROCURING AGENCY

Any effort by a Bidder to influence the Procuring Agency in its decisions on bid evaluation, bid comparison, or Contract Award will disqualify the bidder and rejection of the bid. Canvassing by any Bidder at any stage of the Tender evaluation is strictly prohibited.

19. ANNOUNCEMENT OF EVALUATION REPORT

The Procuring Agency shall announce the results of bid evaluation in the form of a report giving justification for acceptance or rejection of bids at least ten days prior to the award of Contract. The report shall be made available on AJK PPRA website and all the bidders shall be informed of this.

20. AWARD OF CONTRACT

20.1. The Tender will be awarded to the Lowest Evaluated Bidder who has been declared Technically Qualified.

21. Letter of Acceptance (LOA)

After acceptance of the Bids by the Purchase Committee, Letter of Acceptance (LOA) will be issued only to the Successful Bidder(s).

22. PAYMENT OF PERFORMANCE GUARANTEE (PG)

22.1. The Successful Bidder(s) will be required to remit the Performance Guarantee equivalent to **10 % of the value of the contract price**. The PG should be paid by way of Cash Deposit Receipt (CDR) or Bank Guarantee drawn in favor of

“Treasurer Women University of Azad Jammu and Kashmir Bagh” as unconditional Guarantee.

22.2. The PG should be submitted after receipt of Letter of Acceptance for signing the contract.

22.3. The Performance Guarantee will be forfeited if the Successful Bidder withdraws the Bid during the period of Bid validity specified in the Bid Documents or if the Bidder(s) fails to sign the contract.

23. REFUND OF BID SECURITY (BS)

The Bid Security (BS) of the Successful Bidder may be adjusted towards Performance Guarantee payable by the firm. If the successful Bidder(s) submits Performance Guarantee for the stipulated value in full by way of Cash Deposit Receipt (CDR) and/or Bank Guarantee, the BS will be refunded. The BS of the unsuccessful Bidder will be refunded on the written request of the Bidder. The Bid Security of the successful bidder shall be released upon his request provided the bidder submits the Performance Guarantee in the shape of CDR and/or Bank guaranty.

24. ISSUANCE OF SUPPLY ORDER OR SIGNING THE CONTRACT

The Purchase Committee shall issue Supply Order or sign a Contract with the Successful bidder who has submitted the Performance Guarantee.

25. REDRESSAL OF GRIEVANCES BY THE PROCURING AGENCY

25.1. Any bidder feeling aggrieved by any act of the procuring agency after the submission of his bid may lodge a written complaint concerning his grievances not later than 10 days after the announcement of the bid evaluation report.

25.2. The committee shall investigate and decide upon the complaint within fifteen days of the receipt of the complaint.

25.3. Mere fact of lodging of a complaint shall not warrant suspension of the procurement process.

25.4. Any bidder not satisfied with the decision of the committee of the procuring agency may lodge an appeal in the relevant court of jurisdiction.

GENERAL CONDITIONS OF CONTRACT / SUPPLY ORDER

26. DELIVERY OF ITEMS

26.1. Delivery Period of items will be as under:

Delivery Period (From issuance of Supply Order/Signing of Contract)	Supply of Chemicals/Glassware/ Consumables	45 Days
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26.2. Supplier will be responsible for **delivery and commissioning** in relevant Lab, Women University of Azad Jammu and Kashmir Bagh:

26.3. The Bidder must get the items inspected at the University.

26.4. The supplier will bear all costs associated with the preparation, delivery and commissioning of the Items and the Purchaser will in no case be responsible or liable for those costs. The supplier will make such arrangements to ensure safe delivery of goods. Any damage sustained during transportation / delivery will be rectified by the supplier at his cost.

27. LIQUIDATED DAMAGES

27.1. When the supplier fails to deliver the goods within the time period specified in the contract, the Purchase Committee may, without prejudice to any other remedy it may have under the contract, deduct from the contract price, as liquidated damages, **a sum equivalent to 0.1% of the price of the delayed goods per day of delay, maximum up to 10% of the price of total value of the contract.**

27.2. The Successful Bidder will be responsible to provide the delivery, delivery Challan, Bill and Sales Tax Invoice within the delivery period in order to avoid Late Delivery Charges.

28. INSPECTION AND TESTS

- 28.1.** The Purchase Committee of University shall inspect and test the Goods supplied, the Services provided, under the Contract/Supply Order, to verify their conformity to the Technical Specifications.
- 28.2.** The Purchase Committee of University, if deem necessary, may inspect and check the quality of Items at the time of delivery.
- 28.3.** Items will be accepted only after the inspection carried out by the Purchase Committee. The Purchase Committee will check that:
- 28.4.** During the inspection, the items may be rejected or the bidder will be required to rectify / modify the items:
 - 28.4.1.** Items provided are as per specifications given.
 - 28.4.2. Chemicals/Glassware/Consumables will be verified from online portal of the brand.**
- 28.5.** After the inspection or test if the Purchase Committee is of the opinion that items do not conform to the specification and the criteria mentioned above, the Purchase Committee may reject them, and the supplier shall either replace the rejected goods or make all alterations necessary to meet the requirements of the specifications free of cost to University.

29. RELEASE OF PERFORMANCE GUARANTEE (PG)

The Performance Guarantee will be refunded to the Successful Bidder(s) **after 06 months of delivery of Goods.**

30. CONTRACT AMENDMENT

- 30.1.** The Purchaser may, at any time, by written notice served on the Contractor, alter, amend, omit, increase, decrease or otherwise change the nature, quality, quantity and scope, of all / any of the Goods / the Services / the Works, in whole or in part.
- 30.2.** No variation in or modification in the Contract shall be made, except by written amendment signed by both the Purchaser and the Contractor.

