

Shaheed Benazir Bhutto University

Sheringal Upper Dir



TENDER DOCUMENTS

For

**The Purchase of Printing, Stationery items & Photocopier Machine
to Shaheed BB University Sheringal Upper Dir.**

**SHAHEED BENAZIR BHUTTO UNIVERSITY,
MAIN CAMPUS SHERINGAL, UPPER DIR**



SHAHEED BENAZIR BHUTTO UNIVERSITY

Sheringal, Upper Dir, Khyber Pakhtunkhwa

Advertisement No. SBBU/Adv/Td/156/2021

TENDER NOTICE

Single Stage-Two Envelops Procedure

1. Shaheed Benazir Bhutto University Sheringal Dir Upper, a public sector University, Government of Pakistan, invites sealed bids from the original manufacturers / authorized distributors / suppliers registered with Income Tax and Sales Tax Departments and who are on Active Taxpayers List of the Federal Board of Revenue, for supply of Printing/stationery and photocopier machines.

2. Bid documents, containing detailed terms and conditions, etc. are available at Procurement Office, Shaheed BB University Sheringal Dir Upper. Bidding documents can also be downloaded from (www.sbbu.edu.pk or www.ppr.org.pk , free of cost.

3. The bids, prepared in accordance with the instructions in the bidding documents, must reach at Accounts Officer/PO, Shaheed Benazir Bhutto University Sheringal on or before 15.04.2021 (11:AM). Bid documents will be available from 30.03.2021 to 15.04.2021 (11AM).

Bids will be opened on the same day at 11:30 AM in the office of Convener Purchase Committee, Shaheed BB University Sheringal. This advertisement is also available on PPRA website at www.ppra.org.pk.

Mr Murad Hussain

Convener Purchase Committee

Shaheed Benazir Bhutto University Sheringal Dir Upper.

Tel: 0944-885405, 885435. Fax# 0944-885805.

Email Address: latifkhan@sbbu.edu.pk

Signature_____

M/S_____

Seal_____

TENDER DOCUMENT

For the Supply/Purchase of Printing, Stationery items & Photocopier Machine to Shaheed BB University Sheringal

The bids/tenders will be opened on 15/04/2021 at 11:30AM, Sharp (Insha Allah) in the Office of Convener Purchase Committee, Shaheed Benazir Bhutto University, Sheringal, Upper Dir.

Name of the Company / bidder:

Address of the bidder:

Date: _____

Signature and Seal

Telephone No: _____

Fax No: _____

E mail: _____

Signature _____

M/S _____

Seal _____

BID DATA SHEET (Information for the Bidders)

1	Procuring Agency/Purchaser	Shaheed Benazir Bhutto University Sheringal Upper Dir
2	Tender No	Adv/SBBU/156/2021
3	Name of Tender	Printing, Stationery & Photocopier Machine
4	Tender Documents Available at	www.sbbu.edu.pk & PPRA website. www.ppra.org.pk
5	Cost of Tender Documents	Download fee of Cost from website of SBBU & PPRA
6	Bid Security	2% Bid Security of the quoted price, shall be in the shape of CDR/SDR/Banker cheque, in favor of Treasurer Shaheed BB University Sheringal Upper Dir.
7	Performance Guarantee	10 % of contract value after issuance of Supply order
8	Tender Address To	Procurement Officer, Shaheed Benazir Bhutto University Sheringal Upper Dir,
9	Contact Number	0944-885405, 885435
11	Date, Time and Place of Technical bid Opening	15.04.2021, 11:30AM in the Office of Convener Purchase Committee, Shaheed BB University Sheringal.

Signature_____

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Seal_____

General informations:

- a) Procurement shall be made under PPRA code 2004.
- b) If any discrepancy, error, or omission found in the tender documents; please contact Procurement Officer on or before the closing date for Tender guidance (0944-885405, 885435).
- c) Purchase Committee shall upon request, communicate the bidder the grounds of rejection, but it is not required to justify those grounds. The decision of the Purchase Committee shall be final.
- d) As per PPRA Rule 12 (2), (3) & (4), the advertisement is being placed on the website of PPRA (www.ppra.gov.pk), in at least two Newspapers (one Urdu & one English and on the website of University (www.sbbu.edu.pk).

