

**UNIVERSITY OF ENGINEERING AND TECHNOLOGY MARDAN**  
**KHYBER PAKHTUNKHWA**



**STANDARD BIDDING DOCUMENTS**

**FOR**

**SUPPLY OF BOOKS OF CIVIL ENGINEERING AND MECHANICAL ENGINEERING IN THE PROJECT  
TITLED "ESTABLISHMENT AND UPGRADING OF CORE ENGINEERING DEPARTMENTS AT UET  
MARDAN"**

**PROCUREMENT REF. NO. 03/HEC/2020**

<b>Last Date/Time for Submission:</b>	21 <sup>st</sup> January, 2021 at 10:30 AM
<b>Bid Opening Date/Time:</b>	21 <sup>st</sup> Januar, 2021 at 11:00 AM
<b>Venue:</b>	Conference room, UET Mardan
<b>Email:</b>	po@uetmardan.edu.pk

**Price: 500/-**

## **Terms and Conditions for the Procurement of Books required for Department of Civil Engineering & Mechanical Engineering, UET Mardan**

UET Mardan intends to purchase Books for Civil Engineering and Mechanical Engineering in the project titled “Establishment and Upgrading of Core Engineering Departments at UET Mardan” as per details and required specification mentioned in *annexure II*.

- 1) Bid/rate may be quoted for the unit price of the books (including all taxes) entirely in Pak rupees transparently and clearly according to the prescribed specification available in the bidding documents. 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.
- 2) 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.
- 3) The bidder must attach copies of registration with income tax, sale tax department. The Supplier should produce NTN with the bill.
- 4) The bidders will be required to deposit an amount of **Rs.500/-** in the Account titled: Miscellaneous Fund UETM, Account No.017900000908-00-1, Branch Code:0179, Bank of Khyber (Sugar Mills Road Branch Mardan) as the tender Document fee along with the tender documents.
- 5) The University Purchase Committee will open tenders received till “**10.30 A.M**” on **21.01.2021** and will be open on the same day at **11.00 A.M** in the Conference Room in the presence of the bidders desiring to attend the opening meeting.
- 6) An earnest money in the form of Call Deposit equal to 2 % of the quoted value must accompany with the bid, otherwise bid will be considered as nonresponsive. The Call Deposit should be in favour of the Treasurer, University of Engineering & Technology, Mardan. The Call Deposit amount should be deposited on formula as  $b = \text{unit price} \times \text{qty required} = b * 2\%$ . 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.
- 7) The firm will be bound to supply books within time limit mentioned in supply order failing which their call deposit will be forfeited and the orders will be cancelled / withdrawn.
- 8) The bidder will be required to quote for original/low price edition only.
- 9) The pirated copies and sub-standard printings etc. will not be accepted.
- 10) The firm will be required to provide certificate of genuine/originality of books.
- 11) All applicable Govt. Taxes will be deducted from the approved firm's bill.

- 12) In case of fraudulent practice by the supplier, strict action will be taken against the supplier i.e. forfeit of security, penalty and blacklisting.
- 13) 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.
- 14) All documents relating to the bid and contract shall be in English Language.
- 15) The bidding documents should be signed and stamped by a person duly authorized on behalf of the suppliers on every page.
- 16) The Agreement between UET, Mardan & Publisher/Book Seller, will be valid for a period of 90 days from the issuance of work order.
- 17) The suppliers belong from any other province will provide the complete address and phone numbers of their branch offices at Peshawar, Rawalpindi/Islamabad.
- 18) The tender should be in sealed cover envelope clearly written thereon ““Bid/Proposal for Purchase of Books required for Department of Civil Engineering and Mechanical Engineering at UET Mardan”. 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 Procurement Officer, UET Mardan.
- 19) 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.
- 20) In case of supply of defective or used books, the firm will be dealt with as per Government rules and regulations. UET Technical/Inspection Committee and satisfactory report submitted by the end user will release the payment after inspection. If any book is rejected by UET Technical/Inspection Committee, the supplier will be bound to replace it within 20 days at his own risk and cost.
- 21) The Payment will be made after supply of books to the Main Store, UET Mardan.
- 22) Incomplete tenders and those received after due date and time will not be accepted.
- 23) In case of closed/holiday, tender opening time/date will be considered as the next working day.
- 24) Tender will be awarded on the basis of lowest quoted rate(s) as per desired specifications of quality.

