



THE UNIVERSITY OF AGRICULTURE, D.I.KHAN

TENDER DOCUMENTS

Name of Firm	
Phone & Mobile Number	
N.I.C/NTN	
GST No.	
Tender applied for	
Call Deposit Amount	
Call Deposit No.	

TERMS AND CONDITIONS

1. Mandatory:

- i. Any tender without 2% earnest money will be out rightly rejected.
- ii. Conditional/incomplete tenders will be not accepted.
- iii. The bidders should be either an established firm or sole distributor/authorized agent of the manufacturer having after sale services facilities of the same nature items.
- iv. Telephone/telexed/faxed/telegraphic quotations will not be entertained.
- v. Refurbished, smuggled products will not be accepted.
- vi. The University of Agriculture D.I.Khan will verify the serial Number of the supply items with its manufacturer, if found ambiguous, will be returned to the supplier at its own cost.
- vii Bids submitted without prescribed Tender fee or Earnest Money shall be liable for rejection at the time of Tender opening. Tender fee and Earnest money shall be submitted separately along with Tender.
- viii Manufacturer /Supplier authorization letter will have to be provided by the bidder. UAD will verify the genuineness of the provided Manufacturer's Authorization letter from its issuer.
- ix. A copy of Tax Returns or bank statements of last two years of the Firm/Supplier/Original Manufacturer/Authorized Dealers/ Distributors.
- x. For rapid warranty claims and to minimize the hardware replacement time, quoted products must have at least one manufacturer's parts depot in Pakistan for the quoted hardware category. Contact numbers and address must be submitted along with the quotation.
- xi. Any product inferior to the given specification / University's requirement shall be disqualified straight away.
- xii. Compliance sheet must be provided by the bidder along with the quotation. Bidder must submit an undertaking on a stamp paper that the quoted items 100 % comply the University's specifications.

2. METHOD OF PROCUREMENT:

Bidding will be conducted through “Open Competitive Bidding” process, specified in Rules of the Khyber Pakhtunkhwa Public Procurement Goods, Works and Services Rules. Bidding is open to all eligible bidders as defined in the KPPRA Procurement Rules 2014 that meet the minimum qualification criteria and required documents. It will be a “Single Stage - Single Envelop” procedure.

3. Documents Required:

The Firm/Supplier/Original Manufacturer/Authorized Dealers/ Distributors eligible to apply are required to submit the following documents with their bidding proposal:

- a. Valid registration documents with Taxation Authorities. NTN/FTN/STRN etc.
- b. Valid Professional Tax Certificate.
- c. Previous experience for supplying of same nature items is required.
- d. Full Address and contact numbers of the office(s).

4. Technical Literature & Samples:

If applicable/required, the Bidder (s) shall submit the following;

- a. Data/Factsheets of the Equipment.
- b. Data technical literature/Evaluation software(s).

5. Security Deposit/Retention Money/Performance Security:

10% amount of bill price shall be deducted or bank guarantee provided by supplier and the same will be released after completion of 01 year successful operation of equipment/item.

6. Scope of Supply:

The bidder shall supply items/ equipment's of the specifications given in the attached Annexure-I.

7. Currencies of Bid:

The prices shall be quoted in Pakistani Rupees.

8. Bid Bonds/Earnest Money:

The bidders shall furnish, as part of his bid, earnest money equal to 2% of total quoted prices with their offer in the form of demand draft/pay order in favor of Director Finance, **THE UNIVERSITY OF AGRICULTURE, D.I.KHAN**. The earnest money shall be denominated in Pak rupees and shall be in the form of Demand Draft, Pay Order or Call Deposit issued by a Pakistani scheduled Bank. The Earnest Money may be forfeited if a bidder withdraws his bid during the period of his bid validity.

9. Deadline for Submission of Bids:

All bids must reach and be received by the purchaser on or before the prescribed deadline during the office hours.

10. Late Bids:

Any bid received by the Purchaser after the prescribed deadline for submission of bids shall be returned un-opened to the bidder.

11. Purchaser's Right to Accept or Reject any or all Bids:

The University of Agriculture, D.I.Khan (Purchase committee) reserves the right to reduce or increase the quantity, accept or reject any/all tenders/ bids as per KPPRA rules.

12. Convincing:

Unsolicited advice/clarification and any personal approaches at any stage of Evaluations are strictly prohibited and may lead to disqualification.

13. Delivery of Items:

The bidder shall make delivery of goods at his own cost within the specified period from the date of issuance of Purchase Order from The University of Agriculture, D.I.Khan. In case of delay in supply within stipulated time then penalty @2% per day will be imposed for first 15 days and thereafter @4% per day in the subsequent period.

14. Mode of Payments:

Payment shall be made in the form of crossed cheque, which shall be issued after delivery of items/equipment and verification of the inspection committee/Officer concerned.

15. Guarantee/Warranty:

- a. The supplier shall furnish at least one year after sales service/warranty for successful operation of equipment/item (s) except the items for which warranty period is already mentioned in the specification/ tender documents, form the date of installation
- b. In case of malfunctioning/defect in any equipment/item, the supplier shall replace item free of cost within 30 days, otherwise the supplier will return the entire paid amount to UAD immediately. The material shall be in original/sealed packing to ensure delivery without any damages during transit.

16. Installation & Commissioning:

- a. Please note that system/supply should be completed in all respect in terms of hardware, software and accessories/spare sprats. Any deficiency in acquisition of desired results at the time of installation & subsequent functioning will be responsibility of the supplying firm/company, without any additional cost. All the supply should be based on The University of Agriculture, D.I.Khan.
- b. The supplier will be responsible for installation, testing commissioning and one year smooth running of equipment & also arrange free of cost training for the university staff.

17. Bid Evolution Criteria:

The awards of contract would be based strictly on the specification provided in the bidding documents, quality of the items, Pervious experience for supplying of same nature items and not only on the basis of lowest rates.

18. Taxes:

All Government Taxes i.e Income Tax, GST, Professional Tax, Stamp Duty etc will be deducted.

19. TA/DA Claim:

No TA/DA claim will be entertained by the university, in case of after sale services, whenever it requires within the premises.

20. Bid Validity:

All offers shall remain valid for 180 days from the date of opening of bids, until any further extension required by The University of Agriculture, D.I.Khan.

21. Rate Escalations:

Quoted price shall remain valid, firm, and irrevocable and fixed till the fulfillment of obligations by the supplier and will not be subject to escalation on any account.

Director Finance

The University of Agriculture, D.I.Khan

LIST OF ITEMS

Item	Specifications	Quantity	Unit Cost (Rs.)	GST (Rs.)	Total Price (Rs.)
Total Including all Taxes(In Figure)					
Total Including all Taxes (In Words)					

Name of Person & Designation

Authorized Signature & Stamp