

Women University Swabi
Topi Road, Swabi. Telephone No: (0938) 221131

Tender documents

For supply of Laptops & Furniture items

TENDER NO. WUS/PD/2022/6

Detail Schedule	
Time for receipt of bids up to	11:00 AM on September 05, 2022
Time and date for opening of Bids	11:30 PM on September 05, 2022
Venue	Committee Room, Women University Swabi, Topi Road, Guloo Dheri, Swabi
Tender processing Fee	Rs.1,000

Mandatory Note (otherwise, bids will be rejected)

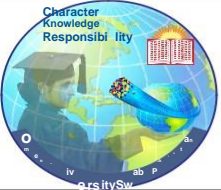
- i. Please sign and stamp all the pages
- ii. Fill all pages (all parts + annexures)
- iii. Check list with all Annexures

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PART-A

Tender Notice for the supply of Laptop and Furniture items

	<p>Women University Swabi</p> <p>TENDER NOTICE</p>	
TENDER NO. WUS/PD/2022/06	For supply of Laptops & Furniture Items	Tender Fee Rs.1, 000

Sealed bids are invited (under Single-stage One envelope bidding Procedure) from tax registered (KPPRA Registered and only Active taxpayer of GST and Income Tax) Firms/ Companies/ Contractors/ Suppliers for the supply of Laptops and Furniture items, purchase under HEDP Project. Specifications and other terms and conditions are given in the tender documents which can be downloaded from university website: www.wus.edu.pk. Sealed bids along with 2% earnest money of the total bid cost to be provided with the bids separately and Tender processing Fee (non-refundable) for tender is Rs.1,000 through Bank Draft in favour of Women University Swabi should reach through registered post before 11:00 am on September 05, 2022 to the procurement Office Women University Swabi, Topi Road Guloo Dheri District Swabi. The bids will be opened in the presence of bidders or their nominated representatives (if willing) at 11:30 am on the same day in the Meeting Room of Women University Swabi.

The Women University Swabi reserves the right to accept/reject any/all bids or proposals at any time prior to the acceptance of a bid or proposal as per KPPRA rules.

Procurement Officer
Women University Swabi

PART-B

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 will be opened by central purchase committee constituted for this purpose by Women University Swabi. Topi road, Guloo Dheri, District 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 must be registered with tax authorities.
3. The firm must be registered with KPRA.
4. The firm/supplier must be on Active Tax payer list.
5. The firm/supplier that have never been black listed by any Government agency or authority. Attach non-blacklisting Certificate on Rs.100 or above Stamp paper.
6. The firm/supplier should have a documented track of completing at least One (1) similar assignment, during last two (2) years.

4. **Documents Required**

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

1. Registration documents with Taxation Authorities. NTN/FTN and GST etc.
2. KPRA registration
3. Active tax payer certificate. (Online print of ATL for GST and Income Tax)
4. An undertaking on legal paper that the company has never been blacklisted by any government agencies/Authority.
5. Full Address and contact numbers of the office.
6. Warranty Certificate from Bidder for IT Equipments for at-least 1 year from the date of delivery

5. Method of Procurement:

Bidding will be conducted through “**Open Competitive Bidding**” process, specified in Rules of the Khyber Pakhtunkhwa Public Procurement Goods, Works and Services Rules. Bidding is open to all eligible bidders as defined in the KPRA Procurement Rules 2014 that meet the minimum qualification criteria and required documents. It will be a “**Single Stage - One Envelop**” procedure.

6. Opening of bids:

1. Bids received shall be opened on 05 September 2022 at 11:00 a.m. in the Meeting room of the Women University Swabi.
2. All bids shall be opened publicly in the presence of the interested bidders or their authorized representatives.

7. Bid Price

1. Bid prices quoted should be inclusive of all taxes and duties.
2. The prices quoted shall be binding on the tender for a period of at least 120 days.

