**UNIVERSITY MAIN STORE**

**THE UNIVERSITY OF AGRICULTURE, PESHAWAR**



# TENDER NOTICE

Sealed bids are invited from the firms registered with Income Tax and Sales Tax Departments for the provision of computers & printer, photocopiers, sound systems, scanners, digital cameras for the University of Agriculture Peshawar. Tender document which include detail of items, specifications and terms & conditions can be downloaded from the UAP website ([www.aup.edu.pk](http://www.aup.edu.pk)) or KPPRA website ([www.kppra.gov.pk](http://www.kppra.gov.pk)) or it may be obtained from the office of undersigned. Tender document fee (Rs.500/-, non-refundable) should be deposited in Account No.14870007450701 at Habib Bank Limited (HBL), Agriculture University Shopping Centre Branch, Peshawar. Original receipt of tender document fee must be attached with the bid. The bids along with 2% Bid Security (refundable) in favour of Director Finance should reach the office of undersigned by Post/Courier on or before 15.03.2021 by 1:30 pm. The bids will be opened on the same day at 02:00 pm in the University Wama Hall, in the presence of bidders or their authorized representatives. In case, the Government declared holiday, the bid will be submitted and opened on the next working day. The bidders are requested to give their best and final prices as no negotiations are expected.

**Store Officer**

091-9221166

BIDDING DOCUMENT

(Tender No. 202)

**Provision of Computers, Printer, Photocopiers, Sound Systems, Scanner, Digital Cameras for The University of Agriculture, Peshawar.**



UNIVERSITY MAIN STORE

THE UNIVERSITY OF AGRICULTURE PESHAWAR

KHYBER PAKHTUNKHWA

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# INSTRUCTIONS TO BIDDERS

These directions are provided to assist the bidder in preparing and submitting his/her tender. The tender shall contain all information and data required to be furnished and shall be prepared and submitted in accordance with the instructions set forth herein.

1. **Single Stage, One Envelope** bidding procedure shall be used for procurement.
2. The bidders must submit the proposals in sealed envelopes by post/courier and as per specified procurement method. By-hand Bid will not be accepted.
3. The proposal shall preferably be typed in English.
4. The proposals must contain a cover letter on the bidder’s letterhead, duly stamped by authorized representative.
5. The envelope(s) should contain the name address and contact details of the addressee and the addressors.**Tender number must be mentioned on the envelope.**
6. Cutting/corrections or overwriting in the quoted price (s) will not be accepted.
7. By hand / conditional / incomplete tenders will not be accepted.
8. Telephonic / telexed / faxed / telegraphic quotations will not be entertained.
9. The bid shall contain income tax and sales tax registration certificates.
10. The bidder shall specify validity in days of the submitted bid. The University may under exceptional circumstances request for extension in bid validity which shall be for not more than the period equal to the period of the original bid validity.
11. The bids should be in accordance with enclosed specifications/technical detail.
12. The quotation must carry the authorized signatures of the representative of the supplier.
13. The bidder shall submit the original tender documents completed in all respects and keep a copy of the tender for his own record.
14. The bidder shall submit an affidavit that it has not been blacklisted.
15. Submit statement of any history of litigation or ongoing.
16. The bidder will deposit bid security money with procuring entity equal to 2% of the total value of the bid along with the bid.
17. No bids in any case shall be accepted after the deadline.
18. The bidder will not be reimbursed for any costs of any kind, whatsoever, incurred in connection with the preparation and submission of this tender.
19. The University may reject one or all such bids, which are vague (in terms of financial proposal) or does not adhere to these instructions.
20. The University may offer for re-biding in case the proposal does not satisfy its professional requirements.

# GENERAL TERMS AND CONDITIONS

Bidders are requested to read carefully the following terms and conditions and sign the Tender Form in token of having understood and accepted the same in all respects. They are also requested to submit the bid (s) complete in all respects. The quote(s) must be accompanied with a bid security valuing 2% of the total quoted price. Tender without bid security/fee will be out-rightly rejected.

1. The supplier must be registered with the Income Tax and Sales Tax Authorities.
2. The quote(s) must remain valid for 45 days from the date of tender opening.
3. All suppliers shall mention all applicable taxes in their quotes. In case any supplier has not separately mentioned the applicable taxes in quote, the procuring entity while comparing the offers will consider that the taxes have been included.
4. The request for quotation is non-transferable.
5. Quotations must be submitted on or before the given time and date to the officer-designate for the purpose. No late quotation for any reason whatsoever, will be considered.
6. The bidders must submit Non-Black List Certificate (confirming that bidder has never beenblacklisted by any Government/Semi Government Organization) along with their offer, failing which their offer will be rejected.
7. In case of non-conformity with the desired specifications, the item shall be replaced by theSupplier free of cost.
8. Any bids received after the prescribed date & time for submission of bids shall be returned un-opened to the bidder.
9. The bidder will must provide **Indemnity Bond** /**Warranty**(if any) on Judicial Stamp Paper.
10. The successful bidders must provide indemnity bond for good quality of items. If the desireditems are not found up to the mark, the bidder should replace it at his own cost within the warranty period.
11. A performance security 10% (if any) of the total contract value shall be deducted from the successful bidder for a period of one-year.
12. Under Section-47 of KPPRA Rules 2014, the University reserves the right to accept or reject any or all bids with valid reason(s).

