



**Pak-Austria Fachhochschule:**  
**Institute of Applied Sciences & Technology**  
Mang, Haripur, Khyber Pakhtunkhwa  
Website: [www.paf-iaast.edu.pk](http://www.paf-iaast.edu.pk) ph.: 0995-645113, Fax: 0995-645117

**RFQ DOCUMENT**

**For the Procurement of Janitorial & Gardner Items**

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**Deadline for submission of RFQ Document is: 11:00 AM, Oct 05,  
2021**

**Tender Opening: 11:30 AM, Oct 05, 2021**

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**Pak-Austria Fachhochschule: Institute of Applied Sciences and  
Technology, Mang Khanpur Road, Haripur KPK.**

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## **A.REOUEST FOR QUOTATION (RFQ)**

Sealed bid are invited on Single Stage - Single Envelop procedure under KPPPRA rules 11(1) by Pak-Austria Fachhochschule: Institute of Applied Sciences and Technology (PAF-IAST) from eligible bidders, duly registered with Income Tax and Sales Tax Departments and active on Tax payer list for ‘ supply of miscellaneous items ‘

### **TERMS & CONDITIONS.**

Tender documents containing list of Janitorial & Gardner Items, terms & conditions, items specifications and Quantity can be obtained from downloaded from the KPPPRA or Institute’s websites. In case of RFQ Document is downloaded from the website [www.paf-iast.edu.pk](http://www.paf-iast.edu.pk) it should also be submitted along with Bank Draft/ Pay Order of Rs. 1000/-Non-Refundable (Stationary Charges). No bid will be accepted without Tender Document fee.

Sealed bids should be submitted latest by Oct 05, 2021 at 11:00 A.M along-with earnest money of 2% of total value of the bid amount in the form of Call Deposit Receipt “CDR” in favor of Rector Pak-Austria Fachhochschule: Institute of Applied Sciences and Technology, (PAF-IAST).

RFQ will be opened on the same day at 11:30 A.M in the presence of interested bidders or their authorized representatives, if any, at Conference Room, Pak-Austria Fachhochschule: Institute of Applied Sciences and Technology, Mang Khanpur Road, Haripur KPK at the stipulated time.

The institute reserves the right to accept or reject all or any tender as per procedure highlighted in clause 47 of KPPPRA rules 2014.

Clarification/information (if any) may be obtained on any working day during office hours. No query will be entertained at the time of bid opening.

**Pak-Austria Fachhochschule:  
Institute of Applied Sciences and Technology, Mang Khanpur Road, Haripur KPK.  
Tel: 0995-645113.**

**PAF-IAST****B.CHECK LIST**

|   |             |
|---|-------------|
| Name of the Firm, Address(Telephone, Fax & E-mail)  |             |
| Profile Year of Establishment   |             |
| Relevant Experience   |             |
| National/Income Tax No.<br>(Annual Turnover supported by Income Tax Return)   |             |
| Banker's Name & Contact Details   |             |
| Earnest Money @ 2% as Bank Pay Order/Draft is attached  | Yes      No |
| 2 years relevant experience having similar nature of project.   |             |
| Affidavit (that the firm has not been blacklisted by private, Govt., Semi Govt. and Autonomous Body nor authority nor has rescinded any work nor have rescinded any work/assignment.) |             |

