

**WOMEN UNIVERSITY SWABI**  
**GulooDehri, Topi Road, Swabi.**  
**Telephone No. (0938) 221138, 224222**



# **Tender Document**

**Date of Opening: 29-03-2016**

**Venue: Women University Swabi ,Guloo Dehri, Topi Road, Swabi**

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**WOMEN UNIVERSITY**  
**GulooDehri, Topi Road, Swabi.**  
**Telephone No.(0938) 221138, 224222**

**TENDER NOTICE**

Sealed tenders are invited under Single-Stage – Two-Envelope Method as per KPPRA Rules 2012 from tax registered Firms/ Companies/ Contractors/ Suppliers for procurement of the following goods/equipment/electrical appliances/ furniture and allied services:

| S.No.             | Goods/equipment (Details provided in Tender Documents) | Cost of Tender Documents (Non-Refundable) | Tender Opening Date |
|-------------------|--|---|---------------------|
| <b>Category-A</b> |  |   |                     |
| 1.                | Lab Gear/Chemicals                                     | Rs. 2000/-<br>Tender Form                 | 29-03-2016          |
| 2.                | IT Equipments  | Rs. 2000/-                                | 29-03-2016          |
| 3.                | Tyres  | Rs. 1000/-                                | 29-03-2016          |
| 4.                | Furniture Items  | Rs. 2000/-                                | 29-03-2016          |
| 5.                | English Language Lab                                   | Rs. 2000/-                                | 29-03-2016          |
| 6.                | Art and Design Items                                   | Rs. 2000/-                                | 29-03-2016          |
| 7.                | Office IT equipment                                    | Rs. 2000/-                                | 29-03-2016          |
| 8.                | Security Guards Uniform                                | Rs. 2000/-                                | 29-03-2016          |

**TERMS AND CONDITIONS**

- Tenders must be submitted on the prescribed form separately for each of the above mentioned categories.
- Complete tender documents can be purchased through Pay Order/ Bank Draft made in the name of Project Director Women University Swabi.
- Complete Tender Documents are available from Women University Swabi during office hours from the date of publication of this notice. Last date of purchase of Tender Documents is 28<sup>th</sup> March,2016 during office hours.
- Sealed tenders shall be received till **29 March at 10.00 am**. The Technical Proposals shall be opened on the same dates respectively at 11.00 am in presence of authorized representatives of the firms/ companies who may wish to attend. The date and time for opening of Financial Proposals will be communicated to the bidders at the time of opening of the Technical Proposals.
- All the bidders are required to deposit 2% Earnest Money of the bid value through Pay Order/ Bank Draft in the name of Project Director Women University, Swabi..
- The Competent Authority reserves the right to accept or reject any or all the tenders/any offer as per KPPRA Rules, 2016.
- Further inquiries can be made on Phone numbers shown at the top of the notice inviting tender.

**Deputy Director**  
**Women University Swabi**  
**0938-224222, 221138**

**WOMEN UNIVERSITY SWABI**  
**GulooDehri, Topi Road, Swabi.**  
**Telephone No.(0938) 221138, 224222**

**Terms and Conditions of the Contract**

**General:**

1. The tenderers should examine carefully the general and special terms and conditions of contract and the specifications supplied herewith. He/she should visit and inspect the site at his own responsibility and at his own expense and obtain all the information, which may be necessary for the purpose of making a tender.
2. The tender documents duly completed and each page signed by the Contractor shall be received and opened by procurement committee constituted for the purpose Women University Swabi.

The Supplier/Contractor who,

- (i) Withdraws or modifies his Tender
- (ii) Does not actually start the supply/work within 1 week of the issue of orders to commence the work, shall lose his Earnest Money and the same shall be forfeited in favor of the University.
3. All supplies shall be carried out completely in accordance with the laid down Standard Specifications in the B.O.Q. In case of any ambiguities' or discrepancies, the decision of the Committee shall be final and binding upon the parties.
4. 10% (Ten percent) of the entire amount payable to the Contractor shall be deducted from his bill and retained by the University by way of Security Deposit. The same will be refunded after lapse of warranty period for each item. In case of failure to rectify the defects pointed out by the committee, the University will have full authority to replace/rectify the same at the entire risk and cost of the contractor.
5. The University shall have the power to order at any time the removing/replacement of any or all the supply which is / are not in accordance with the Contract and to have them substituted, at the Contractors own expenses with proper and approved items and methods, within a reasonable period as decided by the Project Director. In case of default by the Contractor to carry out such orders, the University shall have the power to have such supplies removed/replaced and re-executed through other arrangements at the sole risk, cost and responsibility of the Contractor. The same will be binding upon the contractor and will have no liability on the University.

