



Tender Document
Tender for Purchase/Printing of Miscellaneous Items

University of Baltistan, Skardu
Kargil Road, Hussainabad Skardu
Phone No. 05181-960069-70

Invitation to Bid

Invitation to Bid

Tender Notice No: TO-2403/01

A University of Baltistan, Skardu invites sealed tenders from eligible / authorized distributors / reputed firms registered with income tax / sale tax department for the supply of following items. The bids must be reached to the undersigned on or before mentioned date / time, which will be opened in the presence of tenderers and their authorized representatives. Single stage one envelopes.

S. #	Tender. #	Description	Tender Fee (Rs.)	Last Date/Time of Bid Submission	Bids Opening Date/Time
1	TO-2404/01	Purchase/Printing of miscellaneous Items	1,000/-	05-04.2024 at 11:00 hours	05.04.2024 at 11:30 hours

A set of Tender documents along with terms and conditions can be downloaded from University web site (www.uobs.edu.pk) . An amount of Rs.1000/- (Non-Refundable) payable in shape of pay order / demand draft in favor of Treasurer, University of Baltistan, Hussainabad Skardu.

The Competent Authority reserves the right to reject any one or all tenders.

Assistant Treasurer (Procurement)

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Section-II Instructions to Bidder

Bidders are advised to read the contents of the Instruction to Bidders (ITB) carefully

1. Scope of Bid

University of Baltistan invites sealed bids for Supply of Tonners, Computer Accessories and Printing of Pena flex etc

2. Source of funds

- a) Public Fund

3. Eligible Bidder

- a) This Invitation for Bids is open to all original manufacturers/ their authorized agents/ suppliers and in case of imported goods their authorized agents/ importers/ suppliers in Pakistan for supply of Goods who must be registered (NTN, GST, on Active Tax Payers List of FBR etc.).
- b) Bidders under a declaration of ineligibility for corrupt and fraudulent practices issued by any Government (Federal, Provincial or Local) or a public sector organization are NOT ELIGIBLE. Bidders blacklisted by any Government (Federal, Provincial or Local) or a public sector organization are also NOT ELIGIBLE.

4. Corruption and Fraud

- a) The Government of Pakistan defines Corrupt and Fraudulent Practices as “corrupt and fraudulent practices” which includes the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official or the supplier or contractor in the procurement process or in contract execution to the detriment of the procuring agencies; or misrepresentation of facts in order to influence a procurement process or the execution of a contract, collusive practices among bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the procuring agencies of the benefits of free and open competition and any request for, or solicitation of anything of value by any public official in the course of the exercise of his duty”.
- b) Indulgence in corrupt and fraudulent practices is liable to result in rejection of bids, cancellation of contracts, debarring and blacklisting of the bidder, for a stated or indefinite period of time.

5. Eligible Goods and Services

- a) All goods and related services to be supplied under the contract shall conform to the policies of the Government of Pakistan in vogue. All expenditures made under the contract shall be limited to such goods and services.
- b) For purposes of this clause, (a) the term “Goods” includes any goods that are the subject of this Invitation for Bids and (b) the term “Services” includes related ancillary services such as transportation, insurance, installation, after sale service /support and trainings etc.

6. Cost of Bidding

- a) The Bidder shall bear all the costs associated with the preparation and submission of its bid, and the Procuring Agency shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

The Bidding Procedure

7. Applicable Bidding Procedure

- a) The bidding procedure is governed by Public Procurement Rule 36 “Procedures of Open Competitive Bidding” sub-rule (a) “Single stage – One Envelope procedure”.
- b) The bidding procedure prescribed in the Invitation for Bids is explained herein below:

Single Stage: One Envelope Procedure

- i) The bid shall comprise a single package containing technical details and financial proposal bids.
 - ii) The Procuring Agency shall first establish the “Eligibility and Qualification of Supplier” and then evaluate the technical details conforming the compliance of the offered item’s technical specifications with the demanded ones and other terms & conditions, without reference to the price and reject any Bid which shall not conform to the specified requirements;
 - iii) The Bid of ineligible and/or technically non-responsive bidders shall be returned;
 - iv) The financial bids of eligible Bidders shall be considered only;
 - v) The bid found to be the most advantageous bid shall be accepted. In case, two bidders submit equal financial bid, the bidder with more experience shall be awarded contract.
- (ix) the bid found to be the ****most advantageous bid shall be accepted.

