

UNIVERSITY OF ENGINEERING AND TECHNOLOGY MARDAN KHYBER PAKHTUNKHWA



**STANDARD BIDDING DOCUMENTS  
FOR  
PROCUREMENT OF DESIGNING AND PRINTING OF UNDERGRADUATE  
PROSPECTUS 2023-24**

**PROCUREMENT REF. NO.24/2023/UETM**

**Last Date/Time for Submission:**

**10<sup>th</sup> July, 2023 at 11:00 AM**

**Bid Opening Date/Time:**

**10<sup>th</sup> July, 2023 at 11:30 AM**

**Venue:**

**Conference Room, UET Mardan**

**Email:**

**Assistantpurchaser@uetmardan.edu.pk**

**Price: 1000/-**

**TENDER DOCUMENTS**  
**PROCUREMENT OF DESIGNING AND PRINTING OF**  
**PROSPECTUS OF UNDERGRADUATE ADMISSION 2023-24**

# University of Engineering & Technology, Mardan

## Checklist

S#	Description	Yes	No
•	Covering Letter/Application (on the letter head of the firm)		
•	Profile of the Firm (Documentary proof)		
•	Active Registration with KPRA etc.		
•	Sales Tax Registration (Documentary proof)		
•	National/Income Tax Registration (Documentary Proof)		
•	Professional Tax Certificate, if any (Attached)		
•	Earnest Money @2% of the quoted bid value (Attached)		
•	Details of similar work during last two years with the provision of samples (Previous Experience) (Documentary proof)		
•	Affidavits on Judicial stamp paper attested by Oath Commissioner		
•	The Service Providing Firm has never been blacklisted by private, Govt., Semi Govt. and Autonomous Body)		
•	No work rescinded in past		
•	Whether technical specification and Financial proposal signed		
•	Letter of Bid Form as per Annexure-I		
•	Financial Proposal as per Annexure-III		
•	Agreement (For successful bidder only) as per Annexure-IV		

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

## **Terms and Conditions for the Procurement of Designing and Printing Prospectus Undergraduate Admission 2023-24**

UET Mardan intends to hire firms for procurement of designing and printing services for Undergraduate Prospectus 2023-24 as per details and required specification mentioned in *annexure II*.

- 1) Bid/rate may be quoted for the unit price (per copy rate) 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) The prospectus will be consisting of approximately 120 pages (60 leaves).
- 3) 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.
- 4) 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.
- 5) The last date of submission of tender documents is **10<sup>th</sup> July, 2023 at 11.00 A.M** and will be open on the same day i.e. **10<sup>th</sup> July, 2023 at 11.30 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 the bid otherwise bid will considered as nonresponsive. The Call Deposit should be in favor 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 office at Khyber Pakhtunkhwa, otherwise **quotation will not be considered** for bidding.
- 15) The tender should be in sealed cover envelope clearly written thereon ““Bid/Proposal for Designing and Printing of Undergraduate Prospectus 2023-24 of 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.
- 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 KPRA/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 (07) seven 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.
- 21) In case of closed/holiday, tender opening time/date will be considered as the next working day.
- 22) 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 Assistant Purchaser  
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 provision of services of Designing, Printing of Undergraduate Prospectus 2023-24, 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 \_\_\_\_\_ 2023

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

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

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

## University of Engineering & Technology, Mardan

### Details of Items (Technical Specification)

S#	Description	Quantity	Specification	Delivery Schedule
•	Undergraduate Prospectus 2023-24	1000	<ul style="list-style-type: none"><li>• Designing and composing of prospectus.</li><li>• Page Size A4.</li><li>• 128 gm Matt paper with four color printing.</li><li>• Title Page on 300 gm Art card with lamination, Spot UV and Emboss.</li><li>• Minimum 120 pages (60 leaves) per prospectus tentatively.</li><li>• Machine Gum Binding.</li></ul>	After issuance of Work order, prospectuses should be printed and delivered to UET Mardan within 15 working days.

**University of Engineering & Technology, Mardan**  
**Financial Proposal**

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

Address \_\_\_\_\_

<b>S#</b>	<b>Item</b>	<b>Quantity</b>	<b>Unit Rate (including taxes)  (Rs.)</b>	<b>Total (In Rs.) (Including Taxes)</b>
				<b>Grand Total</b>

**Name & Designation**

**Authorized Signature & Stamp**



**AGREEMENT (on stamp paper)**

**“Procurement of Designing and Printing of Undergraduate Prospectus 2023-24,  
UET Mardan”**

1. This Agreement is executed at Mardan on ----- between UET Mardan through Treasurer (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 Designing and Printing Undergraduate Prospectus.2023-24, 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. After issuance of work order to the successful bidder, Prospectus should be printed and delivered to UET Mardan within 15 days.
5. 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.
6. 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.
7. **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.
8. 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.
9. All taxes and duties levied by the government from time to time shall be deducted as per rules.
10. 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.

11. 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-----

**For UET Mardan**

Signature: -----

Name & Designation, -----

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**Witness.1**

Name & Address: -----

**Witness.2**

Name & Address: -----