6. The work shall be completed within the prescribed period and time shall be considered as the essence of the Contract. In case of default on part of the Contractor to complete and deliver the work within the prescribed period, he shall pay to the University Liquidated Damages for delay at the rate of **one fifth percent of Agreement** sum per day of delay in completion up to a maximum of ten percent of the Agreement sum. However, an extra or additional amount of supply ordered upon the contractor or other circumstances of any kind whatsoever may arise such as to fairly entitle the Contractor to an extension in the completion time, then the Project Director shall determine and allow such period of extension which shall be final and binding upon the Contractor provided that any such claim to extension is properly lodged by the Contractor with the Project Director within 2 (Two) days of such work have been ordered or the circumstances have arisen.
7. The University shall have the power to order variation in the form, quality or quantity of the supply or any part thereof and shall have the power to order the Contractor to do so and the Contractor shall comply with such orders including the following: -
  - a. Increase or decrease in the quantity or scope of any item included in the Contract
  - b. Omit any such work
  - c. Execute the additional supply necessary for the completion of the Project. The same will be paid as per Contract quoted rates/market rate estimated after rate analysis.
8. The University reserves its right to accept or reject any or all the tenders without assigning any reason thereof and is not bound to accept the lowest tender either. No claim, as such would be entertained on this account in any court of law.
9. All tests deemed necessary by the Project Director for checking the quality of various items shall be carried out by the contractor and the cost thereof will be borne by the contractor. No claims whatsoever shall be entertained for payment. The defective items should be removed/ replaced by the contractors at own expenses.
10. The rates should be quoted in Pakistani rupees and shall be inclusive of all taxes, duties, LC opening charges and all other allied requirement charges, or hidden charges. No claim whatever will be entertained for payment in this regard and will be binding upon the contractor.
11. The tender should be valid for a minimum period of 03 months from the date of tender opening.

## **SPECIAL:**

### 1. Inspection of Equipment/Materials.

All items shall be subject to inspection and shall be approved by the Project Director or his authorized representative. The Project Director may reject such equipment/materials as are considered by him to be below standard specifications, size or quality. The Contractor shall provide all labor at his own expense for handling during inspection. Any item rejected by the Project Director shall not be used and shall be removed and replaced with the item of approved quality.

### 2. Responsibility against damages

Before and up to the whole of the supply is completed and have been finally handed over to the University and a proper completion certificate thereof obtained by the Contractor, the Contractor shall be responsible for all and any damage caused to the materials or installed items, thorough accident, improper handling, transport or any other cause whatsoever and shall repair, remove or replace the same on the first notice Project Director within the specified period of time, failing which the same will be replaced with the approved quality at the sole risk & cost of the contractor.

### 3. Specifications

The work shall comply with the requirement / specification laid down in the B.O.Q of the tender, where ever the specification is silent it should be considered as of supreme quality up to the requirement.

The supplier shall be bound to test and commission all the supplied items.

### 4. Laboratory Test.

The Project' Director has the power to order for conducting equipment/material quality assurance test which he deems necessary and the cost of such tests shall be borne by the contractor. No claim in this regard shall be entertained for payment.

### 5. Technical & Financial Bid

The bid should comprise a single package containing two separate envelopes. Each envelope should contain separately *the technical proposal and financial proposal*. The envelope shall be marked as “TECHNICAL PROPOSAL” and “FINANCIAL PROPOSAL” in bold letters. Initially, the technical proposal will be opened whereas the financial proposal will be kept in the custody of the University without being opened. The committee will evaluate the technical proposals. The technical proposal not conforming to the requirements of the University will be rejected. The financial proposals of the bid found technically non-responsive will be returned un-opened to the respective bidders. Financial proposals of the technically responsive bids will be opened publicly at the time, date and venue, which will be communicated well in time to the respective bidders.

The above stated evaluations criteria will be binding upon the bidders. Technical bid should clearly illustrate the detailed technical specifications / catalogue with model number, country of origin of each and every item.

The contractor will be bound to train the supporting staff of the Women University Swabi at Swabi about the operation and functions of the supply. No claim whatsoever will be entertained for payment in this regard.

### **Evaluation Criteria**

Tenders shall be evaluated on quality-cum-price basis and as per actual requirement of the university.

## **Part C**

### **Delivery Schedule**

#### **Delivery Schedule:**

The delivery of items will be completed to Women University Swabi, Swabi within \_\_\_\_\_ days after the date of issuance of Purchase Order.

#### **Delay in Delivery:**

In case of the late delivery of items beyond the periods specified in the schedule of requirement, \_\_\_\_ % of the total amount of the Purchase Order will be charged as penalty per day, up to a maximum of \_\_\_\_ % of the total amount of Purchase Order.

#### **Payment:**

The payment will be made to the Supplier on receipt of original invoice(s) including those of GST.

