



FATA University

Darra Adam Khel, FR Kohat

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SINGLE STAGE ONE ENVELOPE PROCEDURE

Last date of tender submission: June 15,2017 up to 11:00 AM

Opening date of tender: June 15,2017 at 11:30 AM

Price= Rs.300/-

TENDER DOCUMENTS FOR THE PROCUREMENT OF LAPTOP & IT RELATED ITEMS, SPORTS GEARS, STATIONARY & OTHER ITEMS AND CIVIL WORK

(**Note:** Please provide a soft copy of all documents in a USB/CD drive along with hard copy of the offer)

Document Issued By: Treasurer Office, FATA University, FR Kohat

Dated: 29-05-2017

Terms & Conditions

1. INVITATION TO BID

- 1.1 The Vice Chancellor, FATA University invites bids UNDER SINGLE STAGE SINGLE ENVELOPE PROCEDURE for the items as per list of items/works provided in the Tender document.
- 1.2 Bids must be submitted in sealed envelope, indicating its due date on the face of the envelope.
- 1.3 Earnest money @ 2% of the quoted items in the shape of **call deposit** in the name of Vice Chancellor, FATA University shall be submitted with the tender otherwise the tender documents shall not be entertained.
- 1.4 The quoted prices shall be inclusive of all types of admissible taxes & valid up to 30-06-17.
- 1.5 The Vice Chancellor, FATA University, reserves the right to accept or reject any or all tenders in the light of PPRA Rules.

INSTRUCTION TO BIDDERS/GENERAL CONDITIONS

Eligible Bidders/Suppliers/contractor

- 1.1. This Invitation for Bids is open to all Bidder/Suppliers meeting the following requirements:
 - 1.1.1. Duly Registered with Federal Board of Revenue for Income Tax (Active Taxpayers) and Sales Tax.
 - 1.1.2. Manufacturer or authorized representative of the manufacturer.

2. Qualifications of the Bidder/Suppliers

- 2.1. The Bidder/Supplier/contractor shall provide documentary evidence that;
 - 2.1.1. The bidder/supplier has financial, technical, supplying, demonstration, fixing etc. capability necessary to perform the contract and has successful performance history in accordance to the nature of supplies in these bidding documents as described in Bill of Quantities.
 - 2.1.2. In case the bidder/supplier/contractor offering the supplies that the bidder/supplier did not manufacture or otherwise produce, the bidder/supplier has been authorized by the manufacturer or producer of such supply; and
 - 2.1.3. The bid must be complete in all technical specifications as specified in the tender documents. If any of the specifications, do not meet, the bid will not be considered in the competition, no matter what price is quoted by the bidder.

Obtaining of Bid Documents

- Tender documents having detailed specifications along with Terms & Conditions can be obtained from the **Vice Chancellor's Secretariat, FATA University, Darra Adam Khel, FR Kohat** on any working day before the due date and time. Those documents are required to be signed and attached with the letterhead of the bidding firm. No corrections/overwriting are allowed.

Submission of Bids

- The Bid is open to all the bidders who have minimum three (03) years of experience in Civil work /supplies of similar nature equipment's / Items to government / semi-govt / private company / department.
- Single stage-one envelope procedure of PPRA will be followed.
- Bids must be sent through courier and should reach the office at least half an hour before the scheduled time of opening.

For the suppliers of IT Equipment's:

The following Letter / Certificate must be produce by the successful bidder.

- MAL : Manufacturer Authorization Letter
- Import Certificate
- Genuine Authenticity Certificate

Other Details

- After the bids / quotations are opened, no bidder shall be allowed to revise, propose or request any changes in bid, unless the committee decides to do so.
- The bidder or authorized representative shall sign on each page of the tender document. No corrections and overwriting are allowed.
- Item(s) should be quoted ANNEXURE-wise separately. Preference will be given to the firm(s) quoting maximum number of Items ANNEXURE WISE. However, FATA UNIVERSITY reserves the right to opt any item/work from any bidder.
- ***Bidders are requested to read carefully the terms and conditions and sign the Tender Form in token of having understood and accepted the same in all respects. All or any of the provisions of the terms and conditions may be changed/altered/modified/deleted/added or amended by the University as and when deemed suitable/necessary.***
- While quoting tender rates, the items should be given numbers as are numbered in the Tender Document.
- The tender Rate shall be item wise in Pak Rupees including all type of admissible taxes.
- The Tender Document must specify the Brand name and Model of the item where appropriate. Without specifying the Brand and Model the quotation will not be accepted for that item.
- Bidder is responsible for timely delivery of bids. This office will not be responsible for misplacement / tampering / non-attendance delay or any other incident in case the bids are not delivered at the designated place & time.
- The bidders should be either established firm or sole distributor / authorized dealer/ agent / Supplier or Contractor registered with Sales and Income Tax Department (Not applicable for FATA Firms) and are included in the Active Tax Payers list.
- **Bidders should preferably have office, workshop facilities and after sales services preferably in Peshawar and Kohat.**
- Time of Delivery of all equipment's / items / civil work etc. will be Maximum 30 days after the date of issuance of supply/work order by the FATA University upon the bidder's own expenses.
- The firms conducting, civil work, will have to start work immediately (within one week), after the issuance of work order, otherwise their call deposit will be forfeited and they will not be allowed to participate in any tendering process.
- The tender will be opened on _12 June 2017_ at ___11:30 Am__ in the committee room of the university in the presence of bidders and procurement committee.
- Responsibility of late delivery will not rest upon this office.
- The Vice Chancellor FATA University reserves the right to reject all bids at any time prior to the acceptance of bids. The grounds of rejection will be communicated to the bidder(s) upon request. However, Vice Chancellor FATA UNIVERSITY shall not be liable to provide any justification of those grounds.