31. TERMINATION FOR DEFAULT

The Purchase Committee of the University may, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the tenderer, terminate this Contract in whole or in part if:

- 31.1. the bidder fails to provide services within the period(s) specified in the Contract, or within any extension thereof granted by the Procuring entity.
- 31.2. the successful bidder fails to deliver goods and services as per its technical specifications offered in the bid.
- 31.3. the successful bidder fails to perform any other obligation(s) under the Contract.
- 31.4. the bidder, in the judgment of the Purchase Committee has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

32. MECHANISM FOR BLACKLISTING

If the Contractor fails / delays in performance of any of the obligations, under the Contract / Letter of Acceptance, violates any of the provisions of the Contract / Letter of Acceptance, commits breach of any of the terms and conditions of the Contract / Letter of Acceptance or found to have engaged in corrupt or fraudulent practices in competing for the award of contract / Letter of Acceptance or during the execution of the contract / Letter of Acceptance, the Purchaser may without prejudice to any other right of action / remedy it may have, blacklist the Contractor, either indefinitely or for a stated period, for future tenders in public sector, as per mechanism provided in AJK PPRA Rules, 2017.

33. Force Majeure

Majeure means an act of nature or an event beyond the control of the Supplier and not involving the Supplier's fault or negligence directly or indirectly purporting to misplanning, mismanagement and/or lack of foresight to handle the situation. Such events may include but are not restricted to acts of the Procuring Agency in its sovereign capacity, wars or revolutions, fires, floods, earthquakes, strikes, epidemics, quarantine restrictions and freight embargoes. If a Force Majeure situation arises, the Supplier shall promptly notify the Procuring Agency in writing with sufficient and valid evidence of such condition and the cause thereof. The Committee constituted for Redressal of grievances, shall examine the pros and cons of the case and all reasonable alternative means for completion of purchase order under the Contract and shall submit its recommendations to the competent authority. However, unless otherwise directed by the Procuring Agency in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical and shall seek reasonable alternative means for performance not prevented by the Force Majeure event.

34. TERMINATION FOR INSOLVENCY

The Procuring Agency may at any time terminate the Contract by giving written notice of 30 days time to the Supplier if the Supplier becomes bankrupt or otherwise insolvent. In this event, termination shall be without compensation to the Supplier, provided that such termination shall not prejudice or affect any right of action or remedy which has accrued or shall accrue thereafter to the Parties.

35. FORFEITURE OF PERFORMANCE SECURITY

- 35.1.** If the Contractor fails / delays in performance of any of the obligations, under the Contract / violates any of the provisions of the Contract / commits breach of any of the terms and conditions of the Contract the Purchaser may, without prejudice to any other right of action / remedy it may have, forfeit Performance Security of the Contractor.
- 35.2.** Failure to supply required items/services within the specified time period will invoke penalty as specified in this document. In addition to that, Performance Security amount will be forfeited and the company will not be allowed to participate in future tenders as well.

36. PAYMENT

36.1. 100% payment will be made by the University to the Successful Bidder after delivery of goods and on receipt of the following documents:

- i. Bill
- ii. Delivery Challan
- iii. General Sales Tax Invoice
- iv. Inspection/Completion report

37. Warranty

37.1. The Supplier shall confirm that the goods supplied under this contract are new and unused. The Supplier shall further warrant that all goods supplied under this contract shall have no defect arising from design materials or workmanship or from any act or omission of the supplier that may arise under the normal use of the supplied goods in the conditions prevailing in the University.

37.2. The Purchase Committee shall notify the supplier in writing of any claim arising under the warranty. Upon receipt of such notice, the supplier shall repair or replace the defective goods or parts within **30 days**, inclusive of, where applicable, the cost of inland delivery of the repaired or replaced goods or parts from the port of entry to the final destination and their installation.

38. TECHNICAL SPECIFICATIONS AND SCHEDULE OF REQUIREMENT

All Chemicals/Glassware/Consumables must have broader specifications (European/UK/USA Standard) and verifiable from online web portal of brand.

Annexure- A Technical Proposal Covering Letter

To

The Director P&D,

Women University of Azad Jammu & Kashmir Bagh,

Bagh.

Dear Sir,

We are hereby submitting our Proposal, which includes the Technical Proposal and the Financial Proposal sealed in two separate envelopes. We have attached the **Technical Bid Form, Check List, Detailed Specifications** and the required **supporting documents** along with our Technical Bid.

Yours sincerely,

Authorized Signature

(In full and initials)

Name and Designation of Signatory Name of Firm Address

Annexure-B**Check List**

The Bidder must attach this list along with the Bid

1.1. PACKING OF THE BID

Sr. No	Description	Yes/No
1.	Whether the Bid is submitted in Two Envelopes	
2.	Technical Proposal	Envelope A
3.	Financial Proposal	Envelope B
4.	Whether both Technical and Financial Proposals are put into another Outer Envelope.	

1.2. SUBMISSION AND ARRANGEMENT OF SUPPORTING DOCUMENTS

The Bidder must provide all the Supporting Documents, number all the pages of supporting documents, provide the page information and arrange the documents in the following order:

Envelope A: Enclosures of Technical Proposal		Attached Yes/ No	Page No.
1.	Covering Letter		
2.	Copy of Income Tax Registration Certificate		
3.	Copy of Sales Tax Registration Certificate		
4.	Affidavit/Undertaking on the Stamp Paper		
5.	Specifications of quoted items on the Letter Head of the bidder		
6.	Partnership/Dealership Certificate from the manufacture for the quoted brand of Chemicals/ Glassware/Consumables		
7.	The specified catalogues / brochures of items quoted by the bidder (if any)		
Note: All the above documents and any other supporting document must be numbered			

and page number must be mentioned in the column specified for the purpose.

