

# Women University Swabi

Topi Road, Swabi.

Telephone No: (0938) 221138, 224222

## Tender documents

for supply for supply and Printing of Answer Booklet/Sheets

### TENDER NO. WUS/PD/07/18

Detail schedule	
Time and for receipt of bids	11:00 am on 23 June 2018
Time and date for opening of Bids	11:30 am 23 June 2018
Venue	Women University, Swabi , Topi Road, Swabi
Tender Fee	Rs.1,000


Mandatory Note (otherwise, bids will be rejected)

- i. Please sign and stamp all the pages (16 pages)
- ii. Fill all pages (all parts + annexures)

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## TENDER NOTICE FOR COMPUTER EQUIPMENT

	<h1>Women University Swabi</h1> <h2>TENDER NOTICE</h2>	
<b>TENDER NO. WUS/PD/7/18</b>	<b>For supply of Answer Booklet/Sheets</b>	<b>Tender Fee Rs.1,000</b>

Sealed bids are invited (Single-stage one envelope) from tax registered Firms/ Companies/ Contractors/ Suppliers for tender. Specifications and other terms and conditions are given in the tender documents which can be downloaded from website: [www.wus.edu.pk](http://www.wus.edu.pk). Tender Fee (non-refundable) for each tender is Rs.1,000 through Pay Order/Bank Draft in the name of Women University, Swabi to be provided with the bids separately. Sealed bids along with 2% earnest money of the total bid cost through Pay Order/ Bank Draft in the name of Women University, Swabi should reach before 11:00 am on 23 June 2018 to the Women University Swabi. The bids will be opened in the presence of bidders or their nominated representatives at 11:30 am on the same day in the Meeting Room of Women University, Swabi.

Convener, Chairman Procurement  
Women University Swabi, PH: 0938-224222. Email: [manager@wus.edu.pk](mailto:manager@wus.edu.pk)

**WOMEN UNIVERSITY SWABI**

**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.

**3. Qualification of the Vendor**

The following vendors are eligible to apply for the tender:

1. Only registered firm/supplier can participate in the tender
2. The firm/supplier registered with tax authorities.
3. The firm/supplier that have never been black listed by any Government agency or authority.
4. The firm/supplier should have a documented track of completing at least three (3) similar assignments, during last two (2) years

**5. Documents Required**

The firms eligible to apply are required to submit the following documents with their bidding proposal:

1. Registration documents with Taxation Authorities. NTN/FTN/STRN etc.
2. Professional Tax Certificate
3. A copy of audited financial statements or Tax Returns of last three years of the firm/supplier
4. An undertaking on legal paper that the company has never been blacklisted.
5. Full Address and contact numbers of the office.

**6. Method of Procurement:**

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.

**7. Opening of bids:**

- i. Bids received shall be opened on 23 June 2018 11:30 a.m. in the conference room of the Institute.
- ii. All bids shall be opened publicly in the presence of the interested bidders or their authorized representatives.

**8. Bid Price**

- i. Bid prices quoted should be inclusive of all taxes and duties.
- ii. The prices quoted shall be binding on the tenderer for a period of at least 90 days.

**9. Evaluation of bids:**

All bids should comply with the eligibility criteria and other terms and conditions mentioned herein above.

**10. Rejection of bids:**

- i. All bids submitted after the time prescribed shall be rejected and returned.
- ii. Failure in submission of the above required documents will result the rejection of bid/proposal.
- iii. Any bid received without earnest money, shall be rejected.
- iv. The Women University, Swabi reserves the right to reject all bids or proposals at any time prior to the acceptance of a bid or proposal.

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11. 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.
12. 05% (Five 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.
13. 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 competent authority. 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.
14. 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 competent authority 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 competent authority within 2 (Two) days of such work have been ordered or the circumstances have arisen.

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15. 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: -
- i. Increase or decrease in the quantity or scope of any item included in the tender.
  - ii. Omit any such work or all.
  - iii. 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.
16. 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.
17. All tests deemed necessary by the University 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.
18. The rates should be quoted in Pakistani rupees and shall be inclusive of all taxes, including loading and unloading 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.
19. The tender should be valid for a minimum period of 03 months from the date of tender opening.
20. The project must be completed within one month after the work order given to the vendor.

**21. SPECIAL:**

i. Inspection of Equipment/Materials.

All items shall be subject to inspection and shall be approved by the university. The University may reject such equipment/materials as are considered by 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 university shall not be used and shall be removed and replaced with the item of approved quality.

ii. 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 university 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.

**22. 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.

**23. Laboratory Test.**

The university 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.

**22. Technical & Financial Bid**

The bid should comprise of a single package containing single envelope and will be opened on the same date and time. The above stated evaluations criteria will be binding upon the bidders. Bid should clearly illustrate the detailed technical specifications / catalogue with model number, country of origin of each and every item.

23. 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.



