TENDER DOCUMENT FOR

Student Resource Center & Two Photostat Corners

Advertisement No: UOH/ADV/87-2022

The
University of Haripur
Restoring Hope; Building Community

TENDER DOCUMENT FOR Student Resource Center & Two Photostat Corners (UOH/ADV/87-2022)

Bids shall be opened on **December 7, 2022** at **11:30 P.M** in the Office of Convener, Procurement Committee for Goods Committee, The University of Haripur, Off-Hattar Road, Haripur

Name of Firm/Contractor/Company (Block Letter) _____

_____

Address (Block Letter): _____

_____

_____

Telephone No:

Fax No:

E-mail:

Signature &Seal

Stationary Charges of Rs. 2,000/-(Non-Refundable) vide Demand Drat/Pay Order No:_____date_____

Earnest Money of (Refundable) vide CDR Order No:_____ Date_____

Date of Bid Submission:

Subject: **Tender Notice Student Resource Center & Two Photostat Corners**

Sealed Bid/Quotations are invited from skilled & experienced service provider(s) having active tax payer status (NTN,GST) as well as registered with Khyber Pakhtunkhwa Revenue Authority (KPRA) to operate and run the Service(s) of "***Student Resource Center and Two Photostat Corner(s)***" at The University of Haripur.

TERMS & CONDITIONS:

- The detailed specifications along with terms & conditions. have been set forth in Tender Document, which is available in the **Procurement Office** The University of Haripur, on Payment of Rs.2,000/-Non-Refundable (Stationery Charges) in the form of Bank Draft/Pay order in favor of **Treasurer,** The University of Haripur.
- In case of Tender documents downloads from The University of Haripur website (www.uoh.edu.pk) should be submitted along with pay order/demand draft of Rs.2,000/- (Stationery Charges). No bid will be accepted without Stationery Charges.
- The Bid Security Rs. 100,000/- **(Refundable)** shall be submitted from the account of firm/bidder/contractors who submit the bid. in the form of Call Deposit Receipt in favor of **Treasurer, The University of Haripur**.
- The Tender should reach this office by **December 7, 2022** before **11:00 am**. Bids will be opened on same date at **11:30am**, in the office of convener Procurement Committee of Services.
- Quotation/Bid must be submitted through Courier/Postal Service. No Quotation/Bid will be received by hand and receipt after due date & time.
- The University reserves the right to accept or reject any or all bids as per KPPRA's & PPRA's rules.
- Errors and omissions, if any, shall be subject to rectification by the University.

Procurement Officer

The University of Haripur, Hattar road Haripur**, Ph. No. 0995-920618**

TENDER FOR STUDENT RESOURCE CENTER & TWO CORNERS

Tender No	No.UOH/Adv/87-2022
Bidding Procedure	Single Stage One Envelope procedure as per KPPPRA's & PPRA's rules
Stationery Charges	Rs.2,000/- in form of DD/Pay Order in favour of Treasurer The University of Haripur. In case of Tender Document is downloaded from University of Haripur website **(www.uoh.edu.pk)** it should be submitted along with Pay Order/Demand Draft of Rs. 2,000/-. No bid will be accepted without stationery charges.
Earnest/Security Money	Rs. 100,000/- shall be submitted from the account of firm/bidder/contractors who submit the bid in the form of Call Deposit Receipt in favor of **Treasurer, The University of Haripur**.
Submission	Upto **December 7, 2022, 11:00am** in Procurement Office Through Currier
Opening	Upto **December 7, 2022,** at **11:30 pm** in the Office of Convener Procurement Committee

Note: Tender notice is also available on The University of Haripur website (www.uoh.edu.pk) as well as on KPPRA's website (www.kppra.gov.pk).

BASIC ELIGIBILITY CRITERIA

Bidders/Firms/Company must fulfill the following basic eligibility criteria without which their bids shall not processed.