Total Number of pages attached with the Technical Bid	-----Pages
--	------------

8.	Tender Document duly signed and stamped each page by the bidder must be attached at the end of the Technical Bid but numbering is not required for this document.
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Envelope: B: Enclosures of Financial Proposal		Attached Yes/ No	Page No.
1.	Financial Proposal Form duly filled, signed and stamped by the bidder		
2.	Price Schedule Form duly filled, signed and stamped by the bidder		
3.	Bid Security in shape of CDR		

Annexure-C

Technical BID FORM

Sr. #	Particulars				Bidder's Response	
A	Information about the Bidder					
1	Name of the Company					
2	Year of Incorporation/Registration					
3	NTN Registration Number					
4	GST Registration Number					
5	No. of Branches in Pakistan/AJK					
6	Location of Branches in Pakistan/AJK (Cities)					
7	Address					
8	Office Telephone Number					
9	Email Address of the Company/Firm					
10	Name of Contact Person					
11	Mobile No. of Contact Person					
12	Email Address of Contact Person					
B	Delivery and Commissioning Period (No. of Days) offered by the Bidder					
	Name of the Lot			No. of Days from issuance of Supply Order/ Signing of Contract		
1.	Supply of Chemicals/Glassware/ Consumables					
C	Past Performance (Detail of relevant Projects)					
Sr.#	Name of Project	PO/LOA/ Contract No & Date	Value of Project	Item Detail	Customer (Name of Institution)	Customer Contract Person Name and Ph. No.
1.						
2.						
3.						
4.						
5.						

Annexure- D AFFIDAVIT/BIDDER'S UNDERTAKING ON THE STAMP PAPER

Ref: **Tender No.** WUAJ&K/Project Wing/05/2020

1. We have examined the Tender/Bid Document and we undertake to meet the requirements regarding supply of Items, warranty and services as required and are prescribed in the Tender Document.
2. It is certified that the information furnished here in and as per the document submitted is true and correct and nothing has been concealed or tampered with.
3. We have read the provisions of Tender/Bid Document and confirm that these are acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in our response shall not be given effect to.
4. We agree to unconditionally accept all the terms and conditions set out in the Tender/Bid Document
5. We undertake, if our Bid is accepted, to supply the items within the delivery period mentioned in the Tender Document.
6. We understand that no document regarding evaluation criteria will be accepted after opening of the Technical Bids and we are bound to provide all the documentary proofs regarding evaluation criteria or any other supporting document at the time of opening of Technical Bids.
7. We agree that the Purchase Committee of Women University of Azad Jammu and Kashmir Bagh is not bound to accept the lowest or any of the bids received. We also agree that the Women University of AJ&K Bagh reserves the right in absolute sense to reject all the products/ services specified in the Bid Response without assigning any reason whatsoever under AJK PPRA Rules 2017.
8. We also declare that our Company/Organization is not blacklisted by any of the Departments/ Institutions/Autonomous Bodies/Federal or Provincial Government in Pakistan.

[Name and Signatures of authorized Person along with stamp]

Annexure- E

Financial Proposal Form

(to be attached with Financial Proposal)

To,

**The Director P&D,
Women University of Azad Jammu & Kashmir Bagh,
Bagh**

Dear Sir,

With Reference to your Tender No. WUAJ&K/Project wing/05/2020 for the supply of Chemicals/Glassware/Consumables. Please find attached our Financial Proposal for the sum of Rs. (insert amount in words and figures). This amount is inclusive of all taxes.

We have attached the Bid Security of amount Rs. (insert amount in words and figures) having CNo. along with our Financial Bid.

Yours sincerely,
Authorized Signature

Annexure- F**Price Schedule***(Please attach this page along with Financial Bid or quote rates on the Letter Head of the Bidder)***LIST OF CHEMICALS/ GLASSWARES FOR BIOTECHNOLOGY DEPARTMENT**

Sr. No	Description	Qty	Unit of Measurement (UM)	Made /Make	Unit Rate with all Taxes	Total Amount with all Taxes
1	Ammonium Sulphate	5kg				
2	B5 Medium	5kg				
3	Beef Extract	5kg				
4	Blood Agar	5kg				
5	Boric Acid	5kg				
6	Brain Heart Infusion Medium	5kg				
7	Calcium Chloride	5kg				
8	Citrate	5kg				
9	CoCl ₂ .6H ₂ O	5kg				
10	CTAB	5kg				
11	CuCl ₂ .2H ₂ O	5kg				
12	Czapek Dox Media	5kg				
13	EDTA	5kg				
14	Eosin Methylene Blue Medium	5kg				
15	H ₂ O ₂	5kg				
16	Lauria Broth	5kg				
17	MacConkey Agar	5kg				
18	Magnesium Sulphate	5kg				
19	Manganese Chloride	5kg				
20	Mannitol Salt Agar	5kg				
21	MnCl ₂ . 4H ₂ O	5kg				
22	Muller Hinton Agar	5kg				

23	Murashige & Skoog Medium (MS)	5kg				
24	MYA Media	5kg				
25	Na ₂ MoO ₄ .2H ₂ O	5kg				
26	Naphthalene Acetic Acid	5kg				
27	NiCl ₂ . 6H ₂ O	5kg				
28	Nutrient Agar	5kg				
29	Nutrient Broth	5kg				
30	Peptone	5kg				
31	Potassium Bi Phosphate	5kg				
32	Potato Dextrose Agar	5kg				
33	Sabouraud Dextrose Agar (SDA)	5kg				
34	Sabouraud Dextrose Broth	5kg				
35	Salmonella Shigella Agar	5kg				
36	Sodium Acetate	5kg				
37	Sodium Bi Phosphate	5kg				
38	Tryptone	5kg				
39	Tryptone Soya Agar	5kg				
40	Yeast Extract	5kg				
41	YMB Media	5kg				
42	Zn So4. 7H ₂ O	5kg				
43	ZnCl ₂	5kg				
44	CuCl ₂	5kg				
45	Mercuric Chloride	5kg				
46	DPPH(2,2- Diphenyl-1-Picryl-	5kg				

	hydrazyl					
47	Mannitol	5kg				
48	Ammonium Bi Sulphate	5kg				
49	NaCl	5kg				
50	LBA	5kg				
51	Commercial Bleach	5kg				
52	Tween 20	5kg				
53	Tween 80	5kg				
54	Sucrose	5kg				
55	Sorbitol	5kg				
56	Tris EDTA	5kg				
57	Silver Nitrate	5kg				
58	Potassium Phosphate	5kg				
59	Sarkosyl	5kg				
60	Canamycin	5kg				
61	Glucose	5kg				
62	Sodium Dodecyl Sulphate	5kg				
63	Magnesium Chloride	5kg				
64	PCR Buffer	5kg				
65	Tag Polymerase	5kg				
66	Mercuric Chloride	5kg				
67	Oil Emulsion	5kg				
68	Tri Chloro Acetic acid	5kg				
69	Maltose	5kg				
70	Ammonium Acetate	5kg				
71	Potassium Chloride	5kg				
72	Ninhydrin	5kg				
73	Tris Base	5kg				
74	TrisHcL	5kg				