- **Instructions to Bidders:**

- Tenderer should read these conditions carefully and comply strictly while filling and sending their tenders.
- All bids should reach, to the undersigned within due date through registered mail/post/Courier. By hand delivery will not be accepted.
- The soft copy of bid/quotation on a CD/USB if deem necessary, shall be provided along with hard copy or through email after opening of financial/priced bid for preparation of comparative statement.
- Any cutting/ correction in bid will make the bid/quotation invalid.
- Tenders forms shall be filled in ink or typed. Bid/Tender filled with pencil shall be considered as cancelled.
- The bidder must sign and stamp each page of the Technical and Financial Proposal.
- Rates shall be written both in words and figures. There should be no errors or over-writings. Corrections if any should be made clearly and initiated with proper signatures with dates.
- Quotations must be valid for **120 days** from the date of opening of tender.
- Manufacturers / Distributors / bona fide dealers, of the goods, shall give bids/tenders. They shall, therefore, furnish necessary declaration along with documentary proofs for the same.
- Any bidder, interested in bidding for one or more items separately, is allowed to do so. However, preference will be given to bidder offering several items together.
- The single-stage –Two envelope procedure as per PPRA Rule 36(b) Govt. of Pakistan will be adopted. The interested parties should submit the bid(s) in a single package containing two envelopes marked as Financial Proposal and Technical Proposal. Technical Proposal must include company profile, financial position and list

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of employees. Registration documents with FBR/others Government organizations, current litigation & black listing & past experience of the subject work.

- The Purchaser shall evaluate the technical proposal under PPRA Rule # 30 (1) 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.
- Technical qualification of the bidders shall be determined in accordance to criteria set herein below from the documents submitted by the bidders. Bidder scoring 50% and above marks shall be declared as passed/qualified. Criteria for qualification of bidders/suppliers shall be.

Sr. #	Category	Weightage/Marks
1.	Experience Record	35
2.	Personnel Capabilities	20
3.	Financial Position	45
	Total:	100

- **Technical Proposals** of the bidders shall be placed for evaluation. For this purpose, the Brochures, Catalogues, Printed Literatures, and other Supporting Documents etc. submitted by the bidders shall be compared with the data in Technical Features/Criteria/specifications as envisaged in the bidding documents. It is expected that no major deviation/stipulation shall be taken by the bidders, otherwise, the proposal shall be rejected. Technical Proposal must include the following:
 - Company Profile Registration (Name, Registered Office, branches etc.)
 - Experience of the tendered supply/work for the last 10 years.
 - Experience of the tendered supply/work in hand.
 - List of Man Power on the company letter pad or stamp paper and office orders and pay rolls.
 - Audit report of the last 03 years i.e. 2018, 2019 & 2020. Duly signed and stamped by the Chartered Accountant firm.
 - Bank Account Statement for the last 03 years (2018, 2019 & 2020).
 - Current litigation & black listing on judicial stamp paper of Rs 100 (in original).
 - Registration with Federal Board of Revenue.
 - Sales Tax Registration Certificate.
 - Registration with other Government Organizations.
 - Active Tax Payer Certificate

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➤ Form H or SECP Registration certificate.

- Criteria for Evaluation of Technical bid (Envelop-I).

1. Experience:

S#	Description	Detailing	Weightage
1.	Supplies of Similar nature and complexity completed over last 10 years (Rs 5 lacks & above of each supply/project)	5marks/each supply/project	20
2.	Supplies of Similar nature and complexity in hand (Rs 5 lacks & above for each supply/work)	5marks/each supply/project	10
3.	Status of Registration with Government organization	1 marks/each department	5
	Total:-		35

2. Personal Capabilities:

S#	Description	Detailing	Weightage
1.	Graduates in employment of the firm in relevant field. i). Number ii). Experience (in numbers of years)	02 Nos 05 years/each	05 05
2.	Certificate in employment of the firm in relevant field. i). Number. ii). Experience (in number of years)	03 Nos 05 year/each	05 05
	Total:-		20

3. Financial Position:

S#	Description	Detailing	Weightage
1.	Available Bank Credit Line	2.00 million	05
2.	Audit Report/bank statement of last 03 years	1.00 million/No	05
3.	Registration with Federal Board of Revenue	Y	05
4.	Litigation History where decision went against the firm	N	05
5.	Blacklisting from any Organization/Agency	N	05
6.	Active Tax Filer Certificate	Y	05
7.	Registration with KPRA	Y	05
8.	Registration of the firm (Form-H)/SECP	Y	05

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9.	Sales Tax Registration No.	Y	05
	Total:-		45

- 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 unopened to the respective bidders.
- Supply order/ contract award will be issued to the successful bidders.
- The bidder/contractor shall notify forth in written form to the purchase committee with any change in the constitution of the firm, etc. and such change shall not relieve any former member of the firm, etc., from any liability under the contract.
- The bidder/contractor, in respect of the contract, shall accept no new partner/ partners in the firm unless he / they agree to abide by all its terms, conditions and deposits with the purchase committee a written agreement to this affect. The bidder/contractor's receipt for acknowledgement or that of any partners subsequently accepted as above shall bind all of them.
- The bidder/contractor shall not assign or sub-let his contract or any substantial part thereof to any other agency.
- The purchase committee reserves the right to accept any tender not necessarily the lowest, reject any tender without assigning any reasons and accept tender for all or anyone or more of the articles for which tender has been given or distribute items of stores to more than one firm/ supplier.
- The bidder/tenderer, shall remove the rejected articles within 15 days of intimation of rejection, after which purchase committee shall not be responsible for any loss, shortage or damage and shall have the right to dispose of such articles as it thinks fit, at the tenderer risk and on his account.

