Tender Documents

For Establishment of Glass House

UOH/ADV/48-2019

The
University of Haripur
Restoring Hope; Building Community

TENDER DOCUMENT FOR ESTABLISHMENT OF GLASS HOUSE (UOH/ADV/48-2019)

(FIXED BUDGET)

Bids shall be opened on Dec 04, 2019 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:

Tender No	No.UOH/Adv/48-2019
Bidding Procedure	Open Competitive Bidding (Single Stage One Envelop) as per KPPRA's rules, 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 Additional Treasurer, The University of Haripur).
Budget	Fixed budget of Rs. 450,000/- (Purchase order be issued to successful bidder/contractor once funds are transferred from Funding agency to the University of Haripur)
Submission	Bids shall be submitted latest by Dec 04, 2019 at 11:00 A.M in Procurement Office through currier/postal service.
Opening	Bids shall be opened on Dec 04, 2019 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 Certificate (under the laws of Pakistan	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	Submission of undertaking on legal valid and attest stamp paper that the firm/company is not blacklisted by any of the provincial or federal government organization anywhere in Pakistan	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	Any other information	

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

The UNIVERSITY OF HARIPUR

Advertisement No. UOH/ADV/48-2019

TENDER NOTICE

Sealed Bids/quotations are invited from reputed firms/companies (Local/Non Local), registered with FBR, having active tax payer status for the following items to The University of Haripur.

S..No	Description	Budget
1	Construction of Small Glass Green House	Rs. 450,000/-

TERMS & CONDITIONS:

- The detailed specifications along with terms & conditions. have been set forth in Tender Document, which is available in the **Office of the Director Works** 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 **Additional 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 @2% **(Refundable)** of total bid price 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 **Additional Treasurer, The University of Haripur**.
- The Tender should reach this office by **December 04, 2019** before **11:00 am**. Technical & Financial Bids will be opened on the same day **at 11:30 am**, in the office of convener Procurement Committee of Goods
- 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.

Director Works, The University of Haripur
Hattar Road, Haripur, Khyber Pakhtunkhwa,
www. uoh.edu.pk
Tel: 0995-615694, Fax: 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 over-writings. 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 120 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. 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.

13. 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.

13.1. 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 %**

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

SPECIFICATIONS OF GLASS HOUSE ESTABLISHMENT

Specifications of Glass House Establishment

S.No	Description	Specifications	Quantity	Unit Cost PKR (Inclusive of all taxes)	Total Cost in PKR (Inclusive of all taxes)
1	**Glass House**	**1. Size:** Length: 10 feet Width: 9 feet Height:11 feet **2.** Glass House in sides pillar concrete boundary holding glass house. **3.** Proper pipe fitting and valves ppr inside of house. **4. Glass** 5mm clear glass fitted in frame. **5. Frame**: Milled steel frame of 21 gauge all side. **6.** Front sliding door, paint all frame.			
Total Cost PKR (inclusive of all taxes in figures)					
Total Cost PKR (inclusive of all taxes in words)					

SUPPLY & INSTALLATION OF ITEMS TO THE UNIVERSITY OF HARIPUR

Schedule of Rates

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

Subject: **SUPPLY & INSTALLATION OF GLASS HOUSE**

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 supply and installation of following items.

S.No	Description	Specifications	Quantity	Unit Cost PKR (Inclusive of all taxes)	Total Cost in PKR (Inclusive of all taxes)
1	**Glass House**	**1. Size:** Length: 10 feet Width: 9 feet Height:11 feet **2.** Inside: Glass House in sides pillar concrete boundary holding glass house. **3.** Proper pipe fitting and valves ppr inside of house. **4. Glass** 5mm clear glass fitted in frame. **5. Frame**: Milled steel frame of 21 gauge all side. **6.** Front sliding door, paint all frame.			
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