### **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 KPPRA Procurement Rules 2014 that meet the minimum qualification criteria and required documents. It will be a “**Single Stage, One Envelop procedure**”.

**LETTER OF BID (BID FORM)**  
(To be submitted with financial bid)

Procurement Reference No. \_\_\_\_\_

TO,

The Procurement Officer  
University of Engineering & Technology  
Mardan

Gentlemen and /or Ladies

Having examined the tender, the receipt of which is hereby duly acknowledged, we the undersigned, offer for Supply of Books required for Department of Civil and Mechanical Engineering, UET Mardan as per required specification mentioned in the tender documents for the sum of Rupees both in figure and words { (Rs. \_\_\_\_\_) ( \_\_\_\_\_ ) total bid amount or such other sums as may be ascertained in accordance with the schedule of Prices attached herewith and made part of this Bid.

We undertake, if our bid is accepted, to the subject tender with standard quality in conformity with the said tender documents.

If our bid is accepted, we undertake to provide a performance security in the form of CDR within the specified time as per contract agreement.

We agree to abide by this Bid for the Bid Validity Period of 90 days and it shall remain binding upon us and may be accepted at any time before the expiration of the that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your issuance of award, shall constitute a binding contract between us

We understand that you are not bound to accept the lowest or any bid you may receive.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2021

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(In the Capacity)

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_

TEXT BOOKS OF CIVIL ENGINEERING						
S.No	Title	Author(s)	Publisher	Edition	Year	Qty
1	Building Materials	Duggal, S. K	New Age International	Latest	2010	1
2	Engineering Drawing	N. D. Bhatt	Charotar Book Stall	50th	2010	1
3	The Functional Analysis of English	Thmoas Bloor and Mariel Bloor		3rd	2013	1
4	Calculus	Schaum's series	Schaum's series	Latest		1
5	Pakistan Studies	Muhammad Raza Kazmi	Oxford University press			1
6	Elementary Surveying	Russel, P. W. and Brinker, C.	Harper and Collins	9th	1997	1
7	Principles of Engineering Geology & Geotechnics	Dimitri PL Krynine	McGraw-Hills Inc		1957	1
8	Engineering Mechanics- Statics and Dynamics	Hibbeler, R. C	Prentice Hall	13th	2013	1
9	Engineering Mechanics Statics and Dynamics	J. L. Mariam & L. G. Kraige	John Wiley & Sons	6th	2007	1
10	Advanced Engineering Mathematics	Ervin Kreyszig	John Wiley and Sons	10th	2010	1
11	Mastering Visual Basic 6	Evangelos Petroustos	Sybex Computer Books Inc. USA		1998	1

12	Civil Engineering Drawing	Gurcharan Singh	Malik Book Dept., Lahore	Latest		1
13	Mastering AutoCAD 2017 and AutoCAD LT 2017	George Omura with Brian Benton		Latest	2016	1
14	Elementary Surveying – An introduction to Geomatics	Wolf P. R. & Ghilani C. D	, Prentice Hall, USA	13th	2012	1
15	Engineering Economic and Cost Analysis.	Harper & Row	New York. Collier, A. Courtland and Ledbetter, B. William		1982	1
16	Engineering Economy	Leland T. Blank, Anthony J. Tarquinii		7th		
17	Fundamentals of Building Construction	Edward Allen		5th		
18	Intermediate Structural Analysis	C.K. Wang	McGraw-Hill	5th		1
19	Structural Analysis	R. C. Hibbler	Prentice Hall	9th	2016	1
20	Introduction to Soil Mechanics	Baraja, M. Das		Latest	1983	1
21	Numerical Analysis	Scheid	Schaum Series			1
22	Fluid Mechanics	Douglas	McGraw-Hill Inc			
23	Statistical methods for engineers	McCuen	Richard Prentice Hall	Latest		1
24	Technical Writing	. Phillip A. Laplante			2011	1

