



Pak-Austria Fachhochschule:
Institute of Applied Sciences & Technology
Mang, Haripur, Khyber Pakhtunkhwa
Website: www.paf-iaast.edu.pk ph.:0995 931706, Fax: 0995-645117

TENDER DOCUMENT

For the Procurement of “Supply of Software for DMDT Studio(s)”

Deadline for submission of Tender Document is: December 29, 2021 @ 12:00 noon

Tender Opening: 12:30 PM, December 29, 2021

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

TABLE OF CONTENTS

<u>A.</u>	TENDER NOTICE.....	Error! Bookmark not defined.
<u>B.</u>	CHECK LIST	Error! Bookmark not defined.
<u>C.</u>	BID DATA SHEET.....	5
<u>D.</u>	INTRODUCTION.....	6
<u>E.</u>	GENERAL TERMS AND CONDITIONS.....	6
<u>F.</u>	OTHER CONDITIONS OF CONTRACT.....	7
	A.Payment Clause	7
	B.Sub-Letting Contract.....	7
	C.Bribes Commission Etc.....	7
	D.Force Majeure	8
	E.Dispute Resolution	8
	F.Applicable Laws.....	8
<u>G.</u>	BID FORM.....	9-15
<u>H.</u>	AFFADAVIT/CERTIFICATE.....	16

**Pak-Austria Fachhochschule:
Institute of Applied Sciences & Technology**

Website: www.paf-iaast.edu.pk Ph: 0995-645112-113. Fax: 0995-645117

Khanpur road, Mang, Haripur, Khyber Pakhtunkhwa

TENDER NOTICE

Sealed Bids/Quotations are invited from Reputed Firms/ Companies (Local/ Non-Local), registered with FBR, having active taxpayer status, for **“Supply of Software for DMDT Studio(s)”** under the following Lot.

Lot # 1. Software(s)

Adobe Creative Cloud (All Apps) & Cinema 4D (All our Products in One Bundle)

Detail can be found in the Tender Document.

TERMS & CONDITIONS:

- The detailed specifications along with terms and conditions have been set forth in Tender Document, which can be obtained from the Institute on Payment of Rs. 1000/-Non-Refundable (Stationary Charges), in the form of Bank Draft/ Pay Order in favor of Rector, PAF-IAST Haripur.
- In case of Tender Document is downloaded from the website www.paf-iaast.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.
- The bid security @2% (Refundable) of total bid price shall be submitted with the bid in form of CDR in favor of Rector, PAF-IAST Haripur.
- The Tender should reach the office of Convener Procurement Committee PAF-IAST on or before Wednesday the December 29, 2021 12:00 Noon. Bids will be opened on the same day at 12:30 pm. The Tender is being executed as per KPPRA Rule 06 (02) (a) “Single Stage, One Envelope Procedure”.
- The PAF-IAST reserves the right to accept OR reject any or all bids as per KPPRA’s rules.
- Errors and omissions, if any, shall be subject to rectification by the institute.

**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. (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

Name of the Work Place of Execution	Supply of “Supply of Software for DMDT Studio(s)” Pak-Austria Fachhochschule: Institute of Applied Sciences and Technology, Mang Khanpur Road, Haripur KPK.
Bid Inviting Entity and Address	Convener Procurement Committee Pak-Austria Fachhochschule: Institute of Applied Sciences and Technology, Mang Khanpur Road, Haripur KPK.
Mode of Submission	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.
Payment Terms	Payment of bill will be released after successful delivery and inspection of items as per desired specifications mention in this document.
Liquidated Damages	2% of the Quoted Price on each week of delay (calculated on per day basis) up-to a maximum of 10%.
Award of Contract	Tender would be awarded to the lowest evaluated bidder.
Submission deadline	December 29, 2021 @ 12:00 noon at the Office of Convener, Procurement Committee, PAF-IAST
Due Date, Time & Place for Tender Opening	Tender will be opened at 12:30 AM, December 29, 2021 in the Conference Room, Pak-Austria Fachhochschule: Institute of Applied Sciences and Technology, Mang Khanpur Road, Haripur KPK.
Delivery Period	14 Working days
Contact Person for Inquiries	Dr. Ayaz Muhammad Hanif +92 995 931706, 03345045765 ayaz.hanif@fecid.paf-iast.edu.pk

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 “Supply of Software for DMDT Studio(s)”

Details about the specifications and quantity of “Supply of Software for DMDT Studio(s)” 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 bidder will must provide **Indemnity Bond/Warranty** (if any) on Judicial Stamp Paper.
- j) 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.
- k) A performance security 10% (if any) of the total contract value shall be deducted from the successful bidder for a period of one-year.
- l) Provide sample at the time of bid opening.
- m) **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 Price Schedule following the below format. The Price Schedule must include a detailed cost breakdown of all goods and related services to be provided.]

We, the <<Name of Bidder>>, hereby submit our Financial Bid for the Supply of Items as below. We assure you of our full compliance to the required specifications, delivery schedule and other terms without any deviation and/ or reservations. We reiterate our acceptance to the terms and conditions of the TenderOur Financial proposal as below is submitted for your kind consideration;

Description	Technical Specifications	QTY (a)	Unit Price [in Rs.] (b)	GST [in Rs.] (c)	Total Price [in Rs.] d=a*[b+c]
SOFTWARE(s) (As per specifications)					
1	Adobe Creative Cloud (All Apps)	Institution-wide License	30 users		
2	Cinema 4D	Maxon Educational Lab License Program	30 users		

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)

H.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