For the Civil Work Contractors

- The selected contractor must submit Surety Bond of Rs. 50000/-, before starting the work, which will be refunded after the successful completion of the work
- All POL, Repairs & maintenance or any type of expenses shown will not be the responsibility of the bidder / contractor
- All the shifting of machinery and mobilization to the site may be included in the rates to be quoted

DOCUMENTS TO BE SUBMITTED BY THE BIDDERS

- 1. Bidders are required to provide the following documents with the bid for fixing the credibility of the bidders. If any of the following documents is missing, the bid will not be considered for further processing without any intimation to the bidder.**
 - a. Brief Company profile
 - b. Certificate of relevant ownership / dealership / authorized agent
 - c. Number of relevant projects successfully completed
 - d. Audited report for the last three years(**Not applicable for civil work**)
 - e. Income Tax return for the last three years(**Not applicable for civil work**)
 - f. Sales Tax return for the last three years(**Not applicable for civil work**)
 - g. Active Tax payers list (current)(**not applicable for civil work**)
 - h. Details of offices in Peshawar and Kohat
 - i. Affidavit on judiciary stamp paper mentioning that you or your firm has never been blacklisted in the past.

Note:

By signing this agreement, the undersigned acknowledge that he has read and understood, and agree to be bound by, the terms and conditions as outlined in the agreement and confirming that his company/organization terms and condition stand eradicated.

Bidder/Supplier/Contractor signature

Dated: _____

Name: _____

Designation: _____

Company Name: _____

Contact No: _____

Mailing Address: _____

PART- A

SECTION-I

LAPTOP & IT RELATED ITEMS

S.No	Item Name	Specifications	Rate in PKR (Including All Govt. Taxes)
1	Core i7 Laptop	<ul style="list-style-type: none"> • Intel® Core i7-7500U(2.7GHz, up to 3.5 GHz with Intel Turbo Boost Technology, 4MB L3 Cache, 2 core) • 15.6” Antiglare Backlit LED Display with FHD (1920x1080) • Min. 2GB Graphics Card (nVidia/ATI Raedon) • RAM 16GB (2x8GB) DDR4 • Hard disk 1TB 7200/5400 RPM Harddisk + 256 GB SSDrive • DVD+/-RW • USB 3.0 ports • Backlit keyboard • Battery backup of minimum 3hrs+ • Front panel LEDs for HDD, Power, WiFi, charger • Wireless and Bluetooth • HDMI Display Cable • Original Company Manufactured Carrying Case • Standard local warranty • Finger Print Reader • Customer Logo 	Rs. _____ per unit
2	Core i5 Laptop	<ul style="list-style-type: none"> • Intel® Core i5-7200U (2.5GHz, up to 3.1 GHz with Intel Turbo Boost Technology,3MB L3 Cache, 2 core) • Intel® HD Graphics • 15.6” Antiglare Backlit LED Display with HD (1366x768) • RAM 8GB (2x4GB) DDR4 • Hard Disk 1TB 7200 / 5400 RPM SATA • DVD+/-RW • USB 3.0 ports • Battery backup of minimum 3hrs+ • Front panel LEDs for HDD, Power, WiFi, charger • Wireless and Bluetooth • HDMI Display Cable • Original Company Manufactured Carrying Case • Standard local warranty • Finger Print Reader • Customer Logo 	Rs. _____ per unit

