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Signature of the Bidder with date and Stamp: _____

Re-Tender Notice

Printing and supplying of Annual Reports 2020-21

(Single Stage one envelope procedure)

Sealed bids are invited for printing and supplying of Annual Reports 2020-21, to University of Swat under single stage one envelope procedure from well reputed firms having their own printing press & registered with Sales Tax, Income Tax Department.

1. Bid Cost shall comprise of item-wise Cost and taxes (Federal and Provincial) separately
2. All bids shall be prepared by mentioning all applicable taxes including GST as per Govt Rules, after award the applicable taxes will be deducted from the bidders except those who present tax exemption certificate.
3. Any disfiguring /Over writing, Manipulation in the tender/BOQ shall be liable to rejection.
4. Incomplete, conditional bids shall not be acceptable.
5. The competent authority reserves the right to reject anyone or all the tenders, the reasons for rejection shall be communicated to the firm upon request.
6. Tender forms along with detailed specification, terms and conditions can be obtained from the office of the treasurer, University of Swat upon online Deposit Receipt of fee **Rs. 1500/- (Non-Refundable)** in favor of the **Treasurer A/C No. 4044998125 National Bank of Pakistan Main Branch, Saidu Sharif Swat (Branch Code 1330)**.
7. Quotation duly filled must reach to the **Tender box** in the office of Treasurer, University of Swat, Main Campus Charbagh Swat along with the **earnest money @ 2% of bid cost** in shape of Call Deposit Receipt (CDR) from any scheduled bank in favor of Treasurer, University of Swat latest by **(Tuesday) November 30, 2021 10:30 AM**.
8. Bids will be opened on the **same day at 11:00 AM** in Committee Room Main Administration Block Charbagh Swat in the presence of suppliers or their authorized representatives.
9. In Case of public holiday, the meeting will be held on next working day on same time.
10. The details i.e. Tender Specification and TORs can also be obtained from the official website of the University i.e. www.uswat.edu.pk

Signature of the Bidder with date and Stamp:_____



University of Swat

Office of the Treasurer/Store and Procurement Section

Main Administration Block , Charbagh Swat

www.uswat.edu.pk

Phone: 0946-730528

Email: Storeofficer@uswat.edu.pk

TENDER APPLICATION FORM

1. Registered Name of the Firm (Block Letters) _____										
2. Name of CEO (Block Letters) _____										
CNIC										
3. Contact Information :										
i. Head Office: _____										
ii. Franchise/Outlet: _____										
iii. Postal Address: _____										
iv. Office No: _____ Cell No: _____ Email: _____										
4. STRN: _____										
5. National Tax Non (NTN): _____										
6. Aggregate of the total quoted price _____										
7. Amount of CDR (@2% of the total Amount _____										

TERMS & CONDITIONS

1. Rates should be quoted against each item desired for bid.
2. Call deposit at the rate of 02% (two percent) earnest money shall be attached.
3. Income Tax and Sale Tax shall be deducted at source.
4. In case of non-supply of required item(s) mentioned in the Tender documents, CDR will be forfeited in favor of the University.
5. After approval of final proof, the successful bidder should be bound to print and deliver the whole lot of Annual Reports to Main University Store in stipulated time (mentioned in the supply order) otherwise 0.067 % penalty per day would be imposed Maximum up to 10 % of the total amount, if the supply is not completed in specified time
6. The number of items can be increased or decreased with the approval of the Competent Authority.
7. For electrical / IT / laboratory equipment the warranty period of at least 01 (one) year is mandatory to be mentioned in the quotations & for the Expendables of the items will be one months from issuance of completion certificate.