Table No.1 Basic Eligibility Criteria

S.No	Description	Remarks
1.	Certificate of Company / Firm Registration/ Incorporation under the laws of Pakistan	Mandatory
2.	Organizational profile, list of clients and references;	Mandatory
3.	Valid Income Tax Registration (NTN).	Mandatory
4.	Valid Registration of Khyber Pakhtunkhwa Revenue Authority (KPRA)	Mandatory
5.	Valid General Sales Tax Registration (Status = Active with FBR as on the date of submission)	Mandatory
6.	Relevant experience and past performance of past Two(02) Years	Mandatory
7.	Financial position for the last one years including bank statements	Mandatory
8.	Submission of undertaking on legal valid and duly attested stamp paper (original) mentioning a. The firm/company/contractor is not blacklisted nor defaulter earlier by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan. b. The firm/company/contractor has not provided the equipment less than the quoted price in any other Govt/Public Sector Organization c. In full compliance of the execution schedule and delivery period mentioned in tender documents. d. Certified that, Bid security is Rs.100,000/- is attached with Bid. e. Certified that, the information/documents provided by me/firm/company/contractor are correct and nothing has been concealed. Signing Authority of the documents shall be responsible if any information provided is found fake/incorrect at later stage.	Mandatory
9.	Cost of each item shall be quoted in Pak Rupee inclusive of all applicable taxes/duties/delivery charges etc.	Mandatory
11.	The Bid Security Rs.100,000/- **(Refundable/Adjustable)** shall be submitted from the account of firm/bidder/contractors who submit the bid. (Will be attached with Financial bid) in the form of Call Deposit Receipt in favor of Treasurer**, The University of Haripur**.	Mandatory
12.	Complete CV, including Experiences (Preferable Educational Institutes) with documentary Proof.	Mandatory
13.	Detailed of specifications of equipments to be installed	
14.	Authorized person (Officer/Official) of the Firm/Company/Contactor shall initial all the pages of the Tender Documents along with official seal/stamp.	Mandatory

Note: Documents regarding "Basic Eligibility Criteria" should be enclosed with the Bids. Bids of only eligible firms shall be considered for further consideration. Incomplete documents shall not be entertained.

SECTION-1 GENERAL INSTRUCTIONS TO BIDDERS (GITB)

The terms and conditions of the tender for the allotment of Student Resource Center are as under.

1. The tender document can be obtained from Treasurer office (Procurement Section) by depositing Bank Draft/Pay Order for Rs.2,000/-(Non-Refundable) in favour of Treasurer during office hours (Monday to Friday).

2. The bidder will submit Call Deposit/Earnest money of **Rs.100, 000/-** Re-Fundable/Adjustable through Bank Draft/Pay Order in favour of Treasurer, The University of Haripur with the Bid.

4. If the successful bidder failed to enter into an agreement, the earnest money will be forfeited.

5. The decision of the tender opening committee after evaluation of rent and service rates will be final.

6. Complete bidding of all listed services will be necessary,

7. The University reserves the right to reject any or all the tender without assigning any reason and the right to change any condition of the tender before opening of the bid.

8. CDR of the unsuccessful bidders will be returned without interest after completion of all codal formalities.

9. The University reserves the right to offer more Student Resource Centers in any form to the same or other service provider as per need or demand during the contract of existing service.

10. All works shall be carried out with due regard to the convenience of University/Campus. The order of the concerned authority shall be strictly observed.

11. The successful bidder will deposit security money equal to **Six Months** rent before the taking over of business which in no way will be adjusted against rent. The said security deposit will be returned to allotee after successful completion of services and obtaining “No Objection Certificate” from the University of Haripur.

12. The University will provide a suitable place(s) for the Student Resource Center at its own discretion. The contractor will pay all the charges of electricity, water etc as per government rates or decided by University authorities. The university reserves the right to change the location/place of resource center to its convenience.

13. The service area(s) will initially be allotted for a period of one year. However, there will be six (06) months probationary period, if allotee fail to provide quality and satisfactory service. The contract will be cancelled with immediate effect.

The contract is extendable on yearly basis (subject to fulfillment of all terms & conditions & satisfactorily service) with enhancement of rent not below 10% of existing rent. University reserves the right to retender or call for fresh biddings after the completion of one year.

14. The subletting of service area will not be allowed. If any situation so arises it will be with the approval of competent authority i.e Vice Chancellor and University will charge extra rent as decided by the tender committee.

15. The successful bidder shall be liable to provide uninterrupted services at Resource Center during office hours and will make alternate arrangements of power shortage etc and no extra charges will be applicable. The University can ask for opening of resource center at any time or during holidays.

16. If the contractor wants the premature termination of contract he/she will give three months' notice or deposit three months rent for clearance. However University reserve the right to terminate the contract without giving any notice in case the service provider commits breach of any of the terms of the contact. University decision in such a situation shall be final and acceptable by the service provider without any objection or resistance.