75	Triton X 100	5kg				
76	Sodium EDTA	5kg				
77	Sodium Hydroxide Pallets	5kg				
78	Acryl amide	5kg				
79	Ethidium Bromide	50g				
80	Bromo Phenol Blue	5kg				
81	Bis Acryl Amide	5kg				
82	Terta Methyl Ethylene Diamine	5kg				
83	TEMED	5kg				
84	Ammonium Per Sulphate	5kg				
85	Glycerol	5kg				
86	DNA Zol Reagent	5kg				
87	Chloroform	100L				
88	DMSO	100L				
89	Ethyl Alcohol	500L				
90	HCL	2.5L				
91	Methanol	100L				
92	Spirit	100L				
93	DNA Ladder 1KB	50 Vials				
94	DNA Ladder 100 bp	50 Vials				
95	Proteinase K	50 Vials				
96	dNTPs	50 Vials				
97	Lysozyme	50gm				
98	DNase Inhibitor (USA)	500ul of 20 units				

		per uml conce ntratio n				
99	Trizol Reagent	100 Sampl es				
100	RNAase Inhibitor (USA0	500ul of 20 units per uml conce ntratio n				
101	RNA Isolation Kit USA	1000 reactio ns				
102	DNA Isolation Kit USA	1000R eactio ns				
103	cDNA Synthesis Kit (USA)	1000 Reacti ons				
104	Yeast Extract	8KG				
105	Nutrient Broth	8KG				
106	Nutrient Agar	8KG				
107	Crystal Violet	0.5kg				
108	Ammonium Oxalate	5kg				
109	Iodine	5kg				
110	Potassium iodide	5kg				
111	Acetone	100L				

112	Safranin	1kg				
113	Malachite Green	1KG				
114	Glacial Acetic Acid	100L				
115	Sulphonilic Acid	500G M				
116	Alpha Nephthyl Amine	500G M				
117	Ammonium Di Hydrogen Phosphate	1KG				
118	Sodium Citrate	1KG				
119	Bromo Thymol Blue	500G M				
120	Di Potassium Hydrogen Phosphate	1KG				
121	Peptone	500g m				
122	Alpha Naphthol	500g m				
123	Lactose	1kg				
124	Antibiotic Discs	400 per E				
125	Master Mix	7000/ 200 UNIT S				
126	Follin's Reagent	1L				
127	Sodium Carbonate	1KG				
128	Potassium Tartrate	500G M				
129	Sodium Hydroxide	2.5L				
130	RNA Zol	5kg				
131	Loading Dye	5kg				
132	Sodium Nitrate	5kg				

133	K ₂ HPO ₄	5kg				
134	MgSO ₄ .7H ₂ O	5kg				
135	CaCl ₂ .2H ₂ O	5kg				
136	NaCO ₃	5kg				
137	Citric Acid	5kg				
138	Ferric Ammonium Citrate	5kg				
139	Methyl Chloride	5kg				
140	Copper Sulphate	5kg				
141	FeCl ₃	5kg				
142	MnCl ₂ .4H ₂ O	5kg				
143	ZnSO ₄ .7H ₂ O	5kg				
144	NaMoO ₄ .2H ₂ O	5kg				
145	CuSo4.5H2O	5kg				
146	Co(NO ₃)2.6H ₂ O	5kg				
147	Ammonium Molbdyate	5kg				
148	Sodium Nitro Pruside	5kg				
149	Phosphate Buffer	5kg				
150	Aluminium Chloride	5kg				
151	Sodium Nitrite	5kg				
152	Sodium Phosphate	5kg				
153	Ascorbic Acid	5kg				
154	Iodine	5kg				
155	Starch	5kg				
156	Gram Staining Reagents	5kg				
157	Agarose	5kg				
158	Acetone	50L				
159	Phenol	50L				
160	Iso Amyl Alcohol	10L				

161	Glycerol	5L				
162	Ethidium Bromide	500ml				
163	Bromo Phenol Blue	1000g				
164	Formaldehyde	1L				
165	Mc Farland Barium Sulphate standard	1L				
166	Beta Mercapto Ethanol	500ml				
167	Hexane	100L				
168	DPEC	500ml				
169	Benzene	100L				
170	Isopropanol	100L				
171	Nitric Acid	2.5 L				

LIST OF CHEMICALS/ GLASSWARES FOR BOTANY DEPARTMENT

Sr. No	Description	Qty	Unit of Measurement (UM)	Make/ Made	Unit Rate with all Taxes	Total Amount with all Taxes
1	Agarose	5kg				
2	Ethanol	5 litre				
3	Taq Polymerase Enzyme	30 viols				
4	dNTPs	10 viol				
5	Ethidium bromide	50 ml				
6	Loading dye	20 viols				
7	Tris base	4 kg				
8	Tris EDTA	5 Kg				
9	CTAB	3 kg				
10	Beta mercapto ethanol	2.5 liter				
11	Boric acid	5 kg				
12	NaCl	5 kg				
13	Isoamylalcohol	3 litre				
14	Chloroform	3 litre				
15	SDS	3 kg				
16	Phenol	3 kg				
17	Methanol	5 litres				
18	DNA ladder (50bp, 100bp, 1kb)	20 viols each				
19	Proteinase K enzyme	20 viols				
20	RNAs A	20 viols				
21	Acrylamide	3 kg				

