



# University of Swat

Office of the Treasurer/Store and Procurement Section

Main Administration Block , Charbagh Swat

[www.uswat.edu.pk](http://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

#### **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 prospectuses to Main University Store or Directorate of admissions 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.
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.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. Your bid proposal should be inclusive of freight and all other taxes and to be delivered at University of Swat's premises.
15. 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.
16. 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.
17. 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).
18. 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.
19. 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.
20. No overwriting / cutting / corrections or interpolation will be allowed in the BOQ's/Quotations/bids, if any.
21. Any bids received after the prescribed date & time for submission of bids shall be returned un-opened.
22. 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.
23. 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.
24. 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.
25. In case of any dispute or grievance, the matter shall be addressed as per PPRA/KPPRA rules.
26. 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.

27. 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.
28. 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.
29. Refurbished, Grey, used, open box or smuggled products will not be accepted in any case.
30. 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
31. 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.”
32. 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 an 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 CEO/Bidder

Dated: \_\_\_/\_\_\_/\_\_\_

#### Check List for supporting Documents attached

Sr.No	Item Name	Status	Remarks
(i)	Tender FEE of Rs.1000/- attached	Compulsory	
(ii)	2% Bid Security attached	Compulsory	
(iii)	Copy FBR active Income Tax Certificate attached	Compulsory	
(iv)	Copy of FBR Operative Sales Tax Certificate attached	Compulsory	
(v)	Keeper of the Press Certificate from Concerned Govt Quarters	Compulsory	
(v)	Non-Black Listing Certificate (Firm shall submit an affidavit to the effect that <ol style="list-style-type: none"> <li>a. Firm has neither been blacklisted by any agency nor is involved an any subversive activities.</li> <li>b. Firm is/was not involved in any litigation/Arbitration and that no work is rescinded in the past</li> </ol>	Compulsory	
(vi)	Price Schedule/quotations	Compulsory	

## Specifications for Prospectus 2022 and Onwards University of Swat

Sr.#	Description	Quantity	Specification	Delivery Schedule
01	Prospectus For 2022 and onward	2000 Nos	<ul style="list-style-type: none"><li>• Printing of Prospectus</li><li>• Inner Pages: No of Pages 200 to 210 Approx.</li><li>• Page Size:7 x 9.5</li><li>• 128 gm Matt Paper with four color printing</li><li>• Title Page on 310 gm Art card with lamination and spot UV</li><li>• Machine Gum Binding</li><li>• Editing of prospectus if needed</li></ul>	After approval of final proof, Prospectuses should be printed and delivered to Directorate of Admissions or Main University Store (or as mentioned in the supply order) University of Swat within 10 working days