

Shaheed Benazir Bhutto University



TENDER DOCUMENTS

For

**Printing of Prospectus for Session 2022-23 of
Shaheed Benazir Bhutto University Sheringal Dir Upper
from Recurring Account.**

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



SHAHEED BENAZIR BHUTTO UNIVERSITY
Sheringal, Dir Upper, Khyber Pakhtoonkhwa
Tender No. SBBU/Adv/TDR/172-2022
NOTICE INVITING TENDER

Single Stage-Single Envelop Procedure

1. Shaheed Benazir Bhutto University Sheringal Dir Upper, Khyber Pakhtunkhwa, a Public sector University Government of Pakistan, invites sealed bids from the original printing press, registered with Income Tax and Sales Tax Departments and who are on Active Taxpayers list of the Federal Board of Revenue, for Printing of Prospectus for the session 2022-23 for Shaheed BB University Sheringal from Recurring budget account.

2. Bid documents, containing detailed terms and conditions, etc can be downloaded from the SBB University (www.sbbu.edu.pk) , PPRA (www.ppra.org.pk) and KPPRA (www.kppra.gov.pk) websites free of cost.

3. The sealed bids, prepared in accordance with the instructions in the bid documents, must be reached to Assistant Director Procurement, Shaheed Benazir Bhutto University Sheringal office on or before 26.07.2022 (Tuesday) up to 11:00 am.

Bids shall be opened on the same day at 11:30 am (In Sha Allah), in the office of Convener Purchase Committee, Shaheed BB University Sheringal Dir Upper.

Dr Najm Ur Rahman

Convener Purchase Committee

Shaheed Benazir Bhutto University Sheringal Dir Upper.

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

For any query/information contact Cell# 0344-9185600.

M/S _____

Signature _____

Seal _____

TENDER DOCUMENT

Particulars of Bidders/Tenderer

S#	Particulars	
1.	Registered Name of the Firm	
2.	Name of Owner/Partner	
3.	CNIC #	
4.	Contact Informations i. Head Office ii. Branch Office	
5.	Postal Address	
6.	Office #	
7.	Cell #	
8.	Email ID	
9.	NTN #	
10.	STRN #	
11.	Total quoted Price in PKR	
12.	Amount of 2% Earnest Money	
13.	Any other required informations	

M/S _____

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1. TERMS & CONDITIONS

- a. The details of items and Specifications have been mentioned in BOQ, in the tender documents.
- b. The bid must be accompanied with a 2% CDR/SDR/Banker Cheque from any schedule bank in Pakistan of the total quoted amount.
- c. The suppliers/firms/manufacturers will not be allowed to sublet the work/contract/supply to another supplier/firm/manufacturer.
- d. Each page of tender document must be duly signed & stamped.
- e. Errors and omissions, if any, shall subject to rectification by the University.
- f. Bidders should read these conditions carefully and comply strictly while sending their bids/tenders.
- g. The bids shall be submitted in a sealed package or packages in such manner that the contents are fully enclosed and cannot be known until duly opened.
- h. If any discrepancy, error, or omission found in the tender documents; please contact Assistant Director Procurement on or before the closing date i.e. 26.07.2022 of the tender.
- i. The Competent Authority reserves the right to accept or reject any or all of tenders/bids processed by assigning any reason(s) (as per PPRA & KPPRA Rules).
- j. All Prevailing Taxes will be deducted as per approved rates of the Government if applicable on the bidders.
- k. In case of equal rates and specifications quoted by two or more bidders for one item, the decision will be made through draw among the bidders and 1st winner will be award the item.
- l. Purchase Order (s) will be awarded to the most advantageous or technically recommended bidder (s) on the basis of item wise/subtotal wise/grand total wise according to the nature of BoQs.
- m. No advance payment will be made before supply of the items.
- n. All bids should reach the undersigned within due date as specified in the advertisement only through **Registered post/Courier**.
- o. No overwriting/cutting /correction or interpolation will be allowed in the BoQ/quotations/bids if any.
- p. Tenders forms shall be filled in ink or typed. No tender filled in with pencil shall not be considered/accepted.