## Delivery Schedule

### SCHEDULE OF REQUIREMENTS /DELIVERY TIME

The delivery of services and supply will be made in 45 days after issuance of Purchase Order (without penalty) and with the prescribed penalty as per following schedule of requirement:

<b>MODE OF PENALTY</b>	<b>NO OF DAYS</b>	<b>TOTAL DELIVERY PERIOD</b>
<b>Without Penalty</b>	30 days	30 days
<b>With Penalty @ 0.35 % per day for 10 days on the delayed completion of task</b>	35 days (5days after 35 days)	35 days (30+ 5)

#### Payment:

The payment will be made to the Supplier within in 15 days after acceptance of material and on receipt of original invoice(s) including those of GST.

## B.O.Q (Specifications)

## PRICE SCHEDULE FOR THE GOODS IN PAK RUPEES

## BOQ

Name of Bidder: \_\_\_\_\_

Tender No: WUS/PD/7/18

Purchase of \_\_\_\_\_ to be completed is tabulated as under:

Sr. No.	Items	Description/ Specification	Model No.	Name of Manufacturer	Qty.	Country of origin	Unit Price (RS)	Amount of GST (if applicable)	Total Cost including GST (RS)	Bid Security (2% of the Total Cost)
1.	Answer Books (A)				25,000					
2.	Answer Books (B)				25,000					
3.	Continuation Sheet				25,000					

Name of Bidder: \_\_\_\_\_

Stamp of Bidder: \_\_\_\_\_

**Note: In case of discrepancy between unit price and total, the unit price shall prevail.**

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.

Signature of the Bidder: \_\_\_\_\_

**STANDARD SPECIFICATIONS**

S#	Item	Standard Specifications
1	<b>Answer Books (A)</b>	<ul style="list-style-type: none"> <li>• Pages: No of pages 20 with printed page number</li> <li>• Page Size A 4</li> <li>• Paper: Flying Paper 70 gram</li> <li>• Title Page: Printed in 2 colours with serial number (as per sample)</li> <li>• 03 Pin binding</li> </ul>
2	<b>Answer Books (B)</b>	<ul style="list-style-type: none"> <li>• Pages: No of pages 10 with printed page number</li> <li>• Page Size A 4</li> <li>• Paper: Flying Paper 70 gram</li> <li>• Title Page: Printed in 2 colours with serial number (as per sample)</li> <li>• 03 Pin binding</li> </ul>
3	<b>Continuation Sheet</b>	<ul style="list-style-type: none"> <li>• Pages: No. of Pages 04 with printed page number</li> <li>• Page size A4</li> <li>• Paper: Flying Paper 70 gram</li> <li>• Title Page: Printed in 2 colours (as per sample)</li> </ul>

**BID SUMMARY SHEET**

**TENDER NO. WUS/PD/7/18**

**(TO BE ATTACHED WITH BID)**

1. Bidder Name: -----  
Address Mailing: -----  
Phone & Fax No. -----  
E-mail address -----
  
2. Manufacturer Name \_\_\_\_\_ and  
Country of Origin: \_\_\_\_\_
  
3. Items Quoted:(give serial no. only): -----  
-----
  
4. Price Validity: \_\_\_\_\_
5. Total FOR («Deliver To») Price: Rs \_\_\_\_\_  
(Inclusive of all taxes except GST)
6. Total FOR («Deliver To») Price (With GST): Rs \_\_\_\_\_
  
7. Offered Delivery Period: \_\_\_\_\_
  
8. Payment Terms: \_\_\_\_\_
  
9. GST Registration No. \_\_\_\_\_
  
11. Any Deviation: \_\_\_\_\_

Signature \_\_\_\_\_

Name & Designation \_\_\_\_\_

(TO BE SUBMITTED BY BIDDERS ON DEMAND OF WOMEN UNIVERSITY SWABI)

**FAIR PRICE CERTIFICATE**

WE M/S \_\_\_\_\_ HEREBY CERTIFY THAT PRICES QUOTED BY US AGAINST WOMEN UNIVERSITY SWABI TENDER NO. **WUS/PD/7/18** ARE THE LOWEST AND MOST COMPETITIVE AS GENERALLY APPLICABLE TO ALL OTHER BUYERS AND OR SOLD THROUGH OUR AGENTS AS PER PREVAILING INTERNATIONAL MARKET AS ON THE DATE OF QUOTE AND IF IT IS ESTABLISHED AT ANY STAGE THAT THESE WERE HIGHER WE SHALL BE HELD RESPONSIBLE AND AGREE TO PAY IMMEDIATELY THE DIFFERENTIAL TO WOMEN UNIVERSITY SWABI.

SIGNATURE AND SEAL OF THE *MANUFACTURER/SOLE AGENT/AUTHORIZED DEALER*

NOTE: FAIR PRICE CERTIFICATE WILL BE REQUIRED, IN CASE SINGLE

BID IS FOUND TECHNICALLY RESPONSIVE IN THE RESPECTIVE TENDER.

