**TERMS AND CONDITIONS REGARDING PRINTING OF UNDERGRADUATE / POSTGRADUATE PROSPECTUSES AND VARUIOUS PRINTING MATERIALS FOR THE SESSION -2019-20.**

1. The Agreement between UET, Mardan & Printers, will be valid for a period of 120 days from the issuance of work orders.
2. Total number of pages in the Undergraduate Prospectus are approximated to Ninety (90).
3. Bid/rate may be quoted for the unit price of the items (including all taxes) entirely in Pak rupees transparently and clearly according to the prescribe specification available in the bidding documents for each item. The rates should be mentioned in both words and figures. Rates with cutting or overwriting will be considered as non responsive. No tender with conditional, ambiguous and alternative price will be considered.
4. Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words will prevail. If the Supplier does not accept the correction of the errors, its bid will be rejected, and its bid security may be forfeited.
5. The bidder must attach copies of registration with income tax, sale tax and Khyber Pakhtunkhwa Revenue Authority (KPRA) registration certificate. The Supplier should produce NTN with the bill.
6. The University Purchase Committee will open tenders received till **11:00am** on **July 18, 2019** and will be opened on the same day at **11:30am** in the Conference Hall in the presence of the bidders desiring to attend the opening meeting.
7. A Call Deposit/Bankers Cheque/ Pay Order equal to 2 % of the quoted value must accompany the bid otherwise bid will be considered as nonresponsive. The Call Deposit/Bankers Cheque/pay order should be in favour of the Treasurer, University of Engineering & Technology, Mardan. The Call Deposit amount should be deposited on formula as **unit price x qty required= b \* 2%.** Cheques and insurance guarantees will not be accepted. The Call Deposits shall be verified before the preparation of comparative statements and if found fake, legal action will be taken against the firm as per rules.
8. The firm will be bound to supply items within time limit mentioned in supply order failing which their call deposit will be forfeited and the orders will be cancelled / withdrawn.
9. All applicable Govt. Taxes will be deducted from the approved firm bill.
10. In case of fraudulent practice by the supplier, strict action will be taken against the supplier i.e. forfeit of security and call deposit amount, penalty and blacklisting.
11. The black listed suppliers are not eligible to participate in the bidding. The suppliers are bound to provide an undertaking of non-blacklisting from any department.
12. All documents relating to the bid and contract shall be in English Language.
13. The bidding documents should be signed and stamped by a person duly authorized on behalf of the suppliers on every page.
14. The suppliers belonging to any other province will provide the complete address and phone numbers of their branch office at Khyber Pakhtunkhwa, otherwise quotation will not be considered for bidding.
15. The tender should be in sealed cover envelope clearly written thereon “quotations for name of each item quoted in it along with Department Name”. The name of the suppliers with full address and telephone / fax number must be written on the back of the quotation. If the envelope is not sealed and marked as above, the University will not be responsible for misplacement or pre-mature opening of bid. Sealed bids should be addressed to the Treasurer UET, Mardan.
16. The Purchase Committee reserves the right to accept or reject any bid and cancel the process of completion and reject all bids, at any stage, as per KPPRA rules.
17. In case of supply of defective or used item, the firm will be dealt with as per Government rules and regulations.
18. UET Technical/Inspection Committee and satisfactory report submitted by the end user will release the payment after inspection. If any item is rejected by UET Technical/Inspection Committee, the supplier will be bound to replace it within 20 days at his own risk and cost.
19. The Payment will be made on completion of work.
20. Incomplete tenders and those received after due date and time will not be accepted.

 **Director Admissions**

 **University of Engineering**

 **and Technology Mardan.**