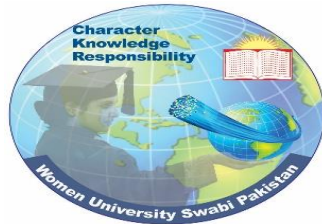


TENDER DOCUMENT

For the Supply, Stitching and Fixing of Blinds at

Women University Swabi

Tender No. WUS/Proc/2023/3



TENDER FEE NON-REFUNDABLE

Rs.2,000

**(To be paid on time of submission of bids in
shape of demand draft payable to Women
University Swabi**

**Issued by
Procurement Office
Women University Swabi, Main Campus at village Kotha,
District Swabi, Khyber Pakhtunkhwa, Pakistan**

Ph: 0938 221131

Email: procurement@wus.edu.pk

Web: www.wus.edu.pk

Note: The Competent Authority reserves the right to accept or reject any or all the Tender/any offer as per KPPRA Rules 2014.

Tender Documents for the Supply, Stitching and Fixing of Blinds for Women University Swabi.
Tender No.WUS/Proc/2023/3


Tender # WUS/Proc/2023/3

Issued To	
Date	
Tender Fee Receipt #	
Issued By	Procurement Office, Women University Swabi
Bid Submission Date & Time:	On Thursday, 13 July 2023 at 11:00 am
Bid Opening Date & Time	On Thursday, 13 July 2023 at 11:30 am
Venue	Committee Room Women University Swabi, Topi Road, Main campus at Village Kotha District Swabi. Khyber Pakhtunkhwa
Contact No.	Ph # 0938-224222- 0938-221131 Web Site: www.wus.edu.pk Email: procurement@wus.edu.pk

Mandatory Note (otherwise, bids will be rejected)

- I. Please sign and stamp all the pages
- II. Fill all pages (all parts + annexure)
- III. Tender submitted without Check list and Annexure will not be Acceptable.

Tender Documents for the Supply, Stitching and Fixing of Blinds for Women University Swabi.
Tender No.WUS/Proc/2023/3

	Women University Swabi Tender Notice	
TENDER NO. WUS/Proc/2023/3	For supply, stitching and Fixing of Blinds to Women University Swabi.	Tender Fee Rs.2, 000

Sealed Bids are invited for the supply and Fixing of Blinds at Women University swabi, through **Single Stage-One Envelop** bidding procedure comprising a single package as per KPPRA Rules-2014 from Firms/Companies/Supplier of Importers/General Order Suppliers/Authorized dealers, registered with Tax Departments, KPRA and must be on Active Taxpayers list of the FBR.

The Tender/Quotation *should reach to the undersigned latest by Thursday, July 13, 2023 at 11:00 am* through **registered post/courier services to Women University Swabi, Topi Road, Main Campus at Village Kotha, District Swabi.** Bids will be open on the same day July 13, 2023 at 11:30 am in the presence of the bidders or their representative (If willing). The bidding documents, containing detailed terms and conditions can be downloaded from the University website: www.wus.edu.pk.

Tender processing fee of Rs.2000/-(Non-Refundable) and 2% Earnest Money (Refundable) in form of Demand Draft in favor of Women University Swabi must be submitted along with the bidding documents. Women University Swabi reserves the right to accept/reject any/all tenders/bids as per KPPRA rules.

Procurement Officer
Women University Swabi
Ph. No. 0938- 221131

TENDER DOCUMENTS

Firm/Bidder Name	
Phone & Mobile Number	
Complete address of Firm/Bidder	
CNIC/NTN	
GST No.	
Tender applied for	Supply, Stitching and Fixing of Blinds at Women University swabi.
Call Deposit Amount	
Call Deposit No.	

Tender Documents for the Supply, Stitching and Fixing of Blinds for Women University Swabi.
Tender No.WUS/Proc/2023/3

Terms and Conditions for Supply of Curtain/Blind with stitching and Fitting
at Women University swabi.