The Bidding Documents

8. Contents of the Bidding Documents

- a) The goods required, applicable bidding procedures, and Contract Terms are prescribed in this Bidding Documents. In addition to the Invitation for Bids, this Bidding Documents include:
 - Instructions to Bidders (ITB)
 - Schedule of Requirements
 - Technical Specifications
 - Evaluation Criteria
 - Bid Forms
 - Draft Standard Contract including Special Conditions of Contract (with Annexures) and General Conditions of the Contract.
- b) The “Invitation for Bids” (IFB) Notice is not a formal part of the Bidding Documents and is included as a reference only.
- c) The Bidder is expected to examine all instructions, forms, terms, and specifications in the Bidding Documents. Failure to furnish all information required by the Bidding Documents or to submit a bid not substantially responsive to the Bidding Documents in every respect shall be at the Bidder’s risk and may result in the rejection of its bid.

9. Clarification(s) on Bidding Documents.

A prospective Bidder requiring any clarification(s) on the Bidding Documents may notify the Procuring Agency in writing at the Procuring Agency’s address indicated in the Invitation for Bids. The Procuring Agency shall respond in writing to any request for clarification(s) of the bidding documents, which it receives not later than ten (10) days prior to the deadline for the submission of bids prescribed in the Invitation for Bids. Written copies of the Procuring Agency’s response (including an explanation of the query but without identifying the source of inquiry) shall be sent to all prospective Bidders that have received the Bidding Documents.

10. Amendment(s) to the Bidding Documents.

- a) At any time prior to the deadline for submission of bids, the Procuring Agency, for any reason, whether at its own initiative or in response to a clarification(s) requested by a prospective Bidder, may modify the Bidding Documents by amendment(s).
- b) All prospective Bidders that have received the Bidding Documents shall be notified of the amendment(s) in writing through Post, e-mail or fax, and shall be binding on them.
- c) In order to allow prospective Bidders reasonable time for taking the amendment(s) into account in preparing their bids, the Procuring Agency, at its discretion, may extend the deadline for the submission of bids.

Preparation of Bids

11. Documents comprising the Bids.

- a. The Bid shall comprise the Bid Forms of this Bidding Document and all those ancillary documentations that are prescribed for the eligibility of the bidders and goods and ancillary services that are found necessary and highlighted in the Bid Forms.
- b. The Bidder shall complete the Bid Forms and an appropriate Price Schedule furnished in the bidding documents, indicating the goods to be supplied, a brief description of the goods, their general and specific characteristics, ancillary services that the bidder is willing or required to provide along with the proposed price.

12. Bid Price

- a) The Bidder shall indicate on the appropriate form prescribed in this Bidding Document the unit prices and total bid price of the goods, he proposes to supply under the Contract.
- b) Form prescribed for quoting of prices, should be typed and printed on the bidder's letterhead. Any alteration/correction must be initialed. Every page of the bid is to be signed and stamped at the bottom.
- c) The Bidder should quote the prices of goods according to the technical specifications as provided in this document. The technical specifications of goods, different from the required specifications, shall straightway be rejected.
- d) The Bidder is required to offer a competitive price. All prices must include all the taxes and duties, where applicable. If there is no mention of taxes, the offered/quoted price shall be considered as inclusive of all prevailing taxes/ duties. The bidder shall be responsible for all new taxes, if any, levied by the Government until completion of the contract.
- e) The benefit of exemption from or reduction in the taxes and duties shall be passed on to the Procuring Agency.
- f) Prices offered should be for the entire quantity of an item demanded in the Schedule of Requirement; partial quantity offers shall straightaway be rejected. Conditional offer shall also be considered as non-responsive Bid.
- g) While making a price quote, trend/ inflation in the rate of goods and services in the market should be kept in mind. No request for increase in price due to market fluctuation in the cost of goods and services shall be entertained.
- h) Bid price should be fixed for one year(March 2024 to March 2025)

13. Bid Currencies

- a) Prices shall be quoted in Pak Rupees.

14. Supporting Documents to judge specification

- a) The bidder shall provide the leaflets/brochures/catalogs of quoted products with specification.

