

WOMEN UNIVERSITY MARDAN
ACCOUNT SECTION
BIDDING DOCUMENTS FOR SUPPLY OF ANSWER BOOKS & CONTINUATION
SHEETS (TENDER NO.10,11/2017-18)

[ALL PAGES OF THESE CONDITIONS, PRODUCT SPECIFICATION AND PRICE SCHEDULE ARE MANDATORY TO BE SIGNED AND STAMPED BY THE BIDDER AND SUBMITTED ALONGWITH THE BID, FAILING WHICH THE BID MAY BE REJECTED]

These documents comprise following Parts:

1. Part-I: Conditions of Contract
2. Part-II: Specification of the Product
3. Part-III: Schedule of Price

Part –I: Conditions of Contract:

1. Any addition, deletion or modification of any clause of these conditions is not acceptable and may lead to rejection of the bid. By submitting the bid, the bidder/vendor declares to abide by and bound by the conditions laid down in the advertisement together with those mentioned hereunder:
2. The firm / bidder shall clearly provide the proof of Registration for GST / NTN on their printed letterheads.
3. Tender number/title and date/time of its opening shall be clearly marked at the face of envelope.
4. Bid for each tender shall be submitted in separate sealed envelope.
5. Tender received after the closing date / time will not be entertained.
6. In case of closed/forced holidays, tender opening time/date will be considered as the next working day.
7. Certificate must be attached showing that the firm has not be blacklisted or debarred by any Government Department.
8. The product specifications of the items to be supplied is attached as **Part-II**.
9. The material must be according to specifications.
10. The Bids/Offer shall remain valid for 90 days from the date of opening. The bidders shall quote their prices inclusive of all duties / Taxes / Packing / Petrol / Transportation / Installation / Demonstration etc. and all other expenses on delivery to consignee at Account Section, Women University Mardan, East Canal Road near Bilal Masjid, Mardan.
11. Advance payment is not allowed and shall not be asked for.
12. The sealed bids complete in all respect must reach the office of the Assistant Treasurer, Women University Mardan alongwith earnest money 02% in shape of CDR to be attached with the financial proposal. The earnest money will be released after 3 months of supply subject to the satisfactory report. No bid will be accepted without earnest money.
13. The sealed tenders, complete in all respects, must reach the undersigned at the time and date notified in the advertisement. Late receipts shall not be entertained, whatsoever the reason may be.

Signature and Stamp of Bidder: _____

14. The tenders shall be opened in accordance with the schedule given in the advertisement. The bidders or their representatives can be present if they so desire.
15. Only those tenders will be entertained which are absolutely clear/unambiguous, unconditional and legible. Any unavoidable cutting/overwriting must be signed and initial.
16. The offered items must be brand new and free from any defect.
17. The University reserves the rights to inspect the working facilities and equipment of the supplier at any stage.
18. The items shall be delivered to the Store Section, Women University Mardan, within 30-days of issuance of the Supply Orders.
19. A penalty of 0.5% of the total cost of order can be imposed per day upto 10 days for delay on the part of the bidder. A penalty of 1.0% of the total cost of order will be imposed for delay beyond 10 days.
20. In case of failure in the supply, the University Purchase Committee will have the right to cancel the supply order and forfeit the earnest money and black list the firm.
21. The University has the right to increase or decrease the quantum of work according to its requirement/available budget. No additional cost will be paid for such increase or decrease.
22. Payment will be made under university rules after receipt of the supply and satisfactory inspection report.
23. 10% of the total billed amount shall be retained by the University as Security for a Period of Not less than Three Months. The security amount will be released after 3 months of supply subject to non-receipt of complaint for the concerned quarter.
24. Bids will be evaluated on least cost basis.
25. The following documents must be attached with the bid:
 - i. Valid NTN and STRN Certificates
 - ii. Duly signed and stamped copy of conditions, product specification and price schedule issued by the University
 - iii. Declaration on Stamp Paper that the firm has never been Black Listed
26. The successful bidder shall have to sign a prescribed agreement on the Stamp Paper of Rs. 100/- duly attested from notary public.
27. The University Purchase Committee may reject, in part or as a whole, any one or all the bids in accordance with the rules in vogue.

Assistant Controller Examination
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Signature and Stamp of Bidder: _____

PART-II: Product Specification:

Title of Job	Qty. & Pages	Detailed Specification
Answer Books	Qty:150,000	Paper Size and Quality: 29 cm x 22 cm; Non absorbing 70 gms.
	Pages: 20 pages	Imported ruled sheets with ruling at 1 cm interval having margin ruling in Red colour of 2.5 cm on right and left side
		Binding: Machine stitching with punching hole 1 inch diagonally
Continuation Sheets	Qty:150,000 Pages: 04 pages	Packing: To be packed in a bundle of 100 Answer Books in polythene bag or polythene wrapped and duly packed in 7mm plywood corrugated boxes. Slip indicating details about the contents inside the box to be pasted on each box.

Note for Bidders:

- i. The Successful bidders would provide One Year Complete Warrantee of the Product and shall replace the product in case of any defect.

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Signature and Stamp of the Bidder: _____

PART-III: Price ScheduleName of Bidder: _____
(All prices in Pak Rupees)

(1) S.No.	(2) Particular	(3) Unit Price without GST	(4) GST/ Unit	(5) = (3) + (4) Unit Price with GST	(6) No. of Units	(7) = (5) x (6) Cost
1	Answer Books 20 pages				150,000	
2	Continuation Sheet 04 pages				150,000	
3	Total Cost				-	
4	Bid Security (2% of Total Cost)				-	
5	Per Page Rate (for additional pages only)				1	

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Women University Mardan**Signature and Stamp of the Bidder:** _____

Note: In case of discrepancy between unit price and total price, the unit price shall prevail.