8. Evaluation of bids:

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

9. Rejection of bids:

1. All bids submitted after the prescribed time shall be rejected and returned.

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2. Failure in submission of the above required documents will result the rejection of bid/proposal.
 3. Any bid received without earnest money, shall be rejected.
 4. The Women University Swabi reserves the right to reject any/all bids or proposals at any time prior to the acceptance of a bid or proposal.
10. All supplies shall be carried out completely in accordance with the laid down Standard Specifications, in case of any ambiguities or discrepancies, the decision of the Committee shall be final and binding upon the parties.
11. 10% (Ten percent) of the entire amount payable to the successful Contractor shall be deposited in shap of CDR in favour of Women University Swabi and will be 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.
12. 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.
13. 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 five percent of the Agreement sum. However, an extra or additional amount of

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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.

14. 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 up to 15% of item included in the tender as per KPPRA rules.
- b Omit any such work or all.
- 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.

15. 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.

16. 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.

17. 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.

18. The tender should be valid for a minimum period of 06 months from the date of tender opening.

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19. The project must be completed within 20 days after the work order given to the vendor.

20. **SPECIAL:**

a Assignment:

The Supplier shall not assign, transfer, sublet or subcontract the contract or any part thereof without the prior written consent of the Women University Swabi.

b Corruption:

The Supplier shall not give, nor offer to give, anyone employed by the WUS an inducement or gift that could be perceived by others to be a bribe. The Supplier agrees that a breach of this provision may lead to an immediate end to business relationships and termination of existing contracts of the firms/contractor/ authorized dealer and the case of blacklisting will be initiated

c Inspection of IT Equipments/Furniture items.

All items shall be subject to inspection and shall be approved by the university. The University may reject such IT Equipments/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.

d 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, through accident, improper handling, transport or any other cause whatsoever and shall repair, remove or replace the same on the first notice by the 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.

21. **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.

i. Laboratory Test.

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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.

ii. Bidding procedure

The bid should comprise of a single stage One envelope package. The above stated evaluation 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 along with quoted prices.

iii. The contractor will be bound to train (if required) 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.

Part- C**Delivery Schedule****SCHEDULE OF REQUIREMENTS /DELIVERY TIME**

The delivery/supply will be made in 20 days after issuance of Purchase Order (without penalty) and with the prescribed penalty as per following schedule of requirement:

<i>MODE OF PENALTY</i>	NO OF DAYS	TOTAL DELIVERY PERIOD
Without Penalty	20 days	20 days
With Penalty @ 1/5 % per day for 10 days on the delayed completion of task	05 days (5 days after 20 days)	05 days (20+05)

Payment:

The payment will be made to the Supplier within 30 days after acceptance of Equipments and on receipt of original invoice(s) including those of GST.

Part-D1

B.O.Q (Specifications) for IT Equipments to be supplied

PRICE SCHEDULE FOR THE GOODS IN PAK RUPEES

BOQ

Name of Bidder: _____

Tender No: WUS/PD/2022/06

Purchase of _____ to be completed is tabulated as under:

Specification of Laptop and Furniture items.

Name of Work:		<u>Supply of Laptops and Office Furniture Items to Women University Swabi</u>				
S. No	Description	Unit	Qty	Rate per Unit (Rs) Including all taxes	GST	Total Cost Rs. ()
1	Laptop: Specification: Core i5 11 Generation, with G7 Processor 500 GB solid state Drive. 8GB SODIMM DDR4 SDRAM No optical Drive Windows 10 (8) 15.6" HD LED Display (250 nits) 3 – Cell 41 Wh with all accessories minimum warranty 01 year on manufacturer warranty card.	Nos	02			
2	Office Table size 4'x2.5'x2.5', made of Veneer's Board (Best Quality Lacquer Polished) with Black/A Grade well-seasoned and Best Quality Lacquer polished Sheesham Wood lipping including 03 No. Drawers with channels (Best Quality), lock system (Best Quality), handles (Stainless Steel Best Quality) etc. complete in all respects	Nos	02			
3	Office Revolving Chairs <ul style="list-style-type: none"> (imported) of Standard Size, Medium Back, Imported Cloth & Foam (Best Quality) Made Back Seat 5 wheels hydraulic base with arms and Seat, Imported Steel Base and Cylinder 	Nos	02			