15. Bid Security

- a) Bidder shall furnish, as part of its bid, a Bid Security Rs.10,000 in the shape of pay order/demand draft/ call deposit in the name of University of Baltistan, Skardu. Unsuccessful bidder's Bid Security shall be discharged or returned soon after announcement of the successful bids.
- b) The successful Bidder's Bid Security shall be discharged upon signing of contract, successful delivery of goods, furnishing of the performance/bank guarantee and confirmation of the performance/bank guarantee by University of Baltistan, Skardu with the Bank of the successful bidder.
- c) The bid Security may be forfeited:

if a Bidder withdraws its bid during the period of bid validity;

Or

In the case of a successful Bidder, if the Bidder fails to sign the Contract or fails to provide a performance security.

16. Bid Validity

- a) Bids shall remain valid for 90 days after the date of opening of bid prescribed by the Procuring Agency. A bid having validity for a shorter period shall be rejected by the Procuring Agency as non-responsive.
- b) The Procuring Agency shall ordinarily be under an obligation to process and evaluate the bid within the stipulated bid validity period. However, under exceptional circumstances and for reason to be recorded in writing, if an extension is considered necessary, all those who have submitted their bids shall be asked to extend their respective bid validity period. Such extension shall be for not more than the period equal to the period of the original bid validity.
- c) Bidders who;
 - I. agree to the Procuring Agency's request for extension of bid validity period shall not be permitted to change the substance of their bids; and
 - II. Do not agree to an extension of the bid validity period shall be allowed to withdraw their bids without forfeiture of their bid securities.

17. Late Bids

Any bid received by the Procuring Agency after the deadline for submission of bids prescribed by the Procuring Agency pursuant shall be rejected and returned unopened to the Bidder.

18. Withdrawal of Bids

- a) The Bidder may withdraw its bid after the bid's submission and prior to the deadline/closing time & date prescribed for submission of bids.
- b) No bid may be withdrawn in the period between deadline for submission of bids and the expiration of the period of bid validity. Withdrawal of a bid during this period may result in forfeiture of the Bid Security submitted by the Bidder.

19. Opening & Evaluation of Bid.

- a) The bids received shall be opened by the Procuring Agency publically in the presence of the Bidders or their representatives who may choose to be present University of Baltistan, Skardu.
- b) All Bidders in attendance shall sign an attendance sheet.
- c) Prior to the detailed evaluation, the Procuring Agency shall determine the substantial responsiveness of bid to the bidding documents. For purposes of this clause, a substantially responsive bid is one, which conforms to all the terms and conditions of the bidding documents without material deviations. Deviations from, or objections or reservations to critical provisions, such as those concerning Applicable Laws, delivery schedule, taxes & duties etc. shall be deemed to be a material deviation. The Procuring Agency's determination of a bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.
- d) The Procuring Agency shall open one Bid at a time and read out aloud its contents which may include name of the Bidder, items bided for and unit prices and total amount of the Bid. The Procuring Agency may choose to announce any other details which it deems appropriate if not in conflict with the Public Procurement Rules-2004, specifically Rule 28 (Opening of Bids).
- e) In the Financial Bids the arithmetical errors shall be rectified on the following basis:
 -
 - If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected.
 - If the Bidder does not accept the correction of the errors, its bid shall be rejected, and its Bid Security may be forfeited.
 - If there is a discrepancy between words and figures, the amount in words shall prevail.

20. Rejection of Bids

- a) The Procuring Agency may reject any or all bids at any time prior to the acceptance of a bid under Public Procurement Rules (PPR) 2004. The Procuring Agency may upon request communicate to any Bidder who submitted a bid, the grounds for its rejection of any or all bids, but is not required to justify those grounds.
- b) Conditional or incomplete bid/bids shall be rejected.
- c) The bid/bids received with over-writing, cutting and doubtful figure shall be rejected.
- d) The Procuring Agency incurs no liability, solely by virtue of its invoking Rule 33.1 of PPR 2004, towards Bidders who have submitted bids.
- e) Notice of the rejection of any or all bids shall be given promptly to the concerned Bidders that submitted bids.

21. Re-Bidding

- a) If the Procuring Agency rejected all bids, it may call for a re-bidding.

