

**SUPPLY OF STATIONARY ITEMS TO UNIVERSITY OF ENGINEERING &  
TECHNOLOGY, MARDAN.**



**For Queries/Information if any:**

**Incharge Main Store  
UET Mardan  
Office :0937 9230069  
Mob: 03009086443**

Rs.500/-

## TERMS AND CONDITIONS

- GENERAL

BIDDERS ARE REQUESTED TO READ CAREFULLY THE FOLLOWING TERMS AND CONDITIONS AND SIGN THE TENDER FORM IN TOKEN OF HAVING UNDERSTOOD AND ACCEPTED THE SAME IN ALL RESPECTS. THEY ARE ALSO REQUESTED TO SUBMIT THE BID/BIDS COMPLETE IN ALL RESPECT. TENDER WITHOUT 2% EARNEST MONEY WILL BE OUT-RIGHTLY REJECTED.

1. CONDITIONAL AND INCOMPLETE TENDER IS NOT ACCEPTABLE IN ANY WAY.
2. TELEPHONIC / TELEXED / FAXED / TELEGRAPHIC QUOTATION WILL NOT BE ENTERTAINED.
3. THE BIDDERS MUST SUBMIT **NON-BLACK LIST CERTIFICATE** (CONFIRMING THAT BIDDER HAS NEVER BEEN BLACKLISTED BY ANY GOVERNMENT/SEMI GOVERNMENT ORGANIZATION) ALONG WITH THEIR OFFER, FAILING WHICH THEIR OFFER WILL BE REJECTED.
4. 2 % BID SECURITY IN SHAPE OF CDR IN FAVOR OF TREASURER UET MARDAN MUST BE ACCOMPANIED WITH THE PROPOSAL.
5. IN CASE OF NON-CONFORMITY WITH THE DESIRED SPECIFICATION, THE ITEM SHALL BE REPLACED BY THE SUPPLIER FREE OF COST.
6. ALL GOVERNMENT TAXES ARE APPLICABLE ON BILLS.
7. ANY BIDS RECEIVED AFTER THE PRESCRIBED DATE & TIME FOR SUBMISSION OF BIDS SHALL BE RETURNED UN-OPENED TO THE BIDDER.
8. UET MARDAN RESERVES THE RIGHT TO REDUCE OR INCREASE THE QUANTITY AND ACCEPT THE BID AND TO STOP THE BIDDING PROCESS AND REJECT BID AS PER KPPRA RULES OF PROCUREMENT.
9. NO CUTTING/CORRECTIONS OR INTERPOLATION WILL BE ALLOWED IN THE BOQ'S.
10. ANNEXURE-1 TO ANNEXURE -4 MUST BE PROPERLY FILLED ALONG WITH PROPOSAL AS PER INSTRUCTIONS AND SIGNED.

SUPPLIER/FIRM INITIAL SIGNATURE \_\_\_\_\_



## UNIVERSITY OF ENGINEERING AND TECHNOLOGY MARDAN

### TENDER NOTICE

Sealed Financial Proposals/Quotations (including all taxes) are invited from registered firms/suppliers with relevant government organizations for the supply of Geysers (60 Gallons) to the Main Store of UET Mardan

Detail Tender Documents including terms and conditions etc. can be purchased at the cost of Rs.500/- from the Main Store of UET Mardan in office hours.

Sealed Financial Proposals can be submitted up to 31/10/2019 till 10: 30 A.M in the tender Box of UET Mardan or should reach the office of under signed through registered courier.

Proposals will be opened on the same day i.e. 31/10/2019 on 11:00 AM in main conference hall of University, in the presence of the bidders or their authorized representatives who would like to be present.

The tender received after due date and time will not be considered. The University reserves the right to accept or reject any bid or a part thereof under the KPPRA Rules.

Tender Notice and documents are also available on KPPRA and University Website i.e. [www.uetmardan.edu.pk](http://www.uetmardan.edu.pk).

**(In charge Store)**

UET Mardan

Phone: +92 937 9230069, Fax: +92 937 9230296

# ANNEXURE-1

## POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS, that (                    Name of Bidder                    ), a corporation duly organized and existing under the laws of \_\_\_\_\_, with its principal place of business at (Address of Bidder), does hereby constitute, designate and appoint (Name and Designation of Representative of the Bidder), whose specimen signature is shown below, as our true and lawful attorney-in-fact, in our name, place and stead, with full powers of substitution and revocation, to sign and submit the tender documents and all documents related to the Bid invited on \_\_\_\_\_, 2019 by University of Engineering & Technology, Mardan, and to do any and all acts and deeds as the said attorney-in-fact may deem requisite, necessary or proper to be done in connection therewith, all in our name and on our behalf hereby ratifying and confirming all that the said attorney-in-fact shall do pursuant to the power hereunder granted.

This Power of Attorney has been drawn up in the city of \_\_\_\_\_, on this \_\_\_\_\_ the day of \_\_\_\_\_, 2019 and shall remain in full force and effect until our further notice.

Name of Bidder \_\_\_\_\_  
(Name of duly authorized representative to sign)

**Annex-2**

**REFERENCE LIST OF SIMILAR SUPPLY**

Name of Purchaser/ Institution	Purchase order No. and date	Description of order	Value of order	Year of completion

*Note:* This should be on the letterhead of the Bidder and should be signed by a duly authorized person.

**Annexure-03**

**LETTER OF BID (BID FORM)**

Procurement Reference No:

To:

The Treasurer  
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 to supply for the sum of [ \_\_\_\_\_ *total bid amount in words and figures*] 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 supply the demanded Stationary items per Tender Documents.

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 that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your notification 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 \_\_\_\_\_ 2019 \_\_\_\_\_.

\_\_\_\_\_  
*[signature]* \_\_\_\_\_ *[in the capacity of]*  
Duly authorized to sign Bid for and on behalf of \_\_\_\_\_

**Annexure-4**

**PRICE BREAKDOWN SCHEDULE**

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

Procurement Reference Number: \_\_\_\_\_

S. No	Description of Item	Qty	Unit Price in PKR F.O.R Mardan (Including all Taxes and duties etc)	Total Price in PKR F.O.R Mardan (Including all Taxes and duties etc)	Total Price in Million PKR F.O.R Mardan (Including all Taxes and duties etc )
1	Gas Geyser (Local made) Comprising 12 SWG tank and 14 SWG sides base i/c all other accessories of best/approved quality complete in all respect.	04			

Grand Total In PKR: .....

In Words: .....

Signature of Bidder \_\_\_\_\_

**Note:**

- In case of discrepancy between unit price and total, the unit price shall prevail.
- PKR stands for Pakistani Rupees.

### Summary:

Summary for documents preparation and assessment is given below. Bidder may contact the procuring entity in case of clarification.

### Bid Evaluation

S.No	Document/Pre -Requisite	(Attached) Please Tick
1	Supplier/Bidder Registration with relevant Gov.department/departments	
2	Request Letter for collecting Bidding documents	On supplier letter head
3	CNIC Copy	With no expiry
4	Bill of Quantities/Conformity with specifications	Form attached
5	Power of Attorney	Form attached
6	Reference list of Similar Work	Form attached
7	Active NTN Certificate/proof	
8	CBR Tax Exemption Certificate (If any)	
9	Sale Tax Registration Certificate	
10	02 % Bid Security in shape of CDR in favor of Deputy Director Finance UET Mardan	
11	Not Blacklisting Certificate	On Stamp Paper
12	Any other requirement as per demand of University	

### Award of Contract

S.No	Documents required/Pre-requisites	Remarks
2	Contract Form (Agreement) At the Time of Contract	