



**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 931706, Fax: 0995-645117

**TENDER DOCUMENT**

**For the Procurement of Examination Supplies**

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**Deadline for submission of Tender Document is: 11:00 AM, Dec, 02, 2021**

**Tender Opening: 11:30 AM, Dec, 02, 2021**

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

## TABLE OF CONTENTS

<u>A.</u> TENDER NOTICE.....	<b>Error! Bookmark not defined.</b>
<u>B.</u> CHECK LIST .....	<b>Error! Bookmark not defined.</b>
<u>C.</u> BID DATA SHEET.....	5
<u>D.</u> INTRODUCTION.....	5
<u>E.</u> GENERAL TERMS AND CONDITIONS.....	5
<u>F.</u> OTHER CONDITIONS OF CONTRACT.....	6
A.Payment Clause .....	6
B.Sub-Letting Contract.....	6
C.Bribes Commission Etc.....	6
D.Force Majeure .....	7
E.Dispute Resolution .....	7
F.Applicable Laws.....	7
<u>G.</u> SPECIFICATION FORM.....	8
<u>H.</u> Financial .....	9
<u>I.</u> AFFADAVIT/CERTIFICATE.....	10

## **A. TENDER NOTICE**

Sealed bids are invited on Single Stage - Single Envelop procedure under KPPRA rules 11(1) from the firms registered with Income Tax and Sales Tax Departments for the procurement of **Examination Supplies**, Pak-Austria Fachhochschule: Institute of Applied Sciences and Technology (PAF-IAST).

### **TERMS & CONDITIONS.**

Tender document which include detail of items, specifications and terms & conditions can be downloaded from the website [www.paf-iaast.edu.pk](http://www.paf-iaast.edu.pk) or KPPRA website ([www.kppra.gov.pk](http://www.kppra.gov.pk)) or it may be obtained from the office of undersigned. 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 **Dec, 02, 2021** 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).

Tender 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 tenqader as per procedure highlighted in clause 47 of KPPRA 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)	
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Profile Year of Establishment	
Relevant Experience	
National/Income Tax No. (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 & Designation

Contact Person

**C.BID DATA SHEET**

<b>Name of the Work Place of Execution</b>	Supply of Examination Supplies. Pak-Austria Fachhochschule: Institute of Applied Sciences and Technology, Mang Khanpur Road, Haripur KPK.
<b>Bid Inviting Entity and Address</b>	Convener Procurement Committee Pak-Austria Fachhochschule: Institute of Applied Sciences and Technology, Mang Khanpur Road, Haripur KPK.
<b>Mode of Submission</b>	Either through Courier or in-Person. Response submitted via email shall also be accepted, for which Earnest Money (EM) in shape of Demand Draft/ Pay Order amount 2% of the quoted value bearing date before submission deadline should be couriered to PAF-IAST.
<b>Payment Terms</b>	Payment of bill will be released after successful delivery and inspection of items as per desired specifications mention in this document.
<b>Liquidated Damages</b>	2% of the Quoted Price on each week of delay (calculated on per day basis) up-to a maximum of 10%.
<b>Award of Contract</b>	Tender would be awarded to the lowest evaluated bidder.
<b>Submission deadline</b>	<b>Tuesday Dec, 02, 2021 at 11:00am</b> at the Office of Convener, Procurement Committee, PAF-IAST
<b>Due Date, Time &amp; Place for Tender Opening</b>	Tender will be opened at <b>11:30 AM, Tuesday Dec, 02, 2021</b> in the Conference Room, Pak-Austria Fachhochschule: Institute of Applied Sciences and Technology, Mang Khanpur Road, Haripur KPK.
<b>Delivery Period</b>	15 Working days
<b>Contact Person for Inquiries</b>	<b>Mr. Tariq Nawaz</b> <b>A S (Procurement)</b> <b>+92 995 931706, 03325845289</b> <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 Examination Supplies.

Details about the specifications and quantity of Examination Supplies Items are mentioned in *annexue II*.

## **E.GENERAL TERMS AND CONDITIONS:**

Bidders are requested to read carefully the following terms and conditions and sign the Tender Form in token of having understood and accepted the same in all respects. They are also requested to submit the bid (s) complete in all respects. The quote(s) must be accompanied with a bid security valuing 2% of the total quoted price. Tender without bid security/fee will be out-rightly rejected.

- a) The supplier must be registered with the Income Tax and Sales Tax Authorities.
- b) The quote(s) must remain valid for 45 days from the date of tender opening.
- c) All suppliers shall mention all applicable taxes in their quotes. In case any supplier has not separately mentioned the applicable taxes in quote, the procuring entity while comparing the offers will consider that the taxes have been included.
- d) The request for quotation is non-transferable.
- e) Quotations must be submitted on or before the given time and date to the officer-designate for the purpose. No late quotation for any reason whatsoever, will be considered.
- f) The bidders must submit Non-Black List Certificate (confirming that bidder has never been black listed by any Government/Semi Government Organization) along with their offer, failing which their offer will be rejected.
- g) In case of non-conformity with the desired specifications, the item shall be replaced by the Supplier free of cost.
- h) Any bids received after the prescribed date & time for submission of bids shall be returned un-opened to the bidder.
- i) The successful bidders must provide indemnity bond for good quality of items. If the desired items are not found up to the mark, the bidder should replace it at his own cost within the warranty period.
- j) **Undertaking:** It is certified that the above terms & conditions have been read, learned and accepted.

