

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



**STANDARD BIDDING DOCUMENTS
FOR
PROCUREMENT OF FIXTURE AND CROCKERY ITEMS FOR BOYS
HOSTEL, GIRLS HOSTEL AND STAFF HOSTEL IN THE PROJECT TITLED
“ESTABLISHMENT AND UPGRADING OF CORE ENGINEERING
DEPARTMENTS AT UET AMRDAN”**

PROCUREMENT REF. NO.15/HEC/2021

Last Date/Time for Submission: December 11, 2021 at 10:00 AM

Bid Opening Date/Time: December 11, 2021 at 10:30 AM

Venue: Conference Room, UET, Mardan

Email: po@uetmardan.edu.pk

Price: 1000/- Each Lot

University of Engineering & Technology, Mardan

CHECKLIST

S#	Description	Yes	No
•	Covering Letter/Application (on the letter head of the firm)		
•	Profile of the Firm		
•	Certificate of active taxpayer		
•	Sales Tax Registration		
•	Registration with National/Income Tax Department		
•	Professional Tax Certificate, if any		
•	Earnest Money @2% of the quoted bid value		
•	Details of similar work during last two years (Previous Experience)		
•	Affidavits on Judicial stamp paper that the firm has not been blacklisted		
•	Letter of Bid Form as per Annexure-I		
•	Technical Proposal as per Annexure-II		
•	Financial Proposal as per Annexure-III		
•	Agreement (For successful bidder only) as per Annexure-IV		

Contact Person Name & Designation _____	<hr style="border: 0.5px solid black;"/> Authorized Signature & Stamp
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Note: This checklist duly filled and signed by authorized person, shall be submitted with the covering letter.

Procurement of Fixture and Crockery Items for Boys Hostel, Girls Hostel and Staff Hostel in the project titled “Establishment and Upgrading of Core Engineering Departments at UET Mardan”

UET Mardan intends to purchase Fixture and Crockery Items for Boys Hostel, Girls Hostel and Staff Hostel in the project titled “Establishment and Upgrading of Core Engineering Departments at UET Mardan” as per details and required specification mentioned in *annexure II*.

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

Purchase of Fixture and Crockery Items for Boys Hostel, Girls Hostel and Staff Hostel in the project titled “Establishment and Upgrading of Core Engineering Departments at UET Mardan”

- 1) 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 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. 1000/- each lot in the Account titled: Miscellaneous Fund UETM, Account No.0179000000908-00-1, Branch Code:0179, Bank of Khyber (Sugar Mills Road Branch Mardan) as the tender Document fee along with the tender documents.
- 5) The tender documents will be received till **10.00 A.M” on 11.12.2021 (last date of submission)** and will be open on the same day at **10.30 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 items within time limit mentioned in supply order failing which their call deposit will be forfeited and the orders will be cancelled / withdrawn.
- 8) All applicable Govt. Taxes will be deducted from the approved firm's bill.
- 9) In case of fraudulent practice by the supplier, strict action will be taken against the supplier i.e. forfeit of security, penalty and blacklisting.
- 10) 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.
- 11) All documents relating to the bid and contract shall be in English Language.
- 12) The bidding documents should be signed and stamped by a person duly authorized on behalf of the suppliers on every page.
- 13) The Agreement between UET, Mardan & Firm, will be valid for a period of 90 days from the issuance of work order.

- 14) The suppliers belong from any other province will provide the complete address and phone numbers of their branch offices at Peshawar, Rawalpindi/Islamabad.
- 15) The tender should be in sealed cover envelope clearly written thereon ““Bid/Proposal for Purchase of Fixture and Crockery Items”. 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 premature opening of bid. Sealed bids should be addressed to the Procurement Officer, 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. 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.
- 18) The Payment will be made after supply of items to the Main Store, UET Mardan .
- 19) Incomplete tenders and those received after due date and time will not be accepted.
- 20) In case of closed/holiday, tender opening time/date will be considered as the next working day.
- 21) Tender will be awarded on the basis of lowest prices for whole lot as per desired specifications and quality of items. The supplier will also have to mention the unit rates of all items given in the lots).

1. SCOPE OF SUPPLY

The bidder shall supply items/ appliances of the specifications given in the attached Annexure- respectively.

2. CURRENCIES OF BID

The prices shall be quoted in Pakistani Rupees.

3. 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 CDR in favor of, **Treasurer, University of Engineering & Technology, Mardan**. The earnest money shall be denominated in Pak rupees and shall be in the form of Call Deposit issued by a Pakistani scheduled Bank. The amount shall not be disclosed in any before the opening of financial bid. The Earnest Money may be forfeited if a bidder withdraws his bid during the period of his bid validity or using corrupt practices etc.