(On official letter-head of the contractor)

To be signed by the Chief Executive of the bidding company or a representative duly authorized by board resolution.

**Integrity and Ethics Undertaking**

We hereby commit and undertake to observe the following principles during our participation in the contract execution:

- a) That we will not directly or through any other person or firm, offer, promise or give to any of the employees of WOMEN UNIVERSITY SWABI involved in or relevant to the execution of the contract any gain, pecuniary benefit or facilitation payment in order to obtain in exchange any advantage of any kind whatsoever during the execution of contract or at any stage thereafter.
- b) That we did not enter with any bidder into any undisclosed agreement or understanding either formal or informal to restrict competitiveness or to cartelize in the bidding process.
- c) That we will ensure that the remuneration of agents (*if engaged*) is appropriate and for legitimate services only.
- d) That we will not use subcontracts, purchase orders or consulting agreements as means of channeling payments to employees of WOMEN UNIVERSITY SWABI.
- e) That we will not and have not committed any offence under the Pakistan Penal Code, Prevention of Corruption Act or National Accountability Ordinance to achieve any advantage, gain or benefit during the tender process or the execution of contract.

We further understand and acknowledge that any violation or transgression of the above mentioned principles will attract disqualification from doing business with WOMEN UNIVERSITY SWABI and may also result in permanent exclusion from future contract award processes.

We also accept and undertake to respect and uphold WOMEN UNIVERSITY SWABI's absolute right to resort to and impose such disqualification, debarment or exclusion.

For and on behalf of \_\_\_\_\_

Tender No. \_\_\_\_\_

Contract No \_\_\_\_\_

*(On official letter-head of the bidder)*

To be signed by the Chief Executive of the bidding company or a representative duly authorized by board resolution.

**Integrity and Ethics Undertaking**

We hereby commit and undertake to observe the following principles during our participation in the tender process and during the contract execution:

- a) That we will not directly or through any other person or firm, offer promise or give to any of the employees of WOMEN UNIVERSITY SWABI involved in the tender process or execution of the contract any gain, pecuniary benefit or facilitation payment in order to obtain in exchange any advantage of any kind whatsoever during the tender process or during the execution of contract.
- b) That we have not and will not enter with other bidders into any undisclosed agreement or understanding either formal or informal to restrict competitiveness or to cartelize in the bidding process.
- c) That we will ensure that the remuneration of agents (*if engaged*) is appropriate and for legitimate services only.
- d) That we will not use subcontracts, purchase orders or consulting agreements as means of channeling payments to employees of Women University Swabi.
- e) That we will not commit any offence under the Pakistan Penal Code, Prevention of Corruption Act or National Accountability Ordinance to achieve any advantage, gain or benefit during the tender process or the execution of contract.

We further understand and acknowledge that any violation or transgression of the above mentioned principles will attract disqualification from the tender process and may also result in permanent exclusion from future contact award processes.

We also accept and undertake to respect and uphold Institute's absolute right to resort to and impose such disqualification, debarment or exclusion.

For and on behalf of \_\_\_\_\_

Tender No. **WUS/PD/7/18**

Form 4

**Mandatory for participation in Bidding Process**  
**AFFIDAVIT**

I, \_\_\_\_\_ S/o \_\_\_\_\_ aged \_\_\_\_\_  
years \_\_\_\_\_ working as Proprietor/Managing Partner/Director of M/s  
\_\_\_\_\_ having \_\_\_\_\_ its \_\_\_\_\_ registered \_\_\_\_\_ office  
at \_\_\_\_\_ do hereby  
solemnly affirm and declare on oath as under:

1. That I am competent to swear this affidavit being proprietor/one or the partners/ Director of M/s \_\_\_\_\_
1. That M/s \_\_\_\_\_ is a proprietorship/partnership firm/company is participating in tender process conducted by Institute.
2. That I hereby confirm and declare that none of my/our group/sister concern/associate company is participating/ submitting this tender.
3. That I hereby confirm and declare that my/our firm/company M/s \_\_\_\_\_ and my/our firm/group/company/ sister concern / associate company have not been black listed/de-listed any Institutional agencies/Govt. Deptt/ Public Sector Undertaking.
4. That there is no change in the Name & Style, Constitution and Status of the firm, after Pre-qualification.
5. That I further undertake that in case any of the facts contained above and in our application is round other-wise or incorrect or false at any stage, my/our firm/company/ group/sister concerns/ associate companies shall stand debarred from the present and future tenders of the WOMEN UNIVERSITY SWABI.

(Signature of the Proprietor/ Managing Partner/Director with Seal) DEPONENT

Verified at \_\_\_\_\_ on \_\_\_\_\_ that the contents of paras 1 to 6 of this affidavit are true and correct to best of my knowledge and no part of this is false and nothing material has been concealed or falsely stated therein.

(Signature of the Proprietor/ Managing Partner/ Director with Seal)

DEPONENT

(Signature & Seal of Nota