2 Scope of Supply

- The firm will enter into a contract with Shaheed Benazir Bhutto University, regarding the Supply of the Items /equipment(s) tendered and will be responsible for the arrangements of spare parts whenever needed.
- Although, specifications and accessories have been provided, yet the University will not accept any excuse for any missing part / item needed for its full working condition.
- The tenderer, whose tender is accepted, shall arrange to supply as per schedule to be provided by the University in supply order.

3. BID Price

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- The Bidder shall indicate in his offer, list of items with specifications, standard accessories, make and origin, the unit price and total bid prices of the goods.
- Prices of the optional accessories should be quoted separately. Rates quoted should be on the basis of F.O.R, Shaheed Benazir Bhutto University Main Campus Sheringal.
- Taxes levied by the Government, if any, shall be paid by the bidder and must be included in the quoted prices.
- 10% retention money of the total bill will be deducted for a period of one Year for equipment/furniture/ long run benefit items and 03 months for consumable stock e.g. stationery/printing items and will be released subject to receiving satisfactory report from the concerned user/office.

4. Currencies of the BID

- The prices shall be quoted in Pakistani rupees on F.O.R Shaheed BB University Main Campus Sheringal basis,

5, BID validity

- The Bid remain valid and open for acceptance of the purchaser for **120 days** from the specified date of opening.
- In exceptional circumstances, the Purchase Committee of SBBU 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 rates.

6. Bid Security

- The bid/Quotation must be accompanied with 2% earnest money of the quoted prices with their offer in the shape of CDR/SDR/ Banker cheque/ in favor of Treasurer, Shaheed Benazir Bhutto University, Sheringal (refundable).
- The 2% earnest money shall be denominated in Pakistani rupees and shall be in the shape of CDR/SDR/Banker Cheque, issued by any Pakistani bank or branch of a foreign bank, operating in Pakistan.
- In case of alternate prices, 2% earnest money will be based on the maximum quoted price of the same items. The CDR/SDR/Banker cheque shall be returned to unsuccessful bidders on written request. Further 2% CDR/SDR/Banker cheque, will be returned to successful Bidders after signing of Contract Agreement on stamp paper & furnishing of 10% performance Security in the shape of CDR/SDR/Banker Cheque/Bank Guarantee of the total supply order value.
- Cheque or Cross Cheque shall not be accepted at all.
- The amount submitted as Bid Security shall be refunded to the unsuccessful bidders after the decision for the award of the said tender

Signature_____

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Seal_____

- The Bid Security of Successful Bidder(s) may be converted as part of the Performance Guarantee for the successful execution of the work.
- Subject to the award of supply order and signing of contract agreement, 2% Bid Security shall be returned to the successful bidder against submission of Performance Guarantee.
- 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.
- The 2% earnest money may be forfeited in the following cases:
 - i. When Tenderer withdraws or modifies his offer, after opening of tender but before acceptance of tender,
 - ii. When Tenderer does not execute the agreement if any, prescribed within the specified time.
 - iii. When the Tenderer does not provide 10% performance security/guaranty in the shape of CDR/SDR/Banker cheque/Bank guarantee within stipulated time after supply order is given & accepted.
 - iv. When he fails to commence the supply of the items as per supply order within the time prescribed.

7. **Signing of Bid Documents.**

- i. The person signing the Bids shall signed all the pages of the bid along with official seal/stamp.
- ii. The Tender shall be filed in / accompanied by the prescribed Forms, Annexes, Schedules, Drawings, Documents, Brochures, Literature, etc. which shall be filled in, stamped, and signed by the Tenderer or his Authorized Representative. In the case of copies, photocopies may be attested.
- iii. 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.
- iv. Bidder must provide samples of the items given in the Tender Document. In case the bidder does not submit the sample of the items, that item will be rejected and its rate will not be included in the Comparative Statement.

8. **Financial/Priced bid**

- The Financial Proposal of the bidder shall include the price break up of taxes/duties. All taxes/duties as applicable shall be the responsibility of the bidders.
- 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.
- The quoted price will be inclusive of all taxes, duties, levies, insurance, freight (transportation charges),

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etc.

- The Bid is liable for rejection if the Financial Proposal contains a conditional offer.
- For a claim of any type of tax exemption, the bidder must provide an exemption certificate/document from the relevant authority.