1. Supply and Fixing of Blinds made of best quality fabrics. Top aluminum anodized rail of 1.4 mm thickness. 2” wide channel
2. Runners having stainless steel hooks with built-in shock spring and self-aligning slip clutch.
3. End control box composed of double gear system. Stainless steel spacers.
4. Bottom weight fully plastic covered linked with plastic bead chain.
5. Warranty shall be required for complete material and workmanship for at least 01 year from the date of installation.
6. Please quote rate per Sft inclusive of Stitching and Fixing Cost along with all accessories and all applicable taxes, labour, transportation etc.
7. Women University Swabi shall not pay any additional cost from the quoted rates.
8. Colour of Blinds shall be Navy Blue Colour or as per choice.

9. Qualification of the Vendor

The following vendors/suppliers are eligible to apply for the tender:

- I. Only Registered and active tax payer Firm/Supplier/Original Manufacturer/Authorized Dealers/Distributors can participate in the tender.
- II. The Firms/Supplier/Original Manufacturer/Authorized Dealers/ Distributors that have Never been black listed by any Government Agency or Authority.

10. Documents Required for Bidder for the Supply, Stitching and Fixing of Blind at Women University swabi.

The Firm/Supplier/Original Manufacturer/Authorized Dealer/Distributor eligible to apply are required to submit the following documents with their bidding proposal:

- I. Valid registration documents with Taxation Authorities. NTN/FTN/STRN etc.
- II. The firm must be registered with KPRA.
- III. Valid Professional Tax Certificate.
- IV. Active Tax payer List/Certificate (online print of ATL for GST and Income Tax).
- V. An undertaking on legal paper that the company has never been blacklisted by any government agencies/Authority
- VI. Full Address and Contact Numbers of the Office(s).
- VII. Manufacturer authorized dealer ship certificate must be provided by the bidder. In case of authorized dealer.

11. GENERAL

- I. Sealed Bids must be accompanied by bid Security at 2% of Total Bidder's Price in form of Call Deposit Receipt (CDR) in Original in favour of Women University Swabi.
- II. Conditional/incomplete tenders will not be accepted.
- III. Telephone/telexed/faxed/Emailed/telegraphic quotations will not be entertained.
- IV. Bids submitted without prescribed Tender fee and Earnest Money shall be liable for rejection at the time of Tender opening. Tender fee Rs.2000/- in shape of Demand Draft and Earnest money in shape of CDR shall be submitted separately along with Tender. Cheque is not acceptable
- V. Bidders are required to include all the taxes in their prices/rates
- VI. Loading/unloading and transportation charges of Items shall be borne by the supplier.

Tender Documents for the Supply, Stitching and Fixing of Blinds for Women University Swabi.
Tender No.WUS/Proc/2023/3

- VII. Items rates and amount should be filled in figures as well as in words and should be in accordance with the general directions given in tender documents. Overwriting and cutting will not be acceptable.
- VIII. Quantity may vary up-to an extent of **15%** of quantities specified in the “schedule of requirement of the Assignment” as per requirement of Procuring Agency.
- IX. Samples may be provided by the successful bidders and the items will be selected by the purchase committee of Women University Swabi on the basis of quality and Cost.
- X. The Women University Swabi reserves the right to accept/reject any/all tenders/bids as per KPPRA rules.
- XI. 10% Performance Guarantee of the total bill may be submitted by the successful bidder in favour of Women University Swabi.

12. METHOD OF PROCUREMENT:

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

13. SCOPE OF SUPPLY

The bidder shall supply items of the specifications given in the attached Annexure-I and the items quoted by the bidders must be the best quality in the market.

14. CURRENCIES OF BID

The prices shall be quoted in Pakistani Rupees

15. BID BONDS/EARNEST MONEY

The bidders shall furnish, as part of his bid, earnest money equal to 2% of total quoted prices with their offer in the form of demand draft in favor of **THE WOMEN UNIVERSITY SWABI**. The earnest money shall be denominated in Pak rupees and shall be in the form of Call Deposit Receipts (CDR) issued by a Pakistani Scheduled Bank. The Earnest Money may be forfeited if a bidder withdraws his bid during the period of his bid validity.