Name &amp; Designation

Contact Person

## C.BID DATA SHEET

|  |   |
|--|---|
| <b>Name of the Work<br/>Place of Execution</b>           | Supply of Janitorial & Gardner Items<br>Pak-Austria Fachhochschule:<br>Institute of Applied Sciences and Technology,<br>Mang Khanpur Road, Haripur KPK.   |
| <b>Bid Inviting Entity and Address</b>                   | Convener Procurement Committee Pak-Austria Fachhochschule:<br>Institute of Applied Sciences and Technology, Mang Khanpur<br>Road, Haripur KPK.  |
| <b>Mode of Submission</b>                                | Either through Courier or in-Person. Response submitted via<br>email shall also be accepted, for which Earnest Money (EM) in<br>shape of Demand Draft/ Pay Order amount 2% of the quoted<br>value bearing date before submission deadline should be<br>couriered to PAF-IAST. |
| <b>Payment Terms</b>                                     | Payment of bill will be released after successful delivery and<br>inspection of items as per desired specifications mention in this<br>document.  |
| <b>Liquidated Damages</b>                                | 2% of the Quoted Price on each week of delay (calculated on per<br>day basis) up-to a maximum of 10%.   |
| <b>Award of Contract</b>                                 | Tender would be awarded to the lowest evaluated bidder. Or<br>Maybe awarded to items wise lowest bidder.  |
| <b>Submission deadline</b>                               | <b>Thursday 05<sup>th</sup>, Oct 2021 at 11:00am</b> at the Office of Convener,<br>Procurement Committee, PAF-IAST  |
| <b>Due Date, Time &amp; Place for<br/>Tender Opening</b> | Tender will be opened at <b>11:30 AM, Thursday 05<sup>th</sup>, Oct 2021</b> in<br>the Conference Room, Pak-Austria Fachhochschule: Institute of<br>Applied Sciences and Technology, Mang Khanpur Road, Haripur<br>KPK.   |
| <b>Delivery Period</b>                                   | 07 days   |
| <b>Contact Person for Inquiries</b>                      | <b>Mr. Tariq Nawaz</b><br><b>Assistant Supervisor Procurement</b><br><b>+92 995 931706, 03325845289</b><br><a href="mailto:tariq.nawaz@paf-iast.edu.pk">tariq.nawaz@paf-iast.edu.pk</a>   |

## **D. INTRODUCTION**

The Pak-Austria Fachhochschule: Institute of Applied Sciences & Technology is an autonomous body established under the Government of the Khyber Pukhtunkhwa is working towards promotion of Skill based education.

PAF-IAST Haripur is planning to purchase of Janitorial & Gardner Items. Details about the specifications and quantity of Janitorial & Gardner Items are mentioned in *annexue II*.

## **E. GENERAL CONDITIONS:**

1. PAF-IAST shall not consider quotations that are received after the closing date & time, as specified in this RFQ document.
2. Bidder must provide Authorization Letter (if required) in favor of authorized representative to submit the Price Quotation.
3. Quotation must be signed by an authorized representative of the bidder and stamped with company's official seal.
4. PAF-IAST reserves the right to accept or reject one or more or all quotations.
5. If any of the Quotation found non-compliance to this Request for Quotation, PAF-IAST may reject the Quotation.
6. In case of any dispute or grievance, the matter shall be addressed as per PPRA/KPPRA rules.
7. The procurement committee of PAF-IAST shall decide and award the Contract to the bidder having complied the terms and conditions, therefore all items as mentioned must be quoted.
8. Tender would be awarded to the lowest evaluated bidder. Or maybe awarded to items wise lowest bidder. In case more than one bidder has quoted same rates for an item; the bidder securing more items (in terms of cost) will be awarded the specific item.
9. PAF-IAST reserves the right to award/ purchase order to increase or decrease the number/ quantity without any change in unit price and other terms and conditions.
10. Payment shall be made after satisfactory inspection of the supplied items.
11. If the vendor fails to deliver the goods to PAF-IAST Haripur, within the given deadline, any of the following can be opted by PAF-IAST Haripur on the recommendation of the end user and approval of the authority;
  - A. An extension in the delivery period may be granted in case a valid reason/justification with necessary documentary evidence is provided by the vendor supporting the reason for delay.
  - B. A penalty up to 10% of the invoice value may be charged.
  - C. Purchase order may be cancelled along with confiscation of earnest money if the vendor fails to deliver the goods / services after the initial or extended delivery time, as the case may be. The supply order will be canceled if the supply is substandard or is not according to the specification.
12. The given rates should remain valid for one year.