22	Ammonium acetate	1 kg				
23	Glycerol	3 litter				
24	Potassium acetate	1 kg				
25	Tris buffer	3 kg				
26	Tris hydrochloride	3 kg				
27	Sodium acetate	1kg				
28	NaNO ₃	2 litter				
29	K ₂ HPO ₄	2 kg				
30	MgSO ₄ .7H ₂ O	2 kg				
31	CaCl ₂ .2H ₂ O	2 kg				
32	NaCO ₃	1 kg				
33	Citric Acid	100 g				
34	Ferric Ammonium Citrate	100 g				
35	EDTA Disodium Salt	500 g				
36	potassium ferricyanide	100 g				
37	Acetic Acid	2 litter				
38	Ascorbic Acid	500 g				
39	DPPH	50 g				
40	Methyl Chloride	500g				
41	Agar	10 kg				
42	DMSO	3.5 liter				
43	Copper Sulfate	1 kg				
44	Galic Acid	500 g				
45	FeCl ₃	1 kg				
46	Silver Nitrate	500g				
47	MnCl ₂ .4H ₂ O	1 kg				
48	ZnSO ₄ .7H ₂ O	1 kg				
49	NaMoO ₄ .2H ₂ O	1 kg				

50	CuSO ₄ .5H ₂ O	1 kg				
51	Co(NO ₃) ₂ .6H ₂ O	100 g				
52	Ammonium molybdate	500 g				
53	Sodiumnitropruside	500 g				
54	Pyridine	1 kg				
55	sodium hydroxide	2 kg				
56	phosphate Buffer	1 litter				
57	Atropine	500g				
58	Folin reagent	500 ml				
59	potato dextrose agar (PDA)	2 kg				
60	Sabouraud dextrose agar	500 g				
61	Dragendorff's reagent	500 ml				
62	HCl	2 litter				
63	Sulphuric acid	2 litter				
64	H ₃ PO ₄	1 litter				
65	Sulphanilamide S208410	500 g				
66	naphthylethylenedi aminedihydrochlori de sc-203148C	1 kg				
67	Aluminium chloride	1 kg				
68	Sodium nitrite	1 kg				
69	sodium phosphate	1 kg				
70	Trichloroacetic acid	1 kg				
71	Pyridine	1 kg				
72	Nutrient Agar	1 kg				
73	Nutrient Broth	2 kg				
74	Beef Extract	1 kg				

75	Peptone	3 kg				
76	Pikovskaia	5 kg				
77	Sucrose	3 kg				
78	Maltose	3 kg				
79	Ca Ortho phosphate	3 kg				
80	Crystal violet	100 grams				
81	Ammonium oxalate	100 grams				
82	Ethanol(HPLC GRADE)	3 litter				
83	Iodine	500 mg				
84	Potassium phosphate	2 kg				
85	Ethanol	5 litter				
86	Yeast extract	2 kg				
87	Calcium tri phosphate	2 kg				
88	Trypton	5 kg				
89	Mannitol	5 kg				
90	Mercuric chloride	1 kg				
91	Spirit	10 litter				
92	Potassium hydroxide	1 kg				
93	Ammonium hydroxide	1 kg				
94	Benzene	500 g				
95	Bismith nitrate	100 g				
96	Hydrogen oxide	1 litter				
97	Oil emulsion	1 liter				

98	n-Haxane	2.5 L				
99	Dioxin	Minimum Packin g				
100	Formic Acid	2.5 L				
101	Toluene	Minimum Packin g				
102	Glycerine	Minimum Packin g				
103	Altramorin (lichen standard)	Minimum Packin g				
104	Sulazinic acid (lichen standard)	1 L				
105	Norstictic acid (lichen standard)	1L				
106	Glacial acetic acid (lichen standard)	1L				
107	Dimethyl sulfoxide	1L				
108	Seric Sulphate	250 mL				
109	Potassium monohydrogen Phosphate	1 kg				
110	Phosphate Buffer PH 7	500 mL				
111	Catehol	500				

		mL				
112	Phosphate Buffer PH 6.5	500 mL				
113	Sodium Phosphate Citrate Buffer PH 5.6	500 mL				
114	Indol acetic acid	500 mL				
115	Indole Butaric acid	500 mL				
116	Sodium Nitroprusside	500 mL				
117	Gibbrilins	Minim um packin g				
118	MNCl ₂	Minim um Packin g				
119	2,4 Dichlorophenol	Minim um Packin g				
120	Acetone	2.5 L x 6= 15 L				
121	Petroleum ether	2.5 L x 6= 15 L				
122	Salkowskis reagent	Minim um packin				

		g				
123	Ascorbate	Minimum Packin g				
124	Hydrogen Peroxide	Minimum Packin g				
125	Tritone X 100	Minimum Packin g				
126	Acetate buffer pH 5.	500 mL				
127	O-Dianisidine	Minimum Packin g				
128	Safranin	Minimum Packin g				
129	Olive oil	Minimum Packin g				
130	Methyl red	Minimum Packin g				
131	Congo red	Minimum				

		Packin g				
132	Canada balsom	Minim um Packin g				
133	Methylene blue	Minim um Packin g				
134	Malachite green	Minim um Packin g				
135	Chloramphenicol	Minim um Packin g				
136	Reactive orange 16	Minim um Packin g				
137	Silica gel	Minim um Packin g				
138	Urea analytical grade	1 kg				
139	Thiamine hydrochloride	250 g				
140	Pyridoxine hydrochloride	250 g				
141	Cyanocobalamin	250 g				

