

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



**STANDARD BIDDING DOCUMENTS
FOR
SUPPLY OF FURNITURE ITEMS FOR MAIN LIBRARY, UET MARDAN
PROCUREMENT REF. NO.07/2021/ UETM**

Last Date/Time for Submission:	12th June, 2021 at 10:00 AM
Bid Opening Date/Time:	12th June, 2021 at 10:30 AM
Venue:	Conference Room, UET Mardan
Email:	po@uetmardan.edu.pk
	Price: 500/-

UNIVERSITY OF ENGINEERING & TECHNOLOGY, MARDAN

Checklist

S#	Description	Yes	No
•	Covering Letter/Application (on the letter head of the firm)		
•	Receipt of tender fee		
•	Profile of the Firm		
•	Proof of Active Taxpayer.		
•	Sales Tax Registration		
•	National/Income Tax Certificate		
•	Professional Tax Certificate, if any		
•	Earnest Money @2% of the quoted bid value along with financial bid. (The bidder shall submit an affidavit on stamp paper with the technical bid that the “requisite bid security of 2% of the total bid value attached in the sealed envelope of financial bid”		
•	Details of similar work during last two years with the provision of samples (Previous Experience)		
•	Affidavits on Judicial stamp paper attested by Oath Commissioner that, the Service Providing Firm has never been blacklisted by private, Govt., Semi Govt. and Autonomous Body) (Mandatory)		
•	Letter of Bid Form as per Annexure-I		
•	Financial Proposal as per Annexure-III		
•	Agreement (For successful bidder only) as per Annexure-IV		

<p>Contact Person</p> <p>Name & Designation _____</p>	<p>_____</p> <p>Authorized Signature & Stamp</p>
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Note: This checklist duly filled and signed by authorized person, shall be submitted with the covering letter.

SUPPLY OF FURNITURE ITEMS REQUIRED FOR MAIN LIBRARY UET MARDAN

UET Mardan intends to hire firms for “Supply of Furniture Items for Main Library (lot wise) 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 KPPRA Procurement Rules 2014 that meet the minimum qualification criteria and required documents. It will be a “**Single Stage, One Envelop procedure**”.

TERMS AND CONDITIONS FOR THE PURCHASE OF FURNITURE ITEMS

1. GENERAL

- I. Any tender without 2% earnest money will be out rightly rejected.
- ii. Conditional/incomplete tenders will not be accepted.
- iii. Any bidder interested in bidding for one or more lot separately is allowed to do so. However, bidder will be required to quote unit prices of all items mentioned in the lot.
- iv. The bidders should be either an established firm or sole distributor/authorized agent of the manufacturer having after sale services facilities.
- v. Telephone/telexed/faxed/telegraphic quotations will not be entertained.
- vi. Bids/tenders will be opened in the presence of suppliers or their authorized representatives at the Conference Room, UET Mardan.
- vii. Quotations shall remain valid for 90 days, after date of opening the tender/bids.
- viii. The successful bidder(s) /Tenderer(s) will sign the agreement accordingly.
- ix. The firm shall make good all deficiencies in the goods and services during the agreement period at his own cost and no additional payment will be made in this regard.
- x. In case of any dispute, the matter shall be referred to the Vice chancellor, UET Mardan within one week of arising and the decision of Vice-Chancellor, UET Mardan shall be final and binding on all parties.
- xi. Any loss accruing due to variety and other negligence of your firm/item, the firm/supplier will be responsible to pay for the loss.
- xii. The Successful bidders will supply the items within 15 days.
- xiii. All these items must be purchased from the authorized dealers of the respective brands.

- xv. The successful bidders will provide sample of the items for the perusal of the committee. In case of rejection, the next lowest bidder will be asked to provide sample and so on. In case of heavy Item, the committee will visit the firm to check the quality of the item as per approved specs.
- xvi. All relevant rules/guidelines of the Govt. will be applicable to this tender if it is not covered in these bidding documents.

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. DEADLINE FOR SUBMISSION OF BIDS

All bids must reach and be received by the purchaser on or before the prescribed deadline during the office hours. The tenders will be opened at 10:30 AM on dated 12.06.2021, at Conference Room, UET Mardan in the presence of Purchase Committee.

5. LATE BIDS

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

6. 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.

7. CONVENING

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

8. DELIVERY OF ITEMS/ GOODS

The bidder shall make delivery of goods at his own cost within 45 days from the date of issuance of Purchase Order from 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.