9. Sealing the bids

- The Technical Proposal shall be placed in a separate cover (**Envelope-I**) and sealed appropriately. The Technical Proposal cover shall be marked as “**Technical Proposal**” – Bid Ref.: due on The “FROM” address and “TO” address shall be written..
- The Financial Proposal (**Envelope-II**) shall contain rates of the items quoted by the bidder. The Financial Proposal cover shall be marked as “**Financial Proposal**” – Bid Ref.: due on The “FROM” address and “TO” address shall be written.
- **Out Cover:** The Technical Proposal cover (Envelope-I) and Financial Proposal cover (Envelope-II) shall then be put in a single outer envelope and sealed. The outer cover shall be marked as “**Bid for Printing/Stationery/Photocopier**” –Bid Ref.: due on ___. The “FROM” address and “TO” address shall be written.

10. Dead Line for submission of Bids

- All Bids must reach and be received by the purchaser/Convener Purchase Committee, on or before the prescribed date & time during the office hours.

11. Late Bids

- Late bids will not be entertained and will be returned unopened to the Bidders.
- The Bids received after Due Date and Time or Unsealed or incomplete or submitted by Fax or Email will be summarily rejected

12. Contacting the Procuring Agency/Canvassing

- 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.

13. Announcement of Bid Evaluation Report

14. 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.

15. Award of Contract

Signature_____

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Seal_____

16. The tenders will be awarded based on the cost and quality amongst the technically qualified bidders.

17. Issuance of Letter of Acceptance/Supply Order

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

19. Performance Security

- Within 15 days of issuance of the purchase/supply order successful bidders shall furnish to Shaheed Benazir Bhutto University, Sheringal Upper Dir, the performance security as per **Annexure A** equivalent to 10% of the total supply order in the form of CDR/SDR/Banker cheque or Bank Guarantee from any scheduled bank in Pakistan or any foreign bank duly registered with State Bank of Pakistan. The performance security shall be payable to Shaheed Benazir Bhutto University as compensation for any loss resulting from the supplier's failure to complete its obligations.
- The performance security will be discharged by the University and returned to the supplier after completion of the supplier's performance obligations under the contract.

20. Return of 2% Bid Security

21. 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) 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 or Bank Guarantee.

22. Signing of Contract Agreement

- i. The Treasurer will sign the Contract agreement with the Successful bidder who has submitted the Performance Guarantee.
- The Successful Bidder will provide the stamp paper of .025% of total order value for Signing the Contract Agreement.

23. Forfeiture of 10% Security

- Security amount in full or part may be forfeited in the following cases:
 - i. When the terms and conditions of contract is breached.
 - ii. When the Tenderer fails to make supply.
 - iii. Notice will be given in case of forfeiture of 10 % security. The decision of the Purchase Committee in this regard shall be final.

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24. Redressal of the Grievances of the bidders by the Procuring Agency

- i.** 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 to the university authority not later than 10 days after the announcement of the bid evaluation report.
- ii.** The committee shall investigate and decide upon the complaint within fifteen days of the receipt of the complaint.
- iii.** Mere fact of lodging of a complaint shall not warrant suspension of the procurement process.

25. Delivery of Equipment / Items

The tenderer, whose tender is accepted, shall arrange the supply as per schedule to be provided by the University in supply order.

- The items/ equipment (s) will be supplied in packed form and opened in front of the Purchase Committee. The working manuals, circuit diagrams, related literature and computer programs, if any, must accompany the items/ equipment(s) in original.
- The tenderer shall be responsible for the proper packing, so as to avoid damage under normal conditions of transport by sea, rail and road or air and delivery of the material in the good condition to the consignee at destination.
- In the event of any loss, damage, breakage or leakage or any shortage the tenderer shall be liable to make good such loss and shortage found at the checking / inspection of the material by the consignee. No extra cost on such account shall be admissible.
- The goods will be delivered at the destination go down in perfect condition.
- The supplier, if he so desires may insure the valuable goods against lost by theft, destruction or damage, by fire, flood under exposure to whether or otherwise viz., (war, rebellion, riot, etc.).
- The insurance charges will be borne by the supplier and purchaser, will not be required to pay such charges if incurred.
- The supplier will bear all costs associated with the preparation, delivery and installation 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.

26. Delay in Delivery

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- In case of non-extension in the delivery period, the recovery shall be made on the basis of following percentages of value of goods stores / work completion which the tenderer has failed to supply / complete the work.

Conditions with Percentage

- a. Delay up to one fourth period of the prescribed delivery period.

2.5 %

- b. Delay exceeding one fourth but not exceeding half of the prescribed period.

5.0 %

- c. Delay exceeding half but not exceeding three fourth of the prescribed period.

7.5 %

- d. delay exceeding three fourth of the prescribed period.

10.0 %

- Fraction of a day in reckoning period in supplies shall be eliminated if it is less than half a day. The maximum amount shall be 10%.
- The security money shall be refunded immediately after expiry of warranty period provided there is no breach of contract by the supplier and provided there is no outstanding against the tenderer.