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	• (Best Quality) etc. complete in all respects with at least 3 years warranty on manufacturer warranty card					
4	Visitor Chairs Providing Office Chairs of Standard Size Comprising Shisham Wood (Black/A Grade well-seasoned and polished Sheesham Wood) Arms & Back, frame Made Back and Seat, complete in all respects	Nos	02			
5	Cabinet Providing office cabinet of Size = Length x Height width = 6'x4' x2 comprising 06 No. Shelves & 02 Cabinets at the bottom with doors, best Lock System and handles (Stainless Steel Best Quality), 02 No. hinges (Best Quality) for each door, made of Veneer's Board (Best Quality Lacquer Polished) and Shisham Wood (Black/A Grade well-seasoned and Best Quality Lacquer polished) Frame made of Sheesham with heavy-duty Wheels at the bottom with best wheel lock system complete in all respects	Nos	01			
Total						
GST + Income Tax + Stamp Duty @ 22.5% (17%+4.5%+1%)						
Total including Taxes						

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 & Stamp of the Bidder: _____

BID SUMMARY SHEET

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(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 excluding GST)
6. Total FOR («Deliver To») Price (With GST): Rs _____
7. Offered Delivery Period: _____
8. Payment Terms: _____
9. GST Registration No. _____
11. Any Deviation: _____
12. NTN/FTN: -----

Signature _____ Stamp _____

Name & Designation _____

Women University Swabi, PH: 0938-221131. Email: procurement@wus.edu.pk

ANNEXURE – B

(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/2022/5** ARE THE LOWEST AND MOST COMPETITIVE AS GENERALLY APPLICABLE TO ALL OTHER BUYERS AND OR SOLD THROUGH OUR AGENTS AS PER PREVAILING INTERNATIONAL/NATIONAL 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 AMOUNT 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.

ANNEXURE -C

(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 contact 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 _____

Stamp & Signature _____

Women University Swabi, PH: 0938-221131. Email: procurnment@wus.edu.pk

ANNEXURE -D

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 Notary Public

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Terms and Conditions of agreement (on stamp paper of RS. 100 duly verified by the oath commissioner)

This Contract Agreement is hereby agreed between the M/s _____, hereinafter referred to as first party or supplier or contractor and Women University Swabi Khyber Pakhtunkhwa hereinafter referred to as second party on following terms and conditions on this day of _____.

1. The purpose of the contract is to provide IT Equipments/Furniture by the first party to the second party as set out in the tender notice and standard bidding documents and demand/purchase order placed by the second party as per approved rates.
2. When a demand/purchase order is issued by the second party, the first party shall supply the respective Items within 20 days in accordance with the tender specifications at Women University Swabi. No transportation, Loading unloading cost and any other cost. Shall be borne by the second party.
3. The first party shall submit its bills (03 Copies) after supply. The bills will be processed upon satisfactory inspection report of the supplied items received from inspection/Technical committee.
4. The contract is valid up to Feb, 17, 2022.
5. Supply of items shall not be affected / delayed at any cost / condition.
6. 10% of the entire amount payable to the Contractor shall be deducted from his bill and retained by the University as 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.
7. Supplies must be of good quality. Supply of sub-standard/ used/ smuggled/fabricated items shall not be accepted. It shall be returned to first party and replaced immediately. In case of delayed supply performance guarantee/security shall be forfeited.
8. In case of any mishap, an enquiry shall be conducted by Vice Chancellor of Women University Swabi to ascertain causes of mishap and if the first party is found guilty, it shall be charged accordingly and the contract shall be terminated with forfeiting of performance guarantee/ security.

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9. In case of substandard supply, the firm/suppliers will be warned 2 times besides forfeiting of performance guarantee/ security and the case of blacklisting will be initiated.

FIRST PARTY

Name of Supplier/Contractor: _____

CNIC No. _____

Phone No. _____

Signature _____

Date: _____

SECOND PARTY

Registrar

Women University Swabi

Signature _____

Date:
