



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. Registration with sale Tax (Copy to be attached) _____ | | | | | | | | | | |
| 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. The successful bidder will be bound to complete supply of items in 6 Weeks for local items and 8 to 12 weeks for imported items, otherwise penalty will be imposed @ 0.67 Rupees /Day Maximum up to 10 % of the total amount in supply order. (provision of bill of entry copy is mandatory in case of imported items).
6. The Validity of Supply Order/Work Order will start from its next date of issuance to the concerned supplier or Contractor.
7. The number of items can be increased or decreased with the approval of the Competent Authority.
8. For electrical / IT / laboratory equipment the warranty period of at least 01 (one) year is mandatory to be mentioned in the quotations.
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.1000/- (Rupees One Thousand only) which shall be deposited in account No. 4581-2 National Bank of Pakistan (NBP) Main Branch Saidu Sharif Swat.
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. No tender/bid shall be accepted without tender application form duly signed by the firm.
15. The Competent Authority reserves the right to accept or reject any or all of tenders processed by assigning any reason(s) (as per PPRA Rules).
16. No overwriting / cutting / corrections or interpolation will be allowed in the BOQ's/Quotations/bids, if any.
17. Any bids received after the prescribed date & time for submission of bids shall be returned un-opened.
18. The bid prices must be valid for at least 120 days from the date of Tender opening.
19. Conditional / incomplete tenders will not be accepted.
20. Refurbished, Grey, used, open box or smuggled products will not be accepted in any case.

➤ **Undertaking**

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

Signature of CEO/Bidder
Dated: ___/___/___



Tender Specification

Tender Specifications for Annual Magazine

| Name | Specification | Quantity |
|-------------------------------------|-----------------------------------------------------------|----------|
| Size: | A-4 | 6000 Nos |
| Quality and weight of paper: | 115 gm, matte paper | |
| Print | Color | |
| Cover page: | Art Card 300 gram (four color print with matt Lamination) | |
| Binding | Perfect binding/Gum Binding | |
| No of Inner pages: | 60 | |
| Sample available in finance section | | |