17. If the contract is terminated by the Service provider without giving stipulated period of notice i-e **(Three Months)** or fails to observe the terms & conditions of the tender, the security will be forfeited without prejudice, the University reserves the right to proceed against the contractor for any additional damages that the University suffer as a result of the breach of the aforesaid terms & conditions.

18. The contractor will be bound to deposit monthly rent in advance along with utility charges by the 05th of each month failing which the authority reserves the right to impose penalty in shape of fine not less than Rs.1,000/-

19. If the contractor withdraws any listed service or the service provided are not found satisfactory, University reserve the right to terminate the contact without giving any notice and initiate appropriate necessary action in the matter for making alternate arrangement and security shall stand forfeited.

20. The University reserves the right to impose a penalty on the service provider for any serious laps in maintaining the quality and the service willfully or otherwise or for any adulteration.

21. If the University is not satisfied with the service provided or behavior of the staff, the service provider will be served within 24-hour notice to improve or rectify the defect(s), failing which the University will be at liberty to take appropriate necessary steps as deemed fit.

22. The contractor will responsible for all internal repair/maintenance work of place provided by University during his contract period.

23. University will neither be responsible for any kind of internal security & safety nor any kind of damage to the Student Resource Center or its equipment due to natural calamity or short circuiting

etc and the contractor will not request the University for Making Good the loss or concession in the monthly rent.

24. The contractor will provide complete data of the employees hired for student resource center and will be responsible for all kind of their acts.

25. All pages of tender document must be signed by the authorized signatory and sealed with the stamp of bidding firm as token of having accepted all the terms & conditions of this tender.

26. All the above terms and conditions will be binding on both parties (successful bidder and University) through written agreement to be executed soon after the award of tender to the successful bidder.

27. The successful bidder will be bound to display at visible places complete rate list of all items duly signed by committee.

28. The successful bidder will ensure the implementation and observation of all moral and ethical values and failing in any case will result in the termination of contract.

For above said purposes, the words successful bidder, contractor and service provider have same meaning.

Addresses:

1. **Student Resource Center**
   Near Nation Bank University Branch
   The University of Haripur
2. **Photostat Corner-I**
   IBN AL HAYTHAM Block
   The University of Haripur
3. **Photostat Corner-II**
   IBN SINA Block
   The University of Haripur

The following specific data for the goods to be procured shall complement, supplement, or amend the provisions in the general instructions to Bidders (GITB): Section I. Whenever there is a conflict, the provisions herein shall prevail over those in GITB.

A-The Bidding Document		
	Language of the Bid	English
B-Preparation of Bid		
Basic Eligibility Criteria	The price quoted shall be:	In Pak Rupees (PKR) inclusive of all applicable taxes & transportation charges
	The price shall be:	Fixed and must include the Income and General Sales Taxes (GST) and other taxes and duties, where applicable as per law. If there is no mention of taxes, the offered / quoted price(s) will be considered as inclusive of all prevailing taxes / duties.
	Qualification requirement	1. The bidder must comply with the specifications of items provided in the tender document. 2. The bidder must have minimum three years' experience in manufacturing or supplying of similar items as requisitioned in the bid. 3. Documentary evidence to this effect must be provided with the bid, which includes copy of contract / purchase order, etc. 4. The bidder must submit National Tax No., Sales Tax. No. Certificates, as well as Certificate of Incorporation / registration of the firm. 5. The bidder must submit with the bid documents the delivery plan, particularly the completion time for subject procurement. 6. Bid must be submitted in accordance with Evaluation Criteria as mentioned in Schedule of Requirements. 7. Bid will be evaluated in accordance with Evaluation Criteria as mentioned in Schedule of Requirements. 8. The bidder shall submit proper documentary evidence for financial soundness of the firm. 9. The bidder shall not be under a declaration of ineligibility for corrupt and fraudulent practices and should not be black listed by any Government/Non-government Organization. An affidavit duly attested by notary public shall be attached with the bidding document in this regard
	Amount and Form of Bid Security	1. Rs.100,000/- in the form of CDR 2. The tenders found deficient of the amount as bid security compared to total bid price will not be considered. 3. The Bid security should be in the form of CDR in Favor Treasurer-The University of Haripur 4. No personal cheques will be acceptable at any cost. 5. The previous bid security if any will not be considered or carried forward.
	Security	Rent of six Months

	Bid validity period.	Bid should remain valid for 120 days from the closing date.
C-Submission		
	Address for Bid Submission	Procurement Office The University of Haripur, Off Hattar Road, District Haripur-Khyber Pakhtunkhwa, Phone No: 0995-920618
	Deadline for Bid Submission	December 7, 2022 **at 1100 hours**
D-Opening of Bid		
Tender Invitation	Bid Opening	December 7, 2022 **at 1130 hours**