	(B-12)					
142	Riboflavin	250 g				
143	Folic acid	250 g				
144	Ascorbic acid	250 g				
145	Malic acid	250 g				
146	Citric acid	500 mL/kg				
147	Oxalic acid	250 g/ 250 mL				
148	Acetic acid	250 g/ 250 mL				
149	Succinic acid	250 g/ 250 mL				
150	Glutamic acid	25 g				
151	Alanine	25 g				
152	Isoleucine	25 g				
153	Lysine	25 g				
154	Acetonitrile (HPLC grade)	500 mL				
155	Certified ACS o-phosphoric acid 85% (HPLC grade)	500 mL				
156	Trifluoroacetic acid 99% (TFA) (HPLC grade)	1000 mL (2* 500 mL)				
157	Heptafluorobutanic acid 99% (HFBA) (HPLC grade)	25 g				

158	Potato starch	1 kg				
159	Corn meal Agar	1 kg				
160	Glucose	1 kg				
161	Sodium nitrate	1 kg				
162	Magnesium sulphate	1 kg				
163	Sodium citrate	1 kg				
164	Sodium Hypochlorite	1 kg				
165	Aceytl cystine	500 g				
166	Perchloric acid	500 g/mL				
167	Tatrabutylammonium	500 mL				
168	Sodium 1-hexanesulfonate	500 mL				
169	Sodium borate/sodium carbonate	500 g/mL				

List of Glass ware and Plastic ware (Originals)

Sr. No	Description	Qty	Unit of Measurement (UM)	Make/ Made	Unit Rate with all Taxes	Total Amount with all Taxes
1	Beakers 50,100,250 500 ,1000 ml	2 dozen each				
2	Test tubes (Glass) 20 ml .	100				
3	Plastic Petri plates Autoclaved (Pyrex/	50 doze				

	Germany) 100, 50, 40, 30 mm	n each				
4	Eppendof 1.5 and 0.5Ambion .	50 pack s				
5	White tipsKirgen	50 pack s				
6	Tip boxes (blue, yellow, white tips)	10 each				
7	Eppondof racks	50				
8	Test tube strands 15ml and 50ml Plastic	50				
9	Cork borer	2				
10	Aluminum foil	50 pack s				
11	Conical flask, 50, 100ml, 250ml, 500ml,1000 ml	4 doze n each				
12	Measuring cylinders/ graduated cylinders 10ml, 50ml,100ml ,250 ml, 500 ml and 1000 ml	2 doze n each				
13	Filtration Assembly with vacuum pump	1				
14	Nitro cellulose filter papers 0.45 µm	5 pack s				
15	TLC Plates	05				

	(Aluminum + Glass)	pack s				
16	Permanent Slides (Algae+ Fungi+ Bryophytes + pteridophytes + Angiosperm + Gymnosperms)	3 sets each				
17	Inoculation needle	1 doze n				
18	Inoculation loope	1 doze n				
19	25 mm Syringe filters 0.22, 0.45 μ m	3 pack s each				
20	Surgical gloves	24 pack s				
21	Surgical blades	3 pack s				
22	Plastic gloves	12 pack s				
23	Autoclaveable bags 5 kg	3 doze n				
24	Culture bottles (Pyrex/ Germany) 1000, 500, 250 mL	2 doze n				

		each				
25	Culture tubes 20 mL	3 doze n				
26	Kjeldhal digestion flasks 500 mL (Pyrex/ Germany)	5				
27	Filter papers Whatman No. 1, 42, 43	5 pack s				
28	Eppendorf,s tubes 1, 2, 15, 25 mL	5 doze n each				
29	Blotter paper /filter paper sheets	2 doze n				
30	Specimen Jars 1000, 500, 50 mL	30 each				
31	Glass slides	12 pack				
32	Cotton roll	12 pack				

LIST OF CHEMICALS/ GLASSWARE FOR CHEMISTRY DEPARTMENT

Sr. No	Description	Qty	Unit of Measurement (UM)	Make/ Made	Unit Rate with all Taxes	Total Amount with all Taxes
1.	Nickle Sulphate	100 g				
2.	Copper nitrate	250 g				
3.	Manganese Chloride	50 g				
4.	Tin chloride dehydrate	100 g				
5.	Iron(II) chloride tetrahydrate	250 g				
6.	Iron(III) sulfate hydrate	100 g				
7.	Cobalt(II) nitrate hexahydrate	100 g				
8.	Nickel(II) chloride hydrate	100 g				
9.	Zinc sulphateheptahydrate	100 g				
10.	Zinc chloride	100 g				
11.	Lead (II) chloride	100 g				
12.	Aluminum Chloride	100 g				
13.	Copper(II) chloride	100 g				
14.	Copper(II) sulfate	100 g				
15.	Sodium Chloride	500 g				
16.	Magnesium chloride	100 g				
17.	Calcium Chloride	100 g				

18.	Chromium(III) chloride hexahydrate	100 g				
19.	Potassium Chloride	500 g				
20.	Cobalt(II) chloride hexahydrate	25 g				
21.	Mercuric chloride	100 g				
22.	Ammonium Carbonate	500 g				
23.	Silver Nitrate	50 g				
24.	Silver Chloride	25 g				
25.	Potassium Carbonate	500 g				
26.	NaBH ₄	25 g				
27.	1-methylpiperidine	500 mL				
28.	Dibutylamine	100 mL				
29.	Sb ₂ O ₃	100 g				
30.	Methanol	2.5 L				
31.	Ethanol (Analytical)	2.5 L				
32.	Ethanol (Commercial)	10 L				
33.	Ethyl Acetate	100 mL				
34.	Acetone	2.5 L				
35.	Dimethyl formamide	1 L				
36.	Iso propanol	1 L				
37.	Hexadecyltrimethylammonium bromide	25 g				
38.	SDS	25 g				