Signature of the Bidder with date and Stamp: _____

8. Retention money will be deducted from running bill @10% and will be released after successful completion of the Defect Liability Period (and after issuance of completion certificate/End User Certificate).
9. No tender or bid shall be entertained without deposition of the CDR @ 2%.
10. No tender or bid shall be entertained without deposition of Tender fee @ Rs.1500/- (Rupees Fifteen Thousand only) which shall be deposited in account No. **4044998125** National Bank of Pakistan (NBP) Main Branch Saidu Sharif Swat. (Branch Code: 1330)
11. The firms must write on the corner of envelop the name of the items/equipment applied for.
12. Provision of sample is obligatory for the firms in due course of time, if mentioned in supply order, and if the firm fails to provide the sample, then the firm will be excluded from the tender.
13. No alternate rate shall be entertained for the items/equipment.
14. All prices should be quoted on F.O.R (Pak Rupees) inclusive of all taxes.
15. Your bid proposal should be inclusive of freight and all other taxes and to be delivered at University of Swat's premises.
16. All pages of the bidding documents are mandatory to be signed, stamped meaning thereby bidder agrees to our terms and conditions, mentioned herein, failing which the bid may be liable to rejection.
17. If the vendor fails to deliver the goods / services to University of Swat, within the given deadline, any of the following can be opted by University of Swat on the recommendation of the end user and approval of the authority;
 - a. An extension in the delivery period may be granted in case a valid reason/justification with necessary documentary evidence is provided by the vendor supporting the reason for delay.
 - b. A penalty up to 10% of the invoice value may be charged.
 - c. Purchase order may be cancelled along with confiscation of earnest money if the vendor fails to deliver the goods / services after the initial or extended delivery time, as the case may be.
18. The Competent Authority reserves the right to accept or reject any or all of tenders processed by assigning any reason(s) (as per PPRA & KPPRA Rules).
19. If the delivered goods / services are not according to the required quality standards / specifications, the same shall be liable to be rejected after inspection. The vendor would be required to supply as per requirements mentioned in our BoQs, otherwise the purchase / work order will be cancelled after due date with confiscation of earnest money.
20. Purchase order (s) will be awarded to the Most Advantageous or technically recommended bidder (s) on the basis of item wise / subtotal wise / grand total wise according to the nature of BoQs.
21. No overwriting / cutting / corrections or interpolation will be allowed in the BOQ's/Quotations/bids, if any.
22. Any bids received after the prescribed date & time for submission of bids shall be returned un-opened.
23. All prices should be valid for at least 120 days from the date of Tender opening, Withdrawal or any modification of the original offer within the validity period shall entitle University of Swat to forfeit the earnest money in favor of the University of Swat and put a ban on such vendor participation in University of Swat Tenders / works.

Signature of the Bidder with date and Stamp:_____

24. Payment will be made on submission of Invoice in the name of “University of Swat” with a copy of delivery challan (s) after the complete order has been supplied, inspected and accepted which includes delivery / installation, and University of Swat acceptance / inspection thereof.
25. All the bids will be scrutinized by the committee. Incomplete and conditional bids shall not be acceptable; However, the Committee may allow based on nature and suitability (on case-to-case basis) in best interest of the University.
26. In case of any dispute or grievance, the matter shall be addressed as per PPRA/KPPRA rules.
27. Product Qualification Criteria: If the product offered by vendor, failed to meet the specifications / standards mentioned in the BOQ, it will be rejected straightaway and no further consideration will be given. Also, if the offered product has better specifications than the requirement of BOQ it will be accepted.
28. Please submit bid (rates) on our prescribed BoQs Form and clearly mention the quoted model / brands, with complete terms and conditions signed, stamped with bids, otherwise your bid (s) may be rejected.
29. In case more than one bidder have quoted same rates for an item; the bidder securing more items (in terms of cost) will be awarded the specific item.
30. Refurbished, Grey, used, open box or smuggled products will not be accepted in any case.
31. As per Notification No. KPPRA/M&E/SBDs/1-1/2015, Dated Peshawar the May 03, 2016, Clause No: 32.2 reproduced as “Within thirty (30) days of receipt of the Contract Form/Supply Order, the successful Bidder shall sign and date the contract/Supply Order and return it to the Procuring agency
32. As per Notification No. KPPRA/M&E/SBDs/1-1/2015 , Dated Peshawar the May 03, 2016 clause No: 33.2, Reproduced as “ Failure of the successful Bidder to comply with the requirement of ITB Clause 32 or ITB Clause 33.1 shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event the Procuring agency may make the award to the next lowest evaluated Bidder or call for new bids.”
33. Non-Black Listing Certificate (Firm shall submit an affidavit to the effect that
 - a. Firm has neither been blacklisted by any agency nor is involved in any subversive activities.
 - b. Firm is/was not involved in any litigation/Arbitration and that no work is rescinded in the past

Undertaking

It is certified that the above terms & conditions have been read, learned and accepted.