4. LATE BIDS

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

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

The UET Mardan (Purchase Committee) reserves the right to **decrease or increase the quantity**, accept or reject any/all tenders/ bids as per KPPRA rules.

6. CONVENING

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

7. DELIVERY OF ITEMS/ GOODS

The bidder shall make delivery of goods at his own cost within 30 days from the date of issuance of Purchase Order to the UET Mardan.

In case of delay in supply within stipulated time then penalty @2% per day will be imposed for first 10 days and thereafter @4% per day in the subsequent period.

8. MODE OF PAYMENT

Payment shall be made in the form of crossed cheque, which shall be issued after delivery of items/appliances and verification of the Inspection Committee/Officer concerned.

9. WARRANTY

The supplier shall furnish at least one-year warranty for successful operation of items/ goods.

In case of malfunctioning / defect in any item / good, the supplier shall replace them free of cost within 15 days; otherwise the supplier will return the entire paid amount to UET Mardan.

10. BID EVALUATION CRITERIA

The awards of contract would be based strictly on the specification provided in the bidding documents and quality of the items and not only on the basis of lowest rates.

11. All Government Taxes i.e Income Tax & GST etc. applicable (if any) will be deducted from the bill of the of the supplier.

12. Failure & Termination:

If the firm failed to deliver the required goods and services thereof within the specified delivery period, the Competent Authority, UET Mardan shall be entitled to cancel and place the same to next qualified bidder. If during the course of providing/deputing the items, your firm is black listed by Govt, UET Mardan may proceed with all or any of the actions detailed below:-

- i. To stop with or without financial repercussions further to a firm.
- ii. To cancel the contract/offer with or without reservation of rights.

13. Force Majeure: While terminating the contract for breach of contract or imposing liquidated damage, the University shall give due consideration to the circumstances leading to the breach of contract or delay on which you had no hold, examples of which are:-

- i. Restrictions imposed by the Government in the matter of repercussions;
- ii. Injunction granted by a lawful court restraining you from providing the services unless such injunction was due to any alleged irregularity committed by you.

14. Demurrage: Should any demurrage charge be incurred due to any of the reasons mentioned below the same shall be deducted from your bills or recovered from you as a separate item (the decision of the Purchaser, regarding fixation of responsibility in this connection shall be binding on you);

- i. Owing to delay in forwarding/delivery/provision of items.
- ii. Due to reason not specified above for which you are responsible.

15. Inspection and Rejection

- i. The decision of the Inspection /Purchase Committee shall be binding on the firm.

If the items or particular items are rejected as aforesaid and without prejudice to the right of the university, the firm may submit items in replacement of those rejected but resubmission will not mean extension of delivery period/service.

16. Laws Governing the Contract.

The contract shall be governed by the laws of Federal Government as well Provincial Government of KP as amended from time to time.

17. FORMAT FOR PROPOSALS

The proposal / firm's profile should be concisely presented and structured in the form of chapters to include, but not necessarily be limited to, the following information. Support material should not be the part of the main proposals but should be placed at Appendixes.

i. Financial Capabilities

The firm shall describe the NTN and Sales Tax Registration Numbers of the firm (Photocopies of the concerned documents should be provided).

18. Contract Agreement

The successful bidders must sign the contract agreement as per Annex; **IV**

19. Performance Bond or 10% Performance Security will be provided by the successful bidders prior to supply items as per Annex: **II**

20. Price Break-Down Schedule be provided as per Annex: **III**

Letter of Intention/Letter of Bid be provided as per Annex: **I**

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 procurement of fixture and Crockery Items in the project titled “Establishment and Upgrading of Core Engineering Departments at 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 _____

(Bill of Quantities)**Lot No.1 (Fixture Items)**

S.No	Name of Item	Specification	Qty
1	LED TV 36"	System of Analog TV (VIDEO/AUDIO): PAL/SECAM/NTSC LCD/LED/DLED: D-LED Active Screen Area: 36 Aspect Ratio: 16:9 Resolution: H.D Brightness(cd/m2):280 Response time(ms):6msType: D-LED complete in all respect.	2
2	Deep Freezer	High Quality Compressor <ul style="list-style-type: none"> • Good for Making Solid Ice • Comfortable Door Hinge • Super Cooling Capacity • Super Cooling Retention • Super-Fast Cooling • Innovation in Product Design • Outstanding Performance • Size: 22 Cu. Ft • Hygienic Embossed Aluminum Interior • Rust Proof Electro Static Powder Painted Outer Cabinet • High Performance and Well Balanced Fan Cooled • Environment Friendly CFC Free Product 	3