PRICE-BID FORMAT

Rent per month (Not less than Rs.50,000/-) for running Student Resource Rs._____

Rent per month (Not less than Rs.15,000/-) for Corner-I Rs._____

Rent per month (Not less than Rs.15,000/-) for Corner-II Rs._____

Rates of services to be provided by the bidder:

S.No	Description of Services (to be Provided)	Rate (In Pak rupee)
1	Photocopy (Single Side) A4 80gm (Imported)	
	Photocopy (Single Side) A4 80gm (Local)	
2	Photocopy (Double Side) A4 80gm (Imported)	
	Photocopy (Double Side) A4 80gm (Local)	
3	Photocopy (Single Side) A4 70gm (Imported)	
	Photocopy (Single Side) A4 70gm (Local)	
4	Photocopy (Double Side) A4 70gm (Imported)	
	Photocopy (Double Side) A4 70gm (Local)	
5	Photocopy (Single Side) legal 80gm (Imported	
	Photocopy (Single Side) legal 80gm (Local)	
6	Photocopy (Double Side) legal 80gm (Imported)	
	Photocopy (Double Side) legal 80gm (Local)	
7	Photocopy (Single Side) Legal 70gm (Imported)	
	Photocopy (Single Side) Legal 70gm (Local)	
8	Photocopy (Double Side) Legal 70gm (Imported)	
	Photocopy (Double Side) Legal 70gm (Local)	
9	Scanning (Single Side)	
10	Scanning (Double Side)	
11	Printing Black & White 80gm (Single Side)	
12	Printing Black & White 80gm (Double Side)	
13	Printing Color (Single Side)	
14	Printing Color (Double Side)	
15	Thesis Binding	
16	Binding (Spiral)	
17	Binding (Hard)	
18	Binding (Tape)	
19	Composing	
20	Fax per page	
21	Any extra service the bidder wants to provide,	
Detail of machinery to be installed in Student Resource Center		
S.No	**Name of machinery**	**No.**
1	Photostat Machine (with complete specifications and speed)	
2	Computers for Composing	
3	Scanners	

4		Quoting Machine	
5		Fax Machine	
6	i.	Any other machinery	
	ii.		
	iii.		
	iv.		
	V		
	vi.		
Detail of machinery to be installed in Corner-I			
S.No		**Name of machinery**	**No.**
1		Photostat Machine (with complete specifications and speed)	
2		Computers for Composing	
3		Scanners	
4		Quoting Machine	
5		Fax Machine	
6	i.	Any other machinery	
	ii.		
	iii.		
	iv.		
	V		
	vi.		
Detail of machinery to be installed in Corner-II			
S.No		**Name of machinery**	**No.**
1		Photostat Machine (with complete specifications and speed)	
2		Computers for Composing	
3		Scanners	
4		Quoting Machine	
5		Fax Machine	
6	i.	Any other machinery	
	ii.		
	iii.		
	iv.		
	V		
	vi.		

Note: Sample(s) of all types of paper must be provided along with bid documents

Sr. No	CDR Amount (PKR)	CDR No. and Bank Details
1.	**Rs. 100,000/-**	

Bid Form/ Cover Letter

Date: _____

No: _____

To
In-Charge Procurement
The University of Haripur

Subject: **Submission of Tender Documents in Response to Your Advertisement.**

Dear Sir,

1. Having examined the bidding documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver the goods in conformity with the said bidding documents.
2. We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.
3. If our Bid is accepted, we hereby agree that our Bid Security as being provided herewith this "Bid Form", will remain with the University according to Clause GITB-7.1 of Instructions to Bidders.
4. We also agree to abide by this Bid for a period of 120 days from the date fixed for Bid opening under Clause GITB-6.5 of the Instructions to Bidders, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
5. Until formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

Dated this _____ day of _____ 20_____

_____ _____

[Signature] [In the capacity of]

Duly authorized to sign Bid for and on behalf of _____

UNDERTAKING

I have read the terms and conditions thoroughly regarding "Tender dated _____, I hereby undertake to abide by these terms & conditions in letter and spirit. In case of false, fake information or documents, I shall be liable to disqualification and subsequently my CDR be forfeited by the Procuring Entity.

Signature: _____

Name of Authorize Person: _____

Company/Firm Name: _____

Seal: _____