27. Delivery Schedule

- The Delivery Schedule should be Two (2) months for local & 04 months for imported items and shall be considered from the date of signing of contract agreement.
- Keeping in view the actual problems/delays in delivering the respective items, Delivery Schedule can be relaxed with the approval of the Competent Authority upon written request with proof of reasons quoted.
- The Successful Bidder will be responsible to provide the delivery, delivery Challan and bill within the delivery period in order to avoid Late Delivery Charges.

28. Recoveries

- Recoveries of liquidated damages, short supply, breakage, rejected articles shall ordinarily be made from bills.

29. Inspections and Tests

- The Inspection Committee of SBBU, shall inspect and test the Goods supplied, the Services provided, under the Contract/Supply Order, to verify their conformity to the Technical Specifications

30. Release of Performance Security/Guaranty

- 10% Performance Security/Guarantee submitted at the time of Contract Agreement, will be released after the successful Supply of the items/goods/equipments.

Signature_____

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Seal_____

31. Termination for default

The Purchase Committee 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:

- i.** The bidder fails to supply the items, within the period(s) specified in the Contract, or within any extension thereof granted by the Procuring entity.
- ii.** The successful bidder fails to deliver goods and services as per its technical specifications offered in the bid.
- iii.** The successful bidder fails to perform any other obligation(s) under the Contract.
- iv.** 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. Black Listing

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 PPRA Rules, 2004.

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 mis-planning, 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

Signature_____

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Seal_____

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 10% Performance Security

- 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.
- 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. Mode of Payment

- Payment shall be made in the form of cheque which shall be issued after receipt of equipment / items, installation and inspection, according to the following schedule.
 - i. 90% payment will be made only after the items/equipment(s) is fully supplied/installed and comes in working condition upon provision of end user report.
 - ii. 10% after the security period is expired from the date of supply.
- No advance payment will be made. Payments will be made subject to the clearance of account and audit cells.
- The time specified for delivery in supply order shall be deemed to be the essence of the contract and the successful tenderer shall arrange supplies within the specified period.
- If the supplier requires an extension of time in completion of contractual supply on account of occurrence of any hindrance, he shall apply in writing to the committee with solid proof, which has placed the supply order, for the same immediately on occurrence of the hindrance but not after the stipulated date of completion of supply.

37. Prices

- Prices charged by the supplier for goods delivered in services performed under the contract shall not exceed the prices quoted the supplier in its bids. The quantity of items to be purchased can be increased / decreased at the quoted/approved rates.

Signature_____

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- The Purchase Committee & end user reserves the right to consider a total package deal for all or group of some items/equipment with a total lowest quoted price for the package rather than lowest prices for the individual items or higher price due to its quality, durability and performance.

38. Standard

- The items/equipment supplied must be tropical zed and it must be capable of functioning under the climatic conditions of Sheringal, Upper Dir.
- There shall be no deviation from specification and country of make as provided with each item. In case of any ambiguity in specification/accessories needed for the full functioning of the item/equipment, the firm must clear it with the Purchase Committee. However, the decision of the Purchase Committee will be final.
- The goods with standard accessories supplied under this contract shall confirm to the standard maintenance in the technical specification along with the set of operational and maintenance manual it will be responsibility of the supplier to quote equipment in complete package.

39. Training

- The firm supplying the item/ equipment(s) will demonstrate the operation / working of the equipment(s) to the satisfaction of the quarter concerned and provide training if needed.

40. Calibration of item/equipment

- The approved firm will install the equipment(s) in the presence and to the satisfaction of the Purchase Committee. In case of any defect in the supplied equipment(s) or if it is not in accordance with the desired specification, the item will be changed at the cost of the supplier.

41. Guarantee / Warranty

The tenderer would give comprehensive onsite warranty / guarantee that the goods / stores / articles would continue to conform to the description and quality as specified for a period of (**one year for non stationary items & 03 months for stationary items**) from the date of delivery of the said goods/stores/articles to be purchased and that notwithstanding the fact that the purchaser may have inspected and/or approved the said goods/stores/article, if during the aforesaid period of one year, the said goods/stores/articles, be discovered not to conform to the description and quality aforesaid or have determined (and the decision of the Purchase Committee in that behalf will be final and conclusive), the purchaser will be entitled to reject the said goods/stores/articles or such portion thereof as may be discovered not to conform to the said description and quality, on such rejection the goods/articles/stores will be at the supplier's risk and all the provisions relating to rejection of goods etc. shall apply.

Signature_____

M/S_____

Seal_____

- The tenderer shall, if so called upon to do, replace the goods etc., or such portion thereof as is rejection by Purchase Committee, otherwise the tenderer shall pay such damage as may arise by the reason of the breach of the condition herein contained. Nothing herein contained shall prejudice any other right of the Purchase Committee in that behalf under this contract or otherwise.
- The tenderer shall also replace machinery and equipments, in case it is found defective which cannot be put to operation due to manufacturing defect, etc. In case of machinery and equipment specified by the purchase Committee, the tenderer shall be responsible from carrying out annual maintenance and repairs on the terms and conditions as may be agreed. The tenderer shall also be responsible to ensure adequate regular supply of spare parts needed for a specific type of machinery and equipments whether under their annual maintenance and repairs rate contract or otherwise. In case of change of model he will give sufficient notice to the Purchase Committee who may like to purchase spare parts from them to maintain the machinery and equipments in perfect condition.
- The firm must have a representative office in Timergara/Swat/Peshawar/Islamabad/Lahore, which can be contacted in case of any problem encountered during the working of equipment(s).