16. DEADLINE FOR SUBMISSION OF BIDS

All bids must reach and be received by the purchaser on or before the prescribed deadline during the office. The tenders will be opened at 11:30 A.M on Thursday, July, 13, 2023 in the Committee Room by the Purchase Committee of Women University Swabi in the presence of bidders or their authorized representatives.

17. LATE BIDS

Any bid received by the Women University Swabi after the prescribed deadline for submission of bids shall be returned un-opened to the bidder.

18. PURCHASER'S RIGHT TO ACCEPT OR REJECT ANY OR ALL BIDS

The WOMEN UNIVERSITY, SWABI (University Purchase Committee) reserves the right to increase/Decrease the quantity, accept or reject any/all tenders/ bids as per KPPRA rules.

19. CONVINCING

Unsolicited advice/clarification and any personal approaches at any stage of evaluations are strictly prohibited and may lead to disqualification.

20. DELIVERY OF ITEMS

The bidder shall make delivery of goods at his own cost within the specified period from the date of issuance of Purchase Order from the WOMEN UNIVERSITY SWABI in case of delay in supply within stipulated time then penalty @ 0.5% per day will be imposed for first 15 days and thereafter @1% per day in the subsequent period. Maximum delivery period may be one month.

21. MODE OF PAYMENT

Payment shall be made in form of crossed cheque in favour of the supplier, which shall be issued after delivery of items and verification of the inspection committee/officer concerned.

22. BID EVALUATION CRITERIA

The awards of contract would be based strictly on the specification provided in the bidding documents, quality of the items and not only on the basis of lowest rates. Samples will be provided by the bidder for each item and the Purchase committee of Women University swabi will Compare and select the Samples on the basis of quality and rates.

23. Taxes

All Government Taxes i.e., Income Tax, GST, Professional Tax, Stamp Duty, DPR etc. will be Deducted as per government rules.

24. TA/DA Claim

No TA/DA claim will be entertained by the university.

25. Bid Validity

All offers shall remain valid for 180 days from the date of opening of bids, until any further extension required by the Women University Swabi.

WOMEM UNIVERSITYSWABI KP.

Financial Proposal for Supply of Blinds (Annexure-I)

Name of the firm: _____

Address: _____

S#	Items Name	Specification	Unit	Qty	Rate Per Sft with Taxes (Rs)	GST (RS)	Total Cost with all Taxes In (RS)
1	Supply of Blinds Made of high-Quality Fabrics along with all accessories	Supply Stitching and Fixing of Blinds Made of Fabrics. I. Minimum thickness of 0.65 mm in fabric. The Blind system consist of a coated aluminum tube of standard diameter with provision of fabric clamping or Top aluminum anodized rail of 1.4 mm thickness, 2" wide channel. II.Runners having stainless steel hooks with built-in shock spring and self-aligning slip clutch. iii. End control box composed of double gear system. Stainless steel spacers. iv. Bottom weight fully plastic covered linked with plastic bead chain. colour of Blinds shall be Navy Blue/or Choice cloth best Quality (As per Sample)	Sft	7,000 Sft.			
2	Stitching and Fixing of Blinds (Services Charges)		Sft	7,000 Sft			
Total Cost Inclusive all applicable taxes							

Tender Documents for the Supply, Stitching and Fixing of Blinds for Women University Swabi.
Tender No.WUS/Proc/2023/3

Name & Designation

Authorized Signature & Stamp

Dated: -----

Delivery/Fitting Schedule

SCHEDULE OF REQUIREMENTS /DELIVERY TIME

The delivery of Blinds (with accessories) and supply along with stitching and Fitting will be made in 30 days after issuance of Purchase Order (without penalty) and with the prescribed penalty as per following schedule:

MODE OF PENALTY	NO OF DAYS	Total Delivery/Fitting Period
Without Penalty	30 days	30 days
With Penalty @ 0.5 % per day for 10 days on the delayed completion of task	40 Days 10 Days after 30 Days	40 days

AFFADAVIT/CERTIFICATE

(To be filled and signed by the bidder on Stamp Paper of Rs. 100/-)

We undertake that our Firm M/S _____ is never black listed by any Government Department/Agency/Private Organization in any part of Khyber Pakhtunkhwa/Pakistan and that currently our firm/company is not in litigation with any other authority or organization in this capacity.