S.No	Item Name	Specifications	Rate in PKR (Including All Govt. Taxes)
3	All In One Printer (Laser)	<p>Brand name: _____</p> <p>Model: _____</p> <ul style="list-style-type: none"> • Device Type: Print / Copy / Scan / Fax • Print Speed: Up to 38ppm • Duplex: Automatic (Standard) • Print Resolution: Up to 1200x1200dpi • Scan Technology: Type: Fltabed, ADF Technology: Contact Image Sensor • Scan Speed: Up to 26ppm / 47ipm (Black), Up to 21ppm / 30ipm (Color) • Scan Resolution Up to 1200x1200dpi • Scan Size: 8.5x14-inch (ADF), 11.7x8.5-inch (Flatbed) • First Copy Out: As Fast As 7.5 sec • Copy Speed: Up to 38cpm (Black) • Copy Resolution: Up to 600x600dpi • Fax Speed: 33.6kbps, 3 sec per Page • Fax Resolution: Up to 300x300dpi • Memory: 256MB • Processor: 1200MHz • Duty Cycle: Up to 80,000 Pages • Connectivity: 1x High speed usb, 1x Gigabit Ethernet port, 1x Easy Access USB, 802.11 Wireless LAN 	Rs. _____ per unit
TOTAL			

PART-B

SPORTS GEARS

S.No	Name of Item	Specification	<u>Rate in PKR (Including All Govt. Taxes) / unit</u>
1	Badminton Rackets	Hi-qua China	
2	Badminton Net	Nylon (best Quality)	
3	Basket Ball	Moulten Best Quality	
4	Batting Gloves	Leather Ihsan / CA	
5	Batting pads	Double foam, Ihsan/CA	
6	Cricket kit bag (rolling) Long size	Ihsan(Raxin)	
7	Cricket Ball	Ihsan / CA Match Quality	
8	Cricket Bats	English willow,ihsan /CA	
9	Cricket Uniform	White, cotton , CA/Ihsan	
10	Foot Ball socks	cotton	
11	Football	Leather, double star best Quality	
12	Football shoes	Sevie/ spikes	
13	Football uniform	Shir (half slives) with underwear + socks with em bossed University Name (black & front) safini/cotton	
14	Hokey sticks	Graphite, grace / Malik	
15	Measuring tap	1000 meters	
16	Shirt (sleeveless) bibs	Embossed University name Number (Back / front) Safini / Cotton	
17	Shuttle cock	Hi-qua China	
18	Spork socks	Cotton made white , full size best quality	
19	Stop watches	Casio	
20	Track suit	Made of China cloth, upper & lower best quality	
21	Volley ball	Jaga	
22	Volley ball net	Best cotton	

23	Volley ball poles	According to PVBF specifications	
24	Weight machine digital	Best quality	
25	Cricket pads	CA best quality	
26	Cricket helmet	CA	
27	Wicket Keeper gloves	Best Quality S.S	
28	Keeping pads	CA best quality	
29	Thai pads	CA	
30	Safe guard	CA	
31	Cricket wicket	Local quality	
32	Necker with underwear	With number	
33	Hokey goal keeper kit compete set	Ihsan / Coca boasr	
34	Sport Shoes jogger	Service=squash shoes	
	Total		

PART C
STATIONARY ITEMS

S.No	Name of Item		<u>Rate in PKR (Including All Govt. Taxes) / unit</u>
1	Computer Paper A/4 80gm Imported	Rim	
2	Compute Paper Legal 80gm Imported	Rim	
3	Photo State Paper Legal 70 gm Copymate	Rim	
4	Photo State Paper A/4 70 gm Copymate	Rim	
6	Ball Point Signature	Rim	
7	Ball Point Handy	Rim	
8	Ball Point Piano	Pkt	
9	Ball Point Piano Crystal	Pkt	
10	Ball Point Piano Point	Pkt	
11	Ball point Dollar Clipper	Pkt	
12	Ball Point Picaso	Pkt	
13	Pointer Pen Dollar	Pkt	
14	Uniball Eye pen	Pkt	
15	UniballSigno Pen	Pkt	
16	Uniball Compo Pen	Pkt	
17	UniballDelux	Pkt	
19	Pilot G-1 pen	Pkt	
20	Pilot G-2 Pen	Pkt	
21	Pilot G-3 Pen	Pkt	
26	Pencil Goldfish	Pkt	
27	Pencil Mercury	Pkt	
28	Pencil Deer	Pkt	
29	HihgLihgter Dollar	Each	
30	High Lighter Mercury	Each	
31	White Fluid Pen	Each	
32	White Fluid with Thinner	Set	
33	Box File Fine quality	Each	
34	Ring File	Each	
35	File Board	Each	
36	Pakka File Cover	Pair	
37	Scotch Tap 1"	Each	
38	Scotch Tap 2"	Each	
39	Paper Tap 1"	Each	
41	Paper Tap 2"	Each	
42	Binding Tap 2"	Each	
43	Binding Tap 3"	Each	
44	Coton Tap 2"	Each	