Signature of the Bidder with date and Stamp:_____

Check List for supporting Documents

Sr.No	Item Name	Status	Remarks
(i)	Tender FEE of Rs.1000/- attached	Mandatory	
(ii)	2% Bid Security attached	Mandatory	
(iii)	FBR active Income Tax Certificate attached	Mandatory	
(iv)	FBR Sales Tax Certificate attached	Mandatory	
(v)	Keeper of the Press Certificate from Concerned Govt Quarters* Sample is given at annexure A	Mandatory	
(v)	Non-Black Listing Certificate (Firm shall submit an affidavit to the effect that a. Firm has neither been blacklisted by any agency nor is involved in any subversive activities. b. Firm is/was not involved in any litigation/Arbitration and that no work is rescinded in the past * Sample is given at annexure B	Mandatory	
(vi)	Price Schedule/quotations * Sample is given at annexure C	Mandatory	

Signature of the Bidder with date and Stamp: _____

Specifications for Annual Report 2020-21

S.NO	Item Name	Quantity	Specifications
1	Annual Report 2020-21	200 NoS	a) Page Size: 8.5" X 11"
			b) Number of Pages: 200
			c) Multicolor Cover Page: 310 gm Matt Paper with Lamination
			d) Inside: 110 gm Art Paper
			e) Binding: Gum Binding

Signature of the Bidder with date and Stamp: _____

Annexure A

**THE KHYBER PAKHTUNKHWA PRESS, NEWSPAPERS, NEWS
AGENCIES AND BOOKS REGISTRATION ACT, 2013.
(KHYBER PAKHTUNKHWA ACT NO. XX OF 2013)**

3. Keeper of printing press to make declaration. ---(1) No person shall keep in his possession any press for printing of books or papers, unless he has made and subscribed before the Regional Information Officer concerned within whose local jurisdiction such press may be, by a declaration in Form „A“ or such other form as may be prescribed, and the Regional Information Officer concerned shall, immediately upon the filing of such Form, issue a receipt for the same.

SCHEDULE

FORM ‘A’

(see section 4)

DECLARATION OF THE KEEPER OF PRESS

I,.....(name), son of.....residing at..... on behalf of M/s.....do hereby declare that under the authority of M/S....., I have a press* for printing at.....Distt.....**

1. Give capacity, make and type of press
2. Give Details of Machinery (for Example Given below)
 - a. Rota Machine Baby (German)
 - b. Paper Cutting Machine (Local)
 - c. perforating Machine (Local)
3. Give Full description and address of the premises where the press may be situated.

Signature of the Declarant
CNIC Number:_____

Authorized by me This_____day_____ of 2021

District
Regional Information Officer

Copy for Information to:

1. The Deputy Commissioner
2. Press Registrar, Directorate of Provincial Information

Signature of the Bidder with date and Stamp:_____

Annexure B

Non-Black Listing Certificate

(TO BE ENCLOSED WITH BID DOCUMENT)

(To be printed at stamp paper)

I, _____ S/o _____ working as
Proprietor/Managing Partner/Director of M/s _____
having its registered office at _____ do hereby
solemnly affirm and declare on oath as under:

1. That I am competent to swear this affidavit being proprietor/one or the partners/
Director of M/s _____
2. That M/s _____ is a
proprietorship/partnership firm/company is participating in tender process conducted by
Institute.
3. That I hereby confirm and declare that none of my/our group/sister concern/associate
company is participating/ submitting this tender.
4. That I hereby confirm and declare that my/our firm/company
M/s _____ and my/our firm/group/company/ sister concern
/ associate company have not been black listed/de-listed by any Institutional
agencies/Govt. Deptt/ Public Sector Undertaking.
5. That there is no change in the Name & Style, Constitution and Status of the firm, after
Pre-qualification.
6. That I further undertake that in case any of the facts contained above and in-our
application is round other-wise or incorrect or false at any stage, my/our firm/company/
group/sister concerns/ associate companies shall stand debarred from the present and
future tenders of the University of Swat.
7. That I further undertake that the Firm is/was not involved in any litigation/Arbitration
and that no work is rescinded in the past

(Signature of the Proprietor/ Managing Partner/Director with Seal) DEPONENT

Verified at _____ on _____ that the contents of paras 1 to
7 of this affidavit are true and correct to best of my knowledge and no part of this is false
and nothing material has been concealed or falsely stated therein.

(Signature of the Proprietor/ Managing Partner/ Director with Seal)

DEPONENT

(Signature & Seal of Notary)

Signature of the Bidder with date and Stamp: _____

Annexure C

Price Schedules

(To be printed at Company Letter Head)

To

Treasurer
University of Swat

S.No	Item Name	Specifications	Unit Price Without GST (PKR)	GST	Qty	Total Price With GST (PKR)
1						
2						

Note: in Case of Discrepancy between unit price and total, the unit price shall prevail)

Signature of the Bidder with date and Stamp: _____