25	Engineering Ethics	Charles E	Wadsworth		2008	1
26	Reinforced Concrete Design	Chu-Kia Wang, Charles G. Salmon, José A. Pincheira,		7th	2006	1
27	Properties of Concrete	M. Neville		5th	2011	1
28	Construction Project Scheduling and Control	Saleh Mubara	Wiley		2015	1
29	Strength of Material	Pytel, A. & Ferdinand L. Singer	Harper and Row Harper Collins College	4th	1987	1
30	Mechanics of Materials	R.C. Hibbele	Prentice Hall	8th	2010	1
31	Concrete Structures, Part-II	Zahid Ahmed Siddiqi		3rd	2016	1
32	Transportation Engineering Introduction to Planning	Jason C. Yu	Elsevier Science Ltd		1982	1
33	Hydrology for Engineers	R. K. Linsley, Max A. Kohler, and Joseph L. Paulhus			1982	1
34	Water Supply and Sewerage	Terence J. McGhee	McGraw Hill	6th		1
35	Town Planning in Practice	Sir Rymond Unwin	FQ Legacy Books		2010	1
36	Foundation Analysis and Design	Bowles		Latest		1
37	The Design and Performance of Road Pavements,	Croney D	McGraw-Hill Professional	3rd	2008	1
38	Highway Traffic Analysis and Design	Salter R. J	Palgrave Macmillan	3rd	1996	1

39	Geographic Information System	Clarke, K	Prentices Hal	2nd	2004	1
40	Design of Steel Structures	Gaylord, E.H. and C. N. Gaylord	McGraw-Hill Companies	Latest		1
41	Steel Structures	Zahid Ahmed Siddiqi		4th	2017	1
42	Water Resources Engineering	Linsley, R. K., J. Franzin	McGraw-Hill	4th	1992	1
43	Irrigation and Hydraulic Structures	Iqbal, A		3rd	2007	1



**TEXT BOOKS OF MECHANICAL ENGINEERING**

S. No	Title	Author	Publisher	Edition	year	QTY
1	Engineering Graphics with AutoCAD 2004	James D. Bethune	Pearson/Prentice Hall		2004	1
2	Calculus - text	Howard Anton, Irl Bivens, Stephen Davis	John Wiley & Sons	8th Edt.	2005	1
3	College Physics	Raymond A. Serway, Jerry S. Faughn, Chris Vuille, Charles A. Bennett	Thomson-Brooks/Cole	7th Edt.	2005	1
4	Chemistry for Engineering Students	Lawerence S.Brown	Cengage Learning	3rd Ed	2014	1
5	Workshop Technology: Part 1	W.A.J. Chapman	Hodder Arnold	5th Edt.	1985	1
6	Vector Mechanics for Engineers: Statics	Ferdinand P. Beer, E. Russell Johnston, Jr., Elliot R. Eisenberg, George H. Staab	McGraw-Hill Professional	7th Edt.	2005	1
7	Calculus	Howard Anton, Irl Bivens, Stephen Davis contributor Howard Anton	John Wiley & Sons	8th Edt.	2005	1
8	Fundamentals of Materials Science and Engineering	William D. Callister, David G. Rethwisch	Wiley John & Sons	3rd Edt.	2008	1
9	Thermodynamics: An Engineering Approach	Yunus A. Çengel, Michael A. Boles	McGraw-Hill Higher Education	5th Edt.	2006	1
10	Vector Mechanics for Engineers, Dynamics: Dynamics	1. Ferdinand P. Beer, E. Russell Johnston, Jr., William E. Clausen, George H. Staab,	McGraw-Hill Professional	7th Edt.	2003	1

11	Mechanics of Materials	Ferdinand P. Beer, E. Russell Johnston, John T. DeWolf	McGraw-Hill Higher Education	4th Edt.	2004	1
12	Thermodynamics: An Engineering Approach	Yunus A. Çengel, Michael A. Boles	McGraw-Hill Higher Education	5th Edt.	2007	1
13	Advanced Mechanics of Materials	Arthur P. Boresi, Richard J. Schmidt Contributor Richard J. Schmidt	John Wiley & Sons	6th Edt.	2002	1
14	Fundamentals of Fluid Mechanics	Bruce Roy Munson, Donald F. Young, Theodore H. Okiishi	Wiley	5th Edt.	2005	1
15	Theory of Machines and Mechanisms	John Joseph Uicker, G. R. Pennock, Joseph Edward Shigley	Oxford University Press	3rd Edt.	2003	1
16	Fundamentals of Fluid Mechanics	by Bruce Roy Munson, Donald F. Young, Theodore H. Okiishi Contributor Bruce Roy Munson, Donald F. Young, Theodore H. Okiishi	Wiley	5th Edt.	2005	1
17	Production and Operations Management	Everett E Adam and Ronald J. Ebert	Prentice Hall			1
18	Theory of Machines and Mechanisms	John Joseph Uicker, G. R. Pennock, Joseph Edward Shigley	Oxford University Press	3rd Edt.	2003	1
19	Fundamentals of Machine Component Design W/Cd 4e	R.C. Juvinall and K. M. Marshek	John Wiley & Sons	4th Edt.	2005	1
20	Fundamentals of Heat and Mass transfer	Frank P. Incropera, David P. DeWitt, Theodore L. Bergman, Adrienne S. Lavine	John Wiley	6th Edt.	2006	1
21	Measurement Systems Application and Design	E Doebelin	McGraw Hill	1st Edt.		1