39.	PVDF	5 g				
40.	Polyvinylpyrrolidone (K- 40)	50 g each				
41.	Polyaniline	5 g				
42.	Polypyrrole	25 g				
43.	PVA	25 g				
44.	PEG	1 Kg				
45.	Triethoxyvinylsilane	50 g				
46.	Benzene	1L				
47.	H ₂ SO ₄	1 L				
48.	Methyl Orange	25 g				
49.	Phenolphthalein	100 g				
50.	Methylene red	25 g				
51.	EDTA	100 g				
52.	Aqueous ammonia	100 mL				
53.	Potassium iodide	100 g				
54.	Hydrazine	100 mL				
55.	Glucose	100 g				
56.	Resorcinol	100 g				
57.	α- Naphthol	100 g				
58.	Dimethyl glyoxime	100 g				
59.	1,10-phenanthroline	100 g				
60.	Sodium carbonate	500 g				
61.	Sodium hydroxide	200 g				
62.	HCl	1 L				
63.	HNO ₃	1 L				

64.	Charcoal	500 g				
65.	Silica Powder	100 g				
66.	Glycidyl methacrylate	100 g				
67.	Methyl methacrylate	1 L				
Glassware's and Instruments						
1	Pyrex Beakers 50 mL	20				
2	Pyrex Beakers 100 mL	10				
3	Pyrex Beakers 250 mL	10				
4	Pyrex Beakers 500 mL	5				
5	Conical flask 100 mL	10				
6	Conical flask 250 mL	10				
7	Conical flask 500 mL	5				
8	Measuring Cylinder 10 mL	10				
9	Measuring Cylinder 100 mL	10				
10	Measuring Cylinder 500 mL	10				
11	Measuring Cylinder 1000 mL	10				
12	Volumetric flask 50 mL	10				
13	Volumetric flask 100 mL	10				
14	Volumetric flask 250	10				

	mL					
15	Volumetric flask 500 mL	5				
16	Aluminum foil	30 Packs				
17	Safety goggles	10				
18	Viscometer Pyrex	10				
19	Chemical lab masks	5				
20	Screw pinch cock tube	5				
21	Stalagmometer Pyrex	10				
22	Spatula large	12				
23	Spatula small	12				
24	PH Test strips and indicator paper, Milliporesigma	Box of 100 strips				
25	Microcentrifuge tubes, 1.5 mL	500				
26	Condenser (Medium (inner diameter 60 mm))	10				
27	Condenser (small 50 mL inner diameter 30mm)	10				
28	Magnetic bar small	20				
29	Magnetic bar medium	20				
30	Magnetic bar large	20				

31	Round bottom flask, 50 mL,	10				
32	Round bottom flask, 100 mL	10				
33	Round bottom flask, 250 mL	10				
34	Gloves Medium	10				
35	Gloves large	10				
36	Distillation assembly	1				
37	Thermometer 100 c	3				
38	Thermometer 200 c	4				

LIST OF CHEMICALS/ GLASSWARE FOR PHYSICS DEPARTMENT

Sr. No	Description	Qty	Unit of Measurement (UM)	Make/ Made	Unit Rate with all Taxes	Total Amount with all Taxes
1.	Batteries for digital multimeter	24				
2.	Graduated cylinders	06 each				
3.	Integrated circuits	12				
4.	Integrated circuits	12				
5.	Integrated circuits	12				
6.	Resisters	100 Each				
7.	Capacitors	48 Each				
8.	Inductors	48				
9.	Transistors C2655, BC108 etc.	48 each				
10.	Diode	100				
11.	LEDs	100				
12.	Chromium-(III) Nitrate	(250 gm)				
13.	Nickle Nitrate (Ni(No3)2)	(250 gram)				
14.	Cobalt Nitrate	(250 gram)				
15.	Iron (III) Nitrate (Fe (No3)3.9H2O)	(250 gram)				
16.	Manganese (II) Nitrate	(250 gram)				

17.	Titanium Nitrate	(250 gram)				
18.	Tin (II) Chloride/ Nitrate	(250 gram)				
19.	Ethanol	2 bottle				
20.	Beaker	(5)				
21.	Beaker	(5)				
22.	Beaker	(5)				
23.	Beakers	10				
24.	Beaker (Plastic)	(5)				
25.	Crucible (China clay)	(5)				
26.	Micropipette	(5 each)				
27.	Steel and plastic tweezers	(3 each)				
28.	Hot Plate with stirrer	(01)				
29.	Oven (RT to 300°C) with time and temperature controller	(01)				
30.	High temperature Programable Box Furnace (RT to 1000 °C)	(01)				
31.	Analytical Balance (readability 0.1mg to 0.01mg) Shimadzu	(01)				
32.	High Voltage DC	01				

	Power supply					
33.	UPS 2kW with Battery	01 Set				
34.	Petri Dishes	05				
35.	Petri Dishes	05				

LIST OF CHEMICALS/ GLASSWARE FOR ZOOLOGY DEPARTMENT

Sr. No	Description	Qty	Unit of Measurement (UM)	Make/ Made	Unit Rate with all Taxes	Total Amount with all Taxes
1	Silver nitrate	25 mg				
2	Xylocaine or Lidocain	25 mg				
3	Ketamine	10 ml				
4	Naphthoquinones	5 gm				
5	Alcohol	1 liter				
6	Petroleum jelly/ Vaseline	500 gm				
7	Polyfax	2				
8	Carrageenan	25 gm				
9	Acetic acid	1 liter				
10	Tween 80	25 ml				
11	Indomethacin	2 gm				
12	Formaldehyde	1 liter				
13	Xylene	1 liter				
14	Paraffin	1 gm				
15	Ethanol	5 liter				
16	Gram Iodine	1 liter				
17	Safranine	1 liter				
18	Lewis antisera (dia clon anti. Le ^a and anti-Le ^b from bio Rad)					
19	Lewis antisera le (a+b-) and le (a-b+)	4				
20	Mac-master slide	4 packs				
21	Percholic acid	1 kg				
22	Nitric Acid	4 liter				
23	Cyanide bottle	2				
24	Protein Kinase	5 packs				
25	Crystal violet Dye	1 liter				
26	EDTA Tubes for blood collection	200				
27	Vacoutainers for serum collection from blood.	100				