- b) The Procuring Agency before invitation for re-bidding shall assess the reasons for rejection and may revise specifications, evaluation criteria or any other condition for Bidders, as it may deem necessary.

22. Announcement of Evaluation Report

Announcement of Evaluation Report will be as per PPR, 2004.

23. Contacting the Procuring Agency

- a) No Bidder shall contact the Procuring Agency on any matter relating to its bid, from the time of the bid opening to the time of announcement of Evaluation Report. If a Bidder wishes to bring additional information to the notice of the Procuring Agency, it should do so in writing.
- b) Any effort by a Bidder to influence the Procuring Agency in its decisions on bid evaluation, bid comparison, or Contract award may result in the rejection of the Bidder's bid. Canvassing by any Bidder at any stage of the bid evaluation is strictly prohibited. Any infringement shall lead to disqualification.

Award of Contract

24. Acceptance of Bid and Award Criteria

- a. The Bidder whose bid is found to be most closely conforming to the Evaluation Criteria prescribed and having the lowest evaluated bid, if not in conflict with any other law, rules, regulations or policy of the Government of Pakistan, shall be awarded the Contract, within the original or extended period of bid validity.

25. Procuring Agency's Right to vary quantities at the time of Award

- a. The Procuring Agency reserves the right at/after the time of award of Contract to increase or decrease, the quantity of goods up to 15% as originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions.

26. Notification of Award

- a) Prior to the expiration of the period of bid validity, the Procuring Agency shall notify to the successful Bidder in writing that his bid has been accepted.
- b) The notification of award shall constitute the formation of the Contract between the Procuring Agency and the successful Bidder.
- c) The enforcement of the Contract shall be governed by Rule 44 of the PPR-2004.

SCHEDULE OF REQUIREMENTS & TECHNICAL SPECIFICATIONS

Schedule of Requirements:

The Stationery shall be delivered and installed in accordance with the following schedule of requirements: -

S. No	Milestone	Time Period
1 (a)	Supply of Tonners, Computer Accessories and Printing of Pena flex etc	Within 15 days from date of issuance of Supply order

Penalties for Late deliveries of supplies: The supplies shall be delivered in accordance with the Supply Orders to be issued by University of Baltistan, Skardu. In case of late deliveries, penalties at the following rates will be applied:

Mode of Penalty	100% Quantity as per Purchase Order	Total delivery period
Without penalty	15days	15days
With penalty @ 1% per day after 15 days of issuance of Supply Order upto maximum of 10% of the total contract value.	10 days	31 days

Technical Specifications-LOT-A

Specifications and Financial Bid of Supply of Tonners, Computer Accessories and Printing of Pena flex etc

S.No	Description & Specification	Rate per Sqft
01	China Flex imported (230 grm)	
02	China Flex imported (240/250 grm)	
03	China Flex imported (260 grm)	
04	Star Flex imported Korean (340 grm)	
05	Star Flex imported (400 grm)	
06	Backlite Flex imported Korean (610 grm)	
07	One Way Vision Sticker ex (2000 Series)	
08	Vinyl Stickers (2000 Series)	
09	Service Charges per installation	
	Total Amount	

Technical Specification -LOT-B

Specifications Financial Bid of Supply of Tonners, Computer Accessories

Description	Brand Name	UoM/Quantity	Quantity	Amount
Tonner 79 A		Piece	1	
Tonner 44 A		Piece	1	
Tonner 26 A		Piece	1	
Tonner 80 A		Piece	1	
Tonner 85 A		Piece	1	
Tonner 76 A with chip		Piece	1	
Colour Tonner 410 A		Set	1	
Tonner 107 A		Piece	1	
Tonner 106 A		Piece	1	
Tonner NPG 50		Piece	1	
CE505AC		Piece	1	
Tonner 90 A		Piece	1	
Total Amount				
LOT-C				
Mouse		Piece	1	
Keyboard		Piece	1	
Mouse Wireless		Piece	1	

Power cable		Piece	1	
VGA cable		Piece	1	
HDMI Cable- 3mtr		Piece	1	
HDMI Cable 5 mtr		Piece	1	
Laptop Charger Core-i7		Piece	1	
Laptop Charger Core-i5		Piece	1	
USB-32 GB		Piece	1	
USB-64 GB		Piece	1	
Mouse Pad		Piece	1	
Door Bell		Piece	1	
RJ45		Packet	1	
PCS Wire Strips		Packet	1	
Total Amount				

Note: The bidder shall provide the leaflets/brochures/catalogs of quoted products with specification.

