

Contents

TENDER APPLICATION FORM.....	2
TERMS & CONDITIONS	2
Check List for supporting Documents.....	5
Annexure A	6
Specifications.....	7
Annexure B.....	8

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: 0946-920815

Email: Storeofficer@uswat.edu.pk

TENDER APPLICATION FORM

1. Registered Name of the Firm (Block Letters) _____																											
2. Name of CEO (Block Letters) _____																											
CNIC <table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td>-</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>-</td><td></td> </tr> </table>																-										-	
						-										-											
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. A call deposit at the rate of 2% (two percent) of the earnest money shall be attached.
3. Income tax and sale tax shall be deducted at source.
4. In the event of a non-supply of the required item(s) mentioned in the supply order, CDR will be forfeited in favor of the university.
5. The successful bidder should be bound to supply the items to the University of Swat in the stipulated time (mentioned in the supply/work order); otherwise, a 0.067% penalty per day would be imposed, up to 10% of the total amount if the supply is not completed in the specified time.
6. The number of items can be increased or decreased with the approval of the Competent Authority.

Signature of the Bidder with date and Stamp:_____

7. For electrical, IT, and laboratory equipment, a warranty period of at least one (1) year is mandatory to be mentioned in the quotations, and for the Expendables items, it will be one month from the issuance of the completion certificate.
8. Retention money will be deducted from the running bill @ 10% and will be released after successful completion of the Defect Liability Period (and after the issuance of the completion certificate or End User Certificate).
9. No tender or bid shall be entertained without the deposition of the CDR @ 2% of the quoted amount.
10. No bid or tender will be accepted unless a tender fee of Rs. 2000/- (Rupees two thousand only) is deposited. This money should be deposited into National Bank of Pakistan (NBP) Main Branch, Saidu Sharif Swat, account number 4044998125. (branch Code:1330)
11. The firm(s) must write on the corner of the envelope(s) the name of the items or equipment applied for.
12. Provision of a sample is obligatory for the firm(s) in due course of time, if mentioned in the supply/work order(s), and if the firm(s) fails to provide the sample(s), then the firm(s) will be excluded from the tender.
13. No alternate rate shall be entertained for the items or equipment.
14. All prices should be quoted in F.O.R. (Pak Rupees), inclusive of all taxes.
15. Your bid proposal should be inclusive of freight and all other taxes, and after contract award, the items shall be delivered to the University of Swat's Store.
16. All pages of the bidding documents are mandatory to be signed and stamped, meaning the bidder agrees to our terms and conditions mentioned therein, failing which the bid may be liable to rejection.
17. If the vendor fails to deliver the goods or services to the University of Swat within the given deadline, any of the following can be opted for by the University of Swat on the recommendation of the end user and with the approval of the Competent Authority:
 - a. An extension in the delivery period may be granted in the event that a valid reason or justification with necessary documentary evidence is provided by the vendor supporting the reason for the delay.
 - b. A penalty up to 10% of the invoice value may be charged.
 - c. A purchase or work order may be cancelled along with the confiscation of earnest money if the vendor fails to deliver the goods or 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 the tenders processed by assigning any reason(s) (as per the PPRA and KPPRA Rules).
19. If the delivered goods or services are not according to the required quality standards or specifications, they shall be liable to be rejected after inspection. The vendor would be required to supply as per the requirements mentioned in our BQs or BSD; otherwise, the purchase or work order will be cancelled with confiscation of earnest money.
20. The Most Advantageous or technically advised bidder(s) will receive the purchase or work order(s) based on the nature of the BQs, either item-wise, subtotal-wise, or grand total-wise.
21. No changes, deletions, corrections, or interpolation of any kind will be permitted in the BOQs, quotes, or bids, if any.
22. Any bids that are received after the deadline for submitting bids will be returned unopened.
23. Once the tender opens, all prices must remain in effect for a minimum of 120 days. The University of Swat shall be entitled to forfeit the earnest money in its favor and to prohibit

Signature of the Bidder with date and Stamp:_____

- the seller from participating in any future University of Swat tenders or works in the event of withdrawal or modification of the original offer during the validity period.
24. The entire order, including delivery, installation, University of Swat acceptance and inspection, will be paid for upon the submission of an invoice made out to "University of Swat" together with a copy of the delivery challan or challans.
 25. All the bids will be scrutinized by the committee. Incomplete and conditional bids shall not be acceptable.
 26. In case of any dispute or grievance, the matter shall be addressed as per PPRA/KPPRA rules.
 27. Product Qualification Criteria: The vendor's product will be immediately rejected and won't be taken into consideration if it doesn't fulfill the requirements and criteria listed in the BOQ. Furthermore, the product offer will be approved if its specifications exceed those of the BOQ.
 28. In order to avoid having your bid(s) rejected, please send bids (rates) on our designated BoQs Form, fully signed and stamped with the terms and conditions, and a clear mention of the quoted model or brands.
 29. The bidder that secures the most things (in terms of cost) will be given the particular item if many bidders quote the same price for it.
 30. Refurbished, grey, used, open-box, or smuggled products will not be accepted in any case.
 31. Clause No. 32.2 of Notification No. KPPRA/M&E/SBDs/1-1/2015, Dated Peshawar, May 3, 2016, is copied herewith: "The successful bidder shall sign and date the contract or supply order and return it to the procuring agency within thirty (30) days of receipt of the contract form or supply order."
 32. As per Notification No. KPPRA/M&E/SBDs/1-1/2015, Dated Peshawar, May 3, 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: The firm shall submit an affidavit to the effect that
 - a. The firm has neither been blacklisted by any agency nor is involved in any subversive activities.
 - b. The firm is or was not involved in any litigation or arbitration, and no work has been 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.2000/- attached	Mandatory	
(ii)	2% Bid Security attached	Mandatory	
(iii)	FBR active Income Tax Certificate attached	Mandatory	
(iv)	Manufacturers Authorization certificate is attached	Mandatory	
(v)	FBR Operative and Active Sales Tax Certificate attached	Mandatory	
(vi)	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	
(vii)	Price Schedule/quotations * Sample is given at annexure C	Mandatory	

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:_____

Specifications

Processor 3rd Generation 2 X Intel Xeon Scalable Total Cores. 12; Total Threads. 24; Max Turbo Frequency. 3.30 GHz; Processor Base Frequency. 2.10 GHz; Cache. 18 MB.
Motherboard with Broadcom 5720 Dual Port 1Gb On-Board
Memory 128GB DDR4 DIMM Type 3200MT/s RDIMMs or higher
15 x 4TB HDD (Surveillance grade)
PERC H755 Raid Controller SAS
Hard Drives 2 X 3.8 TB Solid State Drive, 2x1.8TB NVMe
iDRAC9, Enterprise 15G
Broadcom 5720 Quad Port 1GbE BASE-T, rNDC
Dual, Hot-plug, PSU (1+1), 800W, Mixed Mode
ReadyRails™ Sliding Rails Cable Management Arm
NEMA 5-15P to C13 Wall Plug, 125 Volt, 15 AMP, 10 Feet Power Cord
3Yr Pro Support: Onsite Service-VN,PK,PH,BN,SL,BD

Handwritten signature

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:_____