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

## **F.OTHER CONDITIONS OF CONTRACT**

### **A.Payment Clause**

Payment shall be made on production of the following documents: -

- a) The Supplier/Vendor submits original invoice.
- b) Material/Deliverables Receiving Report (in original) signed by the Authorized Representative of Procuring entity in acknowledgement of having received all supplies/deliverables in accordance with the Purchase Order/Contract Agreement.
- c) Authenticated sales tax invoice in original as prescribed in the Sales Tax Act 1990 (where applicable).
- d) Valid Income Tax Exemption Certificate (where applicable), otherwise Income Tax at current applicable rates shall be deducted from the invoice.
- e) A certified copy of Income Tax Registration Certificate
- f) A certified copy of Sales Tax Registration Certificate

Note: Recovery of all applicable taxes at source should be made as per rules.

### **Sub-Letting Contract**

The supplier shall not sub-let or assign this Contract or any part thereof without the written permission of the Institute. In the event of the Service provider subletting or assigning this Contract or any part thereof without such permission, the Institute shall be entitled cancel the Contract and to purchase the goods elsewhere on the supplier account and risk and the supplier shall be liable for any loss or damage which the procuring entity may sustain in consequence of arising out of such purchase.

### **Bribes / Commission**

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 Institute, 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; and the Institute shall be entitled to deduct the amounts so payable from any moneys, otherwise due to the supplier under this or any other Contract.

### **Force Majeure**

The term "Force Majeure" as employed herein shall mean acts of God, strikes, lockout or other industrial disturbances, acts of public enemy, wars, blockades, insurrection, riots, epidemics, landslides, earthquakes, storms, lightning, floods, washouts, civil disturbances, explosions and any other similar events, not within the control of either Party and which by the exercise of due diligence neither Party is able to overcome.

If either Party is temporarily unable by reason of Force Majeure to meet any of its obligations under the Agreement, and if such Party gives to the other Party written notice, of the event within fifteen (15) days after its occurrence, such obligations of the Party, as it is unable to perform by reason of the event, shall be suspended for as long as the inability continues. Neither Party shall be liable to

the other Party for loss or damage sustained by such other Party arising from any event referred to as Force Majeure or delays arising from such event. Force Majeure shall not include insufficiency of funds or failure to make any payment required under the Agreement.

### Dispute Resolution

The Institute shall constitute a Committee consisting of odd number of persons with proper powers and authorizations to redress complaints of bidders that may arise prior to issuance of Purchase Order/contract agreement, in accordance with the KPPRA Rules 2014. If a bidder is not satisfied with the decision of the Committee, he may take recourse to the KPPRA.

### Applicable Laws

This Agreement shall, in all respects, be read and construed and shall operate in conformity with the KPPRA Act 2012 and KPPRA Rules 2014.



## G. 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
Tender 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 Tender, without any deviation and/ or reservations. We reiterate our acceptance to the terms and conditions of the Tender.

### List for Examination's Instruments ANNEXUE II

Section-A (Examination Supplies)			
S.NO	Description	Quantity	Specification
1.	Answer Books	20000	<ul style="list-style-type: none"><li>• Pages: No of pages 20 with printed page number</li><li>• Page Size A-4</li><li>• Paper: Paper 70 g high finish, Spotless Paper.</li><li>• Title Page: Printed in 2 colors with serial number</li><li>• 03 Pin binding</li></ul> (As per sample)
2.	Continuation Sheets	10000	<ul style="list-style-type: none"><li>• 2 continued sheets of 04 pages</li><li>• Page Size A 4</li><li>• Paper: Paper 70 g high finish, Spotless Paper</li><li>• Title Page: Printed in 2 colors</li></ul> (As per sample)
3.	Envelops	2000	<ul style="list-style-type: none"><li>• Envelop 120g art paper</li><li>• Size 15.5"x11.5"</li><li>• Craft Paper inside with net cloth</li></ul> (As per sample)
4.	Sealing sticker	2000	<ul style="list-style-type: none"><li>•</li></ul>

#### Note:

- Financial bid proposal shall be submitted on prescribed format at **H**.
- Quoted rates should be inclusive of all taxes.
- Samples of the items/supplies/equipment would be approved by the procuring entity before the supply.
- Vendor may visit & verify the sample with the concerned section finalizing the delivery.
- The Vendor is bound to mention all items rates; partial bids would not be accepted.

## H. Financial Proposal

### Examination's Instruments

Section-A				
S#	Description	Qty	Unit Rate(Rs) of All taxes inclusive	Amount in Rs.
1	Answer Books	20000		
2	Continuation Sheets	10000		
3	Envelops	2000		
4	Sealing sticker	2000		
<b>Total Amount in Rs.</b>				

**Name & Designation**

**Authorized Signature & Stamp**

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**I.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