# OTHER CONDITIONS OF CONTRACT

## Payment Clause

Payment shall be made on production of the following documents: -

1. The Supplier/Vendor submits original invoice.
2. Material/Deliverables Receiving Report (in original) signed by the Authorized Representative of Procuring entity in acknowledgement of having received all supplies/deliverables in accordance with the Purchase Order/Contract Agreement.
3. Authenticated sales tax invoice in original as prescribed in the Sales Tax Act 1990 (where applicable).
4. Valid Income Tax Exemption Certificate (where applicable), otherwise Income Tax at current applicable rates shall be deducted from the invoice.
5. A certified copy of Income Tax Registration Certificate
6. A certified copy of Sales Tax Registration Certificate

Note: Recovery of all applicable taxes at source should be made as per rules.

## Sub-Letting Contract

The supplier shall not sub-let or assign this Contract or any part thereof without the written permission of the University. In the event of the Service provider sub­letting or assigning this Contract or any part thereof without such permission, the University shall be entitled cancel the Contract and to purchase the goods elsewhere on the supplier account and risk and the supplier shall be liable for any loss or damage which the procuring entity may sustain in consequence of arising out of such purchase.

## Bribes Commission Etc.

Any bribe, commission, gift or advantage given, promised or offered by or on behalf of the Contractor or his partner, agent or servant, or any one on his or their behalf to any officer servant, representative or agent of the procuring entity or any person on its behalf in relation to the obtaining or to the execution of this or any other contract with University, shall in addition to any criminal liability which he may incur, subject the contractor to cancellation of this and all other Contracts and also to payments of any loss or damage resulting from such cancellation; and the University shall be entitled to deduct the amounts so payable from any moneys, otherwise due to the supplier under this or any other Contract.

## Force Majeure

The term "Force Majeure" as employed herein shall mean acts of God, strikes, lock­out or other industrial disturbances, acts of public enemy, wars, blockades, insurrection, riots, epidemics, landslides, earthquakes, storms, lightning, floods, washouts, civil disturbances, explosions and any other similar events, not within the control of either Party and which by the exercise of due diligence neither Party is able to overcome.

If either Party is temporarily unable by reason of Force Majeure to meet any of its obligations under the Agreement, and if such Party gives to the other Party written notice, of the event within fifteen (15) days after its occurrence, such obligations of the Party, as it is unable to perform by reason of the event, shall be suspended for as long as the inability continues. Neither Party shall be liable to the other Party for loss or damage sustained by such other Party arising from any event referred to as Force Majeure or delays arising from such event. Force Majeure shall not include insufficiency of funds or failure to make any payment required under the Agreement.

## Dispute Resolution

The University shall constitute a Committee consisting of odd number of persons with proper powers and authorizations to redress complaints of bidders that may arise prior to issuance of Purchase Order/contract agreement, in accordance with the KPPRA Rules 2014.If a bidder is not satisfied with the decision of the Committee, he may take recourse to the KPPRA.

## Applicable Laws

This Agreement shall, in all respects, be read and construed and shall operate in conformity with the KPPRA Act 2012 and KPPRA Rules 2014.

# BID FORM

**Tender No.202 Date.26.02.2021**

To

The Store Officer

The University of Agriculture

Peshawar

Dear Sir,

Having examined the bidding document, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* in conformity with the said bidding documents for the sum of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

We enclose herewith a sum of Rs.\_\_\_\_\_\_\_\_\_\_\_\_ vide Call Deposit Receipt (CDR) No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ dated\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as bid security, the full value of which will absolutely be forfeited to the Vice Chancellor, The University of Agriculture Peshawar or his successor, in case we default on the supply tendered for and which shall otherwise along with the percentage deducted as specified above be retained by the University of Agriculture, Peshawar unless the tendering procedure has been finalized as per Conditions of the Contract under the rules.

We agree to abide by this Bid for a period of **30 days** from the date fixed for Bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

This Bidding Document, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any bid you may receive.