42. Conforming Tender

- A conforming tender is defined as follows:
 - i. It is submitted on time.
 - ii. It is lodged at the nominated place.
 - iii. All required forms are completed.
 - iv. Documents are properly signed.
 - v. Registered with Income Tax & Sales Tax departments.
 - vi. It complies with the tender conditions.
 - vii. There are no commercial and contractual qualifications to the tender.
 - viii. Has not been blacklisted.
- A non-conforming tender is one, which does not satisfy the above requirements and it may be rejected.

43. Disqualification of Tender

- The tenderer shall observe all relevant statutory and legal requirements when complete the bid/tender. Any Tender engaged in collusion with other tenderer shall be disqualified from tendering.

Signature_____

M/S_____

Seal_____

Technical Proposal Covering Letter

Annexure-A

To,
The Convener Purchase Committee,
Shaheed BB University Sheringal Upper Dir.

Subject:- **Provision of Technical Proposal covering letter.**

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

Signature_____

M/S_____

Seal_____

Annexure-B

Ref:# _____ **Tender No. Adv/Td/SBBU/156/2021 published on PPRA & Print media on**

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 is not bound to accept the lowest or any of the bids received. We also agree that the Purchase Committee reserves the right in absolute sense to reject all the products/ services specified in the Bid Response without assigning any reason whatsoever under PPRA Rules 2004.
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.

Signature _____

M/S _____

Seal _____

**Financial Proposal Form
(to be attached with Financial Proposal)**

Annexure- C

To

Convener Purchase Committee,

Shaheed BB University Sheringal,

Upper Dir.

Subject:- Letter of Financial Proposal.

Dear Sir,

With Reference to your Tender # Adv/Td/SBBU/156/2021 for Supply of Stationery, Printing and Photocopier machine. 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 C.No. along

Yours sincerely,

Authorized Signature (In full and initials)

Name and Designation of Signatory

Name of Firm

Signature_____

M/S_____

Seal_____

Annexure -D

Contract Agreement

This agreement made this day date-month-year between the **TREASURER SHAHEED BENAZIR BHUTTO UNIVERSITY SHERINGAL, UPPER DIR, KHYBER PAKHTUNKHWA** (hereinafter called as Party One which shall include the successors and assignees in the Board/Centre) and the Tenderer/Contractor, M/S XYZ (hereinafter called as Party Two which includes its successors and assignees)

Whereas the Party One having invited tender i.e. **SHAHEED BENAZIR BHUTTO UNIVERSITY SHERINGAL, UPPER DIR KHYBER PAKHTUNKHWA** and has accepted the tender by the Supplier i.e. **M/S XYZ**

The detail of items is as under for the supply of (quoted item in tender)

SUPPLY ORDER FOR THE PURCHASE OF -----, TENDER # 00/2021, Supply Order # SBBU/Proc/000 DATED 00-00-2021, amounting to Rs-000,000/- Rupees

Now this deed witnessed as follows:

- (a) The Treasurer SBBU Upper Dir hereby appoints M/S XYZ for the supply of items mentioned in **Supply Order # SBBU/Proc/000 DATED 00-00-2021, TENDER # 00/2021, & SBBU agrees to pay the amount mentioned in said supply order & tender.**
1. The supply items will be supplied to **SHAHEED BENAZIR BHUTTO UNIVERSITY SHERINGAL, UPPER DIR KHYBER PAKHTUNKHWA** as per specifications mentioned in the supply order and tender documents as well as warranty.
 2. Delivery of supply items and relevant bill(s) to **SHAHEED BENAZIR BHUTTO UNIVERSITY SHERINGAL, UPPER DIR, KHYBER PAKHTUNKHWA** will be completed within the specified period from the date of contract as per supply order conditions.
 3. All the items will be delivered at **SHAHEED BENAZIR BHUTTO UNIVERSITY SHERINGAL, UPPER DIR, KHYBER PAKHTUNKHWA** at the cost of the firm/supplier.
 4. The function and operation of the equipments/items will be demonstrated at **SHAHEED BENAZIR BHUTTO UNIVERSITY SHERINGAL, UPPER DIR, KHYBER PAKHTUNKHWA** by the firm/supplier.
 5. Sub-standard or not according to specification, the items will be rejected and returned on the expenses of the firm/supplier.
 6. A performance security @ 10% (Rs-00,000/-) of the Supply Order amount in the shape of CDR/SDR/bank draft/Bank Guarantee will be submitted to **Treasurer Shaheed Benazir Bhutto University Sheringal Upper Dir** at the time of contract. The performance security will be returned after completion of supply order.
 7. Failure in supply of items within stipulated period shall entail forfeiture of 10% performance security.
 8. The Party Two agrees for completion of the job according to the designs and samples approved by the SBBU within specified period from the date of contract. In case of delay, the SBBU reserves the right to impose a maximum penalty up to 10% of the total amount of the contract as per tender terms & conditions.

