TenderDocuments

Repair and Maintenance of Central Library Roof

University of Haripur

Restoring Hope; Building Community

TENDER DOCUMENT FOR REPAIR AND MAINTENANCE OF CENTRAL LIBRARY ROOF (UOH/ADV/57-2021)

Bids shall be opened on 24th May, 2021 at 11:30 A.M in the office of Convener, Procurement Committee for Works, The University of Haripur, Off-Hattar Road, Haripur

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

_____

Address (Block Letter): _____

_____

Telephone No:

_____

Fax No:

_____

E-mail:

_____

Signature &Seal

Tender fee of Rs. 2000/-(Non-Refundable) vide Demand Drat/Pay Order No:_____date_____

Earnest Money of Rs._____(Refundable) vide Demand Draft/Pay Order No:_____ Date_____

Date of Bid Submission:

REPAIR AND MAINTENANCE OF CENTRAL LIBRARY ROOF

Tender No	No.UOH/Adv/57-2021
Bidding Procedure	Open Competitive Bidding (Single Stage One Envelop) as per KPPRA's rules,14 (2)(A)-2014
Stationery Charges	Rs.2, 000/- in form of DD/Pay Order in Favor of Additional 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/-. (To be attached with Proposal). **No bid will be accepted without tender document fee.**
Earnest Money	Earnest money at a rate of 2% (refundable) of total bid price shall be submitted from the account of firm/bidder/contractors who submits the bid. (Will be attached with Financial bid) in the form of Call Deposit Receipt in favor of Treasurer, The University of Haripur).
Submission	Bids shall be submitted latest by 24th May, 2021 at 11:00 A.M in Procurement Office through currier/postal service.
Opening	Bids shall be opened on 24th May, 2021 at 11:30 A.M 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)

ELIGIBILITY CRITERIA

Bidders/Firms/Company must fulfill the following eligibility criteria.

S.No	Description	Remarks
1	Valid Company/Firm Registration With Pakistan Engineering Council (PEC)	Mandatory
2	Valid Income Tax Registration (NTN)	Mandatory
3	Valid General Sales Tax Registration (having FBR active status on the date of proposal submission)	Mandatory
4	Certified that, the information/document 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
5	Project completion timeframe (maximum of 05 weeks following issuance of work order)	Mandatory
6	Submission of bid security at a rate of 2% in the shape of DD/Pay Order in the name of Treasurer, The University of Haripur	Mandatory
7	Cost of quoted prices shall be PKR and will be inclusive of all applicable taxes, duties and delivery charges.	Mandatory
8	Authorized person (Officer/Official) of the Firm/Company/Contractor shall initial all the pages of Tender Documents along with official seal/stamp	

Note: Documents regarding “Eligibility Criteria” should be enclosed with the Bids. Bids of only eligible firms shall be considered for further consideration.

Advertisement: UOH/ADV/57-2021

THE UNIVERSITY OF HARIPUR

TENDER NOTICE

Sealed Bids/quotations are invited from reputed firms/companies (Local/Non-Local), registered with FBR, having active tax payer status for **Repair and Maintenance of Central Library Roof**, The University of Haripur.

Terms and Conditions:

- The Detailed specifications along with terms & conditions have been set forth in the Tender Document, which is available in the Office of the Director Works, The University of Haripur, on Payment of Rs. 2000/- Non-Refundable (Stationary Charges) in the form of Bank Draft/Pay Order in favor of Treasurer, The University of Haripur.
- In case of Tender documents downloaded from University's website **(www.uoh.edu.pk)** should be submitted along with pay order/demand draft of Rs. 2000/- (stationary Charges). No bid will be accepted without Stationary Charges.
- The Bid Security @ 2% (Refundable) of total bid price 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. 24th May, 2021.Bids will be opened on the same day at **11:30 am**, in the office of Convener Procurement committee of works.
- 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 and PPRA's rules.

Additional Director Works

The University of Haripur, Hattar Road Haripur

0995-612265

GENERAL AND SPECIFIC CONDITION FOR TENDER

1. General

- All Quotations should reach the undersigned within due date as specified in the advertisement through registered post.
- The submission of quotations by hand is not acceptable. Bidders are bound to submit complete form issued by The University of Haripur with stamp and signature on each page and quotes rates of items in column mentioned (it may be for one item or all items) along with bid.
- Tenders must be enclosed in a properly sealed envelope. Any cutting/ correction in bid will make quotation invalid.
- Tenders forms shall be filled in ink or typed. No tender filled in pencil shall be considered.
- The tenderer shall sign and stamp the tender form at each page. (Both side of page)
- Rates shall be written both in words and figures. There should not be errors and / or overwriting. Corrections if any should be made clearly and initiated with dates.
- In case of quoting alternate prices, separate tender shall be purchased.
- The bidder shall mention validity of offer, terms of payment, guarantee/warranty period and schedule of delivery.
- Supply order/ contract will be issued subject to the availability of funds as well as subject to Transfer from Funding agency.
- The contractor shall notify forth in written form to The University of Haripur with any change in the constitution of the firm, etc. and such change shall not relieve any former member of the firm, etc., from any liability under the contract.
- The contractor, in respect of the contract, shall accept no new partner/ partners in the firm unless he / they agree to abide by all its terms, conditions and deposits with the University of Haripur a written agreement to this affect. The contractor's receipt for acknowledgement or that of any partners subsequently accepted as above shall bind all of them.
- The contractor shall not assign or sub-let his contract or any substantial part thereof to any other agency.
- The University of Haripur reserves the right to accept any tender not necessarily the lowest, reject any tender without assigning any reasons and accept tender for all or anyone or more of the articles for which tenderer has been given or distribute items of stores to more than one firm/ supplier.
- The evaluation will be based on the comparison of rates being offered in PKR against given specifications.