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Seal _____

- q. Rates shall be written both in words and figures. There should not be errors and / or over-writings.
- r. Bids/quotations should be valid for **03 months (90days)** from the date of opening of financial bids Withdrawal or any modification of the original offer within the validity period, shall entitled SBB University to forfeit the earnest money in favor of the University and put a ban on such bidder for participation in future tenders of the University.
- s. Bids will be opened in presence of the bidders or their authorized representatives who may choose to attend.
- t. All the bids will be scrutinized by the Purchase Committee. Incomplete or conditional bids shall not be entertained/accepted. However, the Purchase Committee may allow based on nature and suitability (on case-to-case basis) in the best interest of the University.
- u. In case of any dispute or grievance, the matter shall be addressed as per PPRA and KPPRA rules.
- v. The items/products supplied below the required specifications/standards mentioned in the BoQ, it will be rejected straightaway and no further consideration will be given. If the items/products supplied have better specifications than the requirements of BoQ, it will be accepted.
- w. Only Printing Press firms/companies can give tenders for the items advertised.
- x. Any bid received after the prescribed date and time for submission of bids shall be returned un-opened.
- y. Please submit bid (rates) on our prescribed BoQs form and clearly mention the quoted model/brand if any, with complete terms and conditions signed, stamped with bids, otherwise your bid (s) shall be rejected.
- z. Refurbished, Used, Open box, Grey or smuggled products will not be accepted in any case.
- aa. 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.

2. BID price

- Rates quoted should be on the basis of F.O.R, Shaheed Benazir Bhutto University, Main Campus Sheringal as mentioned in the BoQ.

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- All applicable taxes levied by the government, if any, shall be paid by the bidder and must be included in his quoted prices.
- Security @ 10% of the total bill will be deducted for a period of **03 months** for consumables items i.e. stationery & printing items and 01 year for fixed assets and will be released subject to receiving satisfactory report from the concerned office/end user.
- Sales Tax and Income Tax & other applicable Taxes/Levies will be deducted from the supplier's bill as per government rules.

3. Currencies of BID

- The prices shall be quoted in Pakistani rupees on F.O.R basis of SBBU Sheringal.

4. BID validity

- The Bid shall remain valid and open for acceptance for the purchaser for a period of **03 months** from the date of opening of financial bids.

5. Earnest Money/Call Deposit

- The bid/quotation must be accompanied with a call deposit of 2% of the total quoted prices with their offer in the form of Banker cheque/CDR/SDR or Bank guarantee from any scheduled bank in Pakistani, in favor of the **Treasurer** Shaheed Benazir Bhutto University, Sheringal (refundable).
- In case of alternate prices, earnest money will be based on the maximum quoted price of the same items. The Banker Cheque/CDR/SDR or bank guarantee, will be returned to unsuccessful bidders on written request & to the successful bidders on provision of 10% performance bond/security.
- The 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/bidder does not execute the agreement if any, prescribed within the specified time.
 - iii. When the Tenderer/bidder, does not provide 10% performance bond/security after issuance of supply order & accepted within specified period.
 - iv. When he fails to commence the supply of the items as per terms of supply order/contract within the stipulated time period.

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6. Signing of BIDS

- The person signing the Bids shall sign all the pages of the bid along with official seal/stamp where entries are made.

7. Dead Line for submission of Bids

- All Bids must reach and be received by the purchaser on or before the prescribed deadline (last date), during the office hours through Registered Post/Courier.

8. Late BIDS

- Late bids will not be entertained and will be returned unopened to the Bidders.

9. Canvassing

- Counseling or canvassing staff or elected representatives by any Tenderer will become liable to disqualification.

10. Performance Security

- Within **15 days** of issuance of the supply order to the successful bidder/bidders, they shall furnish to Shaheed Benazir Bhutto University, Sheringal Dir Upper, a performance security equivalent to 10% of the supply order amount in the form of Banker Cheque/CDR/SDR/Bank Guarantee from any scheduled bank in Pakistan. The performance security shall be payable to Shaheed Benazir Bhutto University as compensation for any loss resulting from the suppliers failure to complete its obligations.
- The performance security will be released by the University and returned to the supplier after the successful completion of the supplier's performance obligations under the contract.

11. Forfeiture of Security Deposit

- 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 complete supply satisfactorily.
 - iii. Notice of forfeiture will be given in case of forfeiture of bond/security provided. The decision of the Purchase Committee in this regard shall be final.

12. Scope of supply

- The firm shall enter into a contract with Shaheed Benazir Bhutto University, regarding the supply of items mentioned in BOQ.

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- The Bidder, whose tender is accepted, shall arrange to supply the mention items as per prescribed time which shall be mentioned in supply order.

13. Delivery of Equipment / Items

The Bidder, whose tender is accepted, shall arrange supply as per schedule to be provided by the University in supply order which will be 01 calendar month for local & 03 months for imported items.