Signature: _____

Name: M/s **Supplier**

Seal of the firms: _____

Witness # 1

Treasurer

SBBU Sheringal, Upper Dir

Witness # 2

Signature _____

M/S _____

Seal _____

SPECIMEN OF BANK GUARANTEE

[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_____

M/S_____

Seal_____

PREAMBLE TO BILL OF QUANTITIES

1. General

The Bill of Quantities shall be read in conjunction with the Conditions of Contract (GCC & PCC) together with the Specifications and addenda, if any.

2. Description

The descriptions of Items/Equipment are in summarized form and are abbreviations in the Bill of Quantities and references to the relevant sections of the Specification are made for clarification of each item.

3. Units & Abbreviations

Units of measurement, symbols and abbreviations expressed in the Bidding Documents shall comply with the System International Unites (SI Units) or Meter, Kilogram and Second system (MKS System).

4. Rates and Prices

- 4.1 Except as otherwise expressly provided under the Conditions of Contract, the rates and amounts entered in the Bill of Quantities shall be the rates at which the Contractor shall be paid and shall be the full inclusive value of the supplies set forth or implied in the Contract; except for the amounts reimbursable, if any to the Contractor under the Contract.
- 4.2 Unless otherwise stipulated in the Contract, the rates and prices entered by the bidder shall not be subject to adjustment during the performance of the Contract.
- 4.3 All duties, taxes and other levies payable by the Contractor shall be included in the rates and prices.
- 4.4 The cost of complying with the provisions of the Contract shall be included in the items provided in the Bill of Quantities. The rates, prices and amounts shall be entered item wise in the Bill of Quantities.
- 4.5 (a) The bidder shall be deemed to have obtained all information as to and all requirements related thereto which may affect the bid price.
(b) The Contractor/Supplier shall be responsible to make complete arrangements for the supply of items/Equipment, including fixing, placing, installation, demonstration, testing, and operation etc. of the Equipment at the Site.
- 4.6 The Contractor shall provide for all parts of the Equipment to be completed in every respect. Notwithstanding that any details, accessories, etc. required for the complete installation and satisfactory operation, are not specifically mentioned in the Specifications, such details shall be considered as included in the Contract Price.
- 4.7 The bidder shall recognize such elements of the costs which he expects to incur the performance of the supplies and shall include all such costs in the rates and amounts entered in the Bill of Quantities.

Signature_____

M/S_____

Seal_____

SPECIFICATIONS AND SCHEDULE OF PROCUREMENT/REQUIREMENT**1. Procurement of Printing & Stationery items for Examinations Section of Shaheed BB University Sheringal.**

S#	Name of Items	Descriptions	Qty	Unit	Rate. (in words)	Rate. (in figures)	Total Amount Rs.
1	MA/MSc Answer Sheets. (80gm) (As Per Sample)	20 Pages	10,000	No.			
2	BS Answer Sheets (80gm) (As Per Sample)	16 Pages	100,000	No.			
3	Continuation Sheets (80gm) (As Per Sample)	04 Pages	100,000	No.			
4	Envelops Printed (80gm) (As Per Sample)	6.5x14 Inches	8,000	No.			
5	Envelops Printed (80gm) (As Per Sample)	6x12 Inches	8,000	No.			
6	Simple Envelops (80gm) (As Per Sample)	Legal Size	10,000	No.			
7	Paper (80gm)	A4 Size	300 Rim	No.			
8	Paper (80gm)	A5 Size	100 Rim	No.			
9	HP Laser Jet Tonner	80-A	40	No.			
10	HP Laser Jet Tonner	26-A	30	No.			
11	HP Laser Jet Tonner	53-A	02	No.			
12	HP Laser Jet Tonner	79-A	02	No.			
13	Canon Image Runner 2525 (Genuine/original)	NPG-51	02	No.			
14	HP LaserJet 600 M601 (Genuine/original)	90-A	05	No.			
15	KZ Riso Ink S-1370	Large size	02	No.			
16	Photostat Machine Master Roll RZ A4 (Genuine)	Large size	02	No.			
17	Box/Ring Files		300	No.			

Note: Complete specifications and company made (imported/local) will be mentioned and packing details.