9. 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.

10. WARRANTY

The supplier shall furnish 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 07 days; otherwise the supplier will return the entire paid amount to UET Mardan.

11. 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 on the basis of lowest rates.

12. Tax Deduction

All Government Taxes i.e Income Tax & GST etc. applicable (if any) will be deducted.

13. 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.

- 14. 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.
- 15. 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.
- 16. Inspection and Rejection**
- i. The decision of the Inspection /Purchase Committee shall be binding on you.
If the items or particular items are rejected as aforesaid and without prejudice to the right of the university, you may submit items in replacement of those rejected but resubmission will not mean extension of delivery period/service.
- 17. 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.
- 18. 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 financial position. Income statement or annual report should be included in the detail technical proposal. The NTN and Sales Tax Registration Numbers of the firm should also be indicated (Photocopies of the concerned documents should be provided).

19. Preliminary Examination

Technical Proposals of those bidders will be considered for further process who fulfill the shortlisting criteria given bellow. Similarly, Financial Proposals of only technical qualified bidders will be opened. The Bidders should meet the following eligibility criteria to participate in the bidding process and must enclose documentary proof for fulfilling eligibility, qualification in the tender documents: -



Sr. No.	Minimum Eligibility Criteria	Proof to be submitted for fulfilling eligibility criteria
1	The Bidder should be a registered with the concerned Provincial Govt., Income Tax and Sales Tax Departments of Pakistan	Certificate of registration
2	The Bidder must have registered office / Offices in Pakistan. List of offices be submitted.	Valid documentary evidence
3	The bidder must have completed minimum of 2 projects in providing the same items.	Valid documentary evidence
4	The Bidder should not have been black listed by any of the Provincial/ Federal Government or Organizations of the State / Federal Government in Pakistan in past 2 years.	Undertaking on stamp paper .
5	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	Undertaking on stamp paper should be submitted by the bidders that the 2% CRD are attached with the financial bid.

Award of Contract

1. The Contractor/ bidder whose bid have been determined to be substantially responsive to the tender documents and has offered the lowest evaluated bid price will be awarded the work/ contract.
2. The successful bidder may be asked to provide samples for approval of the technical committee/end user concerned. Once the samples are approved, the supply order will be issued. If the lowest bidder fails to provide sample as per satisfaction of the end user/technical concerned within Five (07) days from the date of issuance of Letter of Intent (LOI), the second lowest bidder will be asked to submit the samples and so on.

Annexure-II

Bill of Quantities (BOQs)

Lot No	S.No	Specification	Size	Quantity	Sample(Pic)
Lot-1	01	Shelves made of laminated sheet MDF with glass shutters Acasia wood made frame i/c all accessories (locking arrangement, handles etc.) complete in all respect as per drawing/requirement Zrk or Alnoor MDF etc.	6.00'x3.00'x1.00'	10	
	02	Shelves made of laminated sheet MDF with out shutters i/c all accessories (locking arrangement, handles etc.) complete in all respect as per drawing/requirement Zrk or Alnoor MDF etc.	6.00'x3.00'x1.00'	15	

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 the "Supply of Furniture Items for Main Library, 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 _____

Annexure-III

Financial Proposals

S.No	University Specification	Firm/Supplier Specification	Size	Qty	Unit Rate	All taxis (admissible)	Total Amount (In Rs.)
01	Shelves made of laminated sheet MDF with glass shutters Acasia wood made frame i/c all accessories (locking arrangement, handles etc.) complete in all respect as per drawing/requirement Zrk or Alnoor MDF		6.00'x3.00'x1.00'	10			
02	Shelves made of laminated sheet MDF with out shutters i/c all accessories (locking arrangement, handles etc.) complete in all respect as per drawing/requirement Zrk or Alnoor MDF		.00'x3.00'x1.00'	15			

AGREEMENT
(on stamp paper)

Supply of Furniture for Main Library, UET Mardan”

1. This Agreement is executed at Mardan on ----- between UET Mardan (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 “Supply of Furniture Items for Main Library, 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 item found substandard or below specification will be rejected and the supplier will replace the items 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 items 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 remaining work and the cost & risk will be the responsibility of the bidder to whom the contract has been awarded (successful bidder), (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

Name: -----

Designation-----

Signature-----

Firm's Name with Stamp-----

Witness.

Name & Address: -----

For UET Mardan

Signature: -----

Designation -----

Witness.

Name & Address: -----