

STANDARD BIDDING DOCUMENTS

FOR

KMU ANNUAL REPORT 2010-11

JANUARY 2012

KHYBER MEDICAL UNIVERSITY

PESHAWAR,

(KHYBER PAKHTUNKHWA)

Signature
Chairman Purchase Committee

Signature
Authorized person or Supplier

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Section – I

INVITATION OF BIDS

GALLOP TENDER NOTICE

The Khyber Medical University, Peshawar invites sealed tenders from the Printers/Publishers of repute duly registered with Sales Tax, Income Tax and Excise & Taxation Department for item as per detail:

S. No.	Description of Items	Quantity
1.	KMU Annual Report 2010-11	300

1. The bidding documents including quantity, specification and detailed terms and conditions can be downloaded from www.kmu.edu.pk
2. Bid must be accompanied by deposit receipt of Rs.500/- of A/c #1450-8, National Bank of Pakistan, Hayatabad Township Branch, Peshawar (Non Refundable)
3. The quotation may be dropped in the Tender Box placed in front of the office of the Registrar KMU, Peshawar positively by 23/01/2012 (1000 hours sharp). The bidding documents sent through courier or post will not be accepted.
4. The quotations will be opened in the KMU, Committee Room, on 23/01/2012 at 1030 hours by the Purchase Committee in the presence of the bidders or their representatives.
5. The bidding documents must be studied thoroughly so that no content may be ignored or left out incomplete.
6. Incomplete quotations will not be entertained .

Chairman Purchase Committee
Khyber Medical University, Peshawar

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Section – II **TERMS & CONDITIONS / INSTRUCTIONS TO BIDDERS**

1. The Tender submitted by the suppliers shall be based on the following terms and condition and required documents must be attached with bid as per details given below:

(i) Bid/rate may be quoted on prescribed bidding form available in the bidding document for the unit price of the item(including all taxes) entirely in Pak rupees transparently and clearly according to the prescribed specification available in the bidding document for each item. The rates should be mentioned in both words and figures. Rates with cutting or overwriting will be considered as nonresponsive. No tender with conditional, ambiguous and alternate price will be considered. Only one rate should be submitted for one item. If firm desires to offer more than one rates, he should purchase separate bidding documents. The items without mentioning country of origin will not be accepted for purchase, even though if it is lowest in price.

(ii) Qualification and experience certificate of technical staff.

(iii) Copies of registration with income tax and sales tax department. Income tax general sales tax and stamp duty will be deducted from the supplier as per government rules.

(iv) Clearance Certificate of Excise and Taxation Department.

(iv) A Call Deposit equal to 2 % of the quoted value must accompany the bid otherwise bid will be considered as nonresponsive. The Call Deposit should be in favor of the Treasurer, Khyber Medical University, Peshawar. The Call Deposit amount should be deposited on formula as $\text{Unit price} \times \text{Quantity required} = b * 2 \%$. Cheques, Bank Guarantee, insurance guarantee and pay orders will not be accepted. The call deposits shall be verified before the preparation of comparative statements and if found fake, legal action will be taken against the firm as per rules.

2. The Purchase Committee reserves the right to accept or reject any bid and cancel the process of completion and reject all bids, at any time prior to award of the contract without; thereby incurring any liability on the part of the effected supplier or any

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obligation to inform the affected supplier of the goods for the Purchase Committee decision.

3. No partial payment will be made against partial supply/ delivery.
4. The payment will be released after inspection by KMU Technical / Inspection Committee and satisfactory report submitted by the end user.
5. The black listed suppliers are not eligible to participate in the bidding.
6. All documents relating to the bid and contract shall be in English language.
7. The bidding documents should be signed and stamped by a person duly authorized on behalf of the supplier on every page.
8. The supplier belong to the other province will provide the complete address and phone numbers of his branch office at Khyber Pakhtunkhwa.
9. The tender should be in sealed cover envelop clearly written thereon “**quotations for ---** -----” the name of the supplier with full address and telephone/ fax number must be written on the back of the quotation. If the envelop is not sealed and marked as above, the University will not be responsible for misplacement or pre-mature opening of bid. Sealed bids should be addressed to the Chairman Purchase Committee.
10. The Purchase Committee reserve the right to increase or decrease the quantities of items of equipment/instruments/machinery
11. In case of supply of defective or used items, the firm will be dealt with as per Government rules and regulations.
12. The successful supplier will have to make an agreement on stamp papers for the supply of the items according to the Contract.

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Section – III

Specification

S.No.	Specification
1.	KMU Annual Report 2010-2011 Inner Paper: Matte Paper Outer Paper: Art Card (Cover) Inner Paper(Weight): 128 gram Outer Paper(Weight): 300 gram + Lamination Size of Paper: A4 Color : 4 color No. Of Pages: 100 (Excluding Title(Cover)/ Back Page) Quantity: 300 No.s

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Section – IV BID SUBMISSION FORM (Should also be submitted on company letter head too)

To

The Chairman
Purchase Committee
Khyber Medical University
Peshawar

Enclosed please find the offer to execute the contract of Printing of KMU Annual Report 2010-2011 in accordance with the conditions of agreement accompanying this bid for the price of Rs. _____ (Amount in figures) _____ (amount in words). We accept to supply the items mentioned in the supply order within _____ days on the rate approved by the purchase committee. This bid and your written acceptance will constitute a binding contract between us. We understand that you are not bound to accept the lowest or any bid you receive. We hereby confirm that this bid complies with the validity of the bid required by the proposal documents.