Dated this \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2021.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Signature] [In the capacity of]

**BID SCHEDULE/QUOTATION**

(To be filled in by the Bidder)

**Name of Bidder\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tender No.202**

1. Following are the details regarding request for quotation for the items required.
2. Matrix to be filled by the bidder as per the instructions laid down here.

|  |  |  |
| --- | --- | --- |
| **S.#** | **Item & Specifications** | **Quantity** |
|  | **Items for Directorate of Quality Assurance** |  |
| 01. | **Laptop Computer**  Intel Core i-5 (10th Gen or higher)  Processor 1.0 GHZ or higher with turbo frequency boost  Max 3.6 GHz,L3 cache 6MB or more  RAM 8GB DDR4  HDD 1TB  Display 15.6” or higher  Carrying Case  Light Weight, Preferably not more than 2.2 kg  Dell or equivalent  Onsite parts & labour, 1 year local warranty | 01 |
| 02. | **Desktop Computer**  Intel Core i-5 (8th Gen or higher)  Processor 3.2 or higher, L3 cache 6MB or more  RAM 8GB DDR4  HDD 1TB  Gigabit 10/100/1000 LAN/WLAN Adaptors  Standard LED screen with mouse and keyboard  Dell or equivalent  Onsite parts & labour, 1 year local warranty | 01 |
| 03. | **Printer**  HP Laser Jet Multifunction or equivalent  Hi Speed USB 2.0 Ethernet  Print (Print, Scan, Fax)  Print Speed 30 PPM or higher  1200 X 1200 DPI  Duplex (Standard)  Built-in copier, scanner & fax  USB 2.0, Ethernet connectivity  Onsite parts & labour, 1 year local warranty | 01 |
|  | **Items for ADP Projects (1. Support Value Chain….. 2. Development of Onion & Tomato…….)** |  |
| 04. | **Photocopier latest model**   * **Type**: Reader, Printer Separated, Desktop, * **Maximum Original Size**: A3, * **Copy Sizes**: 305 x 457mm, A3, A4, A4R, A5R, B4, B5, B5R, Custom Size 139.7 x 182mm to 304.8 x 457.2mm, No.10 (COM10), Monarch, DL, ISO-C5 * **Bypass**: A5R - SRA3 (320 x 450mm), Custom Size 99 x 140mm to 320 x 457mm, * **Resolution**: Copying: 600 x 600dpi, Printing: 1200 x 1200dpi, * **Speed:** 32 ppm to 35ppm, * **First Copy**: 3 sec, color: 8.1 sec, black & white: 5.4 sec, * **Warm up time**:31sec, * **Zoom**: 25 - 400%, * **Multiple Copies / Prints**: 1 to 999 sheets, * **Paper weight:** 52 to 220gsm, * **Paper Capacity:** tray 1100 sheets (80gsm), Bypass: 100 sheets (80gsm), * **Memory**: 4GB or higher, * **Hard drive**: 160 GB, * **Wireless:** (IEEE802.11b/g, Optional), USB2.0 | 02  (One for each project) |
| 05. | **Sound System**   * One gooseneck MIC and one lamp. * 60W rated power output. * 1 aux input, 2 MIC inputs, 1 line output and 1 REC output. * Wireless microphone set, 1 collar, 1 handhled * Receiver and two microphones * Dual channel, VHF Frequency | 02  (One for each project) |
| 06. | **Scanner**  **Capture large, 2-sided documents in a single scan** — scan documents as large as 11.7" x 100" down to 2.7" x 4.7" through the ADF or 11.7" x 17" on the scanner bed.  **Remarkable results** — 4 line CCD sensor (RGB and black) provides crisp, sharp text.  **Ultra-fast speeds** — one-pass duplex at speeds of 70 ppm /140 ipm.  **Work smarter and more efficiently** — built-in 200-sheet Automatic Document Feeder, plus auto duplex scanning.  **Ultrasonic double-feed detector** — automatically stops the scanning process if two pages feed together; just separate the pages and continue.  **Convenient, network scanning capabilities** — use the optional networking module and included Document Capture Pro software to scan to any PC on the local network.  **Scan directly to popular cloud services** — scan to SharePoint®, Evernote®, Google Docs and more.  **Scan to a searchable PDF** — save scanned documents as PDF files | 02  (One for each project) |
| 07. | **Camera**   * 24.2MP DX-Format CMOS Sensor * EXPEED 4 Image Processor * 3.2" 1.037m-Dot Vari-Angle Touch screen * Full HD 1080p Video Recording at 60 fps * Multi-CAM 4800DX 39-Point AF Sensor * ISO 100-25600 and 5 fps Shooting * Snap Bridge Bluetooth and Wi-Fi with NFC * Time-Lapse Movie Recording * AF-P DX 18-55mm f/3.5-5.6G VR Lens | 02  (One for each project) |

**NOTE:** All applicable Govt. Taxes will be deducted from the Bill.

Signature……………………………………….

Name of Bidder……………………………….

Postal Address:……………………………….

**CHECKLIST**

Please enclose the following documents with your bid.

|  |  |  |  |
| --- | --- | --- | --- |
| **S. No.** | **Document Attached** | **Yes** | **No** |
|  | Original Bank Receipt of Tender Document Fee |  |  |
|  | Bid Security (2%) in form of CDR |  |  |
|  | Cover Letter |  |  |
|  | Bid Form duly filled, signed and sealed |  |  |
|  | Bid Schedule /Quotation |  |  |
|  | A copy of Income Tax Registration Certificate along with ATL List |  |  |
|  | A copy of Sale Tax Registration Certificate |  |  |
|  | Non-Blacklisted Certificate on Judicial Stamp Paper. |  |  |