22	Manufacturing Processes for Engineering Materials	Serope Kalpakjian, Steven R. Schmid	by Prentice Hall	4th Edt.	2002	1
22	Manufacturing Processes for Engineering Materials	Serope Kalpakjian, Steven R. Schmid	Prentice Hall	5th Edt.	2002	1
23	Mechanical Vibrations	by Singiresu S. Rao	Pearson Prentice Hall		2003	1
24	Refrigeration & Air Conditioning Technology	William C. Whitman, William M. Johnson, John Tomczyk	Cengage Learning	5th Edt.	2005	1
26	Automatic Control Systems	Benjamin C. Kuo, Farid Golnaraghi, Contributor Benjamin C. Kuo, Farid Golnaraghi	John Wiley & Sons	8th Edt.	2003	1
27	Finite Element Analysis	Saeed Moaveni	Prentice Hall	3rd Edt.	2007	1

# University of Engineering & Technology, Mardan

## Financial Proposal

Name of the Firm: \_\_\_\_\_

Address: \_\_\_\_\_

S#	Title	Unit Rate	Qty	Total Price With Taxis
<b>Grand Total</b>				

Name &amp; Designation

Authorized Signature &amp; Stamp

**AGREEMENT (on stamp paper)**

**“Procurement of Books required for Department of Civil Engineering and Mechanical Engineering, UET Mardan”**

1. This Agreement is executed at Mardan on ----- between UET Mardan through Procurement Officer (hereinafter called the Purchaser) and M/S. ----- (hereinafter called the firm) which shall include their successors/assignees on either part on the following terms and conditions:
2. Whereas the UET Mardan decided for the Procurement of Books required for Department of Civil Engineering and Mechanical Engineering at UET Mardan to be furnished by the above noted supplier/firm and as the supplier/firm has agreed to complete the assignment as per terms and conditions, hereinafter approved.
3. Any increase or decrease in the agreed quantity shall be acceptable to the successful bidder as per requirement of the Purchaser at the same agreed rates and terms including freight and other charges.
4. The successful bidder shall complete the assignment, of the specifications given in the tender documents. Any book found substandard or below specification will be rejected and the supplier will replace the book within 10 days without any additional cost.
5. Payment will be made within 30 working days on the satisfactory receipt of complete order and after satisfactory inspection report of all books by the inspection committee.
6. Performance security @ 10% shall be deposited by the successful bidder within 10 days after signing the agreement which shall be discharged by the Purchaser and returned to the successful bidder/supplier after satisfactory completion of the task.
7. Any violation of the agreement by the supplier will entitle the Purchaser to forfeit the whole security or part of the amount to make up losses to the Procuring Entity.
8. All taxes and duties levied by the government from time to time shall be deducted as per rules.
9. In case of failure in completion of task as per agreed time schedule the Purchaser reserves the right to complete the same at successful bidder's/supplier's risk & cost including legal course of action, (if any). Penalty will also be imposed on the successful bidder.

10. Penalty @ 0.5% per day of the contract value will be charged after expiry of service/work period up to the maximum of 30 days, failing which work order will be treated as cancelled and 10% performance security / guarantee shall be forfeited.

IN WITNESS thereof, the parties hereto have signed the agreement on the date and year first mentioned above.

**For the Firm & UET Mardan**

**For UET Mardan:-**

Name: ----- Signature: -----

Designation----- Section-----

Name of Witness 1----- Section-----

**For Firm:-**

Name-----

Signature-----

Name of Firm & Stamp-----

Name of Witness.2-----