1. Name of Supplier: _____
2. Address of Supplier: _____
3. Phone Number of Supplier: _____
4. Fax No. _____
5. Name of the authorized person: _____

6. Signature: _____

7. Designation of authorized person: _____
8. Stamp of the Supplying Agency: _____
9. Dated: _____

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BID Form

S. No	Item Name	Specification	Unit Price (Including all taxes)
1.	KMU Annual Report 2010-2011	Inner Paper: Matte Paper Outer Paper: Art Card (Cover) Inner Paper(Weight): 128 gram Outer Paper(Weight): 300 gram + Lamination Size of Paper: A4 Color : 4 color No. Of Pages: 100 (Excluding Title(Cover)/ Back Page) Quantity: 300 No.s	

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Section – V **FORM OF AGREEMENT/CONTRACT**

This agreement made on this day _____ of _____ Feb 2012 between the Khyber Medical University, Peshawar (herein after called the Purchaser) of the one part and _____
_____ (herein after called the Supplier) of the other part.

Whereas the Purchaser invited bids for Printing of KMU Annual Report 2010-2011 viz _____
_____ and has accepted a Bid by the Supplier for the supply of those printing in the sum of Rupees _____ (hereinafter called the Contract Price. NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. The following documents shall be deemed to form and be read as construed as part of this agreement viz:
 - a. The purchasers Notification to the Supplier of Award of Contract (letter of acceptance);
 - b. The form of Bid and the price schedule submitted by the Supplier;
2. The successful supplier shall be bound to supply the required items at approved rates within 30 days of the receipt of supply order. In case of delay in supply within stipulated time the penalty @ 2% per day will be imposed for first 15 days and thereafter @ 4% per day in the subsequent period.
3. The item if found sub-standard or if not according to specification shall be replaced free of cost by the Supplier.
4. The supplier shall be bound to deliver all the approved items to the KMU at their own cost.
5. The Supplier's request for payment shall be made to the Purchaser in writing, accompanied by invoices describing, as appropriate deliver upon full fill recent of all the obligations stipulated in the Contract. The payment to the supplier will be made from the by Purchaser after inspection by KMU Technical/Inspection Committee and satisfactory report by end-users.

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6. The Supplier is responsible for all taxes according to the laws of the Islamic Republic of Pakistan and Khyber Pakhtunkhwa Province.
7. The Supplier shall be responsible for deduction of 1% stamp duty while executing the contract as per Provincial Assembly Notification No. PA/NWFP/legis-1/2001/13723 dated 7/07/2007 regarding finance bill article No.22 (A) (B).

8. Warranty:

- 8.1 The KMU shall give Notice to the supplier stating the nature of any such defects together with all available evidence thereof; promptly following the discovery thereof. The Purchaser shall afford all reasonable opportunity for the Supplier to inspect such defects.
- 8.2 Upon receipt of such Notice, the supplier shall, within fifteen (15) days expeditionly replace the defective goods or parts thereof, at no cost to the Purchaser.
- 8.3 If having been notified the Supplier fails to remedy the defects within the stipulated period, the purchaser may proceed to take within a reasonable period such remedial action as may be necessary, at the suppliers risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.
9. The KMU Technical / Inspection Committee of University shall have the right to inspect / test the goods to confirm their conformity to the contract specification. The inspection may be conducted in the premises of KMU.
10. The purchaser may reject any copy which do not conform to the specifications. The supplier shall replace the rejected item at no cost to the Purchaser and shall repeat the test or Inspection.
11. **Patent Indemnity:** The Supplier shall, subject to the Purchaser compliance with the condition of contract indemnify and hold harmless the Purchaser and its employees and officers from and against any and all suits, actions or administrative proceedings, claims, demands losses damages, costs, and expenses of any nature including attorney's fees and expenses, which the Purchaser may suffer as a result of any infringement or alleged infringement of any patent utility model, registered design trade mark copyright, or

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other intellectual property right registered or otherwise existing at the date of the contract by reason of;

- a. The installation of the goods by the supplier or the use of the goods in polestar where the site is located.
- b. The sole in any country of the products produced by the goods.

1. **Termination:** Termination for default:

The Purchaser, without prejudice to any other remedy for breach of contract by notice of default sent to the supplier, may terminate the contract in whole or in part.

- I. If the supplier fails to deliver any or all of the goods within the period specified in the contractor.
- II. If the supplier fails to perform any other obligation under the contract.

In the event the purchaser terminates the contract in whole or in part, the Purchaser may procure, upon such terms and in such manner as it deems appropriate Goods or related services similar to those undelivered or not performed, and the Supplier shall be liable to the purchaser to any additional costs for such similar goods.

- a. If the supplier, in the judgment of the purchaser has engaged in corrupt and fraudulent practices in competing for or in executing the contract.

2. **Assignment:** The supplier shall not assign, in whole or in part its obligation under the contract.

Party – 1

Party – 2 (The Supplier)

(Chairman Purchase Committee)

Name of Supplier: _____

Address of Supplier: _____

Phone Number of Supplier: _____

Fax No. _____

Name of the authorized person: _____

Signature: _____

Designation of authorized person: _____

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Stamp of the Firm: _____

Dated: _____

Witness No. 1

Name: _____

Signature: _____

CNIC No: _____

Witness No. 2

Name: _____

Signature: _____

CNIC No: _____

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Section – VI

DELIVERY TIME

1. The successful supplier will be bound to supply the required items at approved rates within 30 days of the receipt of supply order. 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.

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Section – VII QUALIFICATION CRITERIA

As stated in Section – II (Terms and Conditions/Instructions to Bidders)

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Section – VIII BIDS EVALUATION CRITERIA

The awards of contract would be based strictly on the specification provided in the bidding documents and quality of the items and not only on the basis of lowest rates.

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Section –I X

BID VALIDITY

The price bid will remain valid up to 30-06-2012

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