Note:

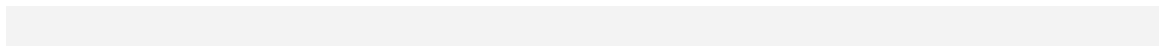
FINAL TOTAL PRICE (in words):-----

Signature:-----

Designation:-----

Date:-----

Official Stamp:-----



EVALUATION CRITERIA

Technical evaluation will be done on the basis of following parameters for eligibility of the Bidder: -

- i. NTN Certificate (If applicable).
- ii. GST Certificate (If applicable).
- iii. On Active Tax Payers List of FBR (If applicable).
- iv. Registration/ Incorporation/ Business Certificate and number of business years in Pakistan.
- v. Complete Company profile.
- vi. Minimum three (3) years' experience in relevant supply.
- vii. Bid Validity period of 90 days.
- viii. Affidavit to the effect that not blacklisted and rendered ineligible for corrupt and fraudulent practices by any Government (Federal, Provincial or Local) or a public sector organization/ Division/ Ministry.
- ix. Compliance with schedule of requirements (Yes/No)
- x. Submission of required amount of bid security.
- xi. Manufacturer's standard warranty: One (01) year warranty for Computer accessories.
- xii. Compliance with Technical Specifications (Yes/No).
- xiii. Original Bidding Documents duly signed/ stamped.
- xiv. Printing facility must be in Skardu City. (Yes/No)

(B) Financial Evaluation:

Financial bids of eligible and technically qualified firms will be opened before the bidder's representatives who wish to attend the tender opening.

Financial Proposal Evaluation:

Note: The most advantageous bid will be awarded the contract as per PPR,2004.

Section-VI

Special Conditions of Contract

The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the General Conditions of Contract.

1. Definitions

The Purchaser is: University of Baltistan, Skardu.

The Delivery Site is: Hussainabad, Skardu.

2. Inspection and Tests

- i. After delivery of goods at the Purchaser's premises, the Purchaser shall inspect the quantity, quality, specifications of goods.
- ii. The Inspection Committee of the Inspection Committee of University of Baltistan, Skardu will carry out detailed physical examination of stocks and can reject, any item if found not according to the approved technical specifications etc. Moreover, the Supplier will also be responsible to replace the same without any further charges.

3. Packing

Packing & accessories: All the items to be provided in proper company packing with brochures.

4. Transportation and delivery requirements

- i. The bidder shall deliver the supplies at the destination in scratch-less condition with all the manufacturer supplied accessories.
- ii. The Supplier shall arrange such transportation of the Goods as is required to prevent their damage or deterioration during transit to their final destination and in accordance with the terms and manner prescribed in the Schedule of Requirement.
- iii. All costs associated with the transportation including loading/unloading and road taxes shall be borne by the Supplier.

5. Payments

Payment to the successful bidder/Supplier will be made subject to:

- Satisfactory delivery, inspection, testing and configuration of items.
- Upon submission of required documents.
- On submission of invoice for payment to treasurer office UOBS, after fulfilling codal formalities.
- 100% payments will be made after successful testing and commission through cross cheque by UOBS Skardu.

6. Prices

Prices shall be: Fixed.

7. Liquidated Damages

Applicable rate: Penalties for delayed delivery of Printing items shall be as under:

Mode of Penalty	100% Quantity as Per Purchase Order	Total delivery period
Without penalty	21 days	21 days
With penalty @ 1% per day after 21 days from date of issuance of Purchase Order upto maximum of 10% of the total Contract Price	10 days	31 days

8. Resolution of Disputes

The dispute resolution mechanism to be applied shall be as follows:

In the case of any dispute concerning the interpretation and/or application of this contract shall be settled through arbitration. The Treasurer, UOBS or his nominee shall act as sole arbitrator. The decisions taken and/or award made by the sole arbitrator shall be final and binding on the parties.

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