3	Electric Water Cooler (branded)	Cabinet Made of stainless steel sheets. Drain pot made of hard plastic or GI sheet. Back panel easily removable for cleaning and servicing. top cover of Stainless steel.Refrigeration System Fitted with world-renowned, high-starting torque, High-temperature compressors(Panasonic compressor or Eq). Condenser and fan are slightly oversized to ensure efficient working in high temperatures. Copper cooling coil metal bonded to outside of water tank. The whole system hermetically sealed with R-134 as a refrigerant.Water SystemAll copper, brass, stainless steel water system. Water tank made of stainless steel.InsulationMoisture proof and highly effective polystyrene insulation.ThermostatHigh-quality water temperature control thermostat, adjustable from 9Cto 15C(48F to 60F)Voltage RatingTwin pilot lights to indicate power supply and compressor operation.Water FiltrationA 3-stage Water Filter purifying	14
4	Geyser	QC approved Brass Safty Valve,Gray iron casted thermal efficient Burneer,imported best quality guanteed Thermostate,work both Gas 55 Galon tank Capacity,complete in all respect (Singer,Super Asia,NasGas or Eq).	15
5	LED TV 55"	System of Analog TV (VIDEO/AUDIO): PAL/SECAM/NTSC LCD/LED/DLED: D-LED Active Screen Area: 55 Aspect Ratio: 16:9 Resolution:3840*2160Brightness(cd/m2):280 Response time(ms):6msType: D-LED complete in all respect.	3
6	Refrigerator	Inverter technology saves 40% energy, IR technology for health & hygiene, No need of stabilizer, Capacity Full Size	3
7	AC (2.0 ton)	Wall mounted Split type Air conditioner Inverter 2400 BTU,Both Function Hot & Cool, with all accessories i/c installation ,testing,commissioning etc,Mitsubishi, Gree, Orient or Eq	8
8	AC (1.0 ton)	Wall mounted Split type Air conditioner Inverter 1200 BTU,Both Function Hot & Cool, with all accessories i/c installation ,testing,commissioning etc,Mitsubishi, Gree, Orient or Eq	5

Lot No.2 (Crockery Items)

S. No.	Item	Total Qty
1	Daig	3
2	Qeema machine	2
3	big pateela	3
4	Small pateela	6
5	medium pateela	4
6	Steel Balti	6
7	Steel faraat	7
8	Chawal tanba	3
9	steel tub	6
10	Deeg sterile	3
11	Deeg Lootkee	3
12	Chawal Mesh	4
13	Salan Spoon	9
14	Tam Kash	4
15	Potato chips machine	4
16	Cutting Board	8
17	Knives	24
18	Grocery stand	7
19	Karahi barha	4
20	karahi chota	6
21	chawal spoon	59
22	chawal plate	276
23	Salan Plate	163
24	Raita plate	155
25	Jug (Steel)	85
26	Glass (steel)	106

27	burner barha	4
28	Burner Darmeyana	6
29	Burner Chota	6
30	Frying pan	6
31	Masala Box	36
32	Chawal Tokri	21
33	Saan	7
34	Pakora mesh	4
35	langri	4
36	Rost Mesh	4
37	Dinner Set	3
38	Tea set	4

University of Engineering & Technology, Mardan
(Financial Proposal)

Name of the Firm: _____

Address: _____

S#	Item	Quantity	Unit Rate With taxes	Total Price With Taxes
Lot No.1 (Fixture Items)				
Lot No.2 (Crockery Items)				
Grand Total				

Name & Designation

Authorized Signature & Stamp

AGREEMENT (on stamp paper)

“Procurement of Fixture/Crockery Items for Boys Hostel, Girls Hostel and Staff Hostel in the project titled Establishment & Upgrading of Core Engineering Departments at UET Mardan ”

THIS AGREEMENT made on ____ day of _____ 2021, between [University of Engineering & Technology, Mardan] of [Pakistan] (hereinafter called “the Procuring agency”) of the one part and [M/S-----.] (hereinafter called “the Supplier”) of the other part:

WHEREAS the Procuring agency invited bids for certain goods and ancillary services, and has accepted a bid by the Supplier for the supply of those goods and services in the sum of Rs. -----(hereinafter called “the Contract Price”).

i. Whereas the UET Mardan decided for the Procurement of fixture/crockery items 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.

ii. 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.

iii. The successful bidder shall complete the assignment, of the specifications given in the tender documents. Any item found substandard or below specification will be rejected and the supplier will replace the items within 10 days without any additional cost.

iv. Payment will be made within 30 working days on the satisfactory receipt of complete order and after satisfactory inspection report of all items by the inspection committee.

v. 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.

vi. 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.

vii. All taxes and duties levied by the government from time to time shall be deducted as per rules.

viii. 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.

ix. 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

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

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

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

Name-----

Signature-----

Name of Firm & Stamp-----

Name of Witness.2-----