Signature _____

M/S _____

Seal _____

2. Procurement of Stationery items for Main Store of Shaheed BB University Sheringal.

S#	Name of Items	Descriptions	Qty	Unit	Rate. (in words)	Rate. (in figures)	Total Amount Rs.
1	Paper A4 Size	80gm	1800 Rims	No.			
2	Paper A5 Size	80gm	300 Rims	No.			
3	Simple File Cover	As per Sample	3,000	No.			
4	Ball Point Blue	Standard Quality	300 Pkts	No.			
5	Ball Point Black	Standard Quality	200 Pkts	No.			
6	Ball Point Red	Standard Quality	150 Pkts	No.			
7	Envelops Khaki A5	As Per Sample	6,000	No.			
8	Envelops Khaki A4	As Per Sample	6,000	No.			
9	HP Laser Jet Tonner	80-A	30	No.			
10	HP Laser Jet Tonner	05-A	30	No.			
11	HP Laser Jet Tonner	53-A	30	No.			
12	HP Laser Jet Tonner	85-A	30	No.			
13	HP Laser Jet Tonner	49-A	05	No.			
14	HP Laser Jet Tonner	79-A	05	No.			
15	HP Laser Jet Tonner	12-A	05	No.			
16	White Board Markers	Standard Quality	500 Pkts	No.			

Signature_____

M/S_____

Seal_____

17 .	Rubber	Standard Quality	10 Pkts	No.			
18 .	Sharpener	Standard Quality	04 Pkts	No.			
19 .	Pointers Red +Black	Standard Quality	10 Pkts	No.			
20 .	Highlighters	Standard Quality	10 Pkts	No.			
21 .	Glue Stick Small Size (8gm)	Standard Quality	08 Pkts	No.			
22 .	Stapler Small Size	As Per Sample	60	No.			
23 .	Scotch Tape 1" (50 meter length)	Standard Quality	150	No.			
24 .	Binding Tape 2" (50 meter length)	Standard Quality	100	No.			
25 .	Pencil	Standard Quality	20 Pkts	No.			
26 .	Calculators (14 digits)	Citizen	10	No.			

Note: Detail of each items and company made and packing quantity e.g. total number in each Packet etc. In order to clearly understand the quality, quantity of the items.

Signature_____

M/S_____

Seal_____

3. Procurement of Photocopier for Director Academic Office of Shaheed BB University Sheringal Dir Upper.

S#	Descriptions	Qty	Unit Price	Total Price
Option# 1.	<ul style="list-style-type: none"> • 45CPM • HDD 250 GB • Built in Network Printer A3 • Built in Memory 4GB • Scan 600 DPIx600 DPI • DSDF: Built in 100 sheets minimum • Enlargement Zoom 25% -400% in 0.1% Steps, Auto. • Original Size A4, A5, A3. • Built in Printer Scanner. • Resolution 1800x600 DPI • Built in Duplex Unit • Built in Electronic Sorting • Print, Scan, Emailing, Internet etc. • USB/SD Card Printing. • Warm up Time: 22 sec or less • Paper Capacity: 1000 Sheets • RADF: Built in 100 sheets minimum • Processor: 1.6GHZ dual core or equivalent or higher • Wifi (Optional) • Power Consumption: 220-240V 	01		
Option# 2.	<ul style="list-style-type: none"> • 36CPM • HDD 250GB • Memory 2GB or more • First Copy out time (5sec or less) • Warm up time 20 sec or less • Paper capacity 1000 sheets • Duplex-Built in • RADF: Built in 100 sheets minimum • Processor: 1.2 GHZ or more dual core • Network Printer: Built in • WIFI: Optional • Printing Resolution: 1800x600DPI • Scanning Speed 450PM or more • Display: 7" or more Touch screen full Colour LCD Panel 			

Signature_____

M/S_____

Seal_____

	<ul style="list-style-type: none"> • Network Colour Scanner: Scan to Email/FTP/SMB etc. • Paper Size: A3,A4,A5 • Power Consumption: 220-240V • USB/SD Card Printing. 			
<p>Option# 3</p>	<ul style="list-style-type: none"> • 30CPM • HDD: 256GB • Memory: 4GB • Paper Capacity: 350 or more sheets • Paper size: A3, A4,A5 • Duplex: Built in • Technology: Laser • 1st copy time: 5 sec or less • Printing Resolution: 600x600DPI • RADF: Built in • Warm up time 15 sec or less • WIFI: Optional • Power Consumption: 220-240V • Double side scanning • Zooming: 25% to 400% • Network Printer: Built in • Network Colour Scanner: Scan to Email/FTP/SMB etc. • RADF: Built in 100 sheets minimum • USB/SD Card Printing. • 			

Note: The selection of Photocopier will be done as per budget provision in 03 options and quantity may be increase or decrease.

We the undersigned offer to execute the contract and complete the entire supply to the final destination point, including all services in accordance to the condition of the contract, specifications and addendum in the stipulated period of time at the rates quoted in the Bill of Quantities above.

Signature_____

M/S_____

Seal_____