2. BID price

- The Bidder shall indicate in his offer, the unit price and total Bid prices in Pak Rupees.
- Taxes levied by the government, if any, shall be paid by the bidder and must be included in the quoted prices.
- In case of items supplied from local stock, sales Tax and Income Tax will be deducted from the supplier's bill as per government rules. GST will be refunded subject to the provision of Sale Tax invoice.

3. BID validity

- The Bid will remain valid and open for acceptance for a period of 90 days from the specified date of opening or closing of financial year on the case may be.

4. Earnest Money

- The Quotation must be accompanied with a call deposit of 2% of the local quoted prices with their offer in the form of demand draft/pay order in favor of "Additional Treasurer, University of Haripur", (refundable).
- The earnest money shall be denominated in Pakistani rupees and shall be in the form of demand draft, pay order or call deposit, issued by Pakistani bank or branch of a foreign bank, operating in Pakistan,
- The earnest money may be forfeited in the following cases:
- When tenderer withdraws or modifies the offer, after opening of tender but before acceptance of tender,
- When tenderer does not execute the agreement if any, prescribed within the specified time.

5. Signing of BIDS

- The person signing the Bids shall initial all the pages of the bid along with official seal/stamp where entries are made.

6. Dead Line for submission of Bids

- All Bids must reach on or before the prescribed date line during the office hours.

7. **Late BIDS:** Late bids will not be entertained and returned unopened to the Bidder.

8. **Canvassing:** Counseling or canvassing staff or elected representatives by any Tenderer will become liable to disqualification.

9. Mode of Payment

- Payment shall be made in the form of cheque following inspection of the work done in accordance with the stated specifications.

10. Advance Payment

No advance payment will be made. Payments will be made subject to the clearance of account and audit cells.

11. Conforming Tender

A conforming tender is defined as follows:

- It is submitted on time.
- It is lodged at the nominated place.
- All required forms are completed.
- Documents are properly signed.
- It complies with the tender conditions.
- There are no commercial and contractual qualifications to the tender.
- A non-conforming tender is one, which does not satisfy the above requirements and it may be rejected.

12. Disqualification of Tender

The tenderer shall observe all relevant statutory and legal requirements when complete the tender. Any Tender engaged in collusion with other tenderers shall be disqualified from tendering in accordance with **Rule 43 & 44 of KPPRA, 2014**

13. Forfeiture of Bid Security

The bid security may be forfeited if the bidder with draws the bid during the period of its validity or if the successful bidder fails to accept the purchase order / sign the contract or fails to remit performance guarantee within the respective due date or if the bidder has submitted the forged documents or indulged in fraudulent practices defined in procurement rules KKPRA, 2014.

14. Delay in Assignment

In case of extension in the delivery period, the recovery shall be made on the basis of following percentages of value of goods stores / work completion which the tenderer has failed to supply / complete the work.

14.1. Conditions with Percentage

a. Delay up to one fourth period of the prescribed delivery period. **2.5 %**

b. Delay exceeding one fourth but not exceeding half of the prescribed period. **5.0 %**

c. Delay exceeding half but not exceeding three fourth of the prescribed period. **7.5 %**

d. Delay exceeding three fourth of the prescribed period. **10.0 %**

15. The security money shall be refunded immediately after the completion and inspection of assignment by the Works Committee.

SPECIFICATIONS OF REPAIR AND MAINTENANCE OF CENTRAL LIBRARY ROOF

Specifications of Repair and Maintenance of Central Library Roof

S.No	Description	Specifications	Quantity	Unit Cost PKR (Inclusive of all taxes)	Total Cost in PKR (Inclusive of all taxes)
1	**Repair and Maintenance of Central Library Roof**	1. Cleaning of debris and removal of old damaged concrete/plaster and repair of cracks with Non Shrink (NS) Grout and Bonding agent complete in all respects	3000 Sqft		
		2. Applying plaster having ratio of cement sand (1:4) on parapet wall inside and outer side and on top of parapet for good surface to water proofing	360 Sqft		
		3. Apply Rock seal C4 of approved quality with polyester 1st coat under and 2nd coat on top with the guarantee of leakage and seepage for 5 years at contractor's cost	3000 Sqft		
Total Cost PKR (inclusive of all taxes in figures)					
Total Cost PKR (inclusive of all taxes in words)					

REPAIR AND MAINTENANCE OF CENTRAL LIBRARY ROOF AT THE UNIVERSITY OF HARIPUR SCHEDULE OF RATES

To
The Additional Director Works
University of Haripur, Hattar Road
Haripur.

Subject: **Repair and Maintenance of Central Library Roof**

Reference to the subject cited above, this is to state that I/we have gone through the tender documents, and declare that I/ we shall be abided by the terms and conditions detailed in the tender document for repair and maintenance of central library roof.

S.No	Description	Specifications	Quantity	Unit Cost PKR (Inclusive of all taxes)	Total Cost in PKR (Inclusive of all taxes)
1	**Repair and Maintenance of Central Library Roof**	1. Cleaning of debris and removal of old damaged concrete/plaster and repair of cracks with Non Shrink (NS) Grout and Bonding agent complete in all aspects having ratio (1:4) 2. Applying plaster on parapet wall inside and top and outer side for good surface to water proofing having ratio (1:4) 3. Apply Rock seal C4 of approved quality with polyester 1st coat under and 2nd coat on top with the guarantee of leakage and seepage for 5 years at contractor's cost	3000 sqft 360 sqft 3000 sqft		
Total Cost PKR (inclusive of all taxes in figures)					
Total Cost PKR (inclusive of all taxes in words)					

Name and Designation of Person

Name of the firm/company