We hereby confirm to have read carefully complete descriptions of the items and all terms & conditions in the bidding documents. We agree to abide by all these terms, conditions, stipulations, obligations and instructions in the bidding/tender document.

In case of any dispute, decision of the Procurement Committee of Women University Swabi would be final and I/we undertake to accept any or all decisions of the committee with respect to acceptance and rejection of our bid, in part or in whole, and that such a decision shall not be appealable in any court of law at any time and at any stage.

I/we solemnly affirm and declare that contents of this undertaking are true to the best of my information, knowledge and belief.

Signature :

Name :

Designation :

Company :

Company Seal:

Dated: _____

UNDERTAKING

I have read the terms and conditions thoroughly regarding “Tender No. _____ dated _____, I hereby undertake to abide by these terms & conditions in letter and spirit. In case of false, fake information or documents, I shall be liable to disqualification and subsequently my CDR will be forfeited by the Procuring Entity.

Signature: _____

Name of Authorize Person: _____

Company/Firm Name: _____

Seal: _____

(ON LETTER PAD OF THE FIRM DULY SIGNED & STAMPED)

**Price Reasonability Certificate
(On letter pad of the firm duly signed & stamped)**

I M/S ----- do solemnly declare that "the prices quoted to The Women University Swabi are not more than the prices charged from any other Government/Purchasing agencies. If prices are found higher or in case of any discrepancy, the bidder hereby undertakes to refund the price charged in excess".

**Certificate of Availability of Stock Quoted
(On letter pad of the firm duly signed & stamped)**

I M/S-----do solemnly declare that "the stock is available of the quoted items in the bid and firm is bound to supply in the prescribed period"

**Certificate of Physical Features of Quoted Items
(On letter pad of the firm duly signed & stamped)**

I M/S ----- do solemnly declare that "sample provided shall be same at the time of complete fitting and Firm is bound to supply without change" and shall provide on-site back-up support during warranty period free of cost.

**Certificate of Inclusion of all Taxes and Others
(On letter pad of the firm duly signed & stamped)**

I M/S -----do solemnly declare that "the prices quoted by our firm are inclusive of all taxes and charges of transportation/handling/fixing etc. and no extra charges will be claimed.

**Certificate of Free Replacement of Items
(On letter pad of the firm duly signed & stamped)**

I M/S -----do solemnly declare that "the firm will be responsible for the free replacement of items on his own expenses, if the same is found substandard and or at variance with the specifications given in the tender".

Contract/Agreement

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 ----- The purpose of the contract is to provide

- I. Blind with accessories, stitching and Installation for Women University swabi by the first party to the second party as set out in the tender notice and standard bidding documents and demand order placed by the second party as per approved rates.
- II. When a demand order is issued by the second party, the first party shall supply and fix the respective Blinds Items withindays in accordance with the tender specifications at Women University Swabi. No transportation cost and other cost shall be borne by the second party i-e women University Swabi.
- III. 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.
- IV. 10% performance guarantee will be submitted by the successful bidder at the time of completion of work.
- V. The contract is valid up to Decrmber-31, 2023 and the quoted Price will be valid for 6 Months.
- VI. The successful bidder will provide Samples of all the winning items, the Central purchase committee of Women University Swabi will select the samples on the basis of quality and cost. All rejected samples will be returned to the suppliers.
- VII. Transportation and loading/unloading cost shall be borne by the suppliers; the supplied items will be unloaded by the supplier exactly in the Store Room of Women University Swabi.
- VIII. Supply of items shall not be affected /delayed at any cost /condition.
- IX. One year warranty must be provided by the bidder for Blinds and other accessories of blinds
- X. Supplies shall be of best quality. Supply of sub-standard, old, 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.
- XI. 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.
- XII. 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 of Women University Swabi

Signature: -----

Date: _____