**DEPARTMENT OF ART AND DESIGN**

**Detail of Items, Quantities and Specifications**

**BOQ Specifications**

| <b>S. No.</b> | <b>Name of Items</b>           | <b>Specifications</b>   | <b>QTY</b> | <b>Unit Cost (Rs.)</b> | <b>Total Cost (Rs.)</b> |
|---------------|--------------------------------|---|------------|------------------------|-------------------------|
| 1             | Horse bench/<br>donkey bench   | Assembled 18''×48''×36'', Working top 18''×24'', Full extension drawer with inside dimensions 8''×9''×2.5 , High quality padded seat with red lather, Handy storage drawer for supplies, drilled for pencil and brushes, Adjustable top from 55 to 90 degree, Knobs on both sides of top.   | 35         |                        |                         |
| 2             | Light table/<br>Tracing Tables | Overall size 30 x 42" / 76.2 x 106.7 cm 39" / 99.1 cm tall, Top viewing glass size, lamp type and number of lamps, LED (~6500K) and 44 modules, tilt bar back, tilt ; 0 to +40° with four locking positions in 10° increments, Construction Powder-coated stainless steel chassis with white baked enamel finish, Plexiglas top with oak wood frame, Integrated 6' / 1.8 m three-prong grounded cable 100-240 VAC, 50/60 Hz | 02         |                        |                         |
| 3             | Portable easels,               | portable and lightweight easel, black finish, made from Aluminum, Telescoping legs ,Min height : 18'', Max Height: 46'', To hold maximum 19'' width and 33'' height   | 35         |                        |                         |
| 4             | Weaving Loom                   | pure sheesham, Width of the loom frame width of weaving + 3.93" (ex: to weave in 47.24" >>> 47.24" + 3.93" = 51.17") Total width (loom frame + shuttles boxes) = width of frame loom + 19.68" + 19.68" ,Total height 63.38" , Total length 74.80"   | 02         |                        |                         |
| 5             | Table Loom                     | Pure sheesham Wood, 24 inches weaving width with 4 shafts.  | 08         |                        |                         |
| 6             | Stools                         | Top or seat size: 13.5''×13.5'' with thickness of 1'' ( wood painted with red color) , Height: 25'' ( metal square rods of 1'' painted with black color)  | 20         |                        |                         |
| 8             | Table                          | Top of table wooden red color : 17.5''×24'' thickness 1'', Height of table : 39'' square iron rods, Iron rods on the height of 3''  | 20         |                        |                         |
| 9             | Display panels                 | Height of panel: 4 ft, Width of panel: 9 ft, Height of square metal rod: 7 ft, Panel made up of wooden sheet thickness of 1 inch with aluminum borders. Two hooks on each side of panel and two two holes on each side of the iron stand.   | 16         |                        |                         |
| 10            | Spot light                     | Steal spot light, Max height 7ft , diameter 13''  | 03         |                        |                         |



|    |             |   |    |  |  |
|----|-------------|---|----|--|--|
| 11 | DSLR camera | Canon 700D or equivalent.                                 | 01 |  |  |
| 12 | Printer     | LaserJet 1320 or equivalent.                              | 01 |  |  |
| 13 | Projector   | 3000 lumes and above with stand and complete accessories. | 01 |  |  |

I/ We hereby agree to abide by and fulfill all the terms and provisions *of* the contract Hereto annexed or in default thereof to forfeit and pay to the University the sums of money mentioned in the said conditions *of* contract.

**Bidder Signature**

**Tender Opening Committee Signature**

**WOMEN UNIVERSITY SWABI**  
**GulooDehri, Topi Road, Swabi.**  
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**TENDER TITLE: SUPPLY, INSTALLATION, TESTING AND COMMISSIONING OF ITEMS UNDER THE PROJECT TITLED “Women University Swabi”**

**FORM OF AGREEMENT**

This agreement made this \_\_\_\_\_ day of \_\_\_\_\_ between the Women University Swabi (hereinafter referred to as the University) represented by the Project Director, Women University Swabi (hereinafter' referred to as the Project Director) of one part and M/s \_\_\_\_\_ here in after called the contractor which term shall include his successors, assigned and legal representative of the other part.

Whereas the University has decided to procure various equipment etc. as per the work order from the contractor under title “**Supply, Installation, Testing and Commissioning of \_\_\_\_\_ under the project titled “Women University Swabi”**”

Now, therefore, this Agreement witnessed and the parties hereby agree as follows: -

1. In this Agreement, words and expressions shall have the same meanings as are respectively assigned to them in the conditions of Contract herein referred to
2. The following documents, which for the purpose of identification have been signed which, shall be deemed to as part of this agreement.
  - a) Tender Notice
  - b) General Rules & Instructions for the guidance of Tenderers.
  - c) The Tender (Tender Form)
  - d) Conditions of Contract
  - e) Bill of Quantities
  - f) Special Conditions of Contract
  - g) Evaluation Criteria
3. In consideration of payments to be made to the Contractor in accordance with the Contract, the Contractor, hereby convene with the Project Director to Supply/Installation/Commissioning/Completing, and maintain the works in conformity with the provisions of the contract.
4. The Project Director hereby agree to pay to the Contractor in consideration of the Supply/ Installation/ Commissioning/ Completing, and maintenance of the goods/ works, the contract price in the manner prescribed by signatures

For and on behalf of the  
Contractor

Signature  
of Accepting Officer

Designation\_\_\_\_\_

Dated: \_\_\_\_\_  
For and on behalf of  
University

Date: \_\_\_\_\_

Witness No. 1 \_\_\_\_\_

Witness No. 2 \_\_\_\_\_