

# Contents

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**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.

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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.1500/- attached	Mandatory	
(ii)	2% Bid Security attached	Mandatory	
(iii)	FBR active Income Tax Certificate attached	Mandatory	
(iv)	FBR Sales Tax Certificate attached	Mandatory	
(v)	<p>Non-Black Listing Certificate (Firm shall submit an affidavit to the effect that</p> <p style="margin-left: 40px;">a. Firm has neither been blacklisted by any agency nor is involved in any subversive activities.</p> <p style="margin-left: 40px;">b. Firm is/was not involved in any litigation/Arbitration and that no work is rescinded in the past</p> <p style="margin-left: 40px;">* Sample is given at annexure B</p>	Mandatory	
(vi)	<p>Price Schedule/quotations</p> <p>* Sample is given at annexure C</p>	Mandatory	

Signature of the Bidder with date and Stamp: \_\_\_\_\_

## Specifications for Annual Report 2021-22

S.NO	Item Name	Quantity	Specifications
1	Annual Report 2021-22	200 NoS	a) Page Size: 8.5" X 11"
			b) Number of Pages: 260
			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

### 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 B

### 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: \_\_\_\_\_