45	Cotton Tap 3"	Each	
46	Stapler Machine Standard Size	Each	
47	Stapler Machine Heavy Duty	Each	
48	Staple Pin 24/6	Pkt	
49	Staple Pin Heavy Duty	Pkt	
50	Punch Machine (steel)Single	Each	
51	Punch Machine Double	Each	
52	Punch Machine Heavy Duty	Each	
53	Paper Pin fine quality	Pkt	
54	Paper Clip	Pkt	
55	Tap Dispenser	Each	
56	Paper Cutter	Each	
57	Scissor	Each	
58	Cutter Blade	Each	
59	Post it Pad 2 x 3	Pkt	
60	Post it Pad 3 x 3	Pkt	
61	Post it Pad 3 x 4	Pkt	
62	Post it Pad 3 x 5	Pkt	
63	Rubber	Each	
64	Sharpener Steel	Each	
65	Dak Folder	Each	
66	Transparent File A/4	Each	
67	Stick File A/4	Each	
68	File Separator	Each	
69	Binding Machine	Each	
70	Binding Ring 6 MM	Each	
71	Binding Ring 8 MM	Each	
73	Glue Stick Medium	Each	
72	Glue Stick Small	Each	
73	Binding Ring 12 MM	Each	
74	Insect Killer	Each	
75	Binding Ring 16 MM	Each	
76	Binding Ring 18 MM	Each	
77	Binding Ring 20 MM	Each	
78	Binding Ring 25 MM	Each	
79	Binding Sheet A/4	Pkt	
80	Envelope Khaki 9" x 4"	Pkt	
81	Envelope Khaki 11" x 5"	Each	
82	Envelope Khaki A-4	Each	
83	Envelope Khaki Legal Size	Each	
84	Envelope White 9" x 4"	Each	
85	Envelope White 11" x 5"	Each	

86	Envelope White A-4	Each	
87	Envelope White Legal Size	Each	
88	Envelope Cloth A/4	Each	
89	Envelope Cloth File size	Each	
90	Table Set Marble	Set	
91	Table Set Leather	Set	
92	Table Set Wooden	Set	
93	Letter Tray	Each	
4	Blank Register	Each	
95	Writing Pad Small	Each	
96	Writing pad Medium	Each	
97	Writing Pad Large Size	Each	
98	Note Sheet Pad	Each	
99	Peon Book	Each	
100	Dairy Register	Each	
101	Despatch Register	Each	
102	Daily Attendance Regsiter	Each	
103	Leave Register	Each	
104	Fluid Pen	Each	
105	File Tag Small	Bundle	
106	File Tag Large	Bundle	
107	File Tray	Each	
108	Flash Drive 32 GB	Each	
108	Dusters for cleanliness	Each	
109	Stapler pin Remover fine quality	Each	
110	Ruler Steel	Each	
111	Wooden Dusters for white boards	Each	
112	Paper Weights Fine quality	Each	
	Total		

PART-D

Land Clearing & Reclamation Work including removing of Bushes etc.

S. No	Items / machinery / vehicles to be used	Rate per Hour / trip
1	Excavator with bucket	
2	Dumper for disposing off the material	
3	Tractor for leveling & Dressing along with blade & Plough	
4	Bull Dozer	
5	Front Shovel	
6	Tractor trolley	
7	Any other machinery as required	

Specific Terms & Conditions for Civil Work

- 1- The selected contractor must submit Surety Bond of Rs. 50000/-, before starting the work, which will be refunded after the successful completion of the work
- 2- All POL, Repairs & maintenance or any type of expenses shown will not be the responsibility of the bidder / contractor
- 3- All the shifting of machinery and mobilization to the site may be included in the rates to be quoted

The other terms and conditions mentioned earlier are also applicable

ٹریڈر فائنا ہونیورسٹی، ایف آر کوہاٹ

نمبر شمار	تفصیل مشینری	ریٹ فی گھنٹہ/سیکڑہ
۱-	بلڈوزر	
۲-	ایسکیو پیٹر بمع بکٹ	
۳-	فرنٹ شاؤل	
۴-	ٹریکٹر ٹرائلی	
۵-	ٹریکٹر برائے ہمواری زمین بمع بلیڈ ویلف	
۶-	کوئی دوسری مشینری	

شرائط و ضوابط:

- 1- منتخب ٹھیکیدار/فرم مبلغ پچاس ہزار (Rs.50,000/-) کا ضمانتی بانڈ مہیا کرنے کا پابند ہوگا، جو کہ کام کی تکمیل کے بعد واجب الادا ہوگا۔
- 2- دوران کارابندھن، مرمت اور کسی قسم کے دوسرے اخراجات، کنٹریکٹر/فرم کے ذمہ ہونگے۔
- 3- مشینری، سائٹ تک پہنچانے کی ذمہ داری کنٹریکٹر پر عائد ہوگی اور اس قسم کے تمام اخراجات فی گھنٹہ/سیکڑہ ریٹس میں شامل ہونگے۔