- 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 Bidder 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 to the main store of the University in perfect/good conditions.
- 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 tendering entity will not be responsible to pay such charges if incurred.

14. Mode of Payment

- Payment shall be made in the form of cheque which shall be issued after receipt of items/equipment, installation and inspection, according to the following schedule.
 - i. 90% payment will be made on successful supply of the items duly checked and accepted by the end user/office and issuance/signing of Good Inspection Report.
 - ii. 10% as per schedule mentioned in Bid Price conditions from the date of commissioning/supply.
- No advance payment will be made. Payments will be made subject to the clearance of account and audit cells.

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- The time specified for delivery in the tender form shall be deemed to be the essence of the contract and the successful bidder shall arrange supplies within the specified time 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, which has placed the supply order, for the same immediately on occurrence of the hindrance (with proof) but not after the stipulated date of completion of supply.

15. Prices

- Prices charged by the supplier for goods delivered & services rendered under the contract shall not exceed the prices quoted by the supplier in its bids. The quantities of items which are purchasing can be increased / decreased at the quoted/approved rates.
- The Purchase Committee 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.

16. Standard

- The items/equipment supplied must be tropicalized and it must be capable of functioning under the climatic conditions of Sheringal, Dir Upper.
- There shall be no deviation from specifications and country of make as provided with each item. In case of any ambiguity in specification/accessories needed for the full functioning of the 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 conform 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.

17. Training

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

18. Calibration of item/equipment

- The approved firm will install the equipment(s) in the presence and to the satisfaction of the Purchase Committee/end user. In case of any defect in the supplied items/equipment(s) or if it is

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not in accordance within the prescribed specification, the item will be changed at the cost of the supplier.

19. Guarantee / Warranty

The Bidder shall 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 **(03) three months** (for stationery & printing/consumables items) from the date of delivery of the said goods/stores/articles 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 warranty, 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 seller's risk and all the provisions relating to rejection of goods etc. shall apply.

- The bidder shall, if so called upon to do, replace the goods etc., or such portion thereof as is rejection by Purchase Committee, otherwise the bidder 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 bidder 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 bidder shall be responsible for carrying out annual maintenance and repairs on the terms and conditions as may be agreed. The bidder 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 Peshawar/Islamabad/Lahore, which can be contacted in case of any problem encountered during the working of equipment(s).

20. Conforming Tender

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- 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. It complies with the tender conditions.
 - vi. There are no commercial and contractual qualifications to the tender.
- A non-conforming tender is one, which does not satisfy the above requirements and it may be rejected.

21. Disqualification of Tender

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

22. Delivery Schedule

- Delivery Schedule for supply of Prospectus will be 01 month and 03 months for imported items and will be consider from the signing of Contract agreement date which will be signed within 15 days after issuance of Supply Order.
- Keeping in view the actual problems/delays in delivering the respective items (with proof), Delivery Schedule can be relaxed with the approval of the Competent Authority.

23. Delay in Delivery

- In case of delay in the delivery, 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.

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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 penalty percentage shall be 20% after 06 months on the expiry of the delivery period.
- The 10% Performance bond/Security shall be refund/release immediately after successful supply by the bidder/supplier.
- The 10% retention money shall be released after expiry of warranty period of the items and issuance of satisfactory certificate/report by the end user/office.

24. Recoveries

Recoveries of liquidated damages, short supply, breakage, rejected articles shall ordinarily be made from the bidder's bills.

M/S _____

Signature _____

Seal _____

Contract Agreement

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

Whereas the Party One (**SHAHEED BENAZIR BHUTTO UNIVERSITY SHERINGAL, DIR UPPER**) invited tender and decided to accept the tender e.g.of **M/S XYZ**
The detail of items is mentioned in supply order of the bidder/supplier.

The Party one issued Supply Order for the purchase/supply of -----,under tender # 00/2022, Supply Order # SBBU/Proc/000 DATED 00-00-2022, amounting to Rs-000,000/- Rupees

Now this deed witnessed as follows:

- (a) The SBBU Dir Upper hereby appoints M/S XYZ for the work/items mentioned in **S.O NO # SBBU/Proc/000 DATED 00-00-2022, TENDER # 00/2022,** & SBBU agrees to pay the amount mentioned in said supply order after successful supply of items.
1. The work/items will be supplied to **Shaheed Benazir Bhutto University Sheringal**, as per conditions/specifications mentioned in the supply order and tender documents.
 2. Delivery of items and relevant bill(s) to **Shaheed Benazir Bhutto University Sheringal**, will be completed within the specified period from the date of contract and as per supply order conditions.
 3. All the items will be delivered at **Shaheed Benazir Bhutto University Sheringal** 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** by the firm/supplier.
 5. Sub-standard or not according to the specifications, the items will be rejected and returned on the risk & cost of the firm/supplier.
 6. A performance bond @ 10% (Rs-00,000) of the Supply Order amount in the shape of bank cheque/call deposit/SDR./Bank Guarantee will be submitted to **Treasurer Shaheed Benazir Bhutto University Sheringal, Dir Upper** at the time of contract. The performance bond security will be returned after completion of supply order.
 7. Failure in supply of items within stipulated period shall entail forfeiture of performance bond security.
 8. The Party Two agrees for completion of the subject job according to the specifications and samples (if any) approved by the SBBU within specified period time from the date of contract. In case of delay, the SBBU reserves the right to impose a penalty up to a maximum of 10% of the total amount of the supply order as per tender terms & conditions.

Signature: _____

Name: M/S **XYZ**

Seal of the firms: _____

Witness of Bidder

Name & CNIC No.

Treasurer

SBBU Sheringal, Dir Upper

Office Seal

Witness of Treasurer

Name & CNIC No

M/S _____

Signature _____

Seal _____

The following documents will be attached with the bid/tender.

Sr.#	Documents Name	Status	Remarks
1.	2% Earnest Money attached	Compulsory	
2.	Copy of FBR active Income Tax Certificate attached	Compulsory	
3.	Copy of FBR Operative Sales Tax Certificate attached	Compulsory	
4.	Keeper of the Press Certificate from concerned Government quarters attached	Compulsory	
5.	Affidavit on Stamp Paper of Rs 100/- duly entered and attested by the Oath Commissioner for non-black listing and any litigation/arbitration. In Original attached	Compulsory	
6.	Price Schedule/quotations	Compulsory	
7.	Copy of Firm/Company Registration (Form-H etc)	Compulsory	

M/S _____

Signature _____

Seal _____

Bill of Quantities (BoQ)

Specifications for Prospectus for the Session 2022-23 of Shaheed BB University Sheringal

Serial#	Item Name	Qty	Specifications	Unit Rate in (PKR)	Total Rate (PKR)
1. (Option # 1)	Prospectus for Session 2022-23	4000	<ul style="list-style-type: none"> ➤ Printing of Prospectus on (Linear or 3D) ➤ Inner Pages: Total no of Pages 150-160 (approximately). ➤ Page size: 7.00 inch width x 9.5 inch length. ➤ Title Page on 310 gm Art Card with Mat Lamination with title Spot UV with Multi Colour Printing. ➤ Inner pages 115 gm ART/Matt Paper with Multi Colour Printing. ➤ With 02 Nos of Admission forms (BS, MS/M.Phil/Ph-D), on both sides printing on Legal size Paper 100 gm VRG Paper with Multi Colour). ➤ With 02 Nos Forms of (Hostel & Affidavit specimen) on one side printing on Letter size paper of 100gm VRG Paper with Multi Colour Printing. ➤ Prospectus Envelop (1 Colour Printing on 70gm paper) ➤ Best quality White Paper will be used ➤ Machine Gum Binding ➤ Editing of Prospectus if needed. 		
1. (Option # 2)	Prospectus for Session 2022-23	4000	<ul style="list-style-type: none"> ➤ Printing of Prospectus on (Linear or 3D) ➤ Inner Pages: Total no of Pages 150-160 (approximately). ➤ Page size: 7.00 inch width x 9.5 inch length. ➤ Title Page on 310 gm Art Card with Mat Lamination with title Spot UV with Multi Colour Printing. ➤ Inner pages 100gm VRG/ART/Matt Paper with Multi Colour Printing. ➤ With 02 Nos of Admission forms (BS, MS/M.Phil/Ph-D), on both sides printing on Legal size Paper 100 gm VRG Paper with Multi Colour Printing. ➤ With 02 Nos Forms of (Hostel & Affidavit specimen) on one side printing on Letter size paper of 100gm VRG Paper with Multi Colour Printing. ➤ Prospectus Envelop (1 Colour Printing on 70gm paper) ➤ Best quality White Paper will be used ➤ Machine Gum Binding ➤ Editing of Prospectus if needed. 		

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Rates will be quoted for 02 Options. Selection will be made by the Competent Authority/Purchase Committee as per budget provision and which one is best and economical for the University.

The rates for linear and 3D shapes will be give separately.

(THE END)

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Signature _____

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