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



## 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. Eligible firms include those who have successfully completed Two relevant projects in government/semi-government/autonomous organizations.
2. Rates should be quoted against each item desired for bid.
3. Call deposit at the rate of 02% (two percent) earnest money shall be attached.
4. Income Tax and Sale Tax shall be deducted at source.
5. In case of non-supply and installation of required item(s) mentioned in the Tender documents, CDR will be forfeited in favor of the University.
6. The successful bidder should be bound for Supply and installation of Lab Equipment's, for University of Swat, 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
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 & for the Expendable items will be one month from issuance of completion certificate.

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9. 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).
10. No tender or bid shall be entertained without deposition of the CDR @ 2%.
11. No tender or bid shall be entertained without deposition of Tender fee @ Rs. 4,000/- (Four Thousand) which shall be deposited in account No. **3244316617** National Bank of Pakistan (NBP) Main Branch Saidu Sharif Swat. ( Branch Code: 1330)
12. The firms must write on the corner of envelop the name of the items/equipment's applied for.
13. 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.
14. No alternate rate shall be entertained for the items/equipment.
15. All prices should be quoted on F.O.R (Pak Rupees) inclusive of all taxes.
16. Your bid proposal should be inclusive of freight and all other taxes and to be delivered at University of Swat's Store Section.
17. 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.
18. 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.
19. 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).
20. 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.
21. Purchase order (s) will be awarded to the Most Advantageous technically recommended bidder (s) on the basis of grand total according to the nature of BoQs.
22. No overwriting / cutting / corrections or interpolation will be allowed in the BOQ's/Quotations/bids, if any.
23. Any bids received after the prescribed date & time for submission of bids shall be returned unopened.
  
24. 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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25. 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.
26. 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.
27. In case of any dispute or grievance, the matter shall be addressed as per PPRA/KPPRA rules.
28. 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.
29. 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.
30. 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.
31. Refurbished, Grey, used, open box or smuggled products will not be accepted in any case.
32. 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
33. 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.”
34. 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 the Bidder with date and Stamp:\_\_\_\_\_**

## Check List for supporting Documents

Sr.No	Item Name	Status	Remarks
(i)	Tender FEE of Rs. 4,000/- attached	Mandatory	
(ii)	2% Bid Security attached	Mandatory	
(iii)	Two relevant projects in government/semi-government/autonomous organizations.	Mandatory	
(iv)	FBR active Income Tax Certificate attached	Mandatory	
(v)	Manufacturers Authorization certificate is attached	Mandatory	
(vi)	FBR Operative and Active Sales Tax Certificate attached	Mandatory	
(vii)	<p>Non-Black Listing Certificate (Firm shall submit an affidavit to the effect that</p> <p style="margin-left: 20px;">a. Firm neither has been blacklisted by any agency nor is involved in any subversive activities.</p> <p style="margin-left: 20px;">b. Firm is/was not involved in any litigation/Arbitration and that no work is rescinded in the past</p> <p style="margin-left: 20px;">* Sample is given at annexure B</p>	Mandatory	
(viii)	<p>Price Schedule/quotations</p> <p>* Sample is given at annexure C</p>	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)**

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

DEPONENT

(Signature &amp; Seal of Notary)

**Specifications/ Price Schedule/Quotations**  
**(Shall be printed on Bidders Letter Head & duly stamped and**  
**(signed)**

S.No.	Item Name	Details of their equivalent	Qty
1.	Earthing for the sake of safety lighting	Drilling Bore	40 ft
2.		Copper Wire	7 Kg 25 mm
3.		Earthing Chemical	5 Nos
4.		Earthing Plates	10 Nos, 8"x2"
5.		½" Copper	10 Nos
6.		Copper Clamp	10 Nos
7.		Lighting Arrestor	Complete Set

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

## Annexure B

# Price Schedules

(To be printed at Company Letter Head)

To

Treasurer

University of Swat

<b>S.No</b>	<b>Item Name</b>	<b>Specifications</b>	<b>Unit Price Without GST (PKR)</b>	<b>GST</b>	<b>Qty</b>	<b>Total Price With GST (PKR)</b>
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: \_\_\_\_\_