28	ABTS (2,2'-azino-bis(3-ethylbenzothiazoline-6-sulfonic acid))	20 g				
29	DPPH (2,2-diphenyl-1-picrylhydrazyl)	30 g				
30	MTT (3-(4,5-Dimethyl-2-thiazolyl)-2,5-diphenyl-2H-tetrazolium bromide)	25 g				
31	Antibiotic disc (10 microgram) a) chloremohenicol b) Penicilline c) Tetracycline d) Ammoxiline e) Vancomycin f) Ampicillin	3 packets each				
32	Phenol Red	1 litter				
33	Methyl Red	1 litter				
34	Silver Nitrate	25 mg				
35	Spirit	5 liter				
36	Nutrient agar	1000 g				
37	Nutrient Broth	1000 g				
38	Mannitol salt agar	1000 g				
39	Sabouraud dextrose agar	1000 g				
40	EDTA	1 kg				
41	Tris HCL	2 liter				
42	Iso-amyl alcohol	1 liter				
43	Ethidium bromide	1 kg				
44	Phenol	1 liter				
45	Sodium acetate	1 kg				
46	SDS (Sodium dodecyl sulphat)	1 kg				

47	Ninhydrin reagent	1 liter				
48	Xanthoprateic reagent	1 liter				
49	Benedict solution	1 liter				
50	Molish reagent	1 liter				
51	Biuret solution	1 liter				
52	Schiff reagent	1 liter				
53	Lead acetate	1 kg				
54	Randox reagent	1 liter				
55	Millon's reagent	1 liter				
56	Aceto arcin	5gm				
GLASS WARE AND APPARATUS						
Sr. No	Description	Qty	Unit of Measurement (UM)	Make/ Made	Unit Rate with all Taxes	Total Amount with all Taxes
1	Test tube	100				
2	Falcon centrifuge 15 ml and 30 ml	300 each				
3	Petri Plates	500				
4	Whatsman Filter-paper	20packets				
5	Filter paper	1 pack				
6	Eppendrof	20 packets				
7	Glass rods	2 dozen				
8	Weighing Machine	2				
9	Haemocytometer	2				
10	Magnifying glass	12				
11	Wire loop	20				
12	Shaking incubator	Large				
13	Centrifuge machine	Large				
14	Mounting Water bath					
15	Microtome wax cavity	20				
16	Beaker (500 ml, 250 ml)	50 each				
17	Conical flasks 25 ml, 500 ml 1000 ml	50 each				
18	Gloves	50 packs				

19	Spirit lamp	30				
20	Tissue staining bottles (histology)	30				
21	Tissue embedding cavity boxes (histology)	10				
22	Wooden blocks for histology	30				
23	Micropipette tips (small and large)	10 packets each				
24	Syringes 5ml, 3ml, 1ml	100 each				
25	Falcons (centrifuge tubes) 50 ml	100				
26	Tin foil					
27	Blood pressure apparatus	5				
28	Electrocardiograph machine	1				
29	Glucometer	5				
30	Sherman trap	10				
31	Snake stick	2				
32	Bird watching camera(Nikon 7200)	1				
33	Haemoglobinometer	2				
34	Bi-nocular	3				
35	Mouth Aspirator	4				
36	Masks	20 pack				
37	Safety cabinet	1				
38	Mitosis slides of every stage	2 packs				
39	Meiosis slides of every stage (grass hopper)	2 packs				
40	Slides of tissues epithelial, connective, nervous and muscle tissues	2 slides of each				
41	Pepsin	100 g				

42	Amylase	200 g				
43	TLC plates	2 pack				
44	Rotary evaporator	1				

Annexure- G

Contract Agreement Form

THIS AGREEMENT made the [day] day of [month] [year] between [Women University of Azad Jammu and Kashmir Bagh] (hereinafter called “the University”) of the one part and [name and address of Supplier] (hereinafter called “the Supplier”) of the other part:

WHEREAS the University invited Tenders for certain goods and related services, viz, for the Chemicals/Glassware/Consumables and has accepted a Tender by the Supplier for the supply of those goods and related services in the sum of Rs. [Contract Price in figures and in words] (hereinafter called “the Contract Price”).

Now therefore the parties hereby agree as follow:

1. The following documents attached shall be deemed to form and integral part of this Contract:
 - i. Tender/Bid Document
 - ii. Letter of Acceptance
 - iii. Performance Guarantee equal to 10% of Contract Price in shape of CDR or Bank Guarantee.
2. The Terms and Conditions of Supply Order/Contract given in the Tender/Bid Document will be applicable.
3. The mutual rights and obligations of the University and the Supplier will be preserved in light the of Terms and Conditions mentioned in the Tender /Bid Document.

IN WITNESS whereof the parties have caused this Contract to be executed in accordance with the laws of Pakistan on the day, month and year written above.

Signature _____

Print Name _____

Title _____

Annexure- H Bank Guarantee Format for Performance Security

[This is the format for the Performance Security to be issued by a scheduled bank of Pakistan]

Contract No:

Date:

To:

[Name and address of Procuring Entity]

PERFORMANCE GUARANTEE No: *[insert Performance Guarantee number]*

We have been informed that *[name of supplier]* (hereinafter called “the Supplier”) has undertaken, pursuant to Contract No *[reference number of Contract]* dated *[date of Contract]* (hereinafter called “the Contract”) for the supply of **description of goods and related services]* under the Contract.

Furthermore, we understand that, according to your conditions, Contracts must be supported by a performance guarantee.

At the request of the Supplier, we *[name of bank]* hereby irrevocably undertake to pay you, without cavil or argument, any sum or sums not exceeding in total an amount of Rs. *[insert amount in figures and in words]* upon receipt by us of your first written demand accompanied by a written statement that the Supplier is in breach of its obligation(s) under the Contract conditions, without you needing to prove or show grounds or reasons for your demand of the sum specified therein.

This guarantee is valid until *[date of validity of guarantee]*, consequently, we must receive at the above-mentioned office any demand for payment under this guarantee on or before that date.

[Signatures of authorized representatives of the bank]

Signature _____

Seal: _____