13. The supply should be made to the stores of the Centre at its premises during official timing (09:00 AM to 05:00 PM).
14. Taxes will be deducted according to Government Laws.
15. Each and every page of the Original Bid document must be duly signed and stamped by the authorized person of the Bidding firm.
16. Material/works/service should be packed suitably in appropriate wooden/metallic boxes/containers/pallets in such a manner that the goods are not lost or damaged in handling/transportation and the packing should be suitable enough to reach at the stores of procuring entity safely.
17. 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 the procuring entity, 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 to the like extent as is provided in cases cancellation under clause 8 hereof; and the procuring entity shall be entitled to deduct the amounts so payable from any moneys, otherwise due to the supplier under this or any other Contract. Any question or dispute as to the commission of any offence under this clause shall be settled by the procuring entity in such manner as it shall think fit and sufficient, and its decision shall be final and conclusive.
18. Non-Black Listing Certificate (Firm shall submit an affidavit to the effect that
  - A. Firm has neither been blacklisted by any agency nor is involved in any subversive activities.
  - B. Firm is/was not involved in any litigation/Arbitration and that no work is rescinded in the past.
19. **Undertaking:**

It is certified that the above terms & conditions have been read, learned and accepted.

**Signature of the Bidder with date and Stamp:** \_\_\_\_\_

**F.Bid Submission Form/ Quotation**

(To be filled in and return back in a separate and sealed envelope duly marked as Quotation)

|                 |  |       |             |
|-----------------|--|-------|-------------|
| Name of Bidder: |  | Date: | Select date |
| RFQ reference:  |  |       |             |

[The Bidder is required to prepare the Quotation following the below format. The Quotation must include a detailed cost breakdown of all goods and related services to be provided.]

We, the <<Name of Bidder>>, hereby submit our Quotation for the Items/ Services as below. We assure you of our full compliance to the Scope of Work, required Specifications, Delivery Schedule and other terms as stipulated in this RFQ, without any deviation and/ or reservations. We reiterate our acceptance to the terms and conditions of the RFQ.

**List for Janitorial & Gardner Items ANNEXUE II**

| Sr#                     | Item's Description | Quantity<br>(a) | Unit Price<br>[in Rs.]<br>(b) | GST<br>[in Rs.]<br>(c) | Total Price<br>[in Rs.]<br>d=a*[b+c] |
|-------------------------|--------------------|-----------------|-------------------------------|------------------------|--------------------------------------|
| <b>Janitorial Items</b> |                    |                 |                               |                        |                                      |
| 01                      | Sweeper Trolley    | 18              |                               |                        |                                      |
| <b>Gardner Items</b>    |                    |                 |                               |                        |                                      |
| 01                      | Bush Cutter        | 02              |                               |                        |                                      |
| 02                      | Rambay             | 03              |                               |                        |                                      |
| 03                      | Pruners            | 03              |                               |                        |                                      |
| 04                      | Water Cane         | 03              |                               |                        |                                      |
| 05                      | Hoe                | 02              |                               |                        |                                      |
| 06                      | Trowel Machine     | 03              |                               |                        |                                      |
| Grand Total (in PKR)    |                    |                 |                               |                        |                                      |

Quotation Value in Figures (in PKR with all taxes & duties for items above): \_\_\_\_\_

Quotation Value in Words (in PKR including all items above): \_\_\_\_\_

Name & Designation of Authorized Person: \_\_\_\_\_

Signature: \_\_\_\_\_ (Please affix company stamp here)



### **G.AFFADAVIT/CERTIFICATE**

(To be filled and signed by the bidder on Stamped Paper of Rs. 100/-)

We undertake that our Firm M/S \_\_\_\_\_ has been never black listed by any Government Department/Agency/Private Organization in any part of Khyber Pakhtunkhwa/Pakistan and that currently our firm/company is not in litigation with any other authority or organization in this capacity. We hereby confirm to have read carefully complete descriptions of the items and all terms & conditions in the bidding documents. We agree to abide by all these terms, conditions, stipulations, obligations and instructions in the bidding/tender document. In case of any dispute, decision of the Procurement Committee of PAF-IASST, Haripur, would be final and I/we undertake to accept any or all decisions of the committee with respect to acceptance and rejection of our bid, in part or in whole, and that such a decision shall not be appealable in any court of law at any time and at any stage. I/we solemnly affirm and declare that contents of this undertaking are true to the best of my information, knowledge and belief.

Signature:

Name:

Designation